

Welcome to People's History Museum

Guide for clients
2022





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Thank you for booking your event at People's History Museum (PHM). By selecting PHM as your venue, not only will you benefit from a unique venue packed with heritage, you'll also be contributing to something bigger. All the income generated through our event space is directed back into our social mission. By hosting your event at PHM you are directly supporting our work:

- Ensuring our museum and all exhibitions are free to visit so everyone can be inspired by radical histories that shape our current democracy.
- Providing free tickets to PHM events for people who are unable to pay.
- Supporting our learning programme for schools, bringing history alive and inspiring activism.
- Helping to preserve important artefacts and collections for future generations.

This booklet includes essential information to help make your event as smooth and memorable as possible. We hope this will help you and your guests feel very welcome – we look forward to seeing you on the day!

About Us

People's History Museum is the national museum of democracy. We tell the story of democratic development in Britain: past, present, and future. The museum's focus is on ideas worth fighting for; ideas such as equality, social justice, co-operation, and a fair world for all. We provide the opportunity to learn and be inspired to act.

Our conference and meeting facilities sit within a magnificently restored Grade II listed Edwardian Pump House. Now the only surviving Edwardian pumping station in the city, it originally opened in 1909 and was the third and last station of the hydraulic pumping network in Manchester. It supplied power to Manchester's mills and warehouses, wound the Town Hall clock and even raised the curtain at the Opera House.

We work in partnership with Open Kitchen Cafe and Bar, a social enterprise aiming to change the food system to reduce food waste and poverty that operates on site. Our shared values make us the best ethical events venue in Manchester.

Open Kitchen creates delicious menus by working with a range of food businesses to stop beautiful, perfectly edible food from being wasted. The team also purchases ingredients, exclusively supporting local, sustainable, and ethical producers. Its chefs use this ever-changing variety of ingredients to create fresh, innovative, delicious, nutritious and seasonal menus for all occasions, as well as offering the lowest carbon catering possible.

You can read more about PHM on our website at - [PHM Story - People's History Museum: The national museum of democracy](#)

Our Facilities

The museum is usually open to the public Wednesday to Sunday, and 7 days during school holidays, when people will be enjoying the galleries and shared spaces. During this time, your guests are welcome to visit our galleries and enjoy our exhibitions, which are free to visit. Please visit our website to find out about current exhibitions - [What's on - People's History Museum: The national museum of democracy \(phm.org.uk\)](https://www.phm.org.uk/whatson).

Our building also has other facilities which your guests can access:

- PHM shop: our onsite shop includes a wide range of books, souvenirs, gifts and other items that are inspired by the museum and its collections.
- We have a quiet space available next to reception for any guests to use for a sensory break, prayer or privacy. Please ask a member of our team about accessing this space if required.
- Open Kitchen Cafe and Bar is our on site cafe which offers a wide range of hot and cold food and refreshments throughout the day.
- Gendered toilets are located on every floor of the museum. Gender neutral, accessible toilets are 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.
- Wheelchair accessible baby changing facilities are available in the ground floor toilets and second floor toilets.

Access

PHM strives to be a leader in accessibility and we are constantly seeking to improve access within our building and our exhibition and events.

To make your event accessible we offer the following facilities:

- Lift access throughout the building - all lifts in the museum are wheelchair accessible and the main lift near the reception area also has audio announcements.
- 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.
- Noise cancelling headphones and magnifying glasses are available at the Info Desk.
- Wheelchair hire and plug-in points are located near the Info Desk for mobility scooters and battery operated wheelchairs.
- A quiet room for people to use for a sensory break, prayer or privacy.
- Guide dogs are welcome.
- The galleries are equipped with tactile maps, magnifiers and colour overlay filters.

PHM's website Access page includes a detailed specification of all spaces - [Access - People's History Museum: The national museum of democracy \(phm.org.uk\)](https://www.phm.org.uk/access)



Out of Hours Events

We ask that events held outside of our public opening hours are considerate of our neighbours, particularly in relation to keeping noise at a reasonable volume, both within the space and when leaving the premises.

Getting Here

PHM has excellent public transport links; it is within walking distance of all City Centre train stations and close to the Metrolink and bus networks. Our website includes detailed information about transport to the museum, which you can share with your guests.

[Visit - People's History Museum: The national museum of democracy \(phm.org.uk\)](http://phm.org.uk)

PHM is committed to reducing carbon omissions, so we encourage all groups to use public transport or walk to the museum where possible.

Unloading Equipment

The area around PHM is managed by an external company with strict parking limitations. If you need to unload and load equipment at the venue, please speak to us about the arrangements for this so we can provide the best advice. We ask that you do this when you confirm your booking, or as soon as possible. PHM is not liable for any parking tickets received.

Emergency Guidelines

We regularly carry out Fire Alarm Checks. In the event of a fire alarm follow instructions from PHM 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. When planning the set up for your event please take care not to block any circulation routes or fire exits.

We have trained first aiders throughout our team, who can support in the event of a medical emergency while you are in the building.

Risk Assessments

We recommend that you complete a risk assessment for your event, which considers the potential risks and best way to mitigate them. This should consider the specific set up for your event and your audience. To help with this, we include a risk assessment template at the back of this document.

As a venue, we ensure that we meet the following standards and requirements to make your event as safe as possible:

- We have in place Public Liability Insurance and a Health and Safety policy.
- We regularly check our building for potential risks and act upon them.
- All our electrical equipment is PAT tested to ensure it is safe to use.

Additional Covid-19 procedures

We continue to monitor and update our approach to Covid-19 in line with government guidance. PHM is accredited with the Visit Britain Good to Go approval and we are taking additional measures to ensure the safety of visitors to the museum:

- We continue to encourage face coverings in public spaces but recognise not everyone will want, or be able to wear one
- A thorough clean of the room you are hiring, including equipment and furniture
- Regular cleaning throughout the day of public spaces in the museum.
- Hand sanitising stations throughout the building.

PHM encourages you to consider:

- Advising delegates not to attend if they are feeling unwell.
- Encouraging delegates to wear face coverings in public museum spaces.

Also please take away all equipment and waste from the event and ensure nothing is left onsite.



Appendix A : Template Risk Assessment

Risk Identified	Potential Impact(s)	Likelihood	Mitigation
e.g. Slips, trips or falls	Injury	Low	<ul style="list-style-type: none"> - Anti-slip surfaces at main entrances - Clear circulation and exit routes - All wires taped down and clearly marked - Any hazards identified and clearly marked