

Farnham Geological Society Event Risk Assessment and Itinerary

Leader to complete before the event and send to Field Trip Secretary for approval. If possible, upload to the FGS website and circulate to those who have expressed an interest before the event. Make available to the attendees at the event where the leader will sign it.

Event: Visit to the National Museum Wales, Cardiff, Palaeontology and Geology Section.

Location: National Museum Cardiff, Cathays Park, CF10 3NP.

Date: 10th June 2025 Leader(s): Cindy Howells, Curator of Palaeontology

FGS Field Trip Secretary: Tessa Seward Email: wessa2006@hotmail.co.uk Tel: 07498 219007

Aim of Event: A guided tour to view the Museum's palaeontology and geology display.

Start location: Main Hall, National Museum Cardiff, Cathays Park, CF10 3NP

Start Location "What3Words" if available: shine.rail.part

Local Hospital details and phone number: University Hospital of Wales, Lower Ground, The Gateway, Cardiff CF14 4XW. 029 2074 8047

Itinerary, including length of any walking, terrain and any obstacles likely to be encountered*:

This is an afternoon visit to the museum, primarily to have a guided visit of the palaeontology exhibits. The museum also houses an art collection which you could look round before/afterwards but this will not be guided.

There is also a gift shop and cafeteria at the museum.

A Visitor Car Park is situated behind the Museum, off Museum Avenue. Visitors parking here will receive a ticket at the point of entry and need to pay **£6.50** (at the time of writing) for the day at a pay-station located at the rear of the car park. Please note that the pay-stations only accept card payments – no cash payments are accepted. Visitors can use any credit/debit cards (except for American Express), or Apple or Android Pay.

Parking is **free to blue badge holders**. There are four accessible parking spaces available to the rear of the Visitor Car Park, accessed via Museum Avenue. Please use the intercom at the exit barrier to verify your blue badge permit. Disabled parking is also available at the front of the Museum, on Gorsedd Gardens Road.

The main entrance and exit to the museum is on Gorsedd Gardens Road. There are 16 steps with handrails or alternatively there is an accessible walkway at the front of the building. On your arrival into the museum you will be on level two in the main hall.

Start Time: 1pm. Allow all afternoon for a complete visit.

Lunch and Toilet Arrangements: Toilets and Cafeteria are available in the museum. Cafeteria is open from 10am to 4pm

Field Equipment Needed and Health and Safety Requirements

Ensure that you are suitably equipped for the conditions on the day. It is your responsibility to follow any recommendations given by the Leader(s) both on the risk assessment and the actual day itself. **Leaders may refuse attendance if proper gear is not worn. It is also your responsibility to carry your own first aid kit, and any medical supplies that you may need.**

Insurance information etc.

All trips are open to members, friends and other societies. Visitors/ guests will be charged a small temporary membership fee per day to ensure coverage on FGS public liability insurance. FGS has Public Liability Insurance cover for field and indoor meetings. Each person attending a field

Leader's Signature:

Date:

meeting does so on the understanding that they attend at their own risk. Please be aware that FGS insurance does not cover personal accidents - Personal Accident and Personal Liability cover remain the responsibility and personal choice of the participant. Own transport will be used on all trips unless stated otherwise - some trips will be car sharing and if you offer lifts to others, please ensure that your insurance covers you. It is the driver's responsibility to ensure that all passengers must wear a seatbelt. (Note – it is the law that passengers must be wearing a seat belt at all times, unless holding an exemption certificate when the passenger must sit in front seat).

Risk and Hazard Assessment

The FGS Field Trip Secretary/Organiser, the Leader(s) and all attendees should be constantly reviewing the conditions at the event and conducting Dynamic Risk Assessments at all times. The FGS Organiser may ask the Leader to alter the Itinerary or to stop the event should any unforeseen issue arise on the event.

Please list all risk and hazards (low, medium or high) plus steps that will be taken to control level of risk (Examples of common risk/ hazards as per the FGS guidelines emailed to leaders by the FGS Field Trip Secretary are given below and should be included as appropriate). Additional potential risks/ hazards particular to more specific location types are also outlined in the Guidelines and should be included below if applicable .

Weather/ Temperature: The temperature varies as you move through the Museum and some galleries and spaces are quite cold. You may want to bring an extra layer of clothing to put on in these areas.

Terrain e.g. steep ground, uneven /unstable surfaces, rockfalls, slippery ground

Museum car park surface may be uneven in places. Please be aware of the possibility of uneven surfaces and watch your step.

Uneven flooring

There are undulating floor levels throughout the Evolution of Wales exhibition. This is intentional. The dips in the floor represent the times when Wales was submerged under the sea, while the rises represent the times when Wales was above sea level. This gallery has some sections of tactile flooring through the gallery. Please take care in these areas.

Traffic e.g. risk of collision, no pavement, poor visibility

Car park may be busy. Be watchful of vehicles manoeuvring etc.

Other Hazards (not in Guidelines). Please list any other risk/ hazards plus steps that will be taken to control the level of risk

Some of the galleries e.g. the natural science galleries, have changes in lighting throughout the spaces, this will vary from low light levels in some areas of the walkways to strong spotlights to better display the exhibits. Therefore, please take extra care to be aware of slopes, steps etc in low light level areas.

Please recommend the likely and suitable field and safety equipment required for the event. Leaders are entitled to refuse attendance if proper equipment is not worn or carried by attendees on the day.

Not applicable – museum visit