



Mind our Business Talk

Guidelines for Supervising Teachers

Preparing for Your Visit: It is strongly recommended that supervising staff should arrange a pre-visit to familiarise themselves with facilities at the Museum. Complimentary tickets are available on request in order to assist with planning and risk assessments. A Hazard Identification Sheet is also provided in order to help you with your risk assessment.

Practicalities:

- **Where to go and how to get there:** The Business Talks take place in a variety of locations at the Museum. Please check your paperwork to ensure you go to the correct place. The main locations used are:
 - The Porter Room: located behind the Sun Inn in the Town, beside the Town Stables.
 - The Bank Board Room: located above Barclays Bank in the Town.
 - The Collections Study Room: located at the Regional Resource Centre, on the path between the Home Farm/Pit Village Tram stop and the Town.
- **Arriving on Time:** Please ensure you arrive at your destination on time. In the event of a late arrival every effort will be made to accommodate the full time of the activity, however, due to other bookings this may not be possible.
- **What to Bring/Where:** Please remember that Beamish is an open air museum and the weather may be inclement. Pupils need to wear appropriate clothing.
- **Toilets:** Toilet facilities are located around the Museum, including in The Town and adjacent to the Collection Study Room.
- **Health and Safety Information:** A Hazard Identification Sheet is provided below in order to advise you of any possible risks or hazards.
- **Access:** An Access bus is available and can take any members of your group with access needs around the Museum. There are steps up to the Porter Room but the Bank Board Room and Collections Study Room are fully accessible. If there is anyone in your group with access needs please inform the Bookings Officer on

bookings@beamish.org.uk or telephone on 0191 370 4026 so they can make appropriate arrangements and advise you.

Objectives of Activity:

The Mind our Business Talk offers groups a behind the scenes insight into the running of Beamish Museum. The talk can be tailored to the needs of your group, including topics such as:

- Marketing
- Health and Safety
- Running of the Museum
- Visitor Management
- Events
- Hospitality
- Visitor Engagement and Customer Service
- Jobs and structure of the organisation
- Finance and funding

Contact us: If you have any queries please do not hesitate to contact Simon Woolley, Head of Learning on 0191 370 4011 or email education@beamish.org.uk.

Hazard Identification Sheet – Mind our Business!

Location: Bank Room, Porter Room, Collections Study Room

Potential Hazard	Who is particularly at risk	Context of hazard and steps to be taken by accompanying adults to prevent accidents	Risk of accident/ dangerous occurrence High/medium/ low	If high or medium what additional precautions or measures need to be taken to reduce risk to low
Slips and trips	All participants	<p>There may be steps up to the room used for the talk, so participants need to be aware of the risk or tripping.</p> <p>Beamish staff will ensure that wires from computers and projectors do not present a trip hazard and will warn participants if an area of the room needs to be avoided.</p> <p>If the room has recently been mopped, then adequate signage will be in place to warn people of wet floors.</p> <p>Furniture will be laid out to reduce trip hazards, particularly around the hearth area in the Bank Room.</p>	Low	
Fires and emergency evacuation	All participants	<p>If the building has to be evacuated in case of fire or any other emergency, Beamish staff will do so efficiently and calmly. They are aware of the location of fire extinguishers, and will make participants aware of emergency exits prior to beginning the talk.</p>	Low	
Object handling	All participants	<p>On occasion, participants may be offered the chance to handle a range of objects, which may be sharp or heavy etc. and may pose a risk of cuts, bruises or splinters to fingers or hands if not handled correctly and sensibly. Participants should listen to any advice given on how to handle objects and all accompanying school and Museum staff should monitor the activity. Objects may be made of different materials which may be an allergy risk, and participants should have any medication for known risks with them.</p>	Low	

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