

Hazard and General Information Sheet – Westbury Manor Museum

Westbury Manor Museum is part of Hampshire Cultural Trust and operates within the Trust's health and safety policies.

The museum comprises of a welcome desk at the front of the building, with the large part of the museum displays located on the 1st floor. The museum is open to members of the public from 10am – 5pm Monday 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 pedestrian area in front of the Robert Dyas shop.

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

Westbury Manor Museum is in the centre of Fareham, corner of West Street and Harper-Way. There is no dedicated parking however it is possible to use the disabled parking space in front of the building as a drop-off point. The nearest car park suitable for long length vehicles is Malthouse Lane, PO16 0EA.

The museum has three floors which can be accessed using stairs. The third floor is staff offices only. There is a lift to the 1st floor for non-ambulant or wheelchair users. However in the event of a fire the lift would not be operational and therefore evacuation chairs would be used instead providing that the non-ambulant or wheelchair user can self-transfer into the evacuation chair.

There is no dedicated space for lunches, however the library can be hired for 30mins or 1hr. Please speak to the museum team to find out more about the charge for this space.

Some items are on open display and we request visitors help us care for them by not moving them.

There is one accessible toilet located on the ground floor of the museum.

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 Westbury Manor Museum, please ensure it is reported to a member of staff so that an accident report form can be completed.

We do not have storage areas in the museum, however it might possible to leave coats in the library. Please be advised that the museum cannot take responsibility for any personal effects left unsupervised in the building.

Handling guidelines – adults and pupils are asked to take care when handling our collections by:

December 2017- December 2018



1. Handling one object at a time
2. Using two hands when handling objects.

Handling items may be dirty, you may wish to ask pupils to wash their hands after the session, especially before eating.

Handling boxes, activity bags and museum drawers contain a range of different objects and resource materials. Should any items get damaged please report this to staff on site. Please ensure all items are returned to the relevant storage area after use to avoid any trip hazards.

One of the activities can be undertaken outside in the gardens behind the building, please be aware that this is a public space.

Clipboards for sketching activities are available on request, please speak to the staff team if you wish to use them.