



## Information for teachers and group leaders

**Location:** William Brown Street, Liverpool, L3 8EL

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 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)

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## **1. Group visits**

All group visits to the Walker Art Gallery 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.

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

#### **Opening hours**

Every day 10am-5pm

#### **Parking**

Coaches may drop off groups in William Brown Street outside the museum, however there is no coach parking allowed. Pay and display car parking is available in William Brown Street with spaces for disabled drivers. There are also a few parking spaces for disabled visitors in the Walker Art Gallery's own car park at the rear of the building. Please contact 0151 478 4276 to book these and for details of access.

#### **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. If a member of our education team 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 later bookings.

#### **Group Cloakroom facilities**

Secure cloakroom facilities are available on the ground floor. Cupboards for coats and bags are also available for groups on the first floor. As these are unattended, you use them at your own risk or you can bring your own padlock. 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**

Lunch facilities are available in the nearby County Sessions House. They must be booked in advance. Ask 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**

General gallery shots only may be taken; individual items may not be photographed. No flash or tripods. In certain areas photography may not be allowed: 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 (a uniformed attendant) or the Information Desk at the entrance.

### **Fire Alarm**

If the fire alarm sounds – a loud two-tone siren:

- Lead your group quietly to the nearest fire exit. Uniformed staff will direct you.
- Do not stop to collect coats and bags.
- Do not use the lifts
- In case of evacuation, wheelchair users will be escorted from the gallery down the ramp. If this exit is blocked they will be taken to the top of the exterior stairs and carried down.
- Lead the group across the road to the pavement behind the statue opposite the main entrance.
- If you have any problems contact the Chief Fire Marshal (wearing a bright yellow waistcoat labelled Fire Marshal) or any 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 the Walker Art Gallery.

<b>Hazard or identified risk</b>	<b>Risk level</b>	<b>Risk Control</b>	<b>Other Action</b>
<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	Visitor Assistants (attendants) have radios to call for first aid.	
<b>Child Protection</b> Isolated children could be vulnerable to the attentions of members of the public	Low	Advise all accompanying adults in advance that children and young people under 18 should not be left unaccompanied in the Gallery, eg visiting toilets, shops etc.  Visitor Assistants patrol all rooms on a regular basis.	Anyone behaving suspiciously will be monitored and, if necessary, asked to leave. The police may be called.
<b>Staircase</b> Trips and falls	Low-medium	Advise all accompanying adults in advance that children should walk (not run) up the steps and use handrails.	Visitor Assistants have radios to call for first aid. Warning notices at the bottom of the staircases.

		Regular inspections by museum staff address maintenance issues.	
<b>Doors</b> 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</b> - via stairs trips and falls	Low-medium	Advise all accompanying adults in advance that all fire exits are clearly marked. <ul style="list-style-type: none"> <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>• Visitor Assistants 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.  Visitor Assistants patrol all rooms on a regular basis.
<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 gallery.</b> Risks identified: Dropping heavy items, misuse of art materials, choking on small objects.	Low	All sessions run by trained Gallery staff.  Children supervised by parents/carers/group leaders.	