

# Welcome Pack for Paranormal Investigations at the British Schools Museum



We look forward to hosting you and your guests at the museum. This Welcome Pack provides the essential information required to ensure that your investigation runs smoothly and is Covid-secure.

Checklist of things to do before your arrival:

- Call us to familiarise yourself with the facilities and service we are providing

Email us your:

- Completed Risk Assessment
- List of the staff and guests
- Preferred choice of vigil sites
- Up-to-date Public Liability Insurance

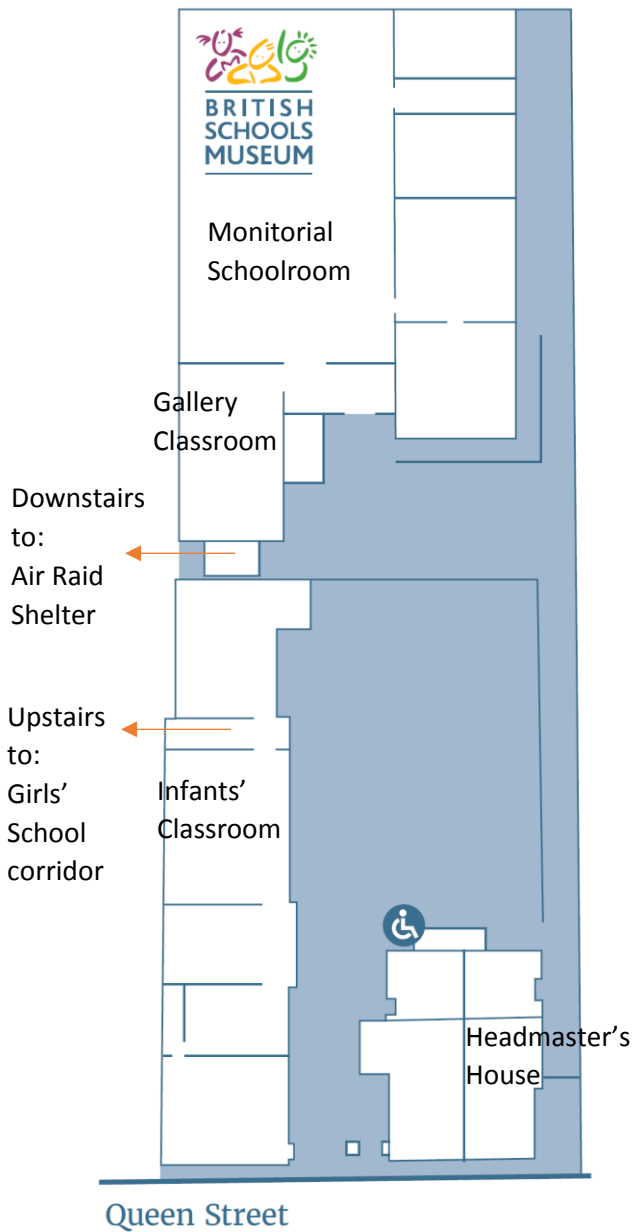
Before your visit, you will be contacted by the museum's Duty Manager for the evening. To help with safety, car parking is available on site for up to 10 cars from 7.30pm (for an 8.00pm start). Please let us know if there is anything further we can do to help with your visit.

E: [jenny.powell@britishschoolsmuseum.org.uk](mailto:jenny.powell@britishschoolsmuseum.org.uk) T: 01462 420 144

## Fun facts

- The first school on the site was founded in 1810 in an old malt house on the street, which burnt down
- The Victorian Monitorial schoolroom (built 1837) could hold 300 boys, taught by monitors and just one teacher
- Joseph Lancaster built schools like this up and down the country, and from the USA to India. The Monitorial schoolroom at the museum is now the only one left in the world
- William Fitch was the first and only Headmaster to live in the Headmaster's House from when he built it in 1857 to his death in 1902
- The Victorian Gallery classroom was built to cater for a class of 110 boys, all sat on the floors: Desks would not have been used – they probably only needed slates to write on

## Finding your way around



To provide you with a Covid-secure site, and to meet UK Laws, three groups of up to 6 may perform paranormal investigations, staying in their groups for the duration of the evening.

Each group of six should include a member of the Paranormal staff and up to five guests.

To help your planning and a speedy start on the night, we ask that you list and return each group composition on the attendees list before they arrive.

The following locations are available for vigils, as you wish:

- Monitorial Schoolroom
- Gallery Classroom
- Infants' Classroom
- Girls' School corridor
- Headmaster's House
- Air Raid shelter

Please indicate your preferred locations or discuss your options before your visit, so your needs can be arranged in advance

Refreshments can be consumed in the Monitorial Schoolroom – thank you for keeping it tidy.

The accessible toilet is located in the Playground.

**Thank you for keeping socially-distanced during your visit and for wearing a face-mask indoors, as required by UK Law in museums.**

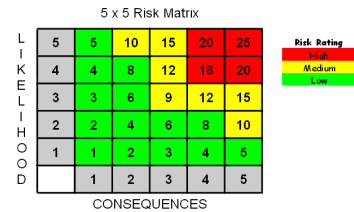
Paranormal group name: [Add name here](#)

### Desired locations

Location	Description	Comments	Preference
<b>Boys' Monitorial Schoolroom</b>	Built in 1837, this large space is perfect for a base from which your investigations occur. Previously used to house a whole boys' school.	This room is automatically allocated as the communal base for your event. Wheelchair accessible.	Provided
<b>Boys' Gallery Classroom</b>	Built in 1854, this rare example of a galleried classroom has witnessed thousands of boys being taught over the years.		
<b>Infants' Classroom</b>	From 1857, infants were taught on the ground floor of this building.	Wheelchair accessible.	
<b>Girls' School Corridor</b>	Pupils would have heard the teachers' footsteps echo as they approach the classrooms.	A long thin corridor, suitable for groups smaller than six.	
<b>Headmaster's House</b>	This two-storey home for Mr Fitch and his family was built in 1857.	Ground floor is wheelchair accessible.	
<b>Air Raid Shelter</b>	Originally the boiler room, this underground space served as an air raid shelter during WWII.	Steep steps lead down to the underground room.	

Paranormal group name: Add name here

The risk	Who might be harmed?	Existing controls	Actual Risk Rating		
			Likelihood	X Impact	= Risk
			Likelihood: 1 – 5, 5 highest Consequences: 1 – 5, 5 highest Risk: Low, Medium, High		
Shared vehicular/pedestrian access	Visitors / Staff	Vehicular access is narrow and tight. Cars must approach at low speed. Paranormal investigators and Museum staff are requested to use extreme care when entering/exiting.	1	5	5
Tripping on uneven floor surfaces	Visitors / Staff	Paranormal investigators encourage people to bring torches, take care on uneven surfaces, and wear suitable footwear. Health and safety briefing to Paranormal group advises use of torches and to take care of uneven surfaces.	1	4	4
Trip hazards in the Headmaster’s House	Visitors / Staff	Health and safety briefing advises visitors that the stairs are steep and narrow and to take care walking up them by torchlight.	1	4	4
Air-Raid shelter steps	Visitors / Staff	Take care going down the steps, be aware that the area is damp which may affect those with respiratory conditions.	1	5	5
Covid-19 spread	Visitors	<b>Handling items:</b> Add text here. Eg what items will be handled and how you will prevent spread of Covid virus			
Covid-19 spread	Visitors	<b>Refreshments:</b> Add text here. Eg whether you or your guests are supplying refreshments and how you will prevent spread of Covid Vius			
Covid-19 spread	Visitors / Staff	<b>PPE:</b> Everyone at the museum will wear a face mask while they are indoors, as per UK Law. The museum shall provide hand sanitizers for each participant, for personal use throughout the evening.	1	5	5
Covid-19 spread	Visitors / Staff	<b>Social distancing:</b> Groups of up to six people may perform investigations in any one area, and will not break out of that group for the duration of their visit. Health and Safety briefings and the organiser will remind people, if necessary, during the visit.	1	5	5



<b>Test &amp; Trace:</b> For the museum to comply with UK Law, please add the names of all people – staff and guests – who are due to be at the museum	<b>Paranormal Group:</b> Add name here	<b>Dates of investigation:</b> Add date here
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Group (A, B, C)	Full Name	Address	Postcode	Telephone number

Please note: The information will be kept for 21 days from the date at which your visit finishes and will then be destroyed securely