



## Pre-visit Teacher information

Leicester Hebrew Congregation enjoys engaging with school groups and welcoming you to the Synagogue. There is lots of information in the Teacher's leaflet (accessible on our website or pick up a copy at the Synagogue) about the school sessions and other resources we can provide. Further practical details below to help you to plan your visit. Please contact us if you have any questions.

### Pre-visit

- Please contact Ian – [visits@lhcong.com](mailto:visits@lhcong.com) to arrange a planning visit before you bring your class, if this would be useful to you
- Please read through our risk assessment (below) which will help you to write a risk assessment for your visit.
- We can offer a range of resources and loan boxes to be used in the classroom before or after a visit. There are more details on our website and you can discuss resources further by contacting Ginny – [learningofficer@lhcong.com](mailto:learningofficer@lhcong.com)

### The visit

- Parking – we have a coach parking space on Highfield Street opposite the Synagogue
- Welcome – please bring your class to the Heritage Centre door (not the main Synagogue door) where you will be greeted by one of our Ambassadors
- Toilets – we have toilets on both floors of the building. If a child needs to visit one of these during the session please ensure a member of staff accompanies them.
- Food – strict rules around kosher food mean that no food or drink is to be taken into the Synagogue. If a child requires a drink or snack, bottled water or fruit can be consumed in designated areas. Please speak to one of the team at the Synagogue about this.
- Accessibility – the building is accessible for wheelchairs and an elevator can be used by those with mobility issues
- Behaviour and Supervision - Whilst at the site, please ensure that your students are supervised at all times. Please follow the staff to student ratios that can be found in our risk assessment.

## Risk assessment for school/group visits to the Synagogue and Heritage centre

	Name	Position	Date
<b>Completed by</b>	Ginny Copley and Ian Ginsburg	Learning Officer and Visits Officer	27/9/21
<b>Checked by</b>	Laurie Jacobs		5/10/21
<b>Review period</b>	12 months	<b>Next Review</b>	Sept 2022

Risk	Consequence/effect	Actions/controls	Risk score (likelihood x impact)	Further management
<b>Traffic hazard</b> Visitors disembarking from coaches or mini buses on the roads close to the Synagogue. Hazard with other cars	Visitors harmed by minor road accident	Pupils/visitors to be supervised by teachers/group leaders at all times while walking to Synagogue entrance	1 x 3 = 3	Send schools a copy of Risk Assessment prior to visit and advise that they carry out their own risk assessment
<b>Slips, trips and falls</b> Trip over equipment	Visitors could trip or fall resulting in physical injury	Caretaker aware of importance of keeping access routes clear	2 x 2 = 4	Risk assessment given to/sent to Volunteers and Ambassadors as part

<p>or learning resources left out</p> <p>Trip on small step or wet floor</p>		<p>Mats at entrance to stop rain water carrying in</p> <p>Pupils to be supervised at all times</p> <p>Good lighting</p> <p>No trailing leads or cables</p> <p>Volunteers to point out small steps (eg in front of Ark) if the group is walking there.</p> <p>Care is taken during transitions between rooms which occur during the sessions</p>		<p>of training/induction to ensure awareness of hazards and risks</p>
<p><b>Door and stairs danger</b> Visitors could trap fingers in doors eg:</p>	<p>Fingers could be trapped in heavy doors which would cause injury</p>	<p>Volunteers will ensure that doors are held open until the whole group</p>	<p>3x3 = 9</p>	<p>Risk assessment sent to schools in advance of visit and included in volunteer training/induction</p>

<p>front door, Timeline room door, toilet door</p> <p>Visitors could trip on stairs or fall down the main staircase</p> <p>Visitors could fall on balcony stairs or fall off balcony</p>	<p>Tripping up or falling down stairs would result in physical injury</p> <p>Falling from balcony could result in serious injury</p>	<p>have walked through</p> <p>Children to be accompanied to the toilet by member of school staff</p> <p>Pupils to be supervised at all times by teachers and Teaching assistants and care to be taken during transitions</p> <p>Pupils will not be allowed to go down the steps on the balcony and will view the Synagogue from the top of the steps only</p> <p>Volunteers and teachers to ensure pupils do not try to</p>		<p>Supervision ratio provided for schools as part of risk assessment document:</p> <p><b>Reception Better than 1:6</b>  <b>Years 1-3 1:6</b>  <b>Years 4-6 1:10-15</b>  <b>Years 7-13 1:15</b></p>
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		climb the wooden staircase		
<b>Fire</b>	Burns, smoke inhalation, death	<p><i>Emergency evacuation procedure, maintenance of fire safety systems – alarms, extinguishers</i></p> <p>Both doors are unlocked when large group is visiting to provide 2 exits</p>	1x4 = 4	Evacuation muster point is on forecourt of garage opposite
<b>Covid</b> Spread of virus by close contact, hands, surfaces	Illness, infection, hospitalisation	<p>Hand sanitisers at doors and around building</p> <p>Building cleaned regularly and between sessions by caretaker</p> <p>Some windows will be open</p> <p>Objects and screen wiped after use</p>	1x4 = 4	Schools will cancel if they have recently had pupils who have tested positive.

