

Visiting Preston Hall Museum Essential Information

- The Museum opens at 10.00am each day
- Parking is free.
- The admission price for school parties is 60p per child (free admission for children under five). Free admission for teachers and adults assisting with the supervision of the group.
- We are unable to invoice schools. On the day of the visit, the group leader should enter the Museum first to organise payment. Please make cheques payable to Stockton Borough Council.
- The Resource Room and Handling Packs must be pre-booked. Two sessions are available: a 10.00 – 12.00pm morning session, or a 12.30 – 2.30pm afternoon session.
- You may use part of this allocated time in the Resource Room for lunch.
- The Museum is unable to offer storage for coats and bags, etc. So please leave them on the coach where possible. (The Period Street is open-air, so it is advisable to bring coats in poor weather).
- Groups can put coats and bags etc in the Resource Room during your booked time, but these are left at the school's own risk.
- Access for children with mobility issues is unfortunately limited to the ground floor. The Resource Room and Period Street are situated on the ground floor.
- Toilets, including the disabled toilet and Baby Changing Facilities are located outside, in the Period Street.
- The Museum attracts a high number of school groups during the final half term of the school year. If you would like a quieter visit, please arrange a visit another time. We are open all year round!
- Paul Lewis, the Victorian Photographer, can be booked separately to take your group's photographs. Please contact him on 0191 268 9740. Schools wishing to visit the photographer only would still have to pay the Museum admission charge.
- "Butterfly World" is a separate organisation, so joint bookings cannot be made. Please contact them separately on 01642 791414.
- If you have not visited before and would like assistance in planning your visit, a member of our staff is able to provide advice and accompany you throughout your visit. Please contact the Cultural Entitlement Education Assistant on (01642) 527 820.
- More information, Museum trails and worksheets are available to download free of charge from our website. Please go to <http://train.stockton.gov.uk/sites/museums>



Visit Checklist

We have compiled a checklist to help you plan your visit with greater ease. Please ensure that you read this before you visit so you have time to make the necessary arrangements.

Have you....

- Read the Essential Information and Hazard Identification Sheet?
- Visited our website (<http://train.stockton.gov.uk/sites/museums>) and downloaded the resources that you need for your visit?
- Got your Booking Confirmation Card?
- Got cash or a cheque to pay for your group's visit?
- Divided your children into small groups with a supervising adult? (Compulsory ratio of at least 1 adult : 8 children)
- Decided if your children should have money to spend in the Museum Gift Shop? (£1 or £2 recommended)
- Passed all relevant notes to other teachers and adults? You might want to include details of areas of the museum that you particularly want the children to see.
- Made enough copies of worksheets / teacher's notes and have clipboards, paper and pencils ready for use on the day? (The Museum is able to loan a limited number of clipboards, but please bring your own)
- Contacted the Cultural Entitlement Education Assistant on (01642) 527 820 if you have not visited before and would like assistance in planning and delivering your visit?
- Worked out a timetable so that each group leader knows what to do throughout the day? (it would help the Museum Staff if you visit the Gift Shop in small groups throughout the day)
- Pre - booked Paul Lewis the Victorian photographer if you require your group to have photographs taken? Please make sure that if you have altered the date or time of your booking that you inform Paul Lewis of this change, as he runs his business from home.



Hazard Identification Sheet

Please use this Hazard Identification Sheet to help you prepare your school visit to Preston Hall Museum.

Please note: This is **not** a Risk Assessment. Teachers should follow DfES guidelines, read the essential information provided and write their own risk assessment.

Area	Hazard	Action
Car Park	<p>Slips, trips and falls while mounting / dismounting the coach</p> <p>Adverse weather conditions</p> <p>Members of the public may be present</p> <p>Slow moving traffic in car park</p> <p>Allergic reaction to insect stings / bites / ingestion of poisonous plants</p>	<p>Brief pupils regarding health and safety and appropriate clothing and behaviour (e.g. no running)</p> <p>Close adult supervision* while mounting / dismounting coach and crossing car park</p> <p>Pupils to walk slowly in pairs under close adult supervision</p> <p>Speed limits of 10 mph in operation</p> <p>Person trained in first aid to be present</p>
In the Museum	<p>Slips, trips and falls especially on the staircase</p> <p>Trapped fingers in doors</p> <p>Personal injury on hard parts of exhibition / museum</p> <p>Members of the public may be present</p>	<p>Pupils to be briefed regarding health and safety and appropriate behaviour</p> <p>Pupils to walk slowly in pairs</p> <p>Pupils not to go to the toilets or wander around the gallery alone</p> <p>Close adult supervision</p>
In the Period Street	<p>Adverse weather conditions</p> <p>Members of the public may be present</p> <p>Allergic reaction to insect stings / bites / ingestion of poisonous plants</p>	<p>Brief pupils regarding health and safety and appropriate clothing and behaviour (e.g. no running)</p> <p>Close adult supervision while mounting / dismounting coach and crossing car park</p>

* Recommended ratio of 1:8 for juniors and 1:6 for infants



General Safety Information

In the case of a fire

The fire alarm is sounded by continuously ringing bells. Emergency exits are indicated by illuminated signs.

If the fire alarm sounds it is a real evacuation. Please evacuate the building by the nearest exit. Please assemble on the Museum forecourt.

After evacuation, **do not** re-enter the building until told to do so by the Fire Brigade.

In the event of an emergency please follow any instructions given by a member of Museum Staff.

First Aid

A first aid box is kept at the museum Reception desk.

The nearest hospital is North Tees Hospital.

Please ensure any accidents are reported to Museum staff.

Toilet facilities

Toilets are located in the Period Street. Facilities comprise of Gents, Ladies, Disabled (Unisex) and Baby Changing.

Resource Room and Handling Facilities

When using the Resource Room and Handling Packs, leaders should ensure that they are familiar with and have read the guidelines provided to ensure each activity is used safely.

Smoking

Preston Hall Museum is a non-smoking building.

Park safety

If your visit includes the using the park as well as the Museum, children should be supervised, particularly near the river and in the playground area.

Please ask a member of staff on duty if you need any further information during your visit.

