

## Requests for risk assessments

We often are contacted by schools asking for a copy of our risk assessments. We would like to confirm that risk assessments for our museums, and well as the learning activities that take place within them, are complete and have been approved at Officer level within the service and by our Health and Safety Section. This helps to ensure your group will have a safe visit to our museums.

Due to the significant number of visitors at this facility and the request for such documentation, it would not be practical to provide copies to visiting groups and parties on an individual basis. However the Venue Risk Assessment, as well as the Learning Programme Risk Assessment are both located on site and if required, can be made available for inspection on the day of the visit or alternatively, at your earliest convenience. Unfortunately we cannot e-mail these documents out.

Group leaders know their pupils best, and are therefore in the best position to do their own risk assessment of their visit. To assist with this we have produced pre-visit information sheets for each of our museum venues. These are available on our website: [www.glasgowmuseums.com/Learning](http://www.glasgowmuseums.com/Learning) (within the Schools and Nurseries section), or can be posted out to you by our Bookings Team. We can also provide more information on your workshop in terms of materials and equipment bring used or access arrangements. Again contact the Bookings Team and they will put you in touch with one of our Learning Assistants who can provide more information.

To contact the Bookings Team please call 0141 276 9505 / 9506 or e-mail [museums.schoolbookings@glasgowlife.org.uk](mailto:museums.schoolbookings@glasgowlife.org.uk)