

Mind the Gap!

Information for Teachers

Thank you for booking Mind the Gap! at the London Transport Museum Depot at Acton. The information and advice on this document will help you have a great day out.

If you have to cancel your visit, or need to rearrange, please call the Museum's booking office immediately on 020 7565 7298. Cancellation charges may apply.

About Mind the Gap!

The Museum's Curator has received a mysterious message from a passenger who forgot to 'mind the gap' and is lost in time. We need your help to unravel the mystery! Through our brand new interactive adventure, your class will experience a private visit to the Museum Depot in Acton. Uncover the secrets of our collection and discover how London's transport has changed over the years as you race against time to solve clues and puzzles.

KS2: History, Geography, Literacy

Mind the Gap! was developed in partnership with theatre company Specificq.

SPECIFIQ
INTERACTIVE EXPERIENCES

Timings and Arrival

Your visit will be facilitated by a member of London Transport Museum staff. On arrival, please make yourself known to staff at Reception.

If you are running late on the day, please call 020 7565 7298 as soon as possible.

Morning visits

Please arrive at the Acton Depot for **10am**

The workshop concludes at **11.40am**

If you have opted to use our lunchroom after your workshop, it will be available from **11.40am to 12.10pm**

Afternoon visits

Please arrive at the Acton Depot for **12.50pm**

The workshop concludes at **2.30pm**

If you have opted to use our lunchroom before your workshop, it will be available from **12.15pm to 12.45pm**

Preparation

- Please ensure your visit is paid for in advance.
- Complete a risk assessment for your visit. For more information about health and safety please see below.
- Share the information in this document with all adults who will be accompanying your visit.

Useful information

- The Acton Depot is a working depot where museum of the Museum's objects are stored. Objects are not displayed and interpreted as in the museum, and the depot is closed to the public.
- Due to the nature of the space and activities, we require a minimum of **1:8** adult to pupil ratio.
- School staff are expected to participate in all activities throughout the day. During part of the workshop we will split the class into two groups, and will ask a member of school staff to lead an activity with one of the groups using resources we will provide.
- All school staff and accompanying adults should ensure pupils engage in the activities and behave safely throughout the day including lunch break.
- If you have opted to use our lunchroom, pupils must bring packed lunches; there is no café or vending machines.
- The gift shop will be closed.

How to get to the London Transport Museum Depot

The Depot is located at:
2 Museum Way
118–120 Gunnersbury Lane
London W3 9BQ



Underground

The nearest Underground Station is **Acton Town**



Buses

Gunnersbury Lane (Acton Town Tube) E3
Gunnersbury Lane/Uxbridge Road Junction (70, 207, 266, 607, H40)

For help planning a visit by public transport, we recommend using the TfL Journey Planner www.tfl.gov.uk/journeyplanner

Schools in the Greater London area can apply for free public transport when making visits to museums within the GLA. For more information and to apply online, visit <http://www.tfl.gov.uk/fares-andpayments/students-and-children/school-parties>



Access

The London Transport Museum Depot at Acton Town is fully accessible to wheelchair users. Due to the nature of the collection, not all vehicles are accessible.

Please inform us of any access requirements ahead of your visit by calling our Bookings Team on 020 7565 7298 or emailing bookings@ltmuseum.co.uk

Health and Safety

We strongly advise that you follow DCFS guidelines and compile your own risk assessment ahead of your visit to the London Transport Museum Depot at Acton Town.

The following information has been designed to give you specific hazard identification to enable you to complete your own risk assessment.

If you wish to arrange access to the Depot to complete your risk assessment, or have any other specific questions about health and safety at Acton Depot, please contact learningmailbox@ltmuseum.co.uk

Hazard identified	Risk and to whom
Approach road and concrete area	Danger of being hit by moving vehicles, slip, trip and fall injuries. All visitors and staff.
Depot Education Centre	Slip, trip and fall injuries. Various elements from trailing wires/cables to floor stored museum objects All visitors and staff.
Depot doors at various locations	Danger of getting fingers caught in the hinge or the jam. Being hit by a heavy fire door closing. All visitors and staff.
Depot floors, open areas and walkways	Slip, trip and fall injuries. All visitors and staff
Depot Platforms	Slip, trip and fall injuries. All visitors and staff.
Depot Stairways	Slip, fall, injury. All visitors and staff.

Vehicles on display	Slip, fall, injury. Could be knocked into causing cuts, bumps, bruises etc. Could fall from also causing the above. All visitors and staff
Museum Objects on display	Trap fingers, drop onto feet, cuts, rips to clothing. Objects in the collection may be heavy and have sharp edges. All visitors and staff.
Lifts/Main and Chair - these must NOT be used in the event of a fire	Slip, trip, fall, injury. Trapped fingers, hit by moving door
Depot tools and equipment Fork Lift Trucks	Slip, fall, injury. Could be knocked into causing cuts, bumps, bruises etc. Could fall from also causing the above. All visitors and staff.
External vehicle movement	Impact. Low level of vehicle movement but large vehicles may be moved as part of depot use All visitors and staff.
The Vehicle Pit, Loading Bay and Depot work areas	No Access is allowed – But be aware of this at all times when in the area.
Incllement weather	Slip, trip and fall injuries. Surfaces may become more hazardous due to weather conditions. All visitors and staff.

Evacuation

- The building is fitted with smoke and heat sensing systems. These will trigger alarm systems and alert staff to the need for evacuation. Fire exits are clearly sign-posted and well-rehearsed evacuation procedures ensure visitors can safely and quickly exit the premises.
- The main assembly site after an evacuation is by the **blue gates** on the driveway leading up to the Depot. Group leaders are requested to brief every adult with a plan of action in the case of an evacuation. At the assembly point teachers should take the register and report any missing persons to the Museum Staff.

Other information

- Teachers (or other accompanying adults) remain responsible for the general health and safety of children, as at school. Teachers (or other adults) should remain with their groups at all times – for their health and safety and to accompany them in the case of an evacuation.
- If the behaviour of any pupils adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave, accompanied by their teacher.
- Teachers should brief their pupils about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.
- Any materials/objects to be handled or used as part of programmed activities have been risk assessed.
- Staff leading the activities will advise those taking part of any precautions and will ensure safe behaviour.
- Trip hazards are identified and isolated from access routes. However, please be aware that the Depot is a working space and be alert for trip hazards at all times during your visit, and heed any warnings given by members of staff.
- A member of staff can be called on in the case of an incident requiring first aid.