



THE BAR CONVENT

Living Heritage Centre

Essentials for Schools December 2015

Insurance

The Bar Convent is insured with Allianz Insurance Ltd. Further details are available on request.

Risk Assessments

We have a completed risk assessment available for group leaders [to download online](#).

If you wish to carry out your own risk assessment, please contact our Education Manager on 01904 464 903 and we can arrange a preliminary visit for you.

Fire Evacuation

In the event of a fire, all visiting school parties are to follow the guidance of staff and volunteers and evacuate safely to the Entrance Hall, where you will be asked to wait for further instruction.

If it is deemed necessary to evacuate the building entirely, school parties will be guided out into the garden by staff.

We ask that, in the event of a fire, schools and other visitors **do not immediately evacuate via the front door**, as this poses a safety risk due to the proximity of the main road.

Child Protection

The Bar Convent Living Heritage Centre provides a safe environment and facilities for learning and education to take place.

Although senior staff have been DBS checked, children remain the responsibility of accompanying adults at all times and this extends to formal school and educational visits. This covers all areas of the site, including toilets.

If a child becomes lost, they should report to a member of staff who will escort them to the office of the Audience Development and Educational Manager (ADEM).

Disabled / SEN access

The Exhibition has a new lift taking visitors to the upper levels (in addition to the staircase). There is also an existing lift serving the Bar Convent's Guest House areas.

First Aid

If you need First Aid, report to a member of Bar Convent staff. All accidents should be reported immediately, even if there is no immediate sign of injury.

Food and Drink

The Gascoigne Room can be used for eating and drinking. Food and drink must not be consumed within the Exhibition. Only food and drink that has been purchased on-site may be consumed in the café.

During Your Visit

There is no on-site parking available but coaches can drop off visitors directly at the front of the Bar Convent on Blossom Street. Traffic can be busy here so we ask you to be careful as you disembark.

Upon arrival, Group leaders should report to Reception at the front of the Hall.

If you have arranged for the use of our Gascoigne Room, a member of staff will escort your party through to deposit any belongings.

We ask all group leaders to remind party members that the Bar Convent is a living community and to treat other visitors with courtesy.

Above all, we hope you enjoy your visit to this very special place.