

World Museum Liverpool



INFORMATION FOR TEACHERS
AND GROUP LEADERS



NATIONAL MUSEUMS **LIVERPOOL**



World Museum Liverpool is a treasure house of objects from around the globe. The human world includes Africa, Asia, Oceania, the Americas as well as ancient Britain, Greece and Egypt. The natural world includes creepy-crawlies, plants, animals, rocks, minerals and live fish in the Aquarium.

There are displays on space, planetarium shows, and interactive performances in the Treasure House Theatre. There is hands-on learning using items from our collections in the Weston Discovery Centre, the Clore Natural History Centre, Aquarium and Bug House.

World Museum Liverpool 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 4296
Fax: 0151 478 4322
Email: bookingswml@liverpoolmuseums.org.uk
Post: Learning Bookings
World Museum Liverpool
William Brown Street
Liverpool L3 8EN
Website www.liverpoolmuseums.org.uk

Group visits

TYPES OF VISIT

All group visits to World Museum Liverpool 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 museum as a whole. However if you are intending to study particular displays, please tell us when you book so we can limit numbers for your own comfort.

Self-guided visit (with additional resources)

Choosing this option allows you to lead your own visit to particular 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 and young people. Sessions in the Treasure House Theatre, the Planetarium, the Weston Discovery Centre, the Clore Natural History Centre, Bug House and Aquarium are of this type.

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.

If you want to visit World Museum Liverpool 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 4296

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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 lunch area
- whether you have people using wheelchairs or with other special needs
- what you would like your group to do during your visit

We confirm all bookings in writing

Please check your confirmation form on receipt. Contact us if you have not received it within two weeks of making your booking, or if you have any queries or concerns about your visit.

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 during the visit.

Preparing for your visit

We recommend that you visit the museum before bringing your group. To help plan visits we run regular after-school familiarisation courses. Check *Learning Live* and the website or contact us for details.

IN-SERVICE TRAINING

We believe the learning opportunities available at World Museum Liverpool 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. Practical sessions use our collections and support the National Curriculum.

Adult helpers are very welcome to join staff on these training days. Contact Learning Bookings and ask to speak to the Learning Officer to discuss how we can help you. All these courses are offered 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?** Please contact Learning Bookings and ask to speak to the Learning Officer.





On the day of your visit

PARKING

Coaches may park opposite the museum 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 main entrance is at street level and there are lifts to all floors. Please inform us in advance if your group includes wheelchair users or people with mobility problems so that we can discuss emergency evacuation procedures.

ARRIVAL

- The entrance to the museum is clearly signposted on William Brown Street.
- When you enter the museum, go past the Toy Shop and public Cloakroom and into the Atrium. Please sign the Group Register at the Information Desk.
- If you wish to use the Group Cloakroom, the information staff will allocate you a numbered cupboard to store your belongings.

ORIENTATION

The information staff will also advise you on the best route to the area you have booked, to where learning resources are available, or to where our staff are waiting to lead your session.

Please ensure you allow enough time to visit toilets etc. so that you can begin on time. Please be aware that if you arrive late we may not be able to run your session because of later bookings.

TOILETS

Toilets are available on all floors except the ground floor. Lifts are available to all floors.

CLOAKROOM

The group cloakroom is in the Learning Base just off the Atrium. This facility is allocated on the day when you sign in at the Information Desk. Please do not use the public cloakroom near the main entrance.

GROUP LUNCHROOM

There is a lunchroom where your group can eat packed lunches in the Learning Base. This facility must be booked in advance.

SHOPS

A 'Toy Shop' selling pocket-money items is situated next to the main entrance. There is also a 'Fair Trade' shop just off the atrium. Please organise your party into groups of about six pupils plus an adult to enter the shops.

LIGHT LEVELS

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

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 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 may use pencils, pencil crayons, conté crayons, graphite sticks and ink drawing pens, but are asked 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 arrange to use the group cloakroom and bring the minimum of personal items, 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 continuous bell

- 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 into St. John's Gardens opposite the Museum.
- If you have any problems contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal) who will be on the St. John's Gardens side of William Brown Street.
- Do not re-enter the building for any reason.
- Staff will advise you when it is safe to re-turn.



Assessment of risks for groups visiting World Museum Liverpool

HAZARD	RISK LEVEL	RISK CONTROL	OTHER ACTION
Access and egress	Low	World Museum Liverpool 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 is at street level.
First aid	Low	All Gallery Services staff have radios to call for first aid.	
Child Protection 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, shops etc. Gallery Services staff (attendants) patrol all floors.	Anyone behaving suspiciously will be asked to leave immediately.
Staircase 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.	All Gallery Services staff have radios to call for first aid.
Doors 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.	
Fire evacuation - via stairs Risk identified: trips and falls	Low-medium	Advise all accompanying adults in advance that <ul style="list-style-type: none"> All fire exits are clearly marked. If the alarm sounds (a long continuous bell) walk quietly and use handrails on stairs. Do not use the lifts. Go via nearest exit to St John's Gardens, opposite the Museum. Uniformed Attendant staff will direct them. Do not stop to collect coats and bags. Check that the entire group is present. One adult should report to the Chief Fire Marshal that their group have all left the building. (The Marshal will be on the St John's Gardens side of William Brown Street wearing a bright green waistcoat labelled 'Fire Marshal') 	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 museum. Gallery services staff in attendance on all floors.
Lunchroom furniture Risk identified: Trips and falls Benches tipping over, bumping into tables/benches	Low-medium	Lunchroom numbers limited. Tables and benches have rounded corners. Cleaning equipment available to mop up minor spills: staff available to deal with major problems.	All groups using the area to book via Learning Bookings
Coat racks (for groups) Risk identified: Bumping into coat racks. Racks moving as they are on castors. Theft.	Low	Coat racks have hooks not hangers. The wooden base units have rounded corners The coat racks are in public areas. National Museums Liverpool cannot accept responsibility for items left by visitors.	Children requested not to bring valuables (eg mobile phones, watches, large amounts of cash) nor leave them in coat pockets etc.)
Resources Trolleys for booked groups. Risk identified: Bumping into trolley, trapping fingers in drawers or cupboard door	Low	Trolley has lockable castors and rounded corners. Pencils, clipboards and workbooks stored in the trolley for use only by booked groups with accompanying adults	
Anglo-Saxon replica costume Risk identified: scratches from brooches. Swallowing beads if thread breaks.	Low-medium	Hooks for hanging costume covered in a soft 'rubber'. Beads professionally threaded on multiple strands thread. Brooch pins smoothed over and clasp closed to prevent brooches removal. Mirror secured to wall. Children supervised by parents/carers/group leaders	Gallery services staff in attendance on all floors.
Handling sessions in Weston Discovery Centre, Clore Natural History Centre, Treasure House Theatre. Risks identified; Dropping heavy items, allergic reaction to gloves /costumes 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	