



Welcome to People's History Museum

Thank you for booking your event at People's History Museum (PHM). Please read the information in the following document before your visit.

1. Essential Information

Risk assessments

The group organiser is responsible for completing a risk assessment before the visit. There is a basic risk assessment that can be used as a basis for your own at the back of the document.

Expectation of behaviour

We want everyone to feel comfortable at People's History Museum and enjoy their visit. Visitors don't need to be silent in our galleries and there are plenty of opportunities for visitors to physically interact with our displays. To ensure that all visitors are respected and the collections are protected we ask that visitors do not run, make excessive noise or behave in a way that might damage the building, collections or harm other visitors. We do not allow food or drink in the galleries. Most of the objects in our museum are in cases but there are some fragile items on open display, such as banners, which must not be touched.

Filming and photography

Photography is permitted in the galleries. Please do not use the flash and be aware that there will be other visitors in the museum who might not want to be photographed.

Shop

The museum shop is within the reception area, to the left of the main entrance to the museum. All purchases support the work of the museum.

2. Accessibility

Key points

Infrared hearing loop facilities are available throughout the building (Info Desk, Engine Hall, Coal Store Conference Room, Labour History Archive & Study Centre and Open Kitchen cafe bar). If you need to use a hearing loop please let us know in advance when booking your visit. A quiet room and noise cancelling head phones are available from the Info Desk. A social story is available which helps visitors understand what to expect from their visit to the museum. Please ask when booking if you would like to be sent a copy. A version is also available at the Info Desk and on [PHM's website](#). Magnifying glasses, pens and paper are available from the Info Desk. We offer magnifier and colour overlay filters in our Changing Exhibition Gallery to assist visitors with reading exhibition labels. The main galleries are designed to provide a range of sensory experiences, including several different audios, visuals and touch elements. Tactile maps are available at the front desk, please ask a member of staff upon arrival. All museum

spaces are fully accessible and there is lift access to all floors. All lifts in the museum are wheelchair accessible and the main lift near the reception area also has audio announcements. Seating is available to the right of the Info Desk. There are tables, benches and stools, which can easily be moved by staff to accommodate wheelchair users or pushchairs. There is also free wheelchair hire and plug-in points near the Info Desk for mobility scooters and battery operated wheelchairs.

Public toilets

Gendered toilets are located on every floor of the museum. Gender neutral toilets which are also accessible are located in the Engine Hall on the ground floor, on the lower ground floor, and off Main Gallery Two on the second floor of the museum. All of these toilets are accessible by lift with no steps or ramps. Wheelchair accessible baby changing facilities are available in the ground floor toilets and second floor toilets. There is Braille on the toilet doors to provide further assistance. Interpretation in the galleries is mostly via text panels. Each gallery has a combination of hands-on audio, video and computer interactive touchscreens (which are subtitled and/or displayed visually).

Catering

The main picnic area is fully accessible and is located near to the Info Desk. The Open Kitchen cafe bar is situated directly opposite the Info Desk and it has level access from the main entrance.

The hot food on offer at the cafe varies and caters to different dietary needs. There are vegan, vegetarian, gluten free and dairy free options available. There is also a children's menu available. Cafe staff have knowledge of different dietary needs and can advise visitors regarding allergens. Food is ordered and served to your table. The nearest toilets are the ground floor toilets next to the reception area, which are a short distance from the cafe and include accessible facilities and baby changing facilities.

3. Additional information

All staff undertake equality and diversity training which includes aspects of disability awareness. There are visual and audio alarms present in the case of emergency or evacuation. As part of the museum's Health and Safety policy, staff are trained to assist with evacuation of the building in case of an emergency. The museum has various refuge points on each level.

Guide dogs are welcome.

Detailed information on the museum's opening days and hours can be found on the access page of PHM's website.

Parking

The museum has no onsite car parking. The nearest car park is: Spinningfields NCP, New Quay Street (4 min walk).

Public transport

The museum is committed to reducing carbon omissions, we encourage all groups to

use public transport or walk to the museum where possible. We are close to Salford Central train station and St Peter's Square Metrolink stop. More information on parking and public transport can be found on the [visit page of our website](#).

Arrival

The ramp to the museum has a handrail to the left hand side. There are also six steps to the left hand side of the main entrance, with a handrail on either side. The main entrance leads directly to the reception area and Info Desk on the ground floor and is level throughout.

4. Risk Assessment

Please note that this risk assessment is to be used as a basis for groups to carry out their own risk assessment.

Area	Risk	Risk Limitation Measure
Museum entrance	- Slips, trips and falls - Traffic at entrance - Steps	- Keep alert for different surfaces - Keep alert for traffic- Use handrails on steps
Engine Hall	- Slips, trips and falls - Stairs Lift- Stage - Electrical equipment	- Keep alert for different surfaces - Lines painted on stairs- Be aware of steps down from stage/lines painted around stage - Contact Visitor Services Assistants if electrical equipment faulty
Coal Store	- Slips, trips and falls - Stairs- Lift- Electrical equipment - Metal beams and industrial hangings	- Keep alert for different surfaces - Lines painted on stairs - Contact Visitor Services Assistants if electrical equipment faulty - Be aware of low metal beams and do not touch industrial hangings
Learning Studio	- Slips, trips and falls - Stairs Lift- Electrical equipment - Falls from stools	- Keep alert for different surfaces - Lines painted on stairs - Contact Visitor Services Assistants if electrical equipment faulty - Be aware of low metal beams and do not touch industrial hangings
Labour History Archive & Study Centre	- Slips, trips and falls - Stairs- Lift Electrical equipment -	- Keep alert for different surfaces - Lines painted on stairs- Contact Visitor Services Assistants if electrical equipment faulty

	Crushing from roller racking	- Safety warning at start and safety posters in strong room
Museum galleries	- Slips, trips and falls Stairs- Children wandering off Various floor surfaces and restricted spaces	- Be aware of gallery layout- Gallery assistants on duty- Contrasted nosing on stairs /lines painted on stairs- Limited numbers in restricted access areas - Please do not run in the galleries. Please bring the minimum of personal belongings, coats, bags, etc. into the museum. Do not leave items unattended. Please take care not to block any circulation routes or fire exits.
Toilets	- Trips, slips and falls	- Be aware of different surfaces

5. Health and Safety

Risk Assessment

Please complete a full risk assessment before attending the museum.

Medical emergency

If there is an emergency while you are in the building, contact a member of staff or the Info Desk. Trained First Aiders are on hand to help.

In the event of a fire alarm

Follow instructions from staff. Evacuate the building using the nearest exit and meet on the paved area between People's History Museum and the Justice Centre, across the road. The group leader should have with them at all times a list of the people in their group. In the event of an evacuation the group leader should check that everyone had evacuated and notify the fire warden if a member of the group is missing.