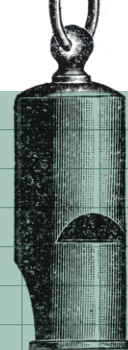
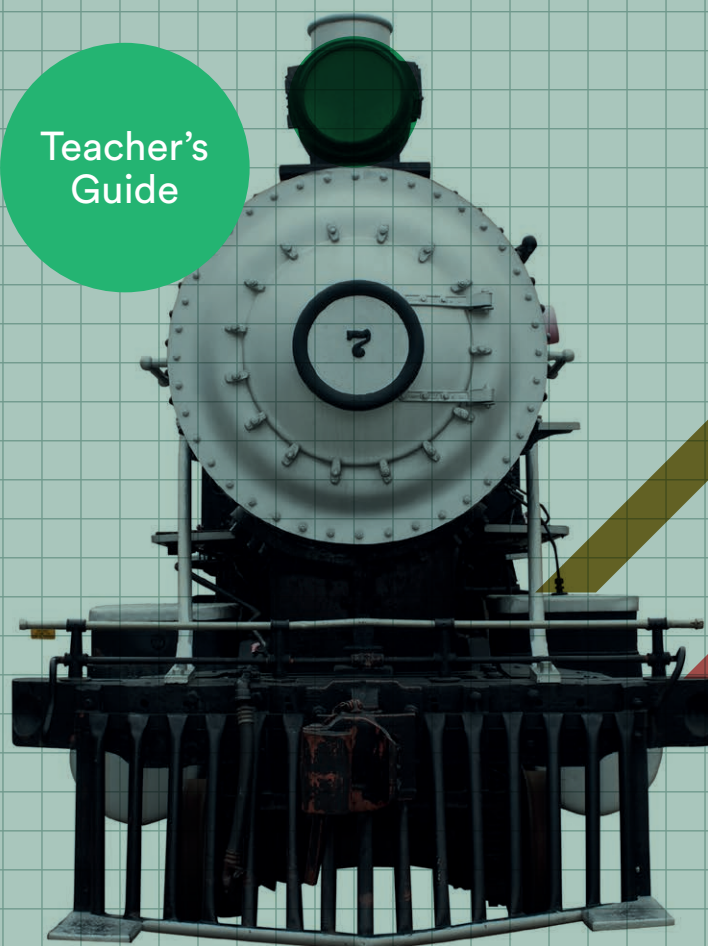


ULSTER TRANSPORT MUSEUM



Teacher's
Guide



Your **pre-visit**
need-to-knows

National Museums NI offers a range of workshops and tours to inspire young learners and to help teachers find novel and interesting ways to make connections between the NI curriculum and our wonderful collection. This handy guide will help you prepare for your visit to the Ulster Transport Museum by providing the information you need to ensure your group have a safe and enjoyable trip.



Planning your visit

How to book

Check out what's available for schools at www.nationalmuseumsni.org/learn and fill in the online [booking request form](#)

All school visits must be booked in advance, including self-guided visits. A minimum of 2 weeks' notice is required to allow us to process your request. Bookings are allocated on a first-come, first-served basis. We encourage teachers to book early to secure their preferred date and enjoy the greatest choice of workshops and museum learning experiences.

Please wait for a booking confirmation before making travel arrangements.

Payment

Workshops are charged at £60 per class. Payment can be made in advance or on the day of your visit.

- Pay in advance: Please refer to the invoice sent during the week before your visit.
- Pay on the day: We accept payment by credit/debit card, cheque (payable to National Museums NI), or cash.
- Pay after your visit: This option is only available if you can provide a valid Purchase Order (PO) number, if your visit is funded by the Education Authority, or in other exceptional cases agreed in advance.

Cancellations

If you have to cancel your booking due to ill-health or other unforeseen circumstances, your payment will be refunded. In the unlikely event that we need to cancel your booking, we will aim to give you as much notice as possible and offer an alternative date. We'll refund your payment if a suitable alternative date cannot be found.

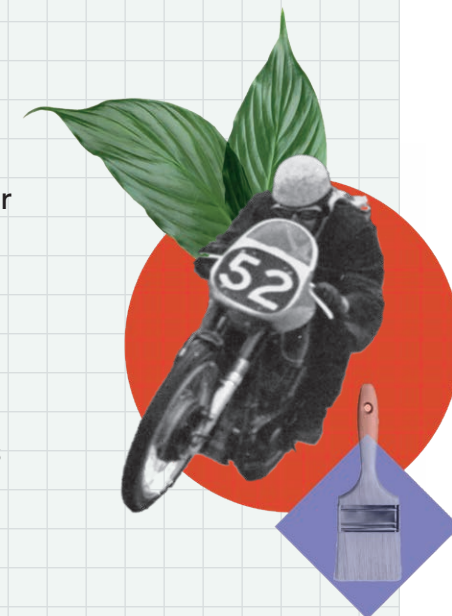
Preliminary visit

Teachers planning a visit with their class can avail of a FREE PRELIMINARY VISIT to any National Museums NI site. Please email education@nationalmuseumsni.org to arrange your visit.



Pre-visit checklist

- ✓ Check your email confirmation for details of your booking and read the guidelines provided to prepare for the trip.
- ✓ Please ensure one of the following payment arrangements is in place before your visit:
 - Paid in advance
 - Paying on arrival (card, cash, or cheque payable to National Museums NI)
 - Invoice requested (details provided)
- ✓ Plan your journey to allow time for travel, parking and disembarkation in order to arrive ready for your workshop or self-guided visit.
- ✓ Check the weather forecast and advise the group to wear clothing and footwear on the day of the visit that is suitable for our outdoor site.
- ✓ Use the information on risks and hazards at the end of this document to help you with your risk assessment.
- ✓ Tell us in advance of your visit if anyone in your group has any accessibility needs, special requirements or allergies.
- ✓ Ensure that there is an adequate number of supervising adults for your group, in adherence with the minimum requirements in this guide.



On the day of your visit

Getting there

The Ulster Transport Museum is located at 153 Bangor Road, Cultra, Co. Down and is easily accessible by train. For Sat Nav directions, please use postcode BT18 0EU. We have dedicated free coach parking available near the entrance to the museum.

For full details on getting there, go to: www.ulstertransportmuseum.org/find-us

On arrival

Please report to reception on arrival and your group will be welcomed by a member of our team. We will provide orientation information and show you where your group can leave coats and bags. Late arrival may result in your booked workshop no longer being available.

Toilets

Accessible toilet facilities are available and are identified on the museum map.

Food & Drink

There are dedicated lunch spaces for use by school groups. They are available in 30-minute slots, and must be reserved at the point of booking. Please use the bins provided to dispose of any rubbish before you leave. School groups can also use our outdoor seating to enjoy a picnic. Please note that there is no food or drink allowed in the galleries.

Looking after our collection

To help us keep our collection in pristine condition for everyone to enjoy, please explain to your group in advance that objects on display cannot be touched, unless signage indicates otherwise. Any contact, no matter how minor (eg. oil from skin) can lead to serious damage. In workshops for schools, we provide safe and supervised opportunities for children and young people to handle certain items in our collection that have been identified for this purpose. Photography is allowed but no flash or tripods please.

If you require any further advice or information to help plan your visit, email us at: education@nationalmuseumsni.org

Health and safety

Supervision

Teachers and accompanying adults must remain with their groups at all times to ensure compliance with our health and safety guidelines, our safeguarding policy, and to accompany them in case of evacuation. Groups must adhere to the minimum adult to pupil ratio outlined in this document.

If the behaviour of any group seriously adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave, accompanied by a teacher.

In the event that a member/s of the group becoming lost, please contact a member of staff in the first instance.

Supervising adult/pupil ratios

Age	Teacher/Pupil Ratios
Nursery	1:6
Foundation Stage (P1/P2)	1:10
Key Stages 1 and 2 (P3-P7)	1:15
Key Stages 3 and 4 (Yr. 8-12)	1:20
Post-16 (Yr. 13/Yr. 14)	1:20

First aid

During public opening hours, there are trained first-aiders and first aid appointed persons available in the museum. If you or anyone in your group requires first aid treatment while in the museum, you should ask any member of staff for assistance.

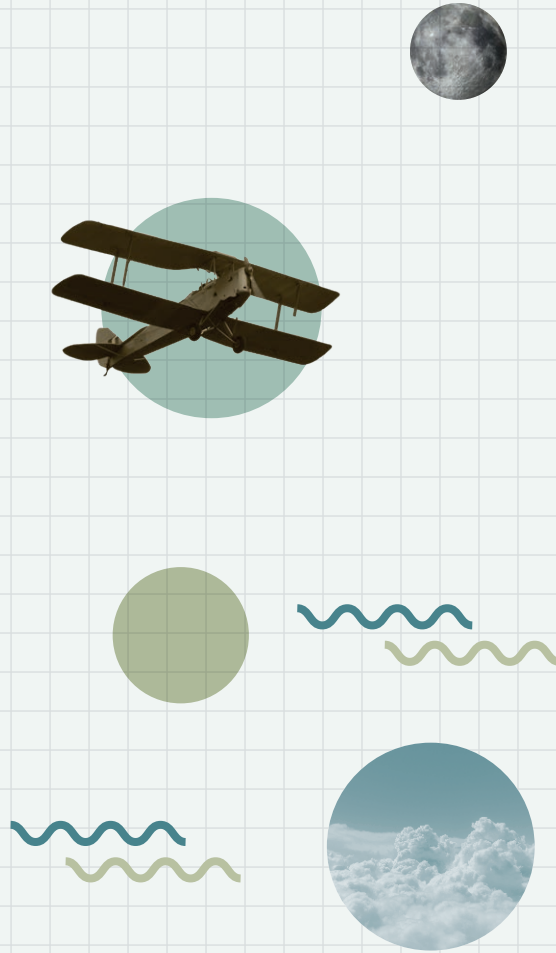
Accident reporting & investigation

A museum first-aider attending to a casualty must complete an Accident / Incident Report detailing the circumstances of the incident and any injuries sustained. The Senior or Duty Visitor Services Manager is responsible for investigating any accident involving visitors. Where appropriate, accidents will be reported to the relevant authority.

In the event of fire

When any fire alarm sounds:

- Lead your group quickly and quietly to the nearest fire exit. Staff will direct you.
- Do not stop to collect bags and coats.
- Lead your group to the assembly points indicated by staff.
- Do not re-enter the museum until you are told it is safe to do so by museum staff.
- At the assembly point teachers and group leaders should complete their own register and report any missing persons to museum staff.
- Teachers and group leaders should brief their groups, pupils and accompanying adults about the evacuation procedure.



Safeguarding

National Museums NI has a Safeguarding Children and Vulnerable Adults Policy which is operated by all staff. A copy can be provided at the time of booking and we would ask that you comply with our Policy by providing the required level of supervision, and informing your group of the need to report any incident that occurs to museum staff.

Staff working with pupils in galleries or delivering educational events have relevant experience and/or training to ensure competent and professional interaction with visitors. Museum staff who are employed in a ‘regulated’ position are vetted by Access NI.

Photography

Photography is allowed but no flash or tripods please. Photography may not be allowed in certain areas – there will be notices advising you of this. In line with our Safeguarding Children and Vulnerable Adults Policy, visitors are not permitted to photograph children from any other group visiting the museum.

Risk assessments & hazard identification

Museum public areas have been designed and are maintained as safe spaces for all our visitors. Exhibitions and activities are designed with full consideration for effective risk control. Assessments are completed for new works and activities. Hazards are identified in daily museum monitoring programmes. Any hazards identified are isolated or rectified as soon as possible.

While those in charge of groups visiting the museum take ultimate responsibility for the health and safety of their groups, we recognise our legal obligations to provide a healthy and safe environment for all visitors whether in public galleries, classrooms, lunchrooms or other spaces.

Under the Health and Safety at Work Order 1978 and subordinate legislation we are continually striving to make our museums safe places to visit. (List of applicable legislation is available within our Safety Policy). The Management of Health and Safety at Work Regulations 2000 (amended) imposes an obligation on us to make suitable and sufficient assessments of the risks to health and safety in Ulster Transport Museum workplaces and visitor areas.

The risk assessment sample at the end of this document identifies hazards and control measures and allows you to complete the assessment by detailing any specific controls relating to your visit.

We hope you and your class have an exciting and enjoyable day!

www.ulstertransportmuseum.org/learn



Location of Possible Hazards	Hazards Identified by National Museums NI Groups (students, teachers, leaders and accompanying adults)	Existing Control Measures	Further action by School or Group (add your own comments)
Entry to the Ulster Transport Museum	Slips, trips, falls Slips, trips, falls on steps Proximity to busy carparks Child becomes lost/separated from group	The Museum is regularly inspected Emergency exits are clearly signed from all public areas. Procedures are in place to deal with emergencies.	Example:- - students / groups supervised by school staff /leaders at all times - head counts carried out by at regular intervals - lost child procedure in place and known to students/ group and adults School staff /leaders aware of their group’s medical needs and have relevant medications School staff /leaders to remind children not to run in galleries
Galleries and Exhibitions	Slips, trips, falls Slips, trips, falls on steps Child becomes lost/separated from group Injury from interacting with collection	First aiders on-site Visitor Services staff on duty in all public spaces Museum has procedures in place for lost children Vehicles that are safe to climb on are clearly marked All galleries clearly identified Vehicles that are safe to climb on are clearly marked Museum staff to issue verbal warning about safe engagement with transport collection including no running Children always supervised in line with required supervision ratio	
All doorways	Slips, trips, falls Slips, trips, falls on stepped area	First aiders on-site Most public doors kept open Closed doors fitted with obvious handles and all manually operated	
Museum Shop and Visitor Centre	Slips, trips, falls	First aiders on-site Staff on duty in all shop areas Low level display and clear lines of sight for visitors	
Schools and groups lunches	Slips, trips, falls Child becomes lost/separated from group Striking against tables, chairs, coat racks Allergic reaction	First aiders on-site Visitor Services staff always on duty in Visitors Centre Museum safeguarding procedures for lost children Rooms regularly cleaned during day Tables, benches and chairs have rounded corners Cleaning equipment available to mop up minor spills: staff available to deal with major problems Deep clean of lunch space can be arranged if serious allergy is communicated during booking process	
Toilets	Slips, trips, falls Student taken ill Child becomes lost/separated from group Dropping heavy objects Allergic reaction to gloves	First aiders on-site Visitor Services staff always on duty in nearby public areas Museum has procedures in place for lost children Cleaning in progress signs used by cleaning staff Access toilets available in Visitor Centre	
Workshops and Tours and object handling	Slips, trips, falls Student taken ill Child becomes lost/separated from group	Workshop leader always able to contact first-aider Students / groups able to exit workshop or tour at any point (with accompanying adult) Handling object chosen appropriately to minimise risk of injury Museum staff to issue verbal warning about safe engagement with collection Group leaders should ensure that pupils follow the handling directions Children always supervised in line with required supervision ratio Visitors may be asked to wear gloves to handle certain item – gloves chosen for minimal allergic reactions	
Fire	Smoke inhalation Burns	Fire risk assessments are completed and reviewed Fire exits are clearly marked. Fire detection and alarm systems are inspected, maintained and regularly tested Staff will direct visitors to safe Assembly Points	



NATIONAL MUSEUMS NI

