



## Information for teachers and group leaders

**Location:** Albert Dock, Liverpool, L3 4AX

Set in the heart of the city's waterfront, the Merseyside Maritime Museum provides an excellent insight into Liverpool's port and its maritime history. Galleries include Emigration, the Battle of the Atlantic, Titanic & Lusitania, and the Merchant Navy. In addition there is a lively series of temporary exhibitions.

'Seized! The Border and Customs uncovered' gallery, (within the Merseyside Maritime Museum) is devoted to the work of the UK Border Agency. Displays include drugs, firearms and counterfeit smuggling, the protection of endangered species and revenue collection.

Situated inside the same building you will also find the International Slavery Museum. It explores historical and contemporary aspects of slavery, the legacies of transatlantic slavery, and tells stories of bravery and rebellion amongst the enslaved people.

All are part of National Museums Liverpool. Admission to all our museums and galleries is free. They are open every day from 10am until 5pm.

### Contact us

Telephone 0151 478 4788

Fax: 0151 207 9289

Email: [educationbookings@liverpoolmuseums.org.uk](mailto:educationbookings@liverpoolmuseums.org.uk)

Website [www.liverpoolmuseums.org.uk](http://www.liverpoolmuseums.org.uk)

### Contents:

1. Group visits
2. Booking your visit
3. On the day of your visit
4. Working in the galleries
5. Emergency procedures
6. Risk assessments and legal information

## **1. Group visits**

All group visits to the Merseyside Maritime Museum and the International Slavery Museum are free. You can run your visit in one of the following ways.

- **Self-guided visit**  
On a self-guided visit you manage your own session as you wish. When booking a self-guided visit we assume you are planning to visit both museums and explore all the galleries as a whole. However, if you are planning to study particular displays, please let us know so we can limit numbers in that area for your own comfort.
- **Self-guided visit (with additional resources)**  
Choosing this option allows you to plan and lead your own visit to specific displays using printed and other resources provided by us.
- **Museum-led session**  
In museum-led sessions our staff lead 'hands-on' activities or performances specially written for children, young people and adult groups.

### **Topics for study**

We offer a wide range of topics for study, many of which are linked to the national curriculum. However many are also of interest to other groups – youth groups, out of school clubs etc. We publish details of these learning opportunities in our **Education Live** brochure – download it from the website or browse our database of the sessions available. Alternatively contact us and we will send you a copy.

## **2. Booking your visit**

Please note that all group visits must be booked in advance. We reserve the right to refuse admission to groups who arrive without a booking. Please give us at least two weeks notice of your visit. Please have the following information ready:

- the date you wish to visit – with alternatives if possible
- the time of arrival and length of visit
- the estimated number in your group
- the school telephone number, address and postcode
- the name of the teacher in charge of the group
- if you would like to book our group lunchroom or require storage for coats etc.
- whether you have wheelchairs users or others with special needs
- what you would like your group to do during your visit

We confirm all bookings in writing. **Do check your booking confirmation form to make sure the details are correct.** Please contact us if you do not receive written confirmation within two weeks of making your booking or if you have any queries.

### **Adult to student ratio**

We recommend the following ratio of adults to students:

- 1:4 for children of seven years and under
- 1:7 for children of eight years and above.

In line with current DfE guidelines, we reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15. Bring as many adult helpers as possible and share your

preparation with them so they can help your pupils better. Students should remain with an adult at all times during the visit.

### **3. On the day of your visit**

#### **Opening hours**

Every day 10am-5pm

#### **Parking**

Coaches should drop off and pick up your group outside the former Dock Traffic Office/Granada Studios. Parking is available at Kings Dock. Pay-and-display parking for cars is available opposite the Dock Traffic Office and at Kings Dock.

#### **Access**

The main entrance is at ground level and there are lifts to all floors. There are two ramped accesses (gradients 1:12 and 1:15) and a lift to upper floors. Please inform us in advance if your group includes wheelchair users or people with special needs. Because of strict fire restrictions, the numbers of wheelchair users we can accommodate is carefully controlled. The number of wheelchair users permitted on each floor at any one time is as follows:

- Ground floor and 4th floor: 8 persons per floor
- Basement, 1st, 2nd and 3rd floors: 2 persons per floor

For further access information please visit the website and look under 'Visitor Information'.

#### **Arrival**

The entrance is clearly identified by a large anchor opposite Canning Half-tide Dock. When you enter the museum foyer, please sign in at the Information Desk with your booking confirmation.

#### **Orientation**

The information staff will also advise you on the best route to the area you have booked. If a member of our staff is working with your group, they will meet you at the Information Desk. Please ensure you allow enough time to visit toilets etc. so that you can begin your session on time. Be aware that if you arrive late we may not be able to run your session because of other bookings.

#### **Toilets**

There are toilets and wheelchair accessible toilets on all floors.

#### **Cloakroom**

There is no cloakroom in the museum. You can book storage for coats etc in the nearby cooperage building in advance.

#### **Group lunchroom**

Accommodation for eating packed lunches is available in the nearby cooperage building. This facility is allocated according to a timetable and must be booked in advance. Packed lunches can be taken to the lunchroom on arrival and left there until lunchtime.

#### **Shops**

Please organise your party into groups of about six pupils plus an adult to enter the shop.

#### **Light levels**

In some areas of the museum light levels are reduced in order to protect the objects on display.

## **Photography**

Photography is allowed but no flash or tripods please. Photography may not be allowed in certain areas – there will be notices advising you of this.

## **Gallery closures**

Every attempt is made to keep galleries open but on occasions areas are closed for cleaning, maintenance or redevelopment. Where practical we will notify you in advance.

## **4. Working in the galleries**

We do not provide supervision for your group. Remember that you are responsible for your group's care and discipline throughout the visit.. Please be considerate of other visitors and other school groups. Older secondary pupils may undertake independent study in our museum. They are expected to behave sensibly and remain the teachers' responsibility. Younger children must remain with an adult at all times.

We welcome groups using workbooks, clipboards and similar items in the galleries. Groups using art materials are welcome to use pencils, pencil crayons, conté crayons, graphite sticks and ink drawing pens. We ask you *not to use* felt tip pens, fountain pens, watercolours, oil paints, charcoal sticks or fixative sprays.

We do not supply pens, pencils or clipboards. Groups using our printed resources should bring their own materials – we will provide the trails on arrival.

Please take care not to touch objects or display cases with art materials. Please bring the minimum of personal belongings, coats, bags, etc onto the galleries. Do not leave items unattended.

Please take care not to block any circulation routes or fire exits and be aware that we may have to impose restrictions at busy times.

## **5. Emergency procedures**

### **Medical emergency**

If there is an emergency while you are in the building, contact a Visitor Assistant (uniformed attendant) or the Information Desk in the foyer.

### **Fire alarm** - a loud pulsing siren and public address announcements

- Lead your group quickly and quietly to the nearest fire exit. Uniformed staff should direct you.
- Do not stop to collect coats and bags.
- Do not use the lifts.
- There are safe refuge areas for wheelchair users at the exits from upper floors. Uniformed staff will advise you.
- Lead your group across the road to the quayside. Avoid approaching fire engines.
- A member of education team will contact you. If you have an emergency, contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal) or any other uniformed member of staff.
- Do not re-enter the building for any reason.
- Staff will advise you when it is safe to return.

## 6. Risk Assessment and legal stuff

While those in charge of groups visiting National Museums Liverpool take ultimate responsibility for the health and safety of their groups, we recognise our legal obligations to provide a healthy and safe environment for all visitors whether in public galleries, classrooms, lunchrooms or other spaces.

We also have in place:

- Codes of practice for procedures dealing with emergencies, first aid, incidents and accidents.
- Public liability insurance. Full details are available Tech Insurance Services Ltd on 01233 324 233.
- A policy for the safeguarding of children, young people and vulnerable adults

Under Section 3 of the *Health and Safety at Work Act 1974* we are continually striving to make our museums safe places to visit. *The Management of Health and Safety at Work Regulations 1999* (amended) imposes an obligation on us to make suitable and sufficient assessments of the risks to health and safety in National Museums Liverpool workplaces and visitor areas. Accordingly we have prepared the following risk assessment for the building your staff and children are visiting.

Below is our **assessment of risks** for groups visiting Merseyside Maritime Museum, the International Slavery Museum and Seized! gallery:

Hazard	Risk identified:	Risk level	Risk control	Other action
Access and egress		Low	The building is inspected by the Fire Safety Officer. We have to pass the inspection to remain open to the public. Emergency exits are clearly signed for all public areas. Procedures are in place to deal with emergencies	The main entrance/exit is at street level.
First aid		Low	Gallery Services staff (attendants) have radios to call for first aid.	
Child Protection	Isolated children could be vulnerable to the attentions of members of the public	Low	Advise all accompanying adults in advance that children under 18 should not be left unaccompanied in the Museum, eg visiting toilets, shop etc. Gallery Services staff patrol all floors.	Anyone behaving suspiciously will be asked to leave immediately.
Staircase	Trips and falls	Low-medium	Advise all accompanying adults in advance that children should walk (not run) up the steps and use handrails. Regular inspections by museum staff address maintenance.	Gallery Services staff have radios to call for first aid.

Doors	Groups rushing to the doors. Danger of minor accidents - bumps, trapped fingers. Risks to other visitors	Low-medium	Advise all accompanying adults in advance that children should walk in the museum. When going through doors one/two children or adults should hold them open until the group is through.	
Fire evacuation - via stairs	Trips and falls	Low-medium	Advise all accompanying adults in advance that:  <ul style="list-style-type: none"> <li>• All fire exits are clearly marked.</li> <li>• If the fire alarm sounds (a pulsing siren and public address announcement) walk quietly and use handrails on stairs. Do not use the lifts.</li> <li>• Go via the nearest exit across the road to the quayside opposite the museum entrance, taking care to avoid approaching fire engines.</li> <li>• Uniformed attendants will direct them.</li> <li>• Do not stop to collect coats and bags.</li> <li>• Check that the entire group is present.</li> <li>• One adult should report to the Chief Fire Marshal that their group have all left the building. (The marshal will be on the quayside wearing a bright green waistcoat labelled 'Fire Marshal')</li> </ul>	Fire procedures in place covering all floors of the museum.  Regular fire drills/weekly fire bell tests within the building.  Emergency lighting in place within the museum.  Gallery Services staff on all floors.
Lunchroom furniture	Trips and falls, Benches tipping over, bumping into tables/benches	Low-medium	Tables and benches have rounded corners. Lunchroom numbers limited. Equipment available to mop up minor spills: staff available to deal with major problems.	All groups using the area book in advance.
Handling sessions	Dropping heavy items, allergic reactions to gloves etc	Low	All sessions run by trained Museum staff. Visitors may be asked to wear gloves to handle certain items - gloves chosen for minimal allergic reactions. Children supervised by parents/carers/group leaders	