



## Information for teachers and group leaders

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

World Museum 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 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

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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 World 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 and 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. There is pay and display car parking in William Brown Street and spaces for disabled visitors. Ask our Group Bookings Team for details.

#### **Access**

The museum is fully accessible. The main entrance is at street level and there are lifts to all floors. Please tell us when you book 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 straight 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**

Our information staff or visitor hosts in the Atrium will advise you on the best route to the area you have booked, to where education resources are available, or to where our staff are waiting to lead your session. Please allow enough time to visit toilets etc. so that you can begin on time. 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**

There is an exhibition gift shop next to the entrance and a toy 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 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 any pre-arranged 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 in the Atrium.

### **Fire Alarm**

If the fire alarm sounds – a loud continuous bell:

- 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.
- 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) 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 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 01223 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 World Museum.

HAZARD or IDENTIFIED RISK	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	Visitor Assistants (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 and young people under 18 should not be left unaccompanied in the museum eg visiting toilets, shops etc.  Visitor Assistants patrol all floors on a regular basis.	Anyone behaving suspiciously will be monitored and, if necessary, asked to leave. The police may be called.
Staircases: 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 issues.	Visitor Assistants have radios to call for first aid.
Doors: Groups rushing to the doors. Danger of minor	Low - medium	Advise all accompanying adults in advance that children should walk in the museum.	

accidents - bumps, trapped fingers. Risks to other visitors		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 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 Visitor Services 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 the museum.  Visitor Assistants patrol all floors on a regular basis.
Lunchroom furniture: Trips and falls, Benches tipping over, bumping into tables or benches	Low - medium	Numbers in the lunchroom 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 in advance.
Resources Trolleys for booked groups: Bumping into trolleys, 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: 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.	Visitor Assistants patrol all floors on a regular basis.
Handling sessions in Weston Discovery Centre, Clore Natural History Centre, Treasure House Theatre: Dropping heavy items, allergic reaction to gloves or 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.	