

SLEEPOVERS AT



West Midlands Police

MUSEUM

# SLEEPOVERS AT WEST MIDLANDS POLICE MUSEUM

Thank you for booking a sleepover at West Midlands Police Museum. We hope your group enjoys their stay. In this pack we have put together everything we think you will need to know for your sleepover, including a suggested itinerary, map of the building and risk assessment. We advise that group organisers make a site visit before the sleepover so you can see the layout of the building and have a good idea of sleeping arrangements. This can be arranged by email [museum@westmidlands.police.uk](mailto:museum@westmidlands.police.uk)

## Suggested Itinerary.

6pm - 6.30pm	Arrive at museum, put items in allocated cells
6.30pm - 8pm	Museum activities with volunteers
8pm - 9pm	Food
9pm - 10pm	Free time to explore the museum
10pm - 12am	Film or group activities before bed time
12am - 7.30am	Sleep
7.30am - 9am	Wake up, breakfast, tidy up before leaving the museum

We can be flexible with timings, please just let us know in advance if you have any specific activities or itineraries in mind



## What activities do you provide?

- Dressing up
- Finger printing
- Forensics Trail
- Optional tour sheets & i-spy
- Optional tour of the museum
- If there is anything specific you are looking to do. Please let us know

## Do you provide food?

- No we don't provide food.
- You can bring your own food for evening and breakfast or you can order takeaway locally.
- You do have access to our kitchen that has a hot water boiler, microwave and toaster if needed.

## Do you have a projector?

- Yes we have a projector and a drop down screen you can use
- The projector has HDMI connections

## What are the sleeping arrangements?

- We have 8 empty cells that young people can sleep in in groups of 2-4
- There is open space in the basement to sleep on the floor
- We suggest group leaders sleep in the education space in the basement
- Please bring with you all bedding, pillows and roll mats. We do have some thin mattresses available

## Are we in the building by ourselves?

- A member of staff will stay on site with you.
- Volunteers will be with you until 9pm to do museum activities

## Is the building accessible?

- There is level access on Coleridge Passage
- We have an accessible toilet
- The building has a lift
- We can cater activities to all ability levels

# RISK ASSESSMENT

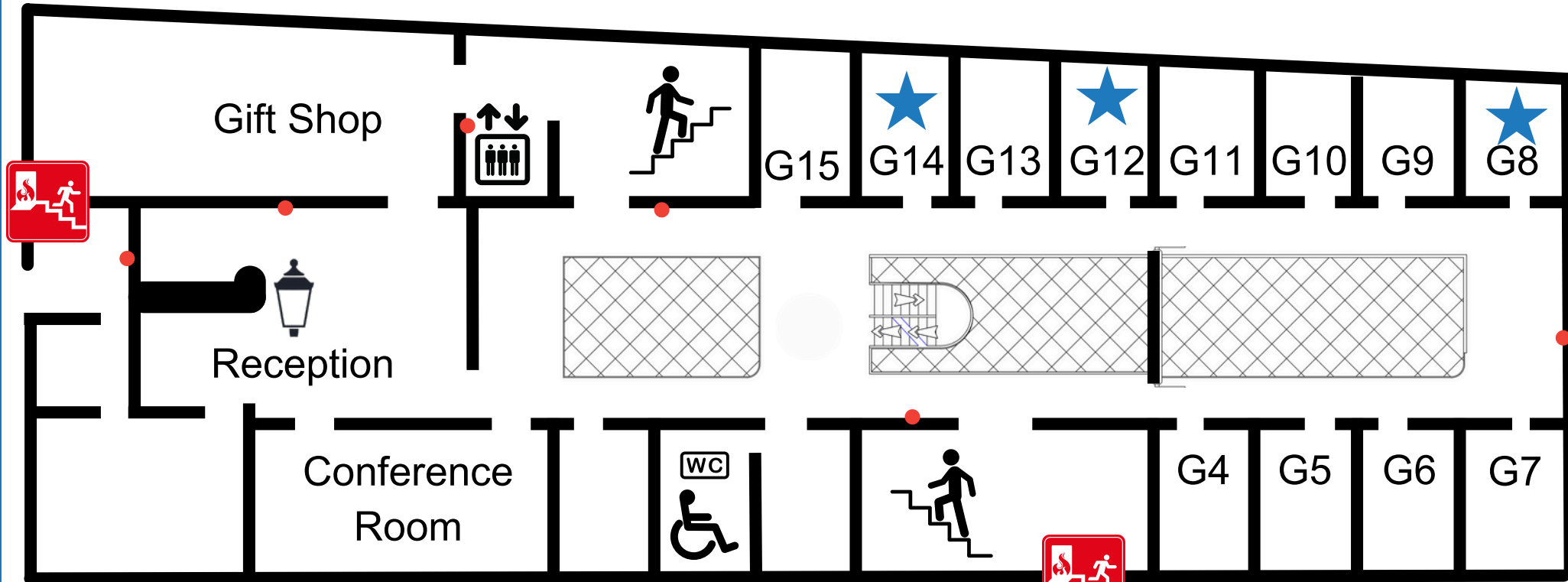
Significant Hazards	Who may be harmed?	Forseeable outcome	Existing Controls	Risk Rating L/M/H	Additional Controls	Risk Rating L/M/H
Security	Anyone Present	Major Injury	<ul style="list-style-type: none"> <li>• A member of staff will be present through the night</li> <li>• Young people will be supported by at least two teachers or leaders. Ratios of adults to children should be proportionate to the age of the children</li> <li>• Both doors are locked and can be accessed from inside only (in case of an emergency)</li> </ul>	L		L
Slip, trip and fall hazards	Anyone Present	Major Injury	<ul style="list-style-type: none"> <li>• Museum staff conduct regular health &amp; safety walk throughs</li> <li>• Member of staff should conduct a walk round before event</li> <li>• Stair cases are wide and clear</li> <li>• Young people to move round the building in small groups</li> <li>• Spillages and obstructions are cleared when they are spotted</li> </ul>	L	<ul style="list-style-type: none"> <li>• All staff &amp; volunteers should have awareness around hazards and the requirement to clear up any litter or spills immediately</li> </ul>	L
Fire risk	Anyone present, neighbouring buildings	Major Injury	<ul style="list-style-type: none"> <li>• Weekly fire alarm test</li> <li>• Fire risk assessment complete</li> <li>• Premises include automatic fire detection system, emergency lighting, firefighting equipment, alternative means of escape, escape signage, staff strategically positioned to facilitate evacuation of public if needed.</li> </ul>	L	<ul style="list-style-type: none"> <li>• All staff are fire marshall trained</li> <li>• Good housekeeping to maintain low amounts of flammable combustibile or accelerant material on site</li> </ul>	L

# RISK ASSESSMENT

Significant Hazards	Who may be harmed?	Forseeable outcome	Existing Controls	Risk Rating L/M/H	Additional Controls	Risk Rating L/M/H
Overcrowding	Anyone Present	Major Injury	<ul style="list-style-type: none"> <li>Maximum number of for sleepovers for is 50 including adult supervisors.</li> <li>Groups should move round the building in small groups</li> </ul>	L		L
Fingers getting trapped in cell doors	Anyone Present	Minor - Major injury	<ul style="list-style-type: none"> <li>Young people advised on arrival during health &amp; safety briefing to be careful of the doors</li> <li>Doors are locked open to ensure they cannot lock and slam shut</li> <li>Staff check cells are locked open prior to each sleepover</li> </ul>	L		L
Lack of relevant trained staff	Any present	Major injury	<ul style="list-style-type: none"> <li>All staff are fire marhall, first aid and evac chair trained</li> <li>Volunteers receive a Health &amp; Safety induction</li> <li>A Health &amp; Safety briefing should be conducted at the start of each sleepover</li> <li>First aid kits are checked regularly</li> <li>First aid kits are identified</li> <li>Group leaders &amp; teachers should bring any medication for young people in their care</li> </ul>	L	<ul style="list-style-type: none"> <li>Accidents and near missed to be recorded on force systems</li> </ul>	L

# LOCK UP MAP

## GROUND FLOOR



Fire Exit



Stairs



Cells for sleeping



Accessible Toilet



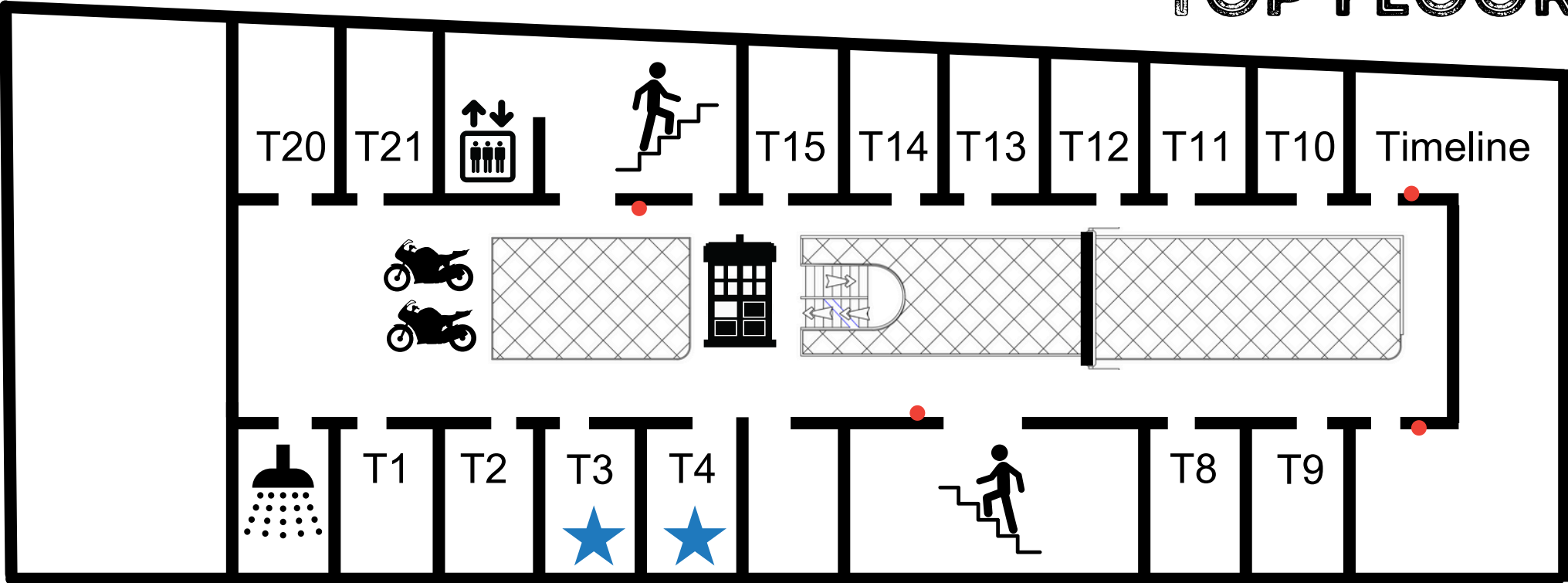
Lift



Fire Alarm Call Point



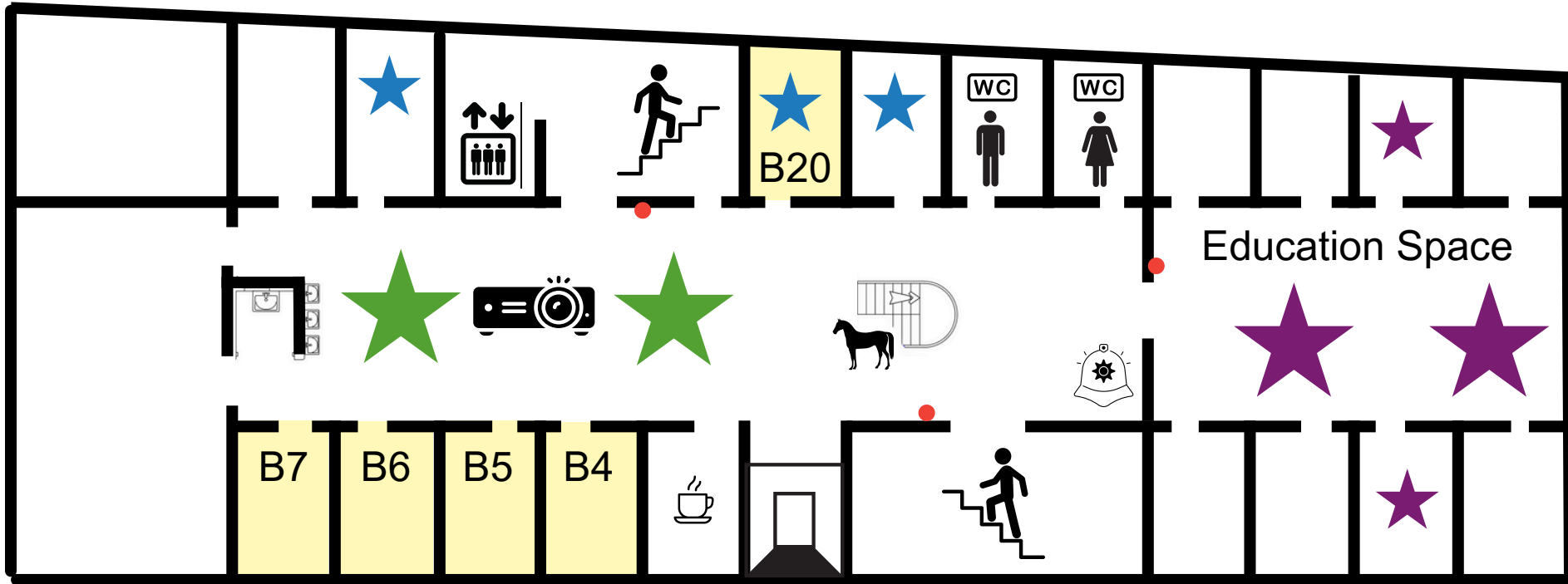
# TOP FLOOR











★ Cells for sleeping

● Fire alarm call point

# BASEMENT



-  Cells for sleeping
-  Floor space
-  Suggested sleeping area for adults
-  Projector & screen
-  Kitchen
-  Horse
-  Dress Up
-  Tunnel