

Teachers Welcome Pack



Our aim is that all teachers and pupils have a safe and enjoyable experience. This guide is designed to make sure your day goes as smoothly as possible. With appropriate supervision and behaviour, there are no significant risks.

- Accessibility
- Museum Guide
- Useful Resources
- Hazard Identification



If you have any questions after reading this booklet, contact the Learning Team:

E-mail: education@maryrose.org

Tel: 02392 871 119

Twitter: @MaryRoseLearn Why not tweet your photos or schoolwork?

- **Arrival at Portsmouth Historic Dockyard Visitor Centre. The Museum is about 10 minutes' walk from the Visitor Centre.**
 - Older pupils may be subject to a random search in accordance with site security measures.
 - Tickets should be collected. If there is a queue, one member of staff can collect tickets from the Visitor Centre while the main party make their way to the Mary Rose Museum. Appropriate clothing should be worn in bad weather.
 - Visit the toilets in Boathouse 7 on the walk down or use the toilets outside the Mary Rose Museum to the right of the main door.

- **Please ensure that pupils are supervised at all times.** Teachers, 1-2-1 assistants and adult helpers are free of charge. Please make staff aware of any particular special needs or medical requirements to see if we can provide any extra assistance (see Accessibility p. 4).

- The museum operates a one-way visitor route over three floors. (See Museum Map p. 5) This involves use of lifts and/or stairs. There are two audio-visual experiences: the 1545 Sinking and 1982 Dive the Mary Rose 4D cinema.

- The aim is that visitors of all ages and abilities enjoy the experience of being in the museum:

Look	A mixture of artefacts, films, pictures, labels, activities and handling objects are used to tell the story of the <i>Mary Rose</i>
Listen	Sounds bring the three different levels to life
Touch	Replica objects and other activities are available
Smell	Find the original rope for a real Tudor scent!
Ask	The museum team are available to answer questions

- Most pupils are well behaved and a credit to their school. In order to ensure that all our visitors enjoy the museum, please ensure that pupils behave in an appropriate way:
 - Be considerate so that **all** visitors can enjoy the museum
 - Respect museum staff and volunteers who are there to help
 - Talk and ask questions (but please don't shout!)
 - Walk (please don't run!) around the building
 - Children should not use the stairs or lifts without adult supervision
 - Don't eat or drink whilst in the museum
 - Don't use mobile phones in the galleries in a way which disturbs others

In the very unusual circumstance of groups or individuals behaving in an offensive or unreasonable manner, the Museum reserves the right to ask you to leave the site.

- The vast majority of artefacts in the museum date from one day in history - the day the ship sank 19 July 1545. Everything behind glass is real! Perspex has been used to show the missing pieces.
- Visitor Experience Team Members and Volunteers are in uniform and wear identification badges. Mary Rose lanyards and badges are worn by staff in non-uniform. Approach anyone with any questions or concerns. They will be happy to help you or direct you to the appropriate place for help.
- A shared space for visiting schools in Boathouse 7 is available for children to eat their **lunch**. Visitors are not permitted to eat their own packed lunch in the Museum Cafe. Please note – this facility is approximately a 5 minute walk from the Museum. Alternatively, there are places to sit outside in fine weather.
- The **Mary Rose shop** stocks pocket-money items. Please encourage pupils to move around the shop in small groups and have their money ready at the till. 'Goody bags' are also available to pre-order if time is tight.
- The Museum is a dark environment. It is lit dramatically to show the artefacts to their best advantage and to ensure that they do not suffer damage from the light. Lights up sessions are available (see Accessibility p. 4).
- Be aware that human remains are displayed on the lower and upper decks of the museum. The content of some displays e.g. the Surgeon may upset particularly sensitive children.
- Due to the size and layout of the museum, children are at risk of getting lost if they stray from their group. Please ensure that children and young people stay with their group and teachers/adults. If they are lost or you realise someone is missing, inform a team member who will activate our lost child procedure.
- We value feedback on visits. You and your pupils may be asked to fill in evaluation forms to help us to monitor our work.
- A range of pre- and post-visit **resources** for children, teachers and parents are available on our website: <https://maryrose.org/learning-resources/>

Workshops: You will be met on arrival at the museum entrance. Coat and bag storage is available in the Learning Centre for groups who have booked workshops, however, we cannot take any responsibility for loss or damage to personal belongings. Please advise pupils to bring as little as possible and no valuable items. All workshops have plenty of sensory elements. We are very happy to accommodate SEND pupils. Just let us know how we can help. Please make use of the main facilities outside at the front of the museum or in the Upper Deck gallery next to the 4D cinema for whole group toilet breaks. Two emergency toilets are available in the Learning Centre for those undertaking workshops.

Accessibility at the Mary Rose Museum

We want to make sure that everyone can enjoy their experience at the Mary Rose. That's why right from the outset we designed the museum to be as accessible as possible with resources, such as, the tactile painting and sensory resources. However, we understand museum visits can be overwhelming for some pupils. Our staff and volunteers are always happy to help during your visit.

Relaxed Opening mornings

Every month we hold Relaxed Opening mornings aimed at visually impaired, autistic or any visitor who may find the usual museum environment difficult. During this time the lights in the museum will be at a higher level and sound effects will be turned down. Dates can be found on our website: <https://maryrose.org/relaxed-opening/>

Visitors with Learning difficulties

We offer information in a variety of formats: text, AV, costumed guides, hands-on experiences. You can download a short introduction in symbol-supported text here <https://maryrose.org/downloads/#maps-activities> plus a Visual Story to help prepare anxious pupils: <https://maryrose.org/accessibility/kids/> ear defenders and lanterns are available to borrow.

Assistance Dogs

All guide and assistance dogs are welcome.

Mobility

The site and the museum itself are fully accessible by wheelchair, and the museum houses a wheelchair accessible toilet. There is a fully accessible toilet with adult-size changing facilities, including a hoist and adjustable table, near the museum entrance. Lifts are available to move from floor to floor. We have a number of wheelchairs available on site to borrow and a buggy service is available to transport visitors with mobility problems from the Dockyard gate to the Museum (subject to availability). Please phone the Museum to arrange either: 02392 812931.

Toilet Facilities

Toilets are situated at the museum entrance, in the Upper Deck Gallery and in the Learning Centre

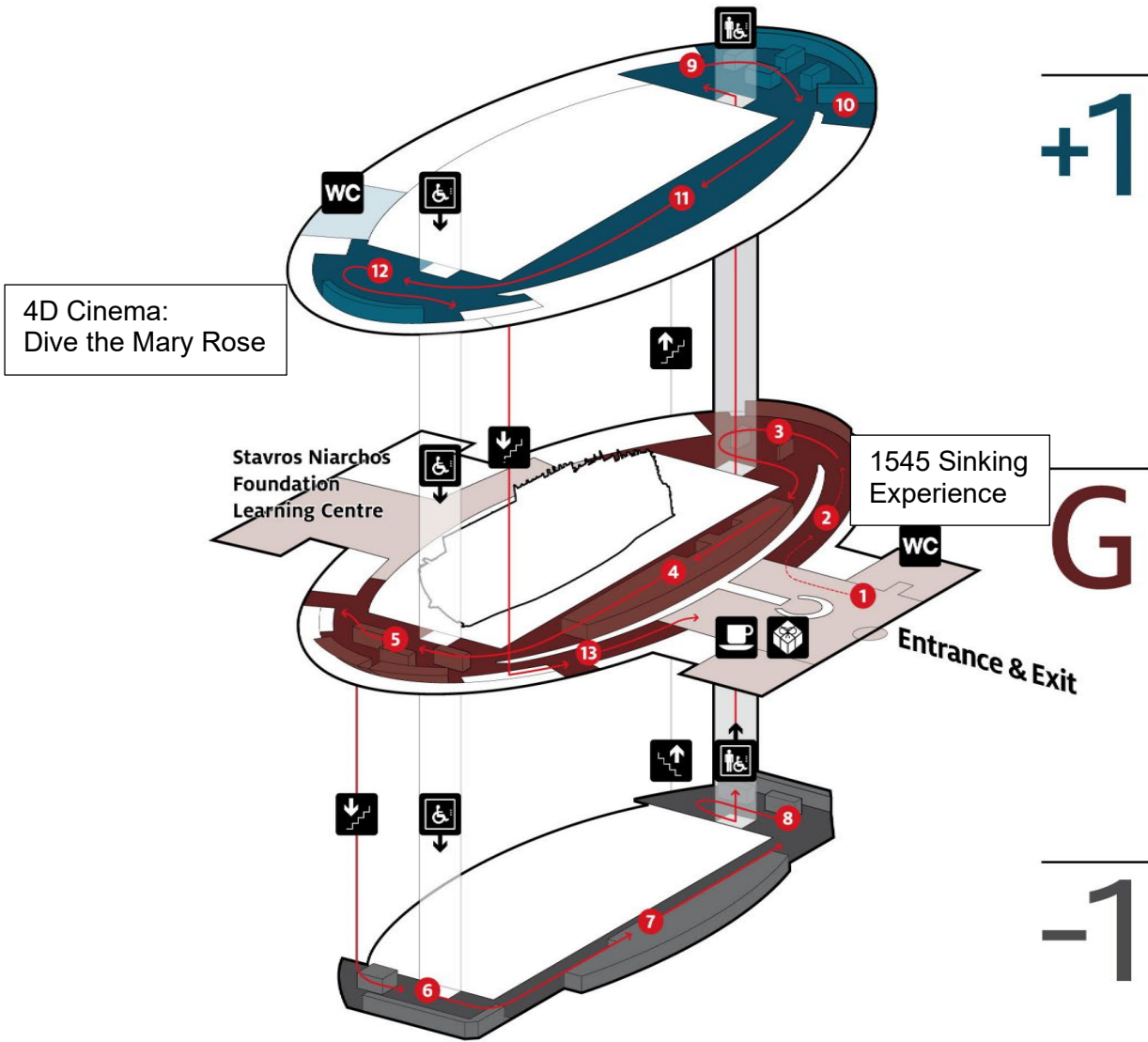
Visually Impaired visitors

The museum is very dark to protect the artefacts. We offer a range of sensory resources, including a tactile painting of the ship. Visitors are able to handle some real and replica artefacts.

Hearing Impaired visitors

There is an audio loop system in exhibition spaces. We also provide transcripts and subtitles for the audio-visual content in some areas.

Map of the Museum



Explore the *Mary Rose* by following the Visitor Route

1. Reception and Entrance
2. The King's Ship
thirty-four years in Henry VIII's service
3. 19th July 1545
the battle, the sinking and the men
4. The Main Decks
guns, equipment and cabins
5. Men of the Main Deck
the Surgeon, Master Gunner, Master Carpenter and his dog
6. Science and the *Mary Rose*
archaeology, conservation and research
7. The Lower Decks
the galley, the ovens and the stores
8. Men of the Lower Decks
the Purser, the Cook and living on board
9. Men of the Upper Decks
the sailing and fighting ship; gentlemen, officers and archers
10. Hands on the *Mary Rose*
handle replicas of the weapons
11. The Upper Decks
guns up high and the walkway from aftercastle to forecastle
12. The Admiral's Gallery
music, religion and good living
13. Divers' Stories
discovery, excavation and recovery of the *Mary Rose*

Map Key

- Visitor route
- Toilets
- Lift
- Wheelchair access lift
- Staircases down
- Staircases up
- Museum Shop
- Museum Café



Museum Guide

Follow the sign-posted visitor route. We suggest spending 5-10 minutes in each area looking and teachers/adult helpers discussing some of the questions below. We expect a visit to last about 1 hour but please allow an extra 30+ minutes if you wish to experience the 4D 'Dive the Mary Rose' film and/or 1545 Sinking Experience. You may have more or less time depending on time slots for lunch, workshops, queues during peak times or visiting other attractions.

1. Reception and Entrance – MAIN DECK

Welcome to the Mary Rose Museum! Make staff aware your party has arrived. Toilets are located just outside the building.

2. 1545 Experience: 'When Their World Ended' Immersive Experience

See this audio-visual display which introduces the sinking of the Mary Rose on 19th July 1545. This may not be suitable for pupils with sensitivity to loud sounds and/or light effects. If you would prefer to bypass the experience, please let a member of staff at reception know and we will take your group into the museum via an alternative route.

3. 19th July 1545: The day the Mary Rose sank

Find out about the day of the sinking using the Cowdray painting. Compare the different ways the officers and men marked their possessions. No one really knows why the ship sank. Have a look at the different theories on the sinking.

4. The Main Decks: The fighting ship

The first view of the hull of the Mary Rose! Look at the projections which appear on the ship. There are two cycles showing the ship at peace and war. Listen to the sounds. How did the men's lives differ when the ship was at peace and at war?

5. Men of the Main Deck: Meet the Surgeon, Gunner and Carpenter

See the Carpenter's toolbox (and his dog!) How much have tools changed in 500 years?

What did the Gunner own? What can we find out about him from his possessions? Compare medicine then and now – how much has changed?

LOWER DECK

6. Science and the Mary Rose: Archaeology and science in action

Why did only half the ship survive? What does the skeleton and model of the archer tell us about Tudor archers?

7. The Lower Decks: Storage and reconstructed galley

Imagine cooking for 500 men down here – what do you think it would be like? How does the kitchen equipment compare with today?

8. Men of the Lower Decks: Meet the Cook and Purser

What did the Cook give the men to eat? Would you be happy with the menu? Can you find the Cook's own bowl? How do we know it is his?

Mary Rose Viewing Lift: Take the lift up two floors to the Upper Deck or use the stairs to go up to the top floor galleries.

UPPER DECK

9. Men of the Upper Deck: Meet the Pilot, Soldiers and Officers

What information did the pilot need to sail the ship safely? Which tools did he use to find out? Don't miss the Longbows – they're the real thing and in fabulous condition. Imagine sitting in the crow's nest (or mast top) high up above the decks

10. Hands-on the Mary Rose: Find out more about Tudor weaponry.

Have a go at pulling a longbow and try on armour! Handling table (subject to availability)

11. The Upper Deck: Walk the top deck alongside the Mary Rose

Imagine the archers and soldiers here ready for battle! Look out for the anti-boarding netting to stop the enemy getting on board. How does it feel up here compared to the bottom of the ship? Breathe in the smell of original Tudor timber!

12. The Admiral's Gallery: Life for the officers on board

How many Tudor musical instruments do you recognise? What evidence is there for religious practice on the ship?

+ 'Dive the Mary Rose' 4D Experience

Relive the excitement when the Mary Rose was found and excavated by a group of historians, archaeologists and divers! We recommend allowing 30 minutes to see the pre-show film and experience the 4D theatre. This can be avoided entirely if pupils are sensitive to loud noises/moving sensations.

**Toilets are available in this gallery.*

13. Diver's Stories:

What was it like to discover the Mary Rose and her objects? See archive footage of the dives and find out more about the divers

+ **Raising the Mary Rose** Watch the moment the ship was raised in 1982! 60 million people watched on television around the world as the ship was raised. Teachers, parents or grand-parents might remember it!

*Exit through the **shop**. We hope you have enjoyed your visit.*

HAZARD IDENTIFICATION SHEET: Mary Rose Museum & Learning Centre

Our aim is that all teachers and pupils have a thoroughly enjoyable visit.

- Learning Outside the Classroom Quality Badge
- Mary Rose Museum Health and Safety Policy
- Mary Rose Museum Safeguarding Policy
- Public Liability Insurance



Please remember that the competence, behaviour and any special needs of your students should be taken into consideration when planning supervision and activities within the museum.

Teachers and adults are required to work in partnership with the museum team to actively supervise young people on site. **Pupils remain the responsibility of the school or group throughout the visit**, including during workshops, in the museum and at lunch time. The Museum has full evacuation procedures in case of emergency or fire. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.

This identification sheet is designed to help you to complete a risk assessment for your visit to the Mary Rose Museum and Learning Centre. **It does not replace your own risk assessment.** Columns 1 to 3 identify the hazards and controls put in place by the Museum. You may wish to use column 4 to help you highlight areas where your school should implement its own measures.

We strongly recommend that group leaders conduct a pre-visit in order to assess any potential risks for your group. **Free entry** is available for this purpose - bring your booking reference number with you. Go to the group check-in desk and quote your reference number and you will be given up to 3 complimentary tickets. If you are visiting at the weekend or during school holidays, we offer one complimentary family ticket. For more information: telephone 02392 812931 or email: museum@maryrose.org to arrange a pre-visit.

In the event of a major emergency, contact a member of staff who will activate emergency procedures and contact relevant emergency services.

1. Location of Possible Hazards	2. Possible Hazards Identified by Museum (to Staff, Volunteers, Students, Teachers and Helpers)	3. Existing Control Measures (By Mary Rose Museum)	4. Further Action by School (add your own comments)
Entry to Museum via Main Entrance	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips cobbled areas • Child becomes lost/separated from group • Rotating doors – contact, trapping fingers • Walk to museum in adverse weather • Installations e.g. anchors, statues, benches 	<ul style="list-style-type: none"> • Public areas kept clear • Non-public areas clearly marked • First aiders on-site. First aid room available. • Museum safeguarding procedures for lost children • Museum trained staff always present • Emergency stops on rotating doors; conventional doors available • Advise schools to bring suitable clothing • Advise not to allow pupils to climb on installations 	<p>e.g.</p> <ul style="list-style-type: none"> - students supervised by school staff at all times - head counts carried out by school at regular intervals - lost child procedure in place and known to students and school adults - walk at all times
Entry to Museum via Learning Centre	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Slips, trips cobbled areas • Child becomes lost/separated from group • Nearby water in dock 	<ul style="list-style-type: none"> • Paths and entrance area clearly defined • Handrails on steps • Access ramps available • First aiders on-site. First aid room available. • Museum procedures for lost children • Handrails/fences next to water • Door operated by security fob/switch 	<p>You may wish to warn some pupils that there is wax model of Henry VIII by entrance door.</p>
Galleries and exhibitions	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on stepped areas • Child becomes lost/separated from group • Content of displays e.g. surgeon, skeletons, sinking film, wax models • Upper gallery – fall, dropping articles, air locks • Emergency procedures in place 	<ul style="list-style-type: none"> • First aiders on-site. First aid room available. • MRT staff on duty in all public spaces • Museum procedures for lost children • Access lifts to all galleries • All galleries clearly signposted • Additional staff on the Upper Gallery • Advise no leaning over or holding articles over the balcony, keep together in air locks • Ear defenders and torches can be provided subject to availability. 	<p>You may wish to pre-warn sensitive children and ask for advice on areas to avoid</p>
Lifts, Stairways and Doorways	<ul style="list-style-type: none"> • Child/children become lost/separated from group on different floor level • Child or adult uncomfortable/ not able to use lift • Slips, trips, falls • Slips, trips, falls on stepped areas 	<ul style="list-style-type: none"> • MRT staff / volunteer in all public spaces • Museum procedures for lost children • Floor levels clearly marked in lift • Map guide available online in advance • Help button available in lift • Stairs available for all levels 	

		<ul style="list-style-type: none"> • Handrail on stairs and in lift • First aiders on-site. First aid room available. • Walking surface marked as slippery in poor conditions • Most public doors kept permanently open • Closed doors fitted with clear handles and all manually operated • Lifts available to bypass internal stairs 	
Toilets	<ul style="list-style-type: none"> • Slips, trips, falls • Child becomes lost/separated from group • Child/adult unable to use museum toilets for any reason 	<ul style="list-style-type: none"> • First aiders on-site. First aid room available. • Learning Centre includes 2 x accessible toilets • MRT staff on duty in nearby galleries • Museum safeguarding procedures for lost children • Cleaning in progress signs used by cleaning staff • Accessible toilet with hoist and adjustable table and shower facility available in toilet block outside the museum. 	
Classroom- based Workshops Hands-on, practical or physical activities. Viewing of presentations projected on to a screen for the whole group.	<ul style="list-style-type: none"> • Slips, trips, falls • Student taken ill • Child becomes lost/separated from group • Adverse reaction to projected images on screen <p>Some or all of:</p> <ul style="list-style-type: none"> • scratches, punctures due to handling objects • choking on small objects <ul style="list-style-type: none"> • irritated or allergic reaction e.g. wool 	<ul style="list-style-type: none"> • Session leader able to contact first-aider • Students with accompanying adult able to exit taught session space at any point • Session staff available to direct school staff as appropriate outside or to toilets/first aid room. • Handling objects checked by staff before session • Handling procedures explained • Handling supervised • Use of non-allergenic materials where possible • Recommendation to wash hands after sessions 	
Laboratory-based Workshops Hands-on, practical or physical activities. Viewing of presentations projected on to a screen for the whole group. Minor	<ul style="list-style-type: none"> • Slips, trips, falls • Student taken ill • Child becomes lost/separated from group <p>Some or all of:</p> <ul style="list-style-type: none"> • scratches, punctures due to handling objects • choking on small objects 	<ul style="list-style-type: none"> • Session leader able to contact first-aider • Students with accompanying adult able to exit taught session space at any point • Session staff available to direct school staff as appropriate outside or to toilets/first aid room. • Handling objects checked by staff before session • Handling procedures explained and supervised • Use of non-allergenic materials where possible • Where necessary, provide protective clothing 	

<p>use of individual digital displays.</p>	<ul style="list-style-type: none"> • irritated or allergic reaction • eye strain or adverse reaction to significant use of computer display screens • electric shock 	<ul style="list-style-type: none"> • Recommendation to wash hands after • Provide non-display breaks within structure of session • Visual check of ICT equipment during set up • Students reminded not to touch wires, sockets or connections • All electrical equipment PAT tested, leads fixed and marked if necessary 	
<p>Gun Drill Workshops</p>	<ul style="list-style-type: none"> • Slips, trips, falls • Student taken ill • Child becomes lost/separated from group • Limb twists, strains, knocks • Trapping fingers 	<ul style="list-style-type: none"> • Session leader able to contact first-aider • Students with accompanying adult able to exit taught session space at any point • Session staff available to direct school staff as appropriate outside or to toilets/first aid room. • Handling objects checked by staff before session • Explanation to and supervision of participants in safe use of equipment, appropriate conduct 	
<p>Post-16 Workshops/ Special Events Use of individual ICT equipment e.g. laptops, iPads</p>	<ul style="list-style-type: none"> • Eye strain or adverse reaction to significant use of computer display screens • electric shock 	<ul style="list-style-type: none"> • Provide non-display breaks within structure of session • Visual check of ICT equipment during set up • Students reminded not to touch wires, sockets or connections • All electrical equipment PAT tested, leads fixed and marked if necessary 	
<p>4D Theatre</p>	<ul style="list-style-type: none"> • Loud noise • Dark environment • Vibrating chair • Bubble and scent machine • Cloth screen • Electrical equipment 	<ul style="list-style-type: none"> • Lighting to seats and after show, highlighted stairs. • Panic switch inside • Screen has demarcation line. • CoSHH RA available for bubble and scent machines, low risk. • Electrical equipment is tested and certified, enclosed in protected enclosure. • Low level vibration – not deemed a risk 1.5 mm/s² • Sound is controlled and does not exceed the 85db(A) levels • Policy and RA is available. 	