

# Walker Art Gallery



INFORMATION FOR TEACHERS  
AND GROUP LEADERS



NATIONAL MUSEUMS **LIVERPOOL**



## Group visits

### TYPE OF VISIT

All group visits to the Walker Art Gallery are free. You can run your group 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 the gallery as a whole. However, if you are planning to study specific paintings or work in specific rooms, please tell us when you book so that we can limit numbers for your own comfort.

#### Teacher-led session

Join us at one of our themed after-school teachers' courses and then run your own 'teacher-led session' using the resources provided.

The Walker Art Gallery holds one of the finest collections of fine and decorative art in Europe. There are paintings and sculptures from the Renaissance to the 21st century, including Tudor, Victorian and Impressionist art as well as paintings inspired by Greek mythology.

There are many fine examples of portraiture through the ages; as well as landscape, narrative paintings, still life and abstract paintings. We also have a dedicated gallery for children, *Big Art for Little Artists*.

The Walker Art Gallery is part of National Museums Liverpool. Admission is free of charge. To find out more, please go to our website.

## Contact us

Telephone: 0151 478 4178  
Fax: 0151 478 4110  
Email: [bookingswag@liverpoolmuseums.org.uk](mailto:bookingswag@liverpoolmuseums.org.uk)  
Post: Learning Bookings  
Walker Art Gallery  
William Brown Street  
Liverpool L3 8EL  
  
Website [www.liverpoolmuseums.org.uk](http://www.liverpoolmuseums.org.uk)

### TOPICS FOR STUDY

We offer a wide range of topics for study, many of which are linked to the national curriculum. 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.

If you want to visit the Walker Art Gallery to study topics not mentioned in *Learning Live* please contact us and we will see how we can help.

*(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

### Contact us to make your booking

Telephone: 0151 478 4178  
Fax: 0151 478 4110  
Email: [bookingswag@liverpoolmuseums.org.uk](mailto:bookingswag@liverpoolmuseums.org.uk)  
Post: Learning Bookings  
Walker Art Gallery  
William Brown Street  
Liverpool L3 8EL

### 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
- what you would like your group to do during your visit
- whether you have anyone using wheelchairs or with other special needs
- whether you would like written confirmation of your booking

### 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.

*All students should remain with an adult at all times.*

## Preparing for your visit

We do recommend that you visit the Walker Art Gallery prior to your visit. A member of the gallery's learning team would be happy to meet you to assist with your planning. Please contact us to arrange an appointment.

Our termly programme of after-school teachers' courses is printed in *Learning Live*.

### IN-SERVICE TRAINING

We believe the learning opportunities available at the Walker Art Gallery make it 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. Adult helpers are welcome to join staff on these training days. All these courses are offered free of charge. Contact us and ask to speak to the Education Officer.

### 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?** Please contact us and ask to speak to the Education Officer.

### Free prints of paintings!

Free sets of poster size reproductions of a selection of the paintings in the Walker, the Lady Lever and Sudley House are available to teachers visiting these venues. These Art Charts are ideal for preparing pupils for a visit or as a souvenir. Contact us for details.





## On the day of your visit

### **PARKING**

Coaches may park opposite the entrance to World Museum Liverpool in William Brown Street. This is free but spaces are limited and cannot be reserved.

Pay and display car parking is also available in William Brown Street. Eight spaces are reserved for disabled visitors.

### **ACCESS**

The gallery is fully accessible. There is a ramped access to the right of the main entrance steps and a lift to the first floor. Please inform us in advance if your group includes wheelchair users or people with special needs so that we can discuss emergency evacuation procedures.

### **ARRIVAL**

The entrance to the Walker Art Gallery is at the top of William Brown Street opposite the Steble Fountain.

When you enter the Gallery please go to the Information Desk and sign in.

### **ORIENTATION**

The information staff will also advise you on the best route to the galleries or to where learning resources have been left for you. 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 later bookings.

### **GROUP CLOAKROOM FACILITIES**

Lockable cupboards for coats and bags are available for groups. Ask when you sign in.

### **TOILETS**

The ladies and disabled person's toilets are on the ground floor: men's toilets are on the first floor.

### **GROUP LUNCHROOM**

Please ask about lunchroom facilities when you book your visit.

### **SHOPS**

Souvenirs, postcards and other items can be bought from the Information Desk. Please organise your party into smaller groups when purchasing items.

### **LIGHT LEVELS**

In some areas of the gallery 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 request 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 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 but are requested not to use felt tip pens, fountain pens, watercolours, oil paints, charcoal sticks or fixative sprays (including hairspray). Please take care not to touch the paintings, sculptures or display cases with art materials.

Please arrange to use the group cloakroom facilities provided and 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.

## 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

## 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 two-tone siren

- Lead the 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 floor. Uniformed staff will advise you.
- Lead the group across to the area adjacent to the Steble Fountain.
- If you have any problems contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal) who will be near the Steble Fountain.
- Do not re-enter the building for any reason.
- Staff will advise you when it is safe to return.



## Assessment of risks for groups visiting the Walker Art Gallery

HAZARD	RISK LEVEL	RISK CONTROL	OTHER ACTION
<b>Access and egress</b>	Low	The Walker Art Gallery is inspected by the Fire Safety Officer. We have to pass the inspection to remain open to the public. Emergency exits are clearly signed from all public areas. Procedures are in place to deal with emergencies.	The main entrance/exit has a ramped access to street level.
<b>First aid</b>	Low	All 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 Gallery, eg visiting toilets, shops etc.  Gallery Services staff (attendants) patrol all rooms.	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 to address maintenance issues.	Attendants have radios to call for first aid. Warning notices at the bottom of the staircases.
<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 alarm sounds (a two tone siren) walk quietly and use handrails on stairs. Do not use the lifts.</li> <li>• Go via the nearest exit to the Steble Fountain opposite the entrance.</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 by the Steble Fountain wearing a bright yellow waistcoat labelled 'Fire Marshal')</li> </ul>	Fire procedures in place covering all floors of the Gallery.  Regular fire drills/weekly fire bell tests within the building.  Emergency lighting in place within the Gallery.  Attendants patrol all rooms.
<b>Splinters</b> Risks identified: splinters to hands and bottoms	Low-medium	In some rooms with floorboards there is a slight risk from splinters. Signs highlight risk areas. Advise all accompanying adults in advance that groups should not sit on the floor in these areas.	
<b>Handling sessions in Big Art for Little Artists gallery</b> Risks identified: Dropping heavy items	Low	All sessions run by trained Gallery staff Children supervised by parents/carers/group leaders.	