

Hazard and General Information Sheet – Willis Museum and Sainsbury Gallery

- The Willis Museum is part of Hampshire Cultural Trust and operates within the Trust's health and safety policies.
- The museum comprises of a welcome desk in the Sainsbury Gallery at the front of the building, with the museum's displays through the shop and then upstairs. The museum is open to members of the public from 10am – 5pm Tuesday to Friday and from 10am - 4pm on Saturdays.
- In the event of a fire alarm sounding please leave the museum through the nearest emergency exit. The fire assembly point is outside Lloyds Bank located on Winchester Street.
- Should you need assistance during your visit please ask to speak to a member of staff.
- The Willis Museum is in Basingstoke's Market place, corner of Wote Street and Church Street. This is on a one way pedestrianised system. There is no dedicated parking or drop off point. Dedicated car parking bays are located at Castons Yard approx. 50m from the building.
- The museum has three floors which are accessed by two separate stair cases. There are stair lifts to the 1st and 2nd floor for visitors with minor mobility issues. Please ask for further information about access to upper floors before your visit. If you require the stair lift during your visit please seek assistance from museum staff.
- There is no dedicated space for lunches, however the second floor may be available if arrangements are made in advance with the museum team.
- Some items are on open display and we request visitors help us care for them by not moving them.
- There are two toilets located on the 1st 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 The Willis 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 be possible to leave coats and bags up on the 2nd floor with prior arrangement. 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:

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.

-The handling box for KS1 'section 1' contains various different toys, if the toys are broken or damaged this could cause injury or become a choking hazard. Should any items get damaged please report this to staff on site. Please ensure all items are returned to the box after use to avoid any trip hazards.

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