

School Visit Pack

# School Visit Information – 2023-24

Please read the following information carefully.

This document is intended to support schools and other education providers in planning visits to Hull Museums and Ferens Art Gallery during the 2023-24 academic year.

If used by schools to inform visit planning and/or risk management, it is the responsibility of the Group Leader to ensure that it meets with the requirements of their employer's guidance for visits, along with any Health and Safety policies.

This document does not constitute a risk assessment for your visit.

At Hull Museums & Gallery we take risk management seriously and know it's a big part of your planning, that's why we want to help. If you would like additional support in planning your visit, please email our Learning Team on <u>museums@hcandl.co.uk</u>

### What's inside?

Terms and conditions	р.3
Risk Management	p.5
On the Day	p.6
Hull Museums & Gallery Hazard Information	p.8
Ferens Art Gallery	p.9
Hands on History Museum	p.10
Hull and East Riding Museum of Archaeology	p.11
Streetlife Museum	p.13
Wilberforce House Museum	p.15
Museums Quarter Gardens	p.16

You can feel reassured that we have health and safety and child protection procedures in place. All our policies are in accordance with Hull City Council guidance, policies and procedures. If you would like a copy of any of the documents, please email the Learning Team on <u>museums@hcandl.co.uk</u>.

By accepting this visit you agree to the terms and conditions within this document.



# Terms and Conditions

#### Opening times

We are asking that your group arrives to your booked site at the stated arrival time. Please note that the given arrival time will allow our Delivery Staff time to book you in and to guide you to your booked learning space. Our sites open 10am – 4.30pm Monday to Saturday and 11am – 4pm on Sundays. The Hands on History Museum is exclusively opened by booked school groups taking part in an on site Experience. For the general public, the Hands on History Museum is open on the second and fourth Saturday of each month from 12 – 4pm.

#### Group sizes

You will not exceed the maximum group size of 35 children per group. For health and safety reasons, this is the maximum number allowed in individual Education Rooms at any one time.

#### Supervision

You will actively supervise your group at all times during their visit and will ensure minimum ratio of adults to pupils as per guidelines laid out by Hull Museums and Ferens Art Gallery (see page 5). Many of our Experience Days include your class being split into smaller groups for activities. To ensure your pupils get the best from the experience, having an adult per group (generally four groups) is really valuable.

#### Responsibilities

Please ensure that all teachers and support staff are briefed and aware of their responsibilities on the day. These are outlined in this visit pack and should also be detailed on your risk assessment.

#### Toilets

Children must be supervised when visiting the toilets, members of staff on site will advise you of the nearest location(s) on arrival. Our toilets are open to the general public.

#### Timings

The booked session element of your Experience Day will start at the allocated time and it may not be possible to make adjustments to account for lateness.

#### Copyright

Please be aware all sessions are subject to copyright law and therefore cannot be filmed. Please also note that other than work completed by the children, resources cannot be removed from the site or copied.

#### Gift Shops

Schools are welcome to visit the gift shops at Hull and East Riding Museum, Streetlife Museum and Ferens Art Gallery. We kindly ask that smaller groups are taken into the shop areas during the lunch break or your booked self-directed time.

If you would like to discuss pre-booking themed goody bags, please email us at least 2 weeks ahead of your visit so that we can arrange these for your group: <u>museums@hcandl.co.uk</u>.



Cancellation policy

If you accept this visit but are unable to attend, please cancel your visit via Eventbrite by logging into your account and cancelling your booked ticket. We ask that where possible, this is done within 7 working days of the visit as another school may be able to book the slot.

Please note that if your visit is cancelled with less than 24 hours' notice of your booked slot, your school will be charged £50.

Unfortunately, we are unable to change the dates of any bookings but please feel free to visit Eventbrite to check alternative availability. You can make changes to your booking by logging into your Eventbrite account.

If we (Hull Museums & Gallery) have to cancel your visit due to unforeseen circumstances, your school won't be charged.

We reserve the right to ask groups or individuals to leave (Museum Byelaws 1997).





# Risk Management

- All visits must comply with the individual LA's Educational Visits and Off-site Activities: Policy, Procedure and Guidance.
- It is the responsibility of teachers and group leaders to complete their own risk assessment prior to their visit. This is usually a requirement by local authorities. Please contact us if you have any questions about the site(s)/session(s) ahead of your visit.
- Please ensure that a qualified first aider accompanies your group on the day. The primary responsibility for the welfare of your children rests with your teachers and support staff. Should a member of your group need assistance on the day of your visit, please inform a member of our Delivery Team or Front of House Team. Members of our Front of House team are trained to administer First Aid. All accidents and near misses must be reported to a member of on-site staff as soon as possible.
- You will not exceed the maximum group size of 35 children. For health and safety reasons, this is the total number of children allowed in individual Education Rooms at any one time.
- If you would like to see relevant copies of our Risk Assessments, please email: <u>museums@hcandl.co.uk</u>.
- The following ratio of adults to children is recommended as a minimum:

Under 5s (Reception)	1 to 3
Year 1 - 3	1 to 6
Year 4 - 6	1 to 15
Year 7+	1 to 20





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# On the day

Dropping off

- There are no general parking facilities and coaches are encouraged to drop-off and pick up close to the museum/gallery you are visiting. Please refer to the individual site information at the end of this pack for more information.
- Limited mini-bus parking is available outside the Streetlife Museum for blue badge holders. Please email <u>museums@hcandl.co.uk</u> to arrange.

#### Arrival

- Please arrive for your allocated arrival time as stated on the booked Experience Information sheet and via your Eventbrite booking. Please consider inclement weather when arranging your trip, you may be required to queue outside. We are unable to allow groups into our buildings before they are opened (10am, Monday Saturday and 11am on Sunday).
- Your group will be met at the museum/gallery entrance by a member of our Learning Team (wearing a uniform or period costume). Please help our staff by identifying yourself as the Group Leader.
- You'll be asked to sign the group into the museum register. This register is used in case of an emergency evacuation of the building. If you are visiting another site as part of your visit, you will be asked to sign into the museum register at the other site as well.

Coats and Bags

- Our staff will escort the group to an area where they can store their coats and bags. We would encourage your group to bring along the minimum number of belongings with them as safe storage is limited within education rooms.
- Whilst the children are storing their coats and bags, our staff will approach you to briefly run through the day and check you both understand the outline of the visit.

Health and Safety

• Once the coats and bags are stored, our staff will carry out a brief outline of any specific health and safety points that your group will need to be aware of during their visit.

Your session

• Your session will begin - enjoy!

Lunch

- If you have booked via Eventbrite, you will be asked whether you wish to book a space for lunch.
- If you are bringing two groups, you may be asked to stagger your lunch or have lunch at another site please see booked Experience Information sheet for the location and booked time slots you have been allocated.



• If you have booked a lunchroom, our Learning Team may ask your group to stand to one side while they remove any resources and clean tables. Please stick to the timings on your booked Experience Information sheet.

Self-directed time

- For the purpose of this document, self-directed time does not include any form of led activity by a member of Hull Museums staff all on-site engagement by your group should be led and planned by you.
- It may not be possible to have additional self-directed time in the same site as your led session element of your visit, especially if you are visiting the Hands on History Museum.
- Please see your booked Experience Information sheet for information of location and timings for self-directed time if you have booked this via Eventbrite.
- If you have booked independent self-directed time, please be mindful of navigating around the site in smaller groups (each group accompanied by an adult) as this helps with visitor flow.

Visiting the shop

- Your groups are welcome to make a visit to our on-site gift shops in the Hull and East Riding Museum, Streetlife Museum or Ferens Art Gallery. Each of our shops sell a range of pocket-money style items suitable for a range of budgets.
- If you plan to visit the shop, please do so by taking smaller groups either during your lunch break or self-directed time.
- If you would like to discuss pre-booking themed goody bags, please email us at least 2 weeks ahead of your visit so that we can arrange these for your group: <u>museums@hcandl.co.uk</u>.

### Departure

• Please liaise with the Learning Team about the time your group needs to depart. Our sessions are planned as timed experiences. If you need to depart earlier than the stated experience timings, please note that this may impact on the session delivery.

If you have any questions regarding the format of your visit, please contact the Learning Team on <a href="mailto:museums@hcandl.co.uk">museums@hcandl.co.uk</a>





# Hull Museums & Gallery Hazard Information

The following information is intended to support schools and other organised groups in planning visits to Hull Museums and/or Ferens Art Gallery.

It is your group's responsibility to:

- Create your own risk assessment ahead of your visit
- Bring a fully qualified first aider with you

Ferens Art Gallery	p.9
Hands on History Museum	p.10
Hull and East Riding Museum of Archaeology	p.11
Streetlife Museum	p.13
Wilberforce House Museum	p.15
Museum Quarter Gardens	p.16

If anyone within your group has access requirements, you may need to complete a Personal Emergency Evacuation Plan (PEEP) form on arrival at your book site(s).

A PEEP is required to ensure the safety of the person in the instance of an emergency evacuation needing to take place at the site.





# Ferens Art Gallery: Hazard Information

Dropping Off

Coaches are encouraged to drop-off and pick-up on Carr Lane (outside Primark).

Queen Victoria Square

- Ferens Art Gallery is located on Queen Victoria Square. The majority of the area is pedestrian access only, but traffic moves in both directions on Carr Lane.
- Care should be taken when walking in the square to avoid slips, trips and falls. In wet weather, the surface can become slippery.
- Vehicle movement in Queen Victoria Square is limited, but occasionally vehicles belonging to Hull City Council and contractors will be allowed on site. Visitors should be aware of this.
- Queen Victoria Square is a busy public area. We recommend children are supervised by responsible adults at all times.
- Please be aware that fountains are installed in Queen Victoria Square.

Ferens Art Gallery

- We ask that children are supervised by responsible adults at all times.
- Due to the historic nature of the building, some galleries may have uneven floors. Some galleries also have heating grates in the floor. Care should be taken to avoid slips, trips and falls.
- Some areas (particularly around Gallery 1) have sudden changes in lighting levels (from bright light to dim light and reverse). Some works include neon lights, and temporary installations may include flashing lights. Please liaise with the Learning Team via email (<u>museums@hcandl.co.uk</u>) if you require further information about these displays or to notify us if anyone within your group has light sensitivity.
- Some works are displayed on plinths that may be at head height for children. Corners are rounded where possible, but care should be taken.
- Some works may have low-level barriers surrounding them. Care should be taken to avoid any slips, trips and falls over them. Under no circumstances should visitors go over any barriers.
- Doors between galleries can be heavy and awkward. Adults should open doors wherever possible, if they have not already been opened, to avoid trapped fingers.
- There are two sets of toilets available on site. The toilets close to the Studio consist of female toilets accessed from the Studio Foyer and male toilets accessed via stairs or lift on the first floor. The other set of toilets are near the Ferens Cafe. These toilets are gender neutral. There is a separate accessible toilet near the Ferens Cafe. Children should be supervised at all times. Extra care should be taken when opening/closing toilet cubicles to prevent fingers being trapped. All toilets are also used by members of the public.
- There is a lift to access the First-Floor galleries and balcony area near the front entrance of the gallery. Lifts should not be used in the instance of a fire.
- Extra care should be taken when on the balcony gallery area under no circumstances should visitors lean over the edge of the balcony.
- The gallery has a programme of temporary exhibitions throughout the year which may feature displays/artworks that contain a range of hazards that are not covered by this Hazard Information sheet. We recommend that you complete a pre-visit ahead of your visit to complete your own Risk Assessment.



# Hands on History Museum: Hazard Information

Dropping off

 Coaches are encouraged to drop-off and pick-up on South Church Side near Hull Minster (Holy Trinity Church).

Trinity Square

- Trinity Square and the surrounding areas are busy public spaces. We strongly recommend that children are supervised by responsible adults at all times when in these areas.
- Trinity Square features fountains and infinity pools which are wet by their very nature as well as uneven cobbled surfaces. Care should be taken to prevent any slips, trips and falls.
- Fallen leaves, particularly during the autumn months, can become particularly slippery when wet.

Hands on History Museum

- The Hands on History Museum is closed to the public mid-week. Access is only possible with a pre-booked Experience Day delivered by the Learning Team. Free access in and out of the museum is not possible all attendees must arrive and depart at the same time. The main door will be locked during sessions, though evacuation routes will always be open.
- We ask that children are supervised by responsible adults at all times.
- Access to the museum is via the main entrance on South Church Side, opposite Trinity Square. When waiting outside the museum, please be aware of traffic on South Church Side.
- The entrance to the Hands on History Museum can become slippery when wet. Care should be taken to prevent any slips, trips and falls.
- Access to the first floor in Hands on History is via a steep and narrow staircases with a handrail or a lift. Children should not use the lift without responsible adult supervision. Lifts should not be used in the instance of a fire.
- The Victorian Gallery on the ground floor features two sections which are only accessible by stairs. These are the basement and interactive areas towards the back of the room.
- Hands on History Museum is an historic building, with many original fixtures and fittings. This means that there are uneven floors (particularly in the Egyptian galleries), sudden changes in level, and hidden drops throughout. Care should be taken to avoid slips, trips and falls.
- Due to the uneven flooring in the Egyptian Gallery, extra care should be taken when navigating this space. The object cases in this gallery are freestanding. Under no circumstances should group members run or lean on the display cases.
- The Victorian Gallery on the ground floor features original Victorian desks. Care should be taken when opening and closing the desks to prevent fingers being trapped.
- Some galleries (particularly the Egyptian galleries) have sudden changes in lighting levels (from bright light to dim light and reverse).
- Toilets in Hands on History Museum are located on the first floor of the museum, next to the Egyptian Gallery. The accessible toilet can be found next to the lift, close to the entrance in the Egyptian Gallery. Extra care should be taken when opening/closing toilet doors to prevent fingers being trapped.
- ✤ Access to closed galleries is not permitted.



# Hull & East Riding Museum of Archaeology: Hazard Information

Dropping off

Coaches are encouraged to drop-off and pick-up on Ghandi Way, off High Street (opposite the Wilberforce House Museum) as there are no parking facilities available. High Street is a narrow, cobbled street and a one-way traffic route. Pavements on High Street are narrow and uneven, so care should be taken when on the street to avoid any slips, trips and falls.

Outside the Museum

- The Hull and East Riding Museum is located within the Museums Quarter Gardens. A cobbled roadway enters the gardens and runs outside the Hull and East Riding Museum. A second cobbled roadway enters the gardens and runs to the side of the Wilberforce Institute and Wilberforce House Museum and opposite Streetlife Museum.
- Care should be taken when walking on the cobbles to avoid slips, trips and falls.
- Vehicle movement in the Museums Quarter is limited by security bollards at each entrance.
- See separate hazard information for the Museum Quarter Gardens on page 15.

Hull and East Riding Museum

- We ask that children are supervised by responsible adults at all times.
- Access to the museum is via the main entrance through the gift shop. Once inside, access to the main site is via a small set of steps or chair lift.
- The entrance to the galleries (close to the woolly mammoth) feature uneven mock rock surfaces to create a cave-inspired setting. Care should be taken when walking in this area to prevent any grazes or banging heads.
- Several galleries (particularly the Iron Age, Hasholme Boat and Roman galleries) have uneven floors, or sudden changes in level – care should be taken to avoid slips, trips and falls.
- Some galleries (particularly the Stone Age, Bronze Age and Iron Age on the ground floor and Viking area on the first floor) have sudden changes in lighting levels (from bright light to dim light and reverse).
- There are stairs and a chair lift when leaving the Iron Age Village gallery and entering the Hasholme Boat area on the ground floor.
- The Roman galleries on the ground floor and Medieval galleries upstairs have varying floor surfaces – care should be taken when walking around these galleries to avoid slips, trips and falls.
- Gallery areas around the site have immersive noises that are triggered when people enter the spaces (Bronze Age, Roman Bath House, Viking and Medieval gallery spaces) which can be loud.
- The Viking longship display (on the First Floor) has flashing lights which may affect people with light sensitivities.
- Entry to the Medieval Gallery (via the Viking Gallery on the First Floor) has a replica stonework arch which has parts that stick out at head height. Care should be taken when walking past.
- The plinth in the centre of the Medieval gallery has pointed edges, care should be taken when walking around this to avoid personal injury.
- Toilets in the Hull and East Riding Museum are located next to the gift shop at the main entrance and at the back of the Roman Forum gallery. These are public toilets and children



should be supervised at all times. Extra care should be taken when opening/closing toilet cubicles/doors to prevent fingers being trapped.

- Access to the First Floor galleries is either via stairs or lift. Lifts should not be used in the instance of a fire. Lifts can be found near the Education Room on the ground floor (past the Roman galleries) and near the stairs at the end of the Civil War gallery upstairs.
- We ask that groups visiting split into smaller groups to navigate around the different spaces during any self-directed time. This helps with general visitor flow.
- Please note that some displays may change at short notice, particularly where objects have been removed for conservation or exhibition purposes.





# Streetlife Museum: Hazard Information

### Dropping Off

Coaches are encouraged to drop-off and pick-up on Ghandi Way, off High Street (opposite the Wilberforce House Museum) as there are no parking facilities available. High Street is a narrow, cobbled street and a one-way traffic route. Pavements on High Street are narrow and uneven, so care should be taken when on the street to avoid any slips, trips and falls.

### Outside the Museum

- The Streetlife Museum is located within the Museums Quarter Gardens. A cobbled roadway enters the gardens and runs outside the Hull and East Riding Museum. A second cobbled roadway enters the gardens and runs to the side of the Wilberforce Institute and Wilberforce House Museum and opposite the Streetlife Museum.
- Care should be taken when walking on the cobbles to avoid slips, trips and falls.
- Vehicle movement in the Museums Quarter is limited by security bollards at each entrance.
- See separate hazard information for the Museum Quarter Gardens on page 15.

### Streetlife Museum

- We ask that children are supervised by responsible adults at all times.
- Access to the museum is via the main entrance in the Museums Quarter. There is an alternative entrance through the gardens to the rear of Wilberforce House.
- Once inside, access to the ground floor is level; however, it should be noted that when entering the Street Scene, there are metal coverings to provide a level access across the tramlines set into the floor.
- Many galleries (particularly the Street Scene and the area near the train off the car gallery) have uneven floors, sudden changes in level, or hidden drops. There are cobbles and a reconstructed railway crossing on the Street Scene which can present a trip hazard. Care should be taken to avoid slips, trips and falls.
- The galleries have been designed in an immersive way using a range of materials and props

   these may have parts which stick out and could cause personal injury therefore, we ask
   that extra care is taken when walking around the site.
- The Arcade area on the ground floor features original arcade games many have parts which stick out – so extra care should be taken when walking around this area.
- The Arcade also features bright fair-themed lighting and a video installation which features flashing lights and loud noises which may affect people with light sensitivity.
- Some galleries (particularly the Motor Car gallery, inside the shops and the Carriage Galleries upstairs) have sudden changes in lighting levels (from bright light to dim light and reverse).
- There are stairs to access the train and also the signal box on the ground floor. Care should be taken when going up and down the stairs.
- Extra care should be taken if going onto the train as this is at a very low head level. The inside of the train is also very dark and features immersive sounds.
- The double-decker tram can be accessed either end via very steep steps. Access to the bus is only granted to those taking part in our Experience Days.
- Many displays around the site feature immersive sounds that link with the displays which are triggered by people entering the gallery space.
- The Cinema (on the ground floor) shows a range of historic film footage. Some of these feature flashing/flickering images which may affect visitors with a light sensitivity.



- Some of the upstairs gallery areas (including the Carriage Gallery) feature metal fencing as part of the display. The fencing features sharp edges which could cause personal injury.
- The Country Estate gallery (upstairs) features faux stone walling which has a rough surface and parts which stick out – extra care should be taken when in this area.
- The wooden stable display on the upstairs corridor has sharp edges and a section which protrudes that could cause personal injury. Under no circumstances should people climb on this display.
- There is a balconied area upstairs which looks down over the Tram Gallery. Under no circumstances should visitors lean over the edge of this.
- Access to the First Floor galleries is either via stairs or lift. The lift should not be used in the instance of a fire. The lift can be found near the Caretta Carriage on the ground floor (near the sweet shop).
- Doors entering and leaving the museum can be heavy and awkward. Adults should open doors wherever possible to avoid trapped fingers.
- Toilets can be found in the Tram Gallery (close to the main entrance) and near the Education Room/Sweet Shop on the ground floor. The accessible toilet can be found near the Sweet Shop. Extra care should be taken when opening/closing toilet cubicles to prevent fingers being trapped.
- The museum has a programme of temporary exhibitions throughout the year in the Open Space (on the ground floor) which may feature displays/artworks that contain a range of hazards that are not covered by this Hazard Information sheet. We recommend that you complete a pre-visit ahead of your visit to complete your own Risk Assessment.





# Wilberforce House Museum (including Georgian Houses): Hazard Information

Dropping Off

Coaches are encouraged to drop-off and pick-up on Ghandi Way, off High Street (opposite Wilberforce House Museum) as there are no parking facilities available. High Street is a narrow, cobbled street and a one-way traffic route. Pavements on High Street are narrow and uneven, so care should be taken when on the street to avoid any slips, trips and falls.

Outside the Museum

- The Wilberforce House Museum is located close to the Museums Quarter Gardens. A cobbled roadway enters the gardens and runs outside the Hull and East Riding Museum. A second cobbled roadway enters the gardens and runs to the side of the Wilberforce Institute, opposite the Streetlife Museum.
- Care should be taken when walking on the cobbles to avoid slips, trips and falls.
- Vehicle movement in the Museums Quarter is limited by security bollards at each entrance.
- See separate hazard information for the Museum Quarter Gardens on page 15.

Wilberforce House Museum

- We ask that children are supervised by responsible adults at all times.
- Access to the museum is via the gate on High Street, opposite Gandhi Way. There is an alternative entrance via Streetlife Museum through the gardens at the rear of Wilberforce House Museum.
- The floor in the foyer and entrance to the Contemporary Slavery gallery at Wilberforce House Museum and the entrance hall in Georgian Houses can become slippery when wet.
- Extra care should be taken when entering/leaving the Contemporary Slavery gallery as the floor features a steep incline.
- Access to the first floor in Wilberforce House is via a wide staircase or lift. Access to the first floor in Georgian Houses is via two narrow staircases. There is no lift access to the first-floor galleries in Georgian Houses.
- Wilberforce House and Georgian Houses are historic buildings, with many original fixtures and fittings. This means that there are uneven floors, sudden changes in level, and hidden drops throughout. Some galleries have potential trip hazards at floor level. Care should be taken to avoid slips, trips and falls.
- Some galleries have sudden changes in lighting levels (from bright light to dim light and reverse).
- The West African Gallery features a large metal tree. Care should be taken when near this display to prevent anyone banging their heads.
- The Middle Passage Gallery (from the West African Gallery) features metal slavery collars on the wall which have sharp metal points – extra care should be given when walking around this space due to the very narrow nature of the gallery space.
- The Plantation Gallery features metal crops which may be sharp. We advise group members to not touch these.
- The Education Room is to the rear of the museum and accessible only by going outside. The walkway to the Education Room features an uneven walkway; care should be taken to prevent any slips, trips and falls. Fallen leaves in this area, particularly during the autumn months, can become slippery when wet.
- The Education Room floor can become slippery when wet.



Toilets in Wilberforce House are located outside through the gardens to the side of the Streetlife Museum rear entrance. An accessible toilet is located outside opposite the door to the Education Room. These are public toilets, and children should be supervised at all times.

# Museum Quarter Gardens: Hazard Information

### Museum Quarter Gardens

- Vehicle movement in the Museums Quarter is limited by security bollards at each entrance.
- Wilberforce House Museum has a small rear garden. The garden features rose bushes which have sharp thorns and areas featuring uneven steps. This garden provides access to the Streelife Museum as well. The garden also has a low-level wall and changing floor level in areas – extra care should be taken to avoid slips, trips and falls.
- Trees can be found in the Museums Quarter Gardens and Wilberforce House Museum Gardens. Storm damage can sometimes affect the stability of apparently healthy trees and branches. Group leaders should be aware of this.
- ✤ A low hedged maze is open to the public there is a small risk of scratches from low hanging branches.
- A pond in the Museums Quarter Gardens is within a fenced area. Under no circumstances should this area be entered.
- The gardens attract many insects, including bees and wasps. Animal and bird droppings can occasionally be found on paths, on plants and among fallen leaves. Visitors should avoid contact with these and wash their hands before eating.
- The Museums Quarter Gardens are open to the public. We ask that children are supervised by responsible adults at all times.
- Care should be taken when walking on the cobbles to avoid slips, trips and falls.
- Loose gravel can be found on the footpaths from time-to-time which can be slippery under foot. Extra care should be taken.
- Historic vehicles can be found outside the Streetlife Museum. These are barriered off by metal chains. Under no circumstances should visitors go under the barriers or climb on the historic vehicles.
- Tram lines can be found in the floor outside the Streetlife Museum care should be taken when walking over them to avoid slips, trips and falls.





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16