

Hazard Information Sheet - Curtis Museum

-The Curtis Museum is part of Hampshire Cultural Trust and operates within the Trust's health and safety policies.

-The museum comprises of a small gift shop and reception at the front of the building, with the museum's permanent displays further in and upstairs. The museum is open to members of the public from 10am - 5pm Tuesday to Saturday.

- In the event of a fire alarm sounding please leave the museum through the nearest emergency exit. The fire assembly point is 'The Cairn War Memorial' which is on the grassed area adjacent to the building. Please make yourself aware of emergency exits in advance.

-Should you need assistance during your visit please ask to speak to a member of staff.

-The Curtis Museum is on Alton's High Street, a one-way street in the town centre. If you are using a coach, your driver will drop you directly next to our neighbouring War Memorial, which is on the same side as the museum.

-Coach parking is available in the Turk Street Car Park, nearest postcode (for sat-nav purposes) GU34 1LG.

-There is no dedicated space for lunch or any other private use.

-When entering the museum please be aware that the flooring under foot is uneven and raised throughout.

-The museum has two floors which are accessed by two stair cases; one stair case is near the front of the building, the other at the back. It is therefore possible for pupils to exit the building from either end. We do not have a lift on site.

-Some items are on open display and we request visitors help us care for them by not moving them. We have one wall-mounted display case which is at a non-standard height upstairs.

-There are no visitor toilets in the museum. The Allen Gallery has one accessible toilet which is 100yards from the museum. In order to reach the Gallery a road needs to be crossed. This is a single one-way road.

-Please be aware that schools are responsible for first aid cover, including provision of a first aid kit, for their group when on site. Should any of your pupils have an accident while at The Curtis Museum, please ensure it is reported to a member of staff.

-We don't have storage areas in the museum, please keep personal belongings with you at all times.

-Handling guidelines – adults and pupils are asked to take care when handling our collections by 1. handling one object at a time and 2. Using two hands when handling objects.

-Handling items maybe dirty, you may wish ask pupils to wash their hands

-The fossil tray utilised for 'activity 2' in the pack utilises various fossils which are on open display, if the fossils were broken or damaged this could cause injury or become a choking hazard. Should any items get damaged please report this to staff in site.