



Introduction

- We're looking forward to welcoming your Learning group to the Learning Space.
- The health and safety of our visitors is one of our main priorities. As such, the following is provided to Learning groups, so you have a clear reference framework to work from for your visit.
- This pack/information is designed to help you to complete a comprehensive risk assessment for your visit. It should be used in conjunction with the visit guidelines and our [Terms and Conditions of Supply](#).

Risk Assessment

- Group leaders are advised to visit the Grounds in advance of their Learning visit in order to conduct their own risk assessment. To arrange your pre-visit, please email learning@aeltc.com to arrange a date and time.
- **This pack/information does not qualify as a Learning group completing their own risk assessment.** It is the responsibility of the Learning group to complete a risk assessment visit ahead of their scheduled group visit. The following risks should be considered when completing a risk assessment:
 - Slipping, tripping, or falling on entry to the museum and within the building or in the Grounds;
 - Slipping, tripping, or falling due to liquid, e.g., water leaks and spillages;
 - Sustaining light injury (for example cuts and bruises) through collision with display cases and corners;
 - Trapping fingers in doors, including lift doors;
 - Being separated from the rest of the group;
 - Sufficient first aid arrangements within your own group;
 - Lost children;
 - Illness as a result of exposure to COVID-19 in public spaces.
- Group leaders should be made aware of any pre-existing medical conditions of group members, staff and accompanying adults before visiting.
- We encourage that your own risk assessment is undertaken in accordance with [HSE guidance](#) - and the earlier [DfE guidance](#).

Security

- Security at the AELTC is taken extremely seriously. We welcome hundreds of thousands of visitors to our Grounds each year and their safety and security are paramount. We also have a duty of care to protect our collections and buildings, so that they can be enjoyed by future generations.
- When you visit the AELTC you will see some of our security services, but many more are operating behind the scenes. All of our front of house staff are trained to deal with emergencies and will assist our visitors in every way possible. We test our procedures and response times on

a regular basis to ensure that if a serious incident occurs our staff are correctly equipped and ready to assist.

- The inside and outside of the Grounds are covered by a comprehensive network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and the exhibits (all images are used in accordance with our Privacy Policy). Members of the Security team carry out bag searches at the entrances to the Grounds, which may include school groups.
- Cloakrooms are closed outside of The Championships. Unattended bags should be reported to a member of staff - please do not touch them.
- We have procedures in place should it be necessary to quickly restrict access to, or exit the building (or part of it) through physical measures in response to a threat, either external or internal. In the event of an emergency warranting in-vacuation (moving people to somewhere safe inside the building), please follow staff to a place of relative safety inside the building.
- We have staff who work in every public space during opening hours to assist visitors and call for additional support if required.

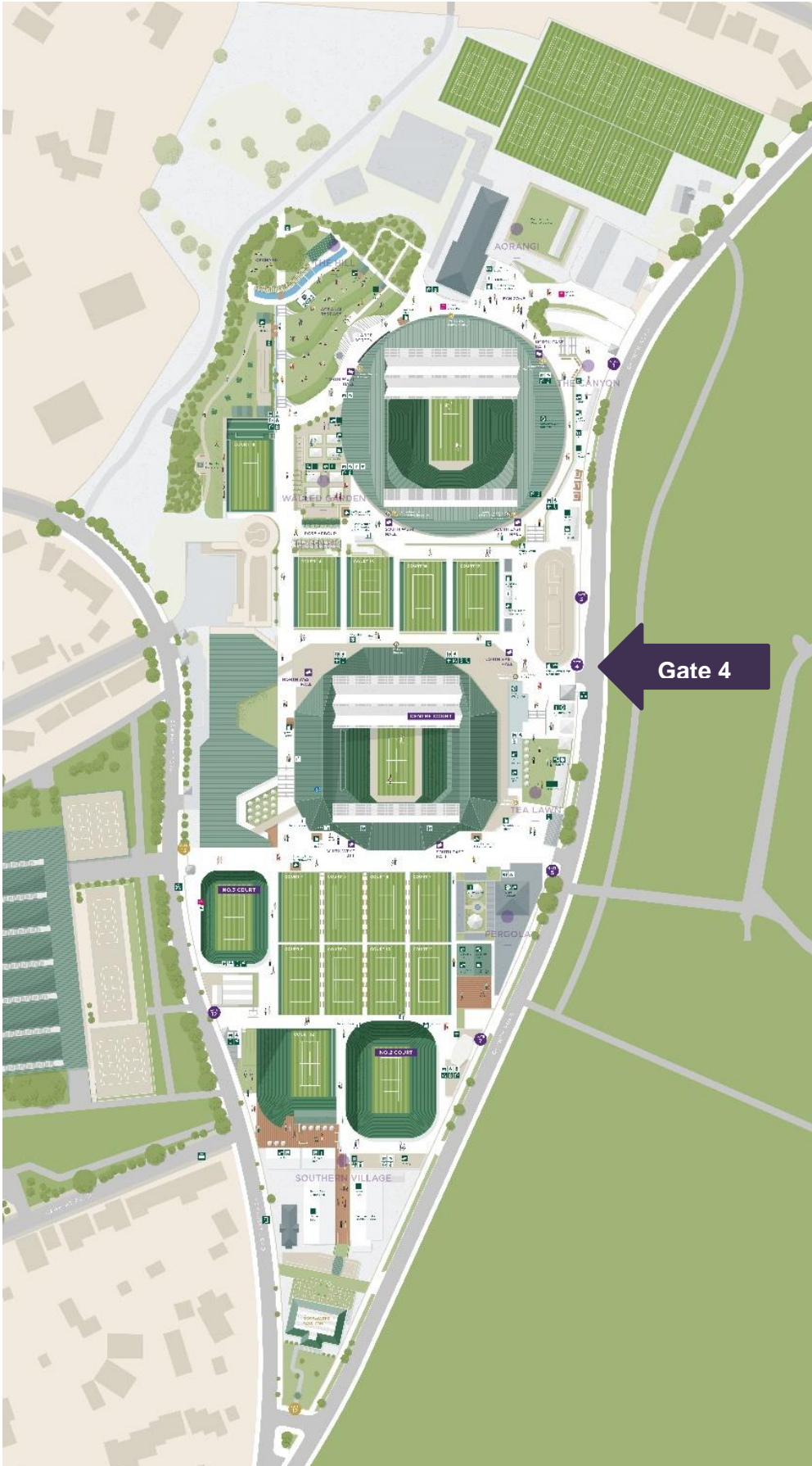
Fire and evacuation

- The Museum and Learning Space have full evacuation procedures in case of emergency or fire. All fire exits are clearly marked, and all staff have received training in evacuation procedures.
- Our security, fire and safety procedures are tested on a regular basis and are updated as necessary.
- An alarm followed by an announcement is used to alert staff and visitors of an evacuation. In the event of a fire evacuation, lifts should not be used.
- Once outside, move away from entrances to enable the escape of others. You will be directed to the Tea Lawn, as our Assembly Area.
- Group leaders should take the register and report any missing persons to a member of security staff (who will be in uniform) or to museum staff wearing hi-visibility jackets. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.

Arriving at the AELTC

- Please enter the Ground via the pedestrian Gate 4 on Church Road.
- There is an area adjacent to Gate 4 which serves as a coach drop off and pick up point.
- This entrance is step-free and wheelchair accessible.

Map



Access

- If you have any questions about accessibility, please contact the Learning team who will be able to assist: learning@aeltc.com.

First aid

- The Museum and Learning Space has members of staff trained to provide basic first aid treatment, although first aid provision is ultimately the responsibility of the group leader, who must carry first aid supplies at all times.
- Please report any accidents to uniformed staff, or anyone wearing a AELTC staff pass, who will be able to call for the First Aider.

COVID-19

- The AELTC has a number of protective measures in place to help minimise the risk associated with COVID-19 including:
 - Hand sanitiser stations at the entrance and at key points;
 - Regular cleaning of all areas of the Museum and Learning Space throughout the day;
 - Following DfE guidelines regarding face coverings.
- We will continue to liaise closely with other national museums to ensure we have an integrated and responsible plan for our activities.
- Ahead of your visit, if anyone in your group (staff or students) or in their household has COVID-19 symptoms, we ask that they do not attend the visit.

Museum & Learning staff

- All museum and learning employees are passed through the vetting system.
- Staff carry ID cards with their photograph, so they can be recognised by visitors.
- All staff leading teaching sessions are experienced in working with children, have enhanced DBS checks and undertake relevant safeguarding training.

Supervision and behaviour

- Responsibility for visiting group members remains with leaders at all times.
- Leaders should remain with their group members at all times and ensure they are accompanied in the event of evacuation.
- Groups must have the correct leader to group members ratio:
 - for children in primary level education, 1 supervising adult for every 5 children;
 - for students in secondary level education, 1 supervising adult for every 10 students;
 - for students in higher level education, 1 supervising adult per group.
- The Learning programme and the museum reserve the right to refuse admission to groups who are not considered to have sufficient adult supervision.

- Any AELTC staff member present during a Learning visit **DOES NOT** count for the purposes of the above table and we reserve the right to refuse to conduct a Learning visit where these supervisory levels are not met.
- If the behaviour of any groups or individuals affects the safety or enjoyment of other visitors, they will be asked to leave. Group leaders should ensure that their group understands how they are expected to behave and have contingency measures in place in the event that anyone is asked to leave.
- Group members should be instructed to inform a uniformed staff should they become separated from the rest of the group. Please ensure all group members and accompanying leaders are made aware of this in advance of their visit.
- Children should not be left unsupervised at any time within our Grounds. The AELTC does not accept *in loco parentis*. The AELTC is obliged to report to the associated school/college and education welfare officer at the associated local authority should any there be any incidents of negligence on part of group visiting.

WCs and Washroom

- The Learning Space has designated WCs for males and females, as well as designation of an accessible WC which can be used by any other gender.
- In the Grounds and Museum, children should only be escorted to the toilets to wash hands in the presence of a group leader from the school.

Insurance

As part of the AELTC, we have public and product liability insurance. See Appendix A.

Facilities for Learning groups

- Please do not bring large bags. Small bags are permitted and may be searched on arrival.
- Please keep your bags with you at all times in the interest of safety and security.
- Our toilets are open throughout the Learning Space and are regularly cleaned throughout the day.
- The Learning Space has a lunchroom facility where your group can eat packed lunches. Please ensure that waste is put into the bins and that you spray and clean tables after use.
- Consuming food and drink in the Library and in the Museum is strictly forbidden.
- The Learning Space does not provide smoking facilities, and promotes the Government's aim to a [smoke free generation](#).
- Should your group require an area of contemplation, the Learning Space is able to facilitate this within its meeting room space.

Activities Provided by the Learning programme

Tennis Time Travellers - KS2	
General Arrangements	<ul style="list-style-type: none"> • Visit includes workshop, lunch break in the Learning Space, Tour of the Grounds and Museum visit. The day is fully facilitated by a member of the Learning team. • Activities are supervised by a member of staff at all times. No physical activity during visit, aside from walking during the Tour of the Grounds and Museum interactives.
Croquet activity	<ul style="list-style-type: none"> • Short 5-minute activity whereby 6 participants get the opportunity to try croquet using wooden mallets. • All mallets and balls are cleaned between sessions.
Dress up activity	<ul style="list-style-type: none"> • Short 15-minute activity whereby 2 participants have the opportunity to dress up as our first Champions, Spencer Gore and Maud Watson, wearing various layers of Victorian clothing and holding rackets. • All clothing is periodically washed.
Breakout activity	<ul style="list-style-type: none"> • 20-minute activity where the class is split into smaller groups and is tasked with looking at a Census. They then complete a paper worksheet using pencils (both of which are provided by us).
Debate activity	<ul style="list-style-type: none"> • Short 10-minute activity where the class has a debate about whether The Championships should remain in Wimbledon. Every member of the class is given a hat to wear.
The Business of Wimbledon - KS4/5	
General arrangements	<ul style="list-style-type: none"> • Visit includes lecture, lunch break in the Learning Space, Tour of the Grounds and Museum visit. The day is fully facilitated by a member of the Learning team.
Physical Activity	<ul style="list-style-type: none"> • No physical activity during visit, aside from walking during the Tour of the Grounds and Museum interactives.
Objects	<ul style="list-style-type: none"> • No object handling during lecture.
Equipment	<ul style="list-style-type: none"> • No tasks are undertaken using equipment.
	<ul style="list-style-type: none"> •

• The Business of Wimbledon - Further and Higher Education	
General arrangements	<ul style="list-style-type: none"> • Visit includes lecture, lunch break in the Learning Space, Tour of the Grounds and Museum visit. The day is fully facilitated by a member of the Learning team.
Physical Activity	<ul style="list-style-type: none"> • No physical activity during visit, aside from walking during the Tour of the Grounds and Museum interactives.
Objects	<ul style="list-style-type: none"> • No object handling during lecture.
Equipment	<ul style="list-style-type: none"> • No tasks are undertaken using equipment.
Community visits	
General arrangements	<ul style="list-style-type: none"> • Designed around each individual group's needs but can include object handling and dressing up. • All objects will have been cleaned prior to session.
Tailored event	<ul style="list-style-type: none"> • Visit can include facilitated session, lunch break in the Learning Space, Tour of the Grounds and Museum visit. Again, the entire visit is tailored to accommodate each individual group considering access needs and SEND requirements.
Supervisor	<ul style="list-style-type: none"> • The day is fully facilitated by a member of the Learning team.