



Your School Excursion To Boston Castle

Background information for teachers making Risk Assessment Plans

It is the responsibility of the School to ensure you have completed a Risk Assessment before your visit, to assist you we have enclosed the generic risk assessment for visitor use to Boston Castle.

Venue Information

Arrival & Departure

School groups are required to enter Boston Castle via the entrance where a member of staff will greet you and guide you to the relevant area.

Coach Parking

Coaches can park in Boston Castle Car Park.

Bag Storage

Boston Castle has storage facilities for coats and small bags if you are visiting as part of an assisted visit.

Lost Property

Any items found in Boston Castle will be handed in at the Main Reception where they will be kept until the end of the working day. They will then be recorded in the lost property book and kept for a month.

Lunch Facilities

Assisted visits are welcome to eat in the Earl's Room by prior arrangement. There are also public picnic areas in Boston Park.

Toilets

Toilets are located on the first floor and a disabled toilet is located on the first floor.

Fire exits & evacuation

Boston Castle has clearly marked fire exits throughout the building. All Heritage staff are trained in emergency evacuation procedures. On evacuating Boston Castle please make your way to the car park where you will be met by a member of Heritage staff.

Roof Tours

Roof Tours are included in assisted visits. A member of Heritage staff will accompany all groups. Access to the roof is via steep stairs. Flat shoes must be worn. Roof tours may be cancelled on the day subject to weather conditions.

First Aid

A first aid box is available, please ask a member of Heritage Staff. In case of emergencies we recommend you have a person trained, at minimum, in First Response within your Group, allowing our trained First Aiders to assist where required. Please advise a member of Heritage staff if you require help with first aid.

Insurance Cover

Boston Castle has the appropriate Public Liability Insurance up to £35,000,000 in place to cover injury and damage. Details of insurance can be provided upon request to the Visitor Experience Officer.

Supervision

Supervision Levels

Children and students must be under the direct supervision of an appointed adult at all times during their visit to Boston Castle. Every adult accompanying students is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes). Please ensure that adult supervision is evenly spread throughout your group whilst in the Museum. See table below

Age	Minimum ratio	Recommended ratio
Nursery/Reception	1:6	1:4
Key Stage 1 (Y1–Y2)	1:8	1:5
Key Stage 2 (Y3–Y6)	1:10	1:8
Key Stage 3 (Y7–9)	1:10	1:10
Key Stage 4 (Y10–11)	1:15	1:10
Post-16	1 adult per booking	1:30

Working with Children

Not all Heritage staff have been DBS checked so it is important that the supervision of the children remains the responsibility of the school.

Students Code of Conduct

It is essential all School visitors are familiar with and adhere to our Student Code of Conduct as members of the public may be in the Museum during their visit. This ensures all visitors have an enjoyable experience.

Students are required to:

- Behave in a courteous and responsible manner at all times
- Ensure noise is kept at an appropriate level
- Ensure they walk at a sensible pace throughout Boston Castle.
- To remain under supervision of an adult at all times whilst in the Boston Castle

If any behaviour is deliberately and consistently disruptive/or an offence is caused to visitors or staff at Boston Castle we reserve the right to remove the individual from a session. A teacher will be required to supervise the student outside Boston Castle until the session has ended.

We hope you have an enjoyable and educational visit to Boston Castle, and hope you will return in the future.