



# Planning Your Visit to Maidstone Museum & Bently Art Gallery

This booklet gives you the information you need to plan a safe and useful visit that works for your school. Inside you will find:

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# Booking your Session

To book your visit or speak to the Learning Team, contact us on 01622 602853 or 602835 or [museumeducation@maidstone.gov.uk](mailto:museumeducation@maidstone.gov.uk).

There are **three** kinds of visit you can book:

- 'VISIT ONLY' - no led session or use of museum resources. However, we still ask that you provide us with the time and date of your visit and numbers, to ensure that there is ample space in the galleries.
- 'OBJECT INSPIRED' - one of our learning spaces and a collection of objects used in our workshops can be booked for teachers to use for their own session, prices from £30 an hour.
- 'WORKSHOPS' - 60-minute sessions led by our Learning Team on a wide variety of topics. Up to three workshops per class can be booked in a day. See our Schools Program on your website for full details <http://www.museum.maidstone.gov.uk/schools/>.

**Once your booking is made,** we will send confirmation of workshop topics, times and prices.

Please do not send any payment until you have received an invoice from the Museum. Invoices are sent at the end of each calendar month.



# What to expect on the day

## Arrival

When you arrive, you will be welcomed at reception. If you have booked a workshop, you will be shown to the education room.

## During your visit

- **SUPERVISION**— Please ensure that pupils are supervised at all times. If you have booked a workshop, this will be led by a member of the Museum Learning Team. Learning staff will concentrate on inspiring your group with objects and will encourage pupils to engage in active enquiry by handling the artefacts and replicas and asking questions. Teachers are expected to take responsibility for pupils' behaviour and should be present at all times to ensure that everyone gets the most out of a session.
- **SAFETY**—For the safety of your group and other members of the public in the galleries, please ensure that pupils walk sensibly through the Museum and are discouraged from running, splitting up from the rest of the group or causing damage to displays.
- **LUNCH**—You are welcome to bring packed lunches but please call us to book suitable space to eat if required. To preserve the collections no food or drink can be consumed outside the designated areas.



# Adult / pupil ratios

During your visit, pupils will be encouraged to ask questions, handle artefacts and enjoy themselves. We ask you to be responsible for their supervision, so please ensure that you bring enough teachers and adult helpers with you on the day, following the recommendations below:

**Nursery/Reception** - min. 1 to 6

**Infants (Y1 and Y2)** - min. 1 to 6

**Juniors (Y3 - Y6)** - min. 1 to 6

**Secondary (Y7 - Y11)** - min. 1 to 10

**Post 16** - min. 1 adult per booking, recommended 1 to 30

## The Museum Shop



The Museum's gift shop stocks many items at pocket money prices which relate to workshop topics and collections. Children are welcome to visit the shop during your visit but we ask that groups are kept small, 6-8 pupils.

If time is too short during your visit for your group to browse, we can make up bags with relevant items for collection on arrival, to distribute in your own time. Please contact **Alex Gurr** on 01622 602847 or [alex-gurr@maidstone.gov.uk](mailto:alex-gurr@maidstone.gov.uk) , stating the maximum spend per head.



# Accessibility

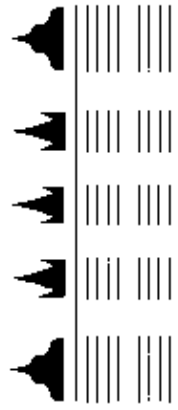
We are working hard to provide physical access to as much of the Museum as possible, but please remember that as a Listed Building, much of it dating from the 16th century, access to some areas is difficult.

We have wheelchair access to the majority of the ground floor with accessible toilets . There is also access via a lift to the first floor giving access to the temporary exhibition areas, art gallery, Japanese gallery and Glass Room. Galleries without wheelchair access are:

- Dinosaurs
- Kent River Safari
- Archaeology
- Brenchley/Ethnography

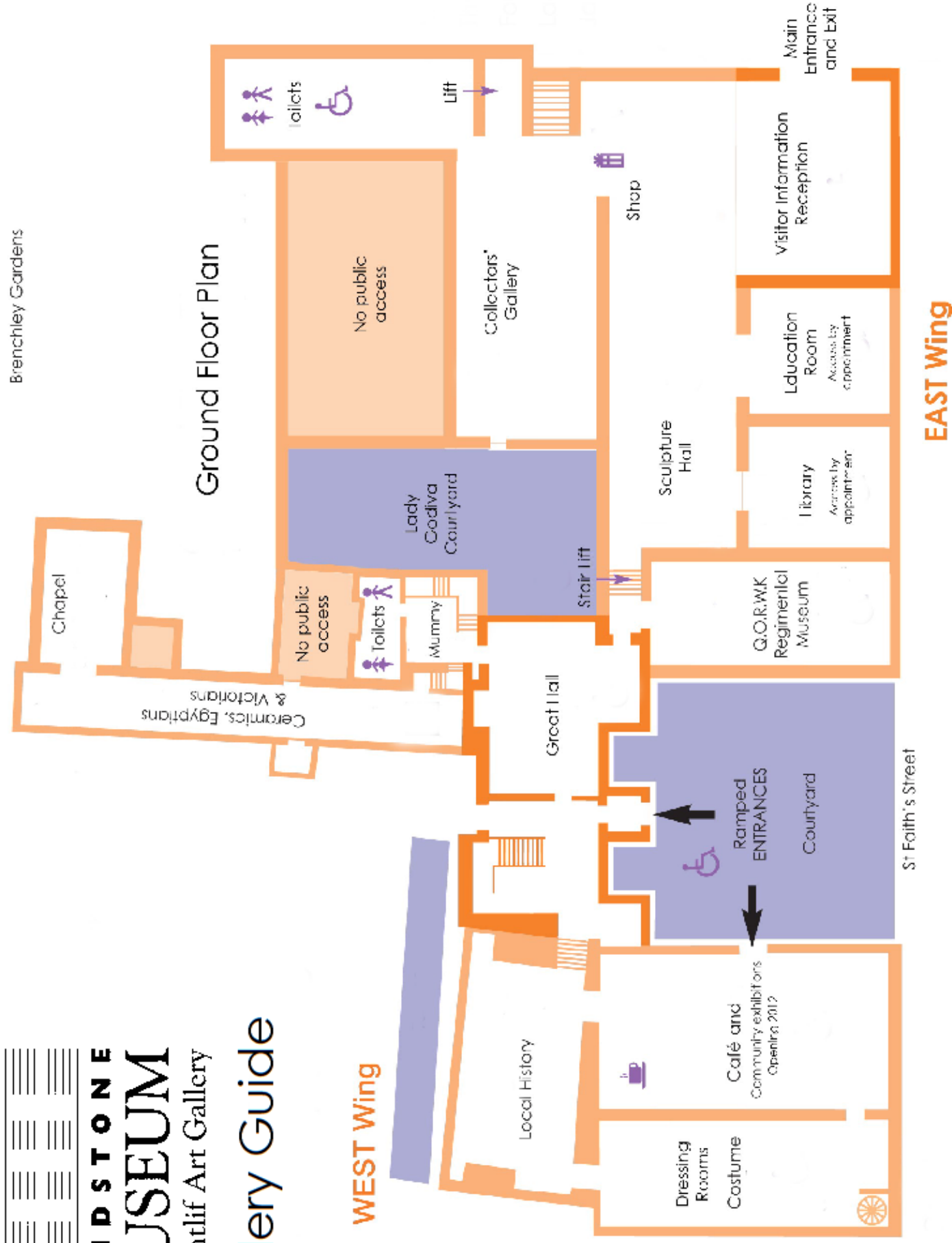
We regret that the **Carriage Museum** does not have a lift and there is no wheelchair access to the upper floor, although the ground floor is fully accessible.

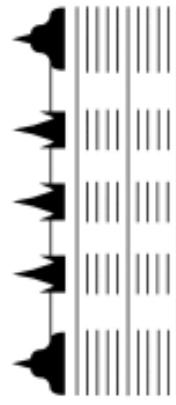




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& Bentlif Art Gallery

## Gallery Guide





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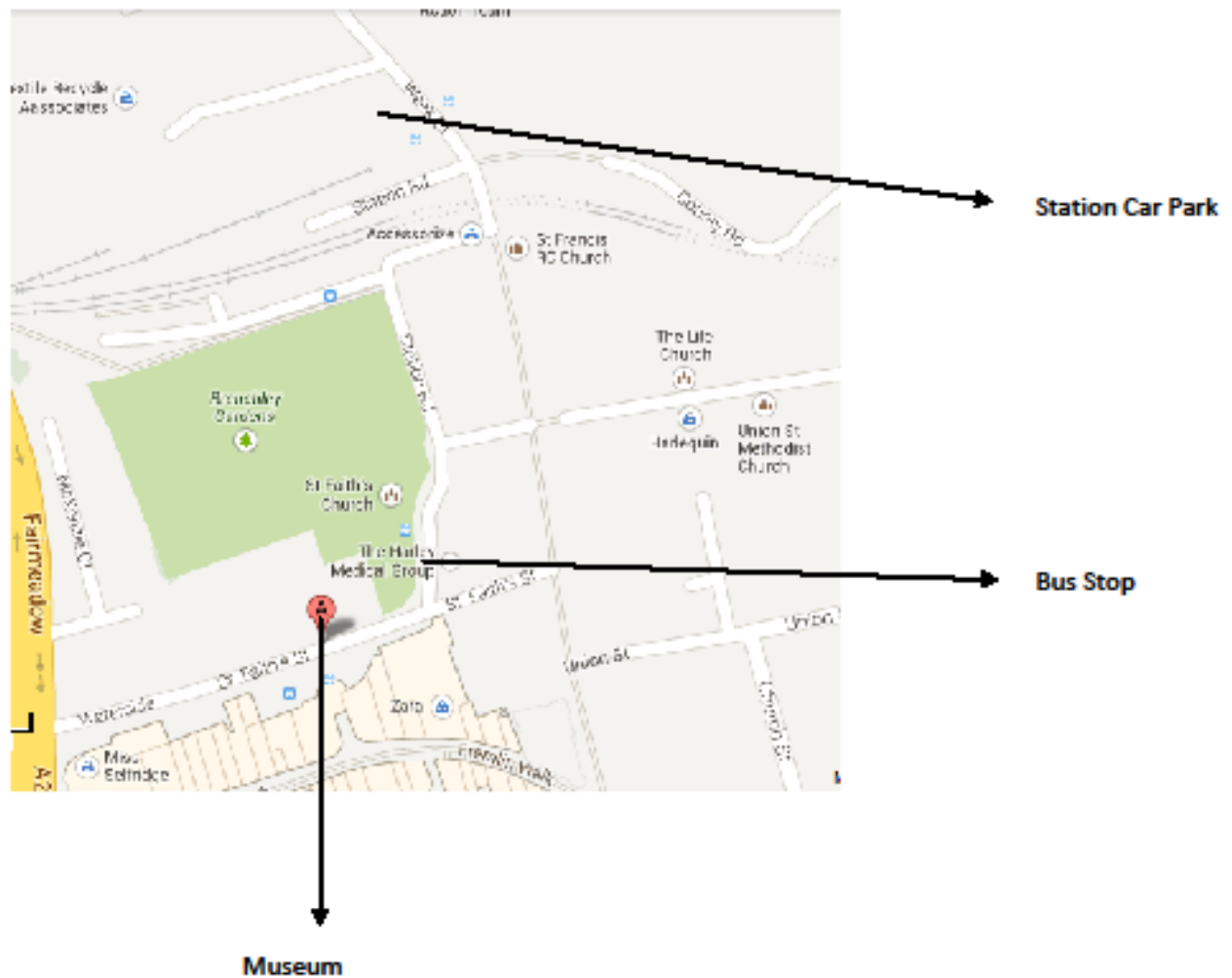
## Gallery Guide

### First Floor Plan



**EAST Wing**

# Parking Map





# School Visit Risk Assessment

To help you plan your visit to the museum we have put together a school party risk assessment. Please use this form for guidance if you need to fill in your own school version. Please note that some areas of the assessment will not apply to your group depending on the nature of your visit. Below is a definition of terms and a risk assessment matrix.

- **HAZARD:** A hazard is an article, substance, machine, installation or situation with a potential to cause harm or loss or both.
- **RISK:** A risk is a measure of the probability that the potential for harm or loss posed by a hazard will materialise.

For each hazard the risk factor has been identified by multiplying the probability of the hazard occurring by its severity.

- Risk Factors of 0-30 are considered low risks subject to control measures
- Risk Factors of 31-60 are considered medium risks and should be reduced where reasonably practical e.g. by staff supervision
- Risk Factors of 61-100 are considered High Risk and must be considered for immediate action and controls to reduce risk.

The tables on the following pages show the hazards in and around Maidstone Museum and the controls that are in place to reduce the risk. Please refer to the matrix to assess the level of the risk.

## Further Controls

- All artefacts and specimens are under the control of the Collections Manager. All handling sessions are supervised and Learning Team members are on hand to assist.
- All museum learning staff and volunteers have been police checked. No other staff/volunteers should be left unaccompanied with children.

For further information about school visit risk assessments for Maidstone Museum please call us on 01622 602853.



Visiting the Museum							
Area	Potential Hazard	P r o b a b i l i t y	S e v e r i t y	R i s k F a c t o r	Controls	Additional measures re-quired	N e w r i s k f a c t o r
St Faiths Street: disembarking	Traffic	4	10	40	Coaches to use bus stop opposite entrance. Pupils supervised by teachers and instructed to walk slowly in pairs and to use the pedestrian crossing with adult supervision.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	20
Carriage Museum: disembarking	Traffic	4	10	40	Coaches to pull up by museum or use car park if there is manoeuvrability. Pupils supervised by teachers and instructed to walk slowly in pairs into the museum.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	20
Walking between Museums	Traffic	4	10	40	Pupils supervised by teachers and instructed to walk slowly in pairs. Children supervised across the roads at pedestrian crossings	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	20
Walking between Museums	Falling into River	3	10	30	Pupils supervised by teachers and instructed to walk slowly in pairs and to keep away from the edge of the river.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	6
Walking between Museums	Trip, bruise, scratch	5	4	20	Pupils supervised by teachers and instructed to walk slowly in pairs.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	3

Toilets	Pupils share toilet facilities with the general public	3	2	6	Pupils should be supervised and it is recommended that both sexes are represented in the supervisory teacher/parent group if the pupils are mixed sex.		1
Steps between floors and between some galleries	Trip, slip or fall	4	4	16	Pupils should be supervised and told not to run in the museum. Museum stewards will also be on site to stop pupils from running.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	6
Wheelchair stair-lift and elevator	Trapped fingers	2	2	4	Verbal warning	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	2
Museum buildings	Fire or security alert	2	10	20	In the event of a fire or safety alert teachers and pupils should follow instruction from museum staff. Make your way to the nearest exit and assemble in Brenchley Gardens in the bandstand at the rear of the building. All school parties must register at reception on arrival.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	8
Museum buildings	Lost Pupils	4	1	4	The museum has two entrance/exits, one at the new reception desk and the second is a fire exit on the ground floor to the centre of the museum marked on the map. Teachers or pupils should report to reception if they lose a member of their group within the museum who can then be tracked down on the internal camera	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	1

<b>Interactive Workshops</b>							
<b>Area</b>	<b>Potential Hazard</b>	<b>P r o b a b i l i t y</b>	<b>S e v e r i t y</b>	<b>R i s k F a c t o r</b>	<b>Controls</b>	<b>Additional measures re-quired</b>	<b>N e w r i s k f a c t o r</b>
Object Handling	Contamination	1	4	4	Objects are clean and kept in boxes. Specimens have been scientifically cleaned. Pupils instructed not to put their hands in their mouths.	Teachers are responsible for making sure pupils wash their hands after the workshop. Two sinks are available in the classroom.	1
Object Handling	Cuts or bruised toes	2	2	4	Pupils are told to respect the artefacts and specimens and be careful when handling. They must not stand up when holding any fragile or heavy objects.		2
Craft activities	Cuts or eye damage from sharp implements such as scissors and	2	2	4	Pupils are shown how to use the tools correctly in the craft workshop.	Pupils supervised throughout activity by learning team and teachers.	2

<b>Lunch and Clothing</b>					
Education room/ museum	Pupils overheating or becoming cold	4	2	8	Coats and garments can be left in the education room. The museum is heated, with air conditioning in the temporary exhibition and Japanese Galleries on the first floor. The carriage museum has no heating so extra layers must be worn in winter.
					Teachers and parents are responsible for pupils and should ensure they wear suitable clothing.



Lunch Space/cafe	Hunger, dehydration and needing rest	1	1	1	A suitable space for lunch should be booked in advance. Once of the two education rooms, or Brenchley gardens can also be used. Biscuits and drinks are available in the café.	Teachers should ensure that a lunch break is scheduled in to the day and pupils have bought their own food and liquids.	1
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## **Cancellation policy**

If a booking is cancelled less than four weeks before the allocated time, you will be charged for 50% of the fee.

If a booking is cancelled less than 2 weeks before the allocated time you will be charged 75% of the fee.

If a booking is cancelled less than 1 week before the allocated time or simply do not turn up on the day, you will be charged the full amount.

## **Rescheduled Bookings**

Bookings can be rescheduled at any time to take place in the same academic year, but a minimum of 2 weeks notice is required.

If less than 2 weeks notice is given you will be charged 25% of the fee.

The cancellation policy applies to rescheduled bookings.

## **The reasons we have a cancellation policy are as follows:**

Much staff time and energy goes into the booking and planning of each workshop or group visit.

Resources may have been bought and prepared well in advance of the session, therefore incurring cost.

It may be that we have had to turn away another group who wanted to book a workshop visit in that time slot.

If you have any questions, please speak to one of the Learning Team:

**01622 602853 or 602835 [museumeducation@maidstone.gov.uk](mailto:museumeducation@maidstone.gov.uk)**