

EAST RIDING MUSEUMS



Group leader guide for self-led visit to

Beverley Guildhall



EAST RIDING
OF YORKSHIRE COUNCIL

Why visit Beverley Guildhall

Beverley Guildhall is a stunning historic building that was traditionally used as a meeting place for the town Governors and a magistrates' court. Today it is open to the public once a week and part of the building is run as a community museum for the town.

On display are paintings from the art gallery collection, historic furniture, a collection of silver and pewter, medieval timbered walls and magnificent stucco plasterwork, all of which are appropriate for art and design activities. There is also a wealth of local history information which may provide a useful history resource

Curriculum links

Curriculum links include history, art and design and citizenship.

Booking and planning

All group visits must be booked in advance by contacting the Curator directly on 01482 392783.

It is recommended that group visits are made on Tuesday or Thursday, while the building is not open to the public, to allow for undisturbed free exploration. Self-directed visits on a Friday also need to be booked in advance even though the building is open to the public.

Schools and group leaders are responsible for risk assessing their visit. Information to help with this is provided below. Please contact the Guildhall Curator if more assistance is required.

Activities and spaces to hire

During a visit to the Guildhall any or all of the following elements can be offered:

- A tour of the building by the Curator, with descriptions of the history, architecture and past usage of the building (lasts about 20-30 minutes);
- A short presentation on the Guildhall's historic role as a courtroom, items from the collection relating to crime and punishment, and the building's present role as a community museum (lasts about 15-20 minutes);
- A 'detective trail' in which the members of the group can explore the building by themselves, usually in pairs, with the curator on hand to answer questions (can last as long as required but 30-40 minutes is usually sufficient);
- For younger children there is a visual 'Find the Pieces' trail that uses observation skills to look at the paintings, furniture and other objects around the building;
- The Guildhall has paintings from the art gallery collection, historic furniture, a collection of silver and pewter, medieval timbered walls and stucco plasterwork, all of which are appropriate for art activities in free time if required.



Only dry art materials and pencils may be used in exhibition spaces to help us protect exhibited objects, artworks and the historic parts of the building.

Group supervision

There is a minimum level of adult supervision required for group visits due to the nature of the building and to ensure the care of our museum collections. The ratio of accompanying adults to children as a minimum requirement is as follows:

- EYFS groups (aged up to 5) - 1 adult to 6 children.
- Y1 to Y6 pupils (aged 5 – 11) – 1 adult to 8 children.
- Y7 and above (age 11 and over) - appropriate to the activity.

Group leaders are advised to carry list of the children and adults with the group that day at all times during their visit or workshop.

For groups of over 20 children it is recommended that the groups are split into two, with one half doing the trail while the other is given the presentation, and vice versa.

Arrival

On arrival, we will provide any information you need and log how many adults and children are with you on the day.

Emergency evacuation

- In the event of an emergency evacuation of the building, the group leader is responsible for a roll call of group members at the assembly point.
- Treasure House staff will escort visitors from the building to the assembly point outside The White Company (store on the corner of Cross Street).

Facilities and Access Aids

- There is no disabled access to the first floor or part of the Courtroom.
- Toilet facilities, including an accessible toilet, are located on the ground floor.
- Coats and bags can be stored during the visit.

Parking and drop-off

Visitors arriving by coach or minibus can be dropped off at the coach drop-off point on Lord Roberts Road, next to the Magistrates Court. It is approximately a 1 minute walk to Beverley Guildhall.

There are disabled parking spaces nearby in front of The White Company.

There are several public car parks close to Beverley Guildhall, such as Grayburn Lane car park. We regret there are no public parking facilities at Beverley Guildhall.



Risk assessment

- Visiting groups are responsible for carrying out their own risk assessment according to their school’s/organisation’s policy.
- It is recommended that a preparatory site visit is made.

Hazard	Method of control / Action required by group leaders	Risk level
Slips, trips and falls a) on the uneven flags in the downstairs corridor; b) when walking down the slightly awkward steps in the courtroom; c) when walking down the steep stairs into the Magistrates Room	<ul style="list-style-type: none"> ➤ Potential hazards will be pointed out at the start of the visit. ➤ White tape marks the edges of the steps in the Courtroom. ➤ All members of the group are recommended to use the handrail alongside the steep steps. ➤ Group leaders are requested to supervise children to maintain orderly behaviour. 	LOW
Using electrical equipment or sockets	<ul style="list-style-type: none"> ➤ Electrical equipment is not used as part of the visit, but where a need arises all electrical equipment is PAT tested annually. ➤ Schools are requested to prevent children playing with electrical sockets in the building. 	LOW
Injury from breakage of the historic furniture.	<ul style="list-style-type: none"> ➤ Signs on the furniture requesting that it is not touched. ➤ Group leaders are requested to supervise children to maintain orderly behaviour. 	LOW

Public liability insurance

Beverley Guildhall has Public Liability Insurance. More information is available upon request.

Photography

Photography is permitted for educational purposes or to document a visit.



Add to your visit...

Treasure House Museum and Beverley Art Gallery

The Treasure House is just a short walk away, with library, archives, museum and art gallery. Why not combine your visit to both buildings on the same day? Contact the Treasure House Education Officer to plan your combined visit.

Queries, requests, comments or complaints

Please contact the Museums team by calling (01482) 392780, or by email museums.th@eastriding.gov.uk

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Thank you and enjoy your visit to Beverley Guildhall!

