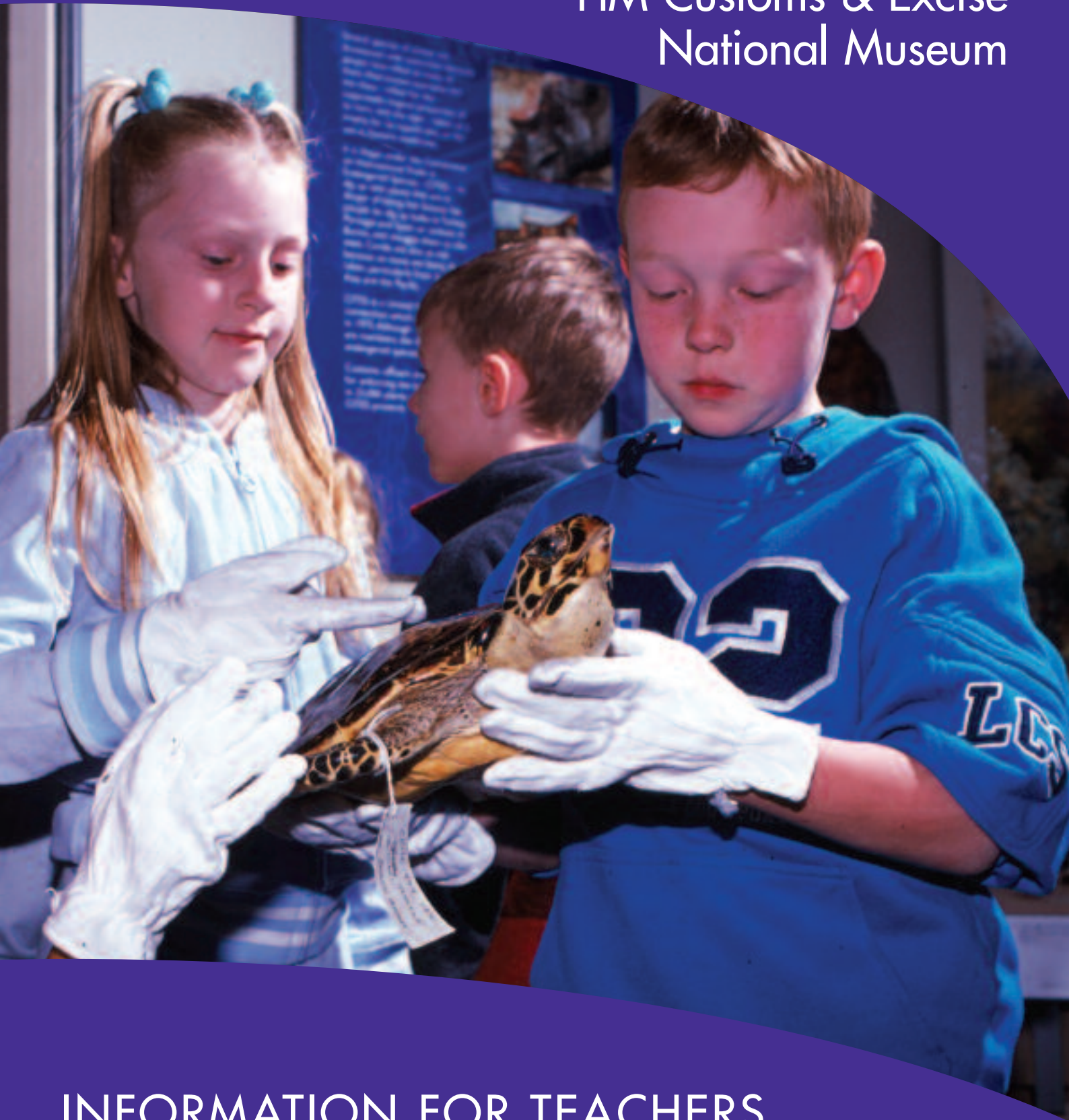


# Merseyside Maritime Museum

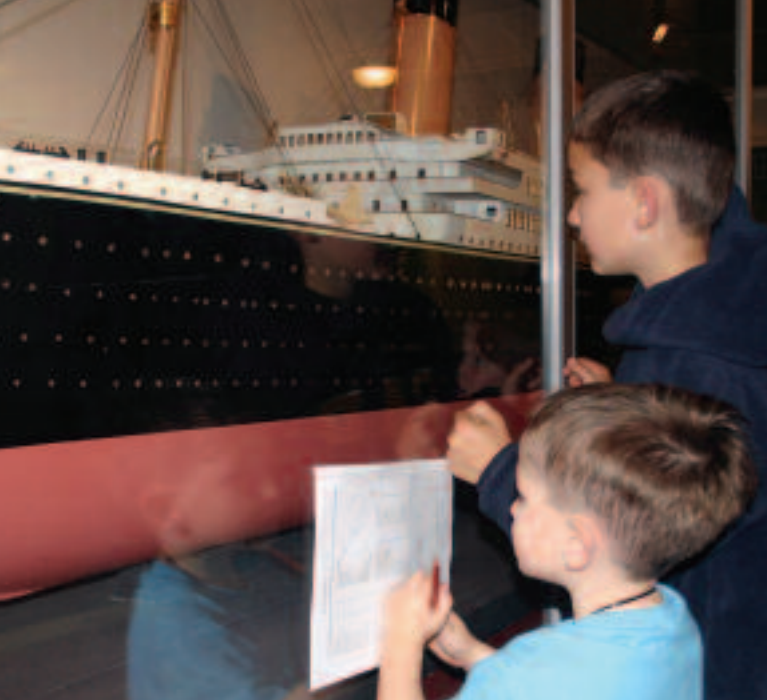
HM Customs & Excise  
National Museum



INFORMATION FOR TEACHERS  
AND GROUP LEADERS



NATIONAL MUSEUMS **LIVERPOOL**



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, Transatlantic Slavery, the Battle of the Atlantic, Titanic & Lusitania, and the Merchant Navy. In addition there is a lively series of temporary exhibitions.

Situated inside the Merseyside Maritime Museum building, **HM Customs & Excise National Museum** explores the history and current work of this government department. Displays include drugs, firearms and counterfeit smuggling, the protection of endangered species and revenue collection.

Merseyside Maritime Museum and the Customs and Excise Museum are part of National Museums Liverpool. Admission is free of charge. To find out more please go to our website.

## Contact us

Telephone 0151 478 4441  
Fax: 0151 478 4533  
Email: [bookingsmmm@liverpoolmuseums.org.uk](mailto:bookingsmmm@liverpoolmuseums.org.uk)  
Post: Learning Bookings  
Merseyside Maritime Museum  
Albert Dock  
Liverpool L3 4AQ  
Website [www.liverpoolmuseums.org.uk](http://www.liverpoolmuseums.org.uk)

## Group visits

### TYPES OF VISIT

All group visits to the Merseyside Maritime Museum and the Customs & Excise National 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 at the beginning of each term in our *Learning Live* brochures. There are three versions available covering:

- Early Years & Key Stage One
- Key Stage Two
- Key Stages Three/Four & Adult Learners.

*Learning Live* can be downloaded from our website where you can also browse through a database of the sessions currently available. Alternatively contact us and we will send you a copy.

*(Schools in Liverpool, Knowsley, St Helens, Sefton, Wirral, Cheshire and Halton receive copies via their LEAs.)*

# 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.*

## Opening hours

Every day 10am-5pm

## Access

Unfortunately, because of strict fire regulations, we regret we have to limit the number of wheelchairs on each floor of the Maritime Museum building to:

Basement	0	Second Floor	2
Ground Floor	6	Third Floor	2
First Floor	2	Fourth Floor	6

It is **essential** that you let us know if you have wheelchair users or others with special needs in your group.

## Contact us to make your booking

*Please give us at least two weeks notice of your visit.*

Telephone: 0151 478 4441  
Fax: 0151 478 4533  
Email: [bookingsmmm@liverpoolmuseums.org.uk](mailto:bookingsmmm@liverpoolmuseums.org.uk)  
Post: Learning Bookings  
Merseyside Maritime Museum  
Albert dock  
Liverpool L3 4AQ

## 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 wheelchair 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. 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 DfES 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 during the visit.

*Students should remain with an adult at all times during the visit.*

# Preparing for your visit

We recommend that you visit the museum before bringing your group. To help you plan your visit we will run an after-school familiarisation course for you. Please contact us for details.

## IN-SERVICE TRAINING

We believe the learning opportunities at the Maritime and Customs & Excise museums provide an ideal venue for in-service training. Courses can be arranged to suit your individual or whole-school needs and run for either a half or whole day. Practical sessions use our collections and support the National Curriculum.

Adult helpers are very welcome to join staff on these training days. Contact us for details. All these courses are free of charge

## Help us to help you

We are continually developing new activities and topics for groups. **Are there any topics you would like us to cover?** If so, please contact us and ask to speak to the Education Officer for the Maritime or Customs & Excise museum as appropriate.





## On the day of your visit

### **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 car parking 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. 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 in the building at any one time is carefully controlled. We regret there is no wheelchair access to the basement galleries.

### **ARRIVAL**

- The entrance to the museum 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.

### **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. Please 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**

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.

### **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 would notify you in advance.

## Working in the galleries

We do not provide supervision for your group: its members remain in your care throughout your visit. We ask that all young people, (including those from secondary schools and colleges below the age of 18), remain with an adult at all times.

Please be considerate of other visitors and other school groups. Remember that you are responsible for your group's discipline during the visit.

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 (including hairspray). 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.

## Emergency procedures

### MEDICAL EMERGENCY

If there is an emergency while you are in the building, contact a 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 learning staff will contact you and keep you informed. If you have an emergency, contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal).
- Do not re-enter the building for any reason.
- Staff will advise you when it is safe to return.

## Risk Assessment

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.

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.

We also have in place

- Codes of practice for procedures dealing with emergencies, first aid, incidents and accidents.
- Government indemnity liability cover



## Assessment of risks for groups visiting Merseyside Maritime Museum and HM Customs & Excise National Museum

HAZARD	RISK LEVEL	RISK CONTROL	OTHER ACTION
<b>Access and egress</b>	Low	The Merseyside Maritime Museum 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.
<b>First aid</b>	Low	Gallery Services staff (attendants) have radios to call for first aid.	
<b>Child Protection</b> Risk identified: 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.
<b>Staircase</b> Risk identified: 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.
<b>Doors</b> Risk identified: 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.	
<b>Fire evacuation - via stairs</b> Risk identified: 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.
<b>Lunchroom furniture</b> Risk identified: 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.
<b>Handling sessions</b> Risks identified: 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	