

On The Day

- Please bring your booking paperwork with you.
- Upon arrival please ask your group to wait outside while your group leader comes to the Reception Desk with the booking confirmation. Our education and Learning Officer will greet you there.
- If you have a workshop booked please make sure you arrive in plenty of time for bags and coats to be put into one of the allocated places.
- If you are running late please call the education and learning Officer on 01904 551616

Planning Your Visit

Public Liability Insurance- the Mansion House is fully covered by the City of York Council's public liability insurance.

Risk Assessment Guidance

Group leaders will need to undertake a risk assessment specifically for their group in line with school and LEA policies and DfE guidelines. We recommend that a preliminary visit is made to carry out your own risk assessment. Please contact the Education and learning Officer to make an appointment for your Risk assessment visit.

A Generic Risk assessment for the Mansion House site can be found on our website . Please note it is the schools responsibility to complete your own risk assessment. This is for guidance only.

Fire Evacuation

Should the fire alarm sound on the day of your visit the lead teacher is responsible for making a head count of your group and assembling outside at Harkers in St. Helen's Square (at the front of the mansion House). Please inform the Fire Warden (identified by a fluorescent jacket) at once if a member of your group is missing.

Please note that when the alarm sounds some doors in the Mansion House automatically close.

Mansion House staff will direct your group out of the nearest fire exit. Ensure pupils stay in the assembly area so that emergency vehicles can access the mansion House.

Mansion House staff will inform you when it is safe to re-enter the building.

Child Protection

The Education and Learning Officer holds a current Enhanced CRB Disclosure.

First Aid

Should a member of your group need assistance please inform a member of staff. All accidents and near misses should be reported to a member of staff as soon as possible.

INFORMATION FOR TEACHERS

Toilets

We ask group leaders to supervise pupils in small groups when using these facilities.

Shop

In order to ease congestion we ask that no more than 5 pupils visit the shop at any one time.

Food and Drink

Must not be consumed in the mansion House.

Lost Children

We ask that group leaders make checks at regular intervals to ensure all members of their group are with them at all times. Should a member of your group be missing, please inform a member of staff.

Courtesy to other Visitors

We ask all group leaders to remind students to treat other visitors with courtesy.