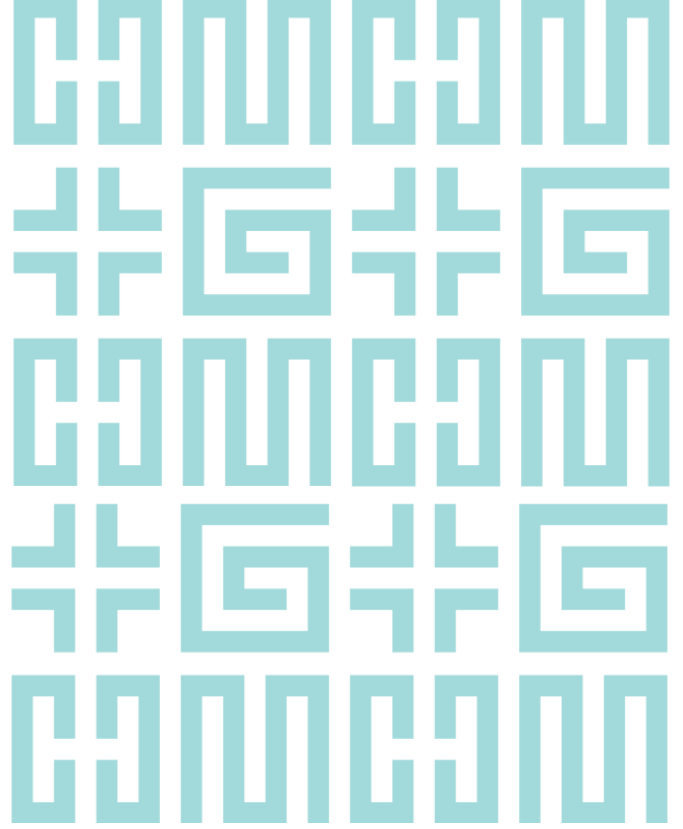




 **Hull Museums
& Gallery**

School Visit Pack 2026-27

School Visit Information – 2026-27

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 2026-27 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 museums@hcandl.co.uk

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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 museums@hcandl.co.uk.

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

Terms and Conditions

Opening times

We ask 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 for booked school groups taking part in an on-site Experience only. For the general public, the Hands on History Museum is open on the second and fourth Saturday of each month from 12 – 4pm.

Group/class sizes

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

Supervision

You will actively supervise your group at all times during their visit and will ensure a minimum ratio of adults to pupils as per guidelines laid out by Hull Museums and Ferens Art Gallery (see page 5). You will ensure that your group is aware of our **behavioural code of conduct** which can be found on page 6.

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 or where groups choose to leave early. Where groups arrive late for the booked Experience, our staff member will discuss with you how the content of the session can be adjusted to accommodate your group. Please note that this may mean removing or condensing activities or elements of the session.

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, Hull Maritime 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: museums@hcandl.co.uk.

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 4 weeks (28 days) of the visit as another school may be able to book the slot.

Cancellations will be charged on a sliding scale:

- If you fail to cancel your visit and do not attend your booked visit, you will be charged **100%** of the full workshop fee.
- Cancellations within one week (7 days) of the workshop date will be charged **50%** cost of the full workshop fee.
- Cancellations within two weeks (14 days) of the workshop date will be charged **25%** cost of the workshop fee unless the workshop is rescheduled.
- If you reschedule your workshop within two weeks (14 days) of the original delivery date to another day within the same term, then you will **incur an additional charge of £50** on top of your new booking fee to cover administrative costs.

If you need to reschedule your booking, please feel free to visit Eventbrite to check alternative availability, or please email museums@hcandl.co.uk. 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 schools' and/or local authority'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 learning spaces at any one time.
- If you would like to see relevant copies of our Risk Assessments, please email: museums@hcandl.co.uk.
- 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

Behavioural code of conduct for schools and groups

Respecting the space in which you are visiting is vital for the preservation and longevity of our collection, for ensuring the comfort and enjoyment of all visitors and for ensuring the quality and safety of your own visit.

We ask teachers/group leaders to remind their group of the following before their visit:

- Please follow any instructions provided by museum staff
- Please treat the museum's staff, spaces and objects with care and respect
- Please walk, do not run
- Please respect others enjoying their visit
- Please don't eat or drink within the museum/gallery spaces – you can do this within our dedicated learning spaces (if booked as part of your visit) or within our on-site cafes

In making your booking with Hull Museums & Gallery, you agree that your group will abide by this code. Please ensure all accompanying adults are aware of the code and that children are well supervised throughout their visit. The behaviour of pupils is the responsibility of teachers and adult supervisors from your school or group.

If the behaviour of anyone in a group adversely affects the safety or enjoyment of other people in your group, other visitors, students or staff, we may pause or stop the delivery of any booked activities and, if necessary, ask the group to leave.

On the day



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**ARTS COUNCIL
ENGLAND**

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 visiting the Museums Quarter. Please email museums@hcandl.co.uk 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 learning spaces.
- 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.
- Please note that other schools/groups may be carrying out led experiences or tours in parts of the museum at the same time as your self-directed time. We kindly ask that your group moves into another space whilst their activities are taking place and then return when they have moved on.
- Activity ideas and resources can be downloaded from the website to support your self-directed time at some of our sites. We always encourage group leaders to carry out a pre-visit ahead of your booked visit to plan how you wish to engage your group with the exhibitions and displays.

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, Hull Maritime 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: museums@hcandl.co.uk.

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 and the quality of your experience.

If you have any questions regarding the format of your visit, please contact the Learning Team on museums@hcandl.co.uk

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

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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 or Alfred Gelder Street.

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

You can download the floor plan for the gallery from our website here:

<https://www.hullmuseums.co.uk/downloads/file/118/ferens-map>

- ❖ We ask that children are supervised by responsible adults at all times.
- ❖ Access to the gallery is via three low steps or a ramp at the main entrance on Carr Lane.
- ❖ Access to the first-floor galleries is via a marble staircase off the entrance foyer, or a lift located in the atrium between the entrance foyer and the Centre Court. Children should not use the lifts without responsible adult supervision. Lifts should not be used in the instance of a fire.
- ❖ Access to the second-floor Education Room is via stairs or lift. Children should not use the lifts without responsible adult supervision. Lifts should not be used in the instance of a fire.
- ❖ 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 (museums@hcandl.co.uk) 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. Adults should open doors wherever possible, if they have not already been opened, to avoid trapped fingers.
- ❖ Gallery 10 (Explore Art) is designed for families and Under 5s – there are interactive activities within this space. Care should be taken to avoid any slips, trips and falls when navigating around this space.
- ❖ 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 are also toilets available (a male and female toilet with child sized facilities) close to the Education Room on the second floor. These toilets are for use when using the education room only.
- ❖ Extra care should be taken when on the balcony gallery area on the first floor – 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

Hull Maritime Museum: Hazard Information

Dropping Off

- ❖ Coaches are encouraged to drop-off and pick-up on Carr Lane or Alfred Gelder Street.

Queen Victoria Square

- ❖ Hull Maritime Museum 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.

Hull Maritime Museum

You can download the floor plan for the museum from our website here:

<https://www.hullmuseums.co.uk/downloads/file/291/hull-maritime-museum-floor-plan>

- ❖ We ask that children are supervised by responsible adults at all times.
- ❖ Access to the museum is via steps or a ramp at the main entrance on Queen Victoria Square.
- ❖ Access to the first-floor galleries is via a large marble staircase off the entrance foyer, or a lift located to the left of the stairs, near the shop. Care should be taken when using the stairs during wet weather to avoid any slips, trips and falls. The stairs feature original decorative metal designs which are sharp in places.
- ❖ Children should not use the lift without responsible adult supervision. The lift is a fire-safe lift; however, in the instance of an emergency evacuation of the museum, anyone requiring the use of a lift would be guided to a refuge point by a member of the Visitor Experience Team. Refuge points can be found on each floor and feature an intercom system.
- ❖ The Age of Sail gallery (ground floor) has interactive elements, including the chance for children to crawl underneath a whale skeleton. Care should be taken when navigating around and using this area to avoid any injury.
- ❖ Further interactive elements can be found throughout the museum that may have small or moving parts. Care should be taken when using these.
- ❖ Some objects around the museum are displayed on plinths that may be at head height for children. Corners are rounded where possible, but care should be taken.
- ❖ Some objects/displays 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.
- ❖ Some original features of the museum, such as columns, may have raised bases or parts which stick out. Care should be taken to avoid any slips, trips or falls.
- ❖ There are varying floor surfaces throughout the whole museum which can change from gallery to gallery. Some floor surfaces may get slippery during wet weather. Care should be taken to avoid slips, trips and falls.
- ❖ Entrances to some gallery spaces may have metal (brass) bevel strips or cover plates on the floor near the doorways which are slightly raised. Care should be taken when going across these.

- ❖ Some gallery areas feature ventilation grates within the floors. Care should be taken when walking over these to avoid any slips, trips and falls.
- ❖ Some gallery areas and walkways throughout the museum may be narrow so your group may need to temporarily wait to allow other visitors through.
- ❖ Light levels may change from space to space throughout the museum. Some gallery areas feature projections or films which can alter light levels or change the colour of the lighting in spaces.
- ❖ Seating throughout the museum is heavy and should not be moved.
- ❖ The Remembrance Area on the first floor is a quiet space for visitors to pause and reflect and is dedicated to those who lost their lives at sea. It is at the discretion of the group leader whether you choose to take children into this gallery area.
- ❖ The Atrium in the centre of the museum features Viewing Balconies on the first and second floors. Under no circumstances should children or members of your group lean over the balconies. The Viewing Balconies have metal handrails which run the length of each walkway which would be at the head height for some people.
- ❖ Artworks on display (and especially in the Painting Corridor on the first floor) are hung at varying heights. Some original frames stick out into the corridor, so extra care should be taken when navigating through this area.
- ❖ Access to the second-floor galleries is via stairs or lift. Stairs to the second floor are narrower with two-way traffic going up and down. Groups should use these by ascending/descending in single file.
- ❖ Floor levels on the second floor are ramped in areas, particularly near the Exhibition Gallery and on the Viewing Balcony.
- ❖ The second floor features the Dome (viewing area) which is accessed by a metal spiral staircase. This staircase is very narrow, so extra care should be taken when going up and down. The Dome is a small space designed for small groups of people only. Museum staff or volunteers will advise your group when is a suitable time for you to visit.
- ❖ We advise that no one walks underneath the Dome staircase due to this being very low in parts (at head height).
- ❖ Entry into the Planetarium (on the second floor) features a lower-level arch which may be at head height for anyone above 6 feet (180cm) tall.
- ❖ Access to the dedicated learning space on the second floor will only be feasible for groups who have pre-booked led experiences. This room has a metal column in the centre of the room, so care should be taken when navigating around this room. The room also features low-level round windows. These should only be opened by museum staff.
- ❖ Access to the 'Below Decks' learning space is via stairs or lift in the lower-ground level. This space has been designed to feel like the underbelly of a ship and features authentic props, such as wooden barrels and boxes. Under no circumstances should children attempt to move or climb on these. The space also features smells and lantern lights which hang from the ceiling. The lighting may be pre-set to a flickering setting; however, if anyone within your group has a light sensitivity, please let a member of staff know who will be able to change the lighting to a fixed lighting mode.
- ❖ Toilets are available throughout the site, usually as single toilets rather than cubicles. All toilets in the main public galleries are also used by members of the public. Please refer to the floor plan for exact locations.
- ❖ There are also toilets available (including Changing Places facilities) close to the Education Room on the lower-ground level. These toilets are for use when using the Education Room only; however, the Changing Places facilities will be available during opening hours of the museum.

- ❖ The museum 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

Hands on History Museum: Hazard Information

Dropping off

- ❖ We recommend that your bus drops your groups off and collects you on Market Place – at the end of South Church side due to there being no through access down South Church Side because of the ongoing roadworks.

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

You can download the floor plan for the museum from our website here:

<https://www.hullmuseums.co.uk/downloads/file/117/hands-on-history-map>

- ❖ 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.
- ❖ The basement area of the ground floor Victorian area has very low ceilings with low clearance overhead. This area also features very low light levels.

- ❖ 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

Hull & East Riding Museum of Archaeology: Hazard Information

Dropping off

- ❖ Coaches are encouraged to drop-off and pick-up on Gandhi 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 18.

Hull and East Riding Museum

You can download the floor plan for the museum from our website here:

<https://www.hullmuseums.co.uk/downloads/file/122/haer-august23-v4>

- ❖ 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.
- ❖ 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.
- ❖ The Viking longship display (on the First Floor) has flashing lights which may affect people with light sensitivities.
- ❖ Between the Viking and Medieval galleries (on the First Floor) is a replica chainmail suit on a large metal frame. Extra care should be taken when navigating around this area to avoid any personal injury.
- ❖ Entry to the Medieval Gallery (via the Viking Gallery on the First Floor) has a replica stone-work 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.
- ❖ 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

Streetlife Museum: Hazard Information

Dropping Off

- ❖ Coaches are encouraged to drop-off and pick-up on Gandhi 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 18.

Streetlife Museum

You can download the museum floor plan from our website here:

<https://www.hullmuseums.co.uk/downloads/file/123/sl-august23-v5>

- ❖ 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. Doors entering and leaving the museum can be heavy and awkward. Adults should open doors wherever possible to avoid trapped fingers.
- ❖ 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 or sound 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 original steps, with a large step down from the vehicle onto the ground. A handrail is available.
- ❖ Access to the bus is only granted to those taking part in our Experience Days. It has steep steps and a large step down from the bus onto the ground. A handrail is available; however, we recommend that teachers help the children with getting off.
- ❖ Access to the Ryde Pier tram is via purpose-built metal steps which has a handrail.
- ❖ 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. The Cinema also has original theatre-style seating, care should be taken when using these.
- ❖ 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. Children must be supervised by an adult if using the lift. The lift should not be used in the instance of a fire. The lift can be found near the Carriage Carriage on the ground floor (near the sweet shop).
- ❖ Toilets (including accessible toilets) can be found in the Tram Gallery (close to the main entrance) and near the Education Room/Sweet Shop on the ground floor. 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

Wilberforce House Museum (including Georgian Houses): Hazard Information

Wilberforce House was the birthplace of William Wilberforce, Hull's famous anti-slavery campaigner. Now a historic museum, our galleries expose the realities of the transatlantic slave trade and its legacies. Due to their subject matter, some of the galleries upstairs contain images and content that may be particularly distressing for some people or inappropriate for younger audiences. This is primarily on the first-floor galleries within the main house.

Dropping Off

- ❖ Coaches are encouraged to drop-off and pick-up on Gandhi 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 18.

Wilberforce House Museum

You can download the floor plan of the museum from our website here:

<https://www.hullmuseums.co.uk/downloads/file/119/wilberforce-house-map>

- ❖ 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 Legacies of 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 Legacies of Slavery gallery as the floor features a steep incline.
- ❖ Access to the first floor in Wilberforce House is via a wide staircase or lift. Children must be supervised by an adult if using the lift. The lift should not be used in the instance of a fire.
- ❖ 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 doorways throughout the building are smaller than standard (modern) doorways both in width and height. Care should be taken to avoid any personal injury.

- ❖ Some galleries have sudden changes in lighting levels (from bright light to dim light and reverse).
- ❖ The History of the House gallery (on the ground floor) has a table surrounded by a barrier. Care should be taken to avoid any slips, trips and falls. The room also features an image of a fire with protruding metal stands at ground level. Care should be taken to avoid any slips, trips and falls.
- ❖ Some galleries feature glass display units or other fitted exhibition furniture in the centre of the room which have pointed edges. Care should be taken when navigating around the gallery spaces.
- ❖ On some occasions, portable fans or heaters may be placed within gallery spaces. Under no circumstances should these be touched.
- ❖ Some galleries and walkways feature wall-mounted display units which have protruding parts at head height. Care should be taken when moving around the gallery spaces to avoid personal injury.
- ❖ The West African Gallery features a large metal tree. Care should be taken when near this display to prevent anyone banging their heads or personal injury.
- ❖ 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 Life Gallery features content, including graphical descriptions and images of the treatment inflicted on people which may be distressing or inappropriate for some visitors, including children. It is at the group leader/teacher's discretion whether you include this gallery within your visit to Wilberforce House Museum.**
- ❖ The Plantation Life Gallery features metal crops which may be sharp. We advise group members to not touch these.
- ❖ The Resistance and Rebellion Gallery features a Vodou Altar with protruding parts. Care should be taken navigating in this space, The objects on the altar should not be touched.
- ❖ Access to Georgian Houses is through the Temporary Exhibition Gallery on the ground floor. The connecting walkway (between the Temporary Exhibition Gallery and Georgian Houses) has an incline – care should be taken to avoid slips, trips and falls.
- ❖ The marble floor on the ground floor of Georgian Houses can get slippery when wet. The space also has original columns with parts near floor level that stick out. Care should be taken to avoid any personal injury.
- ❖ The galleries within Georgian Houses (on the ground floor and first floor) have many free-standing display units. Under no circumstances should these be leant on.
- ❖ There is a small dressing-up area with a free-standing mirror on the ground floor of Georgian Houses. Children must be supervised when using these resources.
- ❖ On the first floor of Georgian Houses, a narrow corridor connects the two small landing areas (near the stairs). An additional staircase to go to the second floor (not for public use) is in this area which has an exposed under-stairs area that slopes at head height. We advise groups to take care when navigating in this area and to avoid walking underneath the staircase.
- ❖ Metal barriers can be found in the Local Craftmanship Display Gallery (on the first floor) that have metal feet that stick out slightly. Care should be taken to avoid any slips, trips and falls. Under no circumstances should these be leant on.
- ❖ The Silver Gallery (on the first floor) has information panels attached to the wooden display cases that stick out. Extra care should be taken to avoid any personal injury.
- ❖ 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.
- ❖ The museum has a programme of temporary exhibitions throughout the year in the Temporary Exhibition Space (on the ground floor through the Legacies of Slavery gallery) 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.

Ongoing conservation or maintenance work may cause additional temporary hazards. A member of the Learning Team will advise you of these if you make a pre-visit and on the day of your group's visit.

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 Streetlife 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.