

Information for teachers and group leaders planning a visit to the Beverley Guildhall

What is available to groups?

The Beverley Guildhall is a stunning historic building that was traditionally used as a meeting place for the town Governors and a magistrates' court. Today it is open to the public once a week and part of the building is run as a community museum for the town. The venue is appropriate for topics relating to history, art or citizenship.

During a visit to the Guildhall any or all of the following elements can be offered:

- A tour of the building by the Curator, with descriptions of the history, architecture and past usage of the building (lasts about 20-30 minutes);
- A short presentation on the Guildhall's historic role as a courtroom, items from the collection relating to crime and punishment, and the building's present role as a community museum (lasts about 15-20 minutes);
- A 'detective trail' in which the members of the group can explore the building by themselves, usually in pairs, with the curator on hand to answer questions (can last as long as required but 30-40 minutes is usually sufficient);
- For younger children there is a visual 'Find the Pieces' trail that uses observation skills to look at the paintings, furniture and other objects around the building;
- The Guildhall has paintings from the art gallery collection, historic furniture, a collection of silver and pewter, medieval timbered walls and stucco plasterwork, all of which are appropriate for art activities in free time if required.

Visit requirements

- All group visits must be booked in advance, either by contacting the Curator directly on 01482 392783 or through the Treasure House Education Officer on 01482 392733 if a visit to the Guildhall is to be combined with a Treasure House visit.
- It is recommended that group visits are made from Monday to Thursday, while the building is not open to the public, to allow for undisturbed free exploration. If a self-directed visit is to be made on a Friday this will need to be closely supervised as other members of the public are around, and should still be notified in advance to the Curator.
- Primary school groups and other educational groups with children up to the age of 11 *must* be accompanied by adults in the ratio of 1 adult per 8 children.
- Secondary school and other educational groups should follow the policy of their organisation regarding the number of accompanying adults.
- For groups of over 20 children it is recommended that the groups are split into two, with one half doing the trail while the other is given the presentation, and vice versa.
- For art activities only dry art materials, pencils and pencil crayons may be used.
- Coats and bags can be stored during the visit.

Emergency Evacuation

- ***Group leaders should carry a full list of the group at all times during their visit.***
- In the event of an emergency evacuation of the building, the group leader is responsible for a roll call of group members at the assembly point.

- A member of Guildhall staff will escort visitors from the building to the assembly point outside Wilkinsons.

Risk Assessment

- Visiting groups are responsible for carrying out their own risk assessment according to their school's/organisation's policy.
- It is recommended that a preparatory site visit is made.
- The table below provides information to supplement the completion of your general group visit risk assessment. It identifies the hazards specific to the Guildhall site and how risk is reduced.
- Please note that some of the methods of control, which reduce risk, involve action by the group supervisors. These are in bold in the table below.

Hazard	Method of control / Action required by group leaders	Level of risk
Slips, trips and falls a) on the uneven flags in the downstairs corridor; b) when walking down the slightly awkward steps in the courtroom; c) when walking down the steep stairs into the Magistrates Room.	<ul style="list-style-type: none"> ➤ Potential hazards will be pointed out at the start of the visit. ➤ White tape marks the edges of the steps in the Courtroom. ➤ All members of the group are recommended to use the handrail alongside the steep steps. ➤ Group leaders are requested to supervise children to maintain orderly behaviour. 	LOW
Using electrical equipment/sockets	<ul style="list-style-type: none"> ➤ Electrical equipment is not used as part of the visit, but where a need arises all electrical equipment is PAT tested annually. ➤ Schools are requested to prevent children playing with electrical sockets in the building. 	LOW
Injury from breakage of the historic furniture.	<ul style="list-style-type: none"> ➤ Signs on the furniture requesting that it is not touched. ➤ Group leaders are requested to supervise children to maintain orderly behaviour. 	LOW

Public Liability Insurance

The Guildhall has Public Liability Insurance. More information is available upon request.

Child Protection

Curators and Museum Attendants have Criminal Records Bureau disclosures carried out.

Facilities

- There is no disabled access to the first floor or part of the Courtroom.
- Toilet facilities including an accessible toilet are located on the ground floor.

Photography

Photography is permitted for educational purposes or to document a visit.