



Whitby Literary and Philosophical Society

## WHITBY MUSEUM

### General, and Health & Safety Information and Guidance for Group Visits

This information sheet is provided as a guide to help you plan your visit to the museum and to keep individuals and groups safe while in the building. It will also help you write your risk assessment.

#### General Information

- Whitby Museum is a public building and is open to everyone. Members of the public will therefore be looking at our collections and exhibitions at the same time as your group visit.
- Please note, group visits must be booked in advance.
- For primary-school age groups, there must be a minimum of 1 adult per 8 children. Please ensure movement around the building is in these smaller groups, each one supervised by an adult.
- Our maximum party size is 35 young people plus accompanying adults.
- On arrival, you will enter Whitby Museum via Pannett Art Gallery, located at the front of the museum building. Please gather everyone inside the museum rather than the art gallery.
- During their trip, group members may hang their coats in the cloakroom or use the lockers.
- There are toilets on all levels of the museum; however, we recommend that parties use the toilets on the lower floor of the New Wing as these have the greatest capacity.
- All three sets of toilets have wheelchair access.
- There is a lift in the New Wing, which operates between the three floors. The lift should be used only by people who have a genuine reason for doing so. All young people should be accompanied when using the lift, *which should not be used in the event of an emergency.*
- *Photography is allowed with permission* from the museum assistant at the front desk; however, please advise your group not to engage in video or flash photography, and to ask permission before photographing other people. It is essential that you seek parental consent before you photograph children.
- Our main floor is old and therefore uneven in places. Please ask your group to watch their footing. Should anything happen, kindly alert a museum assistant.
- All new glass cases comply with BS6206. Older cases, where the glass extends below 800mm, have been treated with film to comply with BS6206. Nevertheless, please advise members of your group not to touch exhibits or glass, and not to lean on flat glass surfaces.
- Food and drink are not allowed in the museum building.
- However, picnicking in beautiful Pannett Park, in which our building is situated, is a delight. We would be most grateful if all rubbish could be gathered into a bin bag and placed in the large wheelie bin situated at the rear of the museum rather than using the small rubbish bins.
- Free pre-visits for group leaders are available on request.
- If you have any queries, or would like to come in to the museum before your visit, please email the Museum Manager: [manager@whitbymuseum.org.uk](mailto:manager@whitbymuseum.org.uk).

#### Safety for All

- *For all school and other group visits we ask that you write your own risk assessment prior to coming to the museum.*
- We are most aware of the need to mitigate Covid-19 risk for yourselves and other visitors. We ask that groups are considerate towards other museum visitors, keeping their distance if possible. Young people do not need to wear face coverings.
- First aid equipment is available on site and a trained first aider is always on duty.
- If required, there are break glass fire alarm switches for you to use throughout the building. If you need emergency assistance, and you are near an internal telephone, you may dial 200 to reach the front desk.
- The museum is monitored by a comprehensive network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and exhibits.
- In the event of a power cut, please stay exactly where you are until directed by the museum assistants on duty. Everyone in your party will be led outside, and asked to wait in the children's play area until advised to return.

### **Evacuation Procedure**

In the event of a fire, the alarm will sound continuously and all fire doors will close automatically. Everyone should leave the building by the nearest safe exit. The museum assistants act as stewards. Your group should leave all personal belongings, including coats and bags, and *not use the lift*.

If you, or a member of your party, are on the upper floor and unable to get down the stairs, you should enter the 'Staff Only' corridor and wait for further instructions.

From the Main Hall there are four emergency exits. Viewed from the museum entrance (see attached map), these are:

- the main entrance through the Art Gallery;
- the rear (car park) entrance, directly opposite;
- the side (staff) entrance, to the right;
- the fire exit from the lower floor of the New Wing to your left.

If you are in the New Wing, please leave in your groups of up to 8 young people plus accompanying adult via the nearest exit. If this is blocked, you should exit through the Main Hall as above.

Once outside you should make your way to the children's play area adjacent to the building. This is the designated assembly point. Please wait here until advised further.

On a final point, all of our equipment is serviced regularly and practice drills are carried out. We hope these guidelines have reassured you that the safety of you and your students is of utmost importance. **Relax, and enjoy your time at Whitby Museum!**