



## **This document gives information about health and safety arrangements at the Ulster American Folk Park.**

### **Supervision and behaviour**

Teachers/youth group leaders are responsible for the behaviour and general health and safety of their children at the Folk Park. Teachers/leaders and accompanying adults should remain with their children at all times for their health and safety, and to accompany them in case of evacuation.

Groups must have adequate adult to child ratio for the activities in which they are participating. For **general visits** we require that, as a minimum, supervision should conform to the standards required in Northern Ireland as outlined in the publication "*EDUCATIONAL VISITS Policy, Practice and Procedures 2004*" e.g. for children aged 8-11 we require a ratio of 1:15 and for groups aged 12-18, a ratio of 1:20.

**In addition many of our other activities, such as craft workshops, thematic studies and drama, require enhanced supervisory levels.** These levels depend on the nature and locations of the activities and should also take into account your own assessment of the

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participating children. The levels of supervision should be agreed with us at the time of booking. For groups of mixed gender, every effort should be made to have both male and female teachers/leaders on the visit.

If the behaviour of any child adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave, accompanied by a teacher. Teachers/leaders should brief their group about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the Folk Park and the adult / child ratio is affected. Radio announcements to park staff can be made to reunite lost children with their leaders. Contact a member of staff in the first instance.

### **Fire and evacuation**

An automatic fire alarm system is used to alert staff and visitors of an evacuation inside galleries. An automatic call is put through to the fire brigade for attendance. For exhibit buildings, a verbal alarm is used. Staff will direct visitors to the nearest fire exit and to the assembly points. At the assembly point leaders should complete their register and report any missing persons to the uniformed or costumed park staff. Leaders should brief their children and accompanying adults about the evacuation procedure. The Museum has a robust Evacuation Policy that is reviewed regularly to ensure that

changes in circumstances within the Museum are acted upon.

Staff are trained in evacuation procedures and will assist during any evacuation. The Folk Park is equipped with fire-fighting equipment that conforms to current regulations. It is maintained on an annual basis by a competent contractor.

### **First aid**

The Folk Park has trained members of staff to provide first aid treatment. These staff complete a one-day certificated course provided by St. John's Ambulance and approved by the Health & Safety Executive of N Ireland.

During public opening hours there are trained first-aiders and first aid appointed persons available.

For first aid treatment while you are in the Folk Park you should ask any member of staff.

The nearest Accident & Emergency Department is at Omagh Hospital.



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### Accident reporting and investigation

A Park first-aider attending to a casualty must complete an Accident and First Aid Report detailing the circumstances of the incident and any injuries sustained.

In addition, accidents are recorded in the Museum's Accident Book. The Senior or Duty Visitor Services Manager is responsible for investigating any accident involving visitors. Where appropriate, accidents will be reported to Omagh District Council.

### Museum staff

All museum staff are vetted according to legislative requirements. No member of staff is allowed to start work within the Museum until all their references have been checked thoroughly.

Staff working with children on education programmes have relevant experience and/or training to ensure competent and professional interaction with visitors.

### Risk assessments and hazard identification

The Museum's public areas have been designed and are maintained as safe spaces for all our visitors. Exhibitions and activities are designed with full consideration for risk control measures. Assessments are completed for all new works and activities. Hazards are identified in a daily Museum monitoring programme. They are isolated or rectified as soon as possible.

### Health and safety

The Museum has a written health and safety policy. Staff attend mandatory health and safety training courses, in line with their responsibilities and job function.

### Insurance cover

National Museums Northern Ireland (the parent organisation for the Ulster American Folk Park) has in place and maintains insurance cover in respect of Public and Product liability. The limit on these policies is £10,000,000.

### Advice

All school/youth group visits must be booked with the Education department at the Folk Park at least two weeks in advance. Education staff can also give you telephone advice about the Health and Safety aspects of your proposed booking. Please ensure that children are wearing adequate clothing and footwear for the open-air museum.

**For further information about health and safety relating to school visits that is not covered by this document, or to make comments about this document, please contact:**

**Education Department  
Ulster American Folk Park  
2 Mellon Road, Castletown  
Omagh, Co Tyrone, BT78 5QY**

**Tel: +44 (0) 2882 256320  
E-mail: [uafp.education@nmni.com](mailto:uafp.education@nmni.com)**