

Welcome to the British Schools Museum

We look forward to hosting you and your guests at the museum. This Welcome Pack provides the essential information required to ensure that your investigation runs smoothly.

We host Paranormal Investigations on Saturday evenings from 6pm – 2pm. If you would like access to the site at an alternative time, this can sometimes be accommodated in exceptional circumstances – please do contact us to discuss.

Checklist of things to do before your arrival:

- ☐ Familiarise yourself with the facilities we are providing
- ☐ Email us a completed Risk Assessment, using the template provided
- ☐ Email us a copy of your Public Liability Insurance.

If you would like an initial walk around the site before booking, we would be pleased to show a representative from your organisation around. Please just contact us to arrange.

Before your visit, you will be contacted by the museum's Duty Manager for the evening to finalise arrangements.

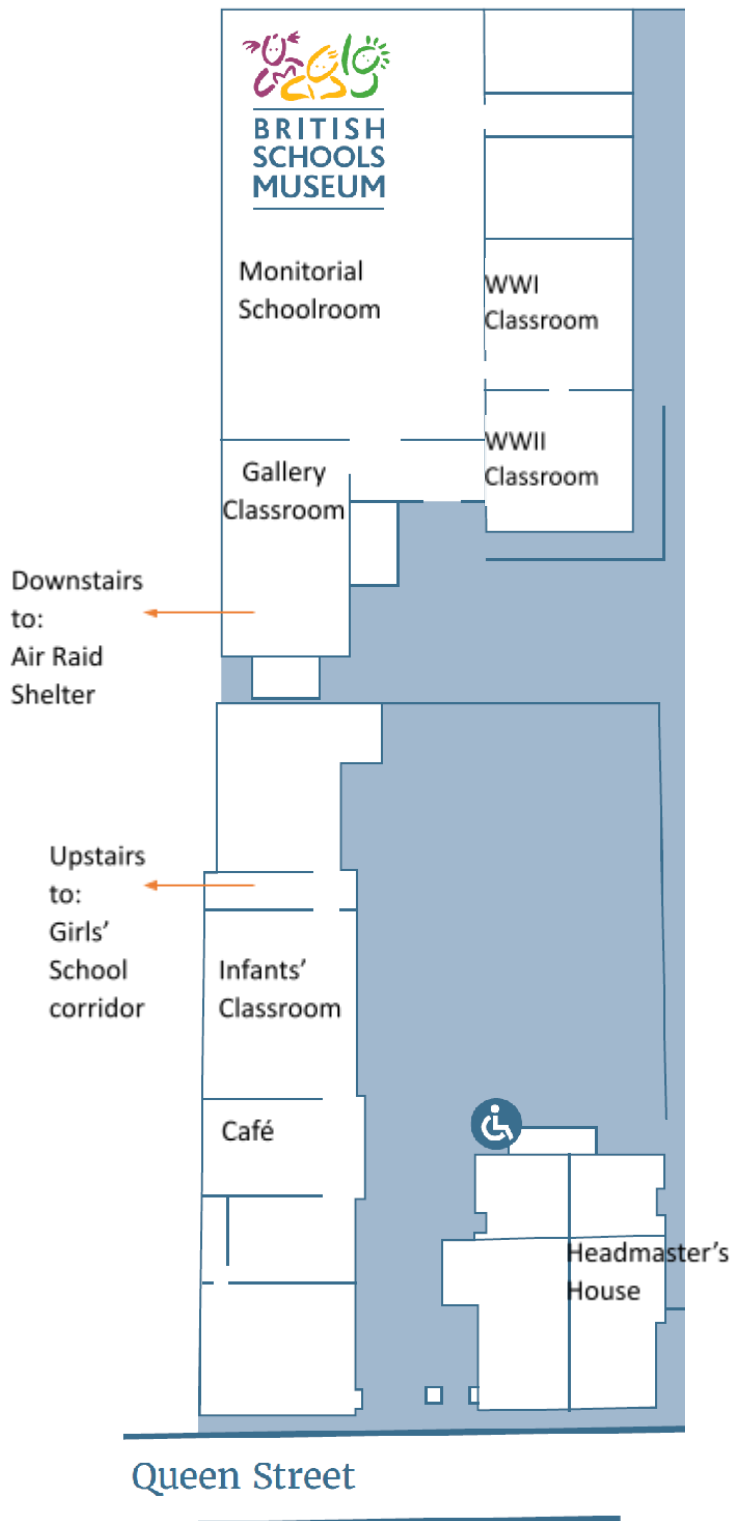
Please let us know if there is anything further we can do to help with your visit, otherwise we look forward to hosting you and good luck with your investigations!

E: enquiries@britishschoolsmuseum.org.uk T: (01462) 420144

Fun facts

- The first school on the site was founded in 1810 in an old maltings or malt house which was rebuilt in the 1850s after a fire swept along the street.
- Queen Street, where the Museum is situated, was called Dead Street until the late Nineteenth Century.
- The Victorian Monitorial schoolroom (built 1837) could hold 300 boys, taught by monitors and just one teacher
- Joseph Lancaster built schools like this up and down the country, and from the USA to India. The Monitorial schoolroom at the museum is now the only one left in the world
- William Fitch was the first and only Headmaster to live in the Headmaster's House from when he built it in 1857 to his death in 1902
- The Victorian Gallery classroom was built to cater for a class of 110 boys, all sat on the floors: Desks would not have been used – they probably only needed slates to write.

Finding your way around



Entrance is through the School Gates from Queen Street. Please note that the entrance is narrow, but there is parking for up to 6 cars (or fewer vans) in the central playground.

During the investigations, your guests are welcome to be based at the following locations, as you wish:

- Monitorial Schoolroom
- Gallery Classroom
- Infants' Classroom / Café

You are also welcome to investigate the following locations:

- Girls' School corridor
- WWI Classroom
- WWII Classroom
- Headmaster's House
- Air Raid shelter

(please note that someone from the museum will accompany you in some of these areas, so please discuss in advance)

Refreshments are best located in the Monitorial Schoolroom – thank you for keeping it tidy.

The accessible toilet is located in the Playground.

Activity: Paranormal Investigations

Prepared by:

Date prepared:

Paranormal group

name:

The risk	Who might be harmed?	Existing controls	Actual Risk Rating Likelihood: 1 – 5, 5 highest Consequences: 1 – 5, 5 highest Risk: Low, Medium, High		
			Likelihood	X Impact	= Risk
Shared vehicular/pedestrian access	Visitors / Staff	Vehicular access is narrow and tight. Cars must approach at low speed. Paranormal investigators and Museum staff are requested to use extreme care when entering/exiting.	1	5	5
Tripping on uneven or icy floor surfaces	Visitors / Staff	Health and safety briefing to Paranormal investigators encourages people to take care on uneven or icy surfaces, as the site will be dimly lit. Unsuitable footwear will be advised against.	2	4	8
Trip hazards – steps access to Gallery Classroom & Monitorial Schoolroom	Visitors / Staff	Porch area can be lit and step edges are painted white.	1	4	4
Trip hazards in the Headmaster's House	Visitors / Staff	Health and safety briefing advises visitors that the stairs are steep and narrow and to take care walking up them by torchlight.	1	4	4
Air-Raid shelter steps	Visitors / Staff	Take care going down the steps, be aware that the area is damp which may affect those with respiratory conditions.	1	5	5
Steps up to the Girls' School Corridor	Visitors / Staff	Health and safety briefing advises visitors that the stairs are steep and to take care walking up them by torchlight.	1	5	5
Low Temperature	Visitors / Staff	Many parts of our historic site are unheated. During the winter months particularly care should be taken to dress appropriately.	2	3	6

5 x 5 Risk Matrix

	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

LIKELIHOOD

CONSEQUENCES

Risk Rating
High
Medium
Low