



Lady Lever

ART GALLERY

Information for teachers and group leaders

Location: Port Sunlight Village, Wirral, CH62 5EQ

With its intimate atmosphere, The Lady Lever Art Gallery is a great place to introduce young people to art. It was founded in 1922 by William Hesketh Lever, the first Lord Leverhulme, in memory of his wife and is home to his extensive personal collection. This amazing gallery contains amazing treasures around every corner.

The gallery and its collection owe their existence to soap, as Lever made his fortune by founding Lever Brothers. It was the paintings of people in crisp, white clean clothing for use in his soap advertisements that sparked Lever's fascination with art and we have a number of these 'Sunlight Soap' paintings on display.

The gallery is also home to some outstanding British 18th and 19th century paintings, an extensive collection of decorative arts including Wedgwood jasperware, Chinese porcelain, tapestries and embroideries as well as Masonic regalia, ethnographic items and African textiles.

The Lady Lever 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

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Contents:

1. Group visits
2. Booking your visit
3. On the day of your visit
4. Working in the galleries
5. Emergency procedures
6. Risk assessments and legal information

1. Group visits

All group visits to the Lady Lever 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 explore 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

There is ample car parking for cars in front of the gallery. Car parking for disabled visitors is available outside the gallery entrance on Queen Mary Drive. Coaches should park outside the gallery entrance.

Access

The gallery is fully accessible. There is ramped access (gradient 1:12) to the gallery and a lift between the basement and ground floor, including the shop and café. Two small mezzanine galleries are only accessible by narrow staircases.

Two wheelchairs are available for visitors' use. Please tell us when you book if your group includes wheelchair users or people with special needs so that we can discuss emergency evacuation procedures.

Arrival

Please enter the gallery and go straight to the Information Desk to sign in.

Orientation

The information staff will direct you to the galleries. If a member of our staff is working with your group, they will meet you at the Information Desk. 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 located through the William Hesketh Lever gallery and in the basement through the café.

Group Cloakroom Facilities

Cloakroom facilities are limited. Please ask when you book.

Group lunchroom

There is no dedicated lunch room, although one of the activity rooms may be available on the day of your visit. Please ask when you book.

During the summer months, the lawned area on the east side of the Gallery can be used as a picnic area. This is a public space and National Museums Liverpool takes no responsibility should you use it.

Shop

A wide range of souvenirs, postcards and other items can be bought in the Gallery shop. 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 Access

Every attempt is made to keep all the rooms open, but on occasion areas are closed for cleaning, maintenance or redevelopment. Where practical we will notify you when you make your booking.

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 in the foyer.

Fire Alarm

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

- Lead the 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 the upper floor. Uniformed staff will advise you.
- Once out of the building, 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.

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 Lady Lever Art Gallery.

Hazard or identified risk	Risk level	Risk Control	Other Action
Access and egress	Low	The Lady Lever Art Gallery is inspected by the Fire Safety Officer. We have to pass this 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.
First aid	Low	Visitor Services staff (attendants) have radios to call for first aid.	Assistant Visitor Services Manager trained in 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 while in the gallery, eg visiting toilets, shop etc. Visitor Services staff (attendants) patrol all rooms on a regular basis.	Anyone behaving suspiciously will be monitored and, if necessary, asked to leave. The police may be called.

<p>Staircases Trips and falls.</p>	<p>Low-medium</p>	<p>Advise all accompanying adults in advance that children should walk (not run) on the staircases and use handrails.</p> <p>Regular inspections by museum staff address maintenance issues.</p>	<p>Visitor Services staff (attendants) have radios to call for first aid.</p>
<p>Doors Groups rushing to the doors. Danger of minor accidents – bumps, trapped fingers. Risk to other visitors.</p>	<p>Low-medium</p>	<p>Advise all accompanying adults in advance that children should walk in the gallery.</p> <p>When going through doors, one/two children or adults should hold them open until group is through.</p>	
<p>Fire evacuation - via stairs. Trips and falls.</p>	<p>Low-medium</p>	<p>Advise all accompanying adults in advance that all fire exits are clearly marked. If the alarm sounds (a loud two-tone siren) Walk quietly and use handrails on stairs. Do not use the lift. Go via the nearest exit across the road opposite the entrance. 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 has all left the building. (The Chief Marshal will be wearing a bright yellow waistcoat labelled 'Fire Marshal')</p>	<p>Fire procedures are in place covering all floors of the gallery.</p> <p>There are regular fire drills/weekly fire bell tests within the building.</p> <p>There is emergency lighting in place within gallery.</p> <p>Visitor Services patrol all rooms on a regular basis.</p>
<p>Splinters Splinters to hands and bottoms.</p>	<p>Low-medium</p>	<p>In some rooms with floorboards there is a slight risk from splinters. Signs highlight risk areas.</p> <p>Advise all accompanying adults in advance that groups should not sit on the floor in these areas.</p>	
<p>Handling Sessions Dropping heavy items, misuse of art materials, choking on small objects.</p>	<p>Low</p>	<p>All sessions are run by trained gallery staff</p> <p>Children are also supervised by parents/carers/group leaders</p>	