



# LINLITHGOW MUSEUM

## School and Group Visit Information

Please read carefully before your visit.

### Facilities

The museum is situated on the first floor of Linlithgow Partnership Centre. The museum shares the building with other tenants and users.

.Facilities on site include toilets, museum shop and museum community space.

### Before your visit

When planning your visit please note:

- There is **NO lunch room or break out space** on site. Groups will need to make their own arrangements for this prior to their visit\*;
- The museum has a small shop and relies on donations to operate;
- It is the responsibility of teacher/group leader to complete a risk assessment prior to your visit;
- All group requirements **MUST** be booked well in advance\*.

You will receive an acknowledgement of your booking, and we will follow up with you at least two weeks before your visit.

### When on site

When visiting the museum please do not:

- Lean on museum displays and cases.
- Take food or drink into the museums galleries

\*Please contact the museum well in advance if you need advice on possible break/lunch locations  
The museum is unable to accommodate groups who do not notify us prior to their visit.

Linlithgow Heritage Trust is a company limited by guarantee (SC130067),  
and a registered Scottish charity (SC017593).



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## Hazard Information for Teachers and Groups

### Potential Hazards

#### Access to the Site

There is no parking on site: Risk from moving traffic when alighting from transport.  
Linlithgow High Street footpaths are well paved and there is a pedestrian crossing nearby the Partnership Centre: Risk from moving traffic when walking to and from the museum site.

Pedestrian access to the building is via the front entrance.

#### External Hazards

Path and area in front of the museum building can be slippery when wet, and icy in winter: Risk of slipping.

#### Internal Hazards

Access to the museum is via stairs with handrails or lift: Risk of tripping.

Exhibition galleries have low light levels.

Members of the public / staff on site at same time as school groups.

**PLEASE NOTE:** This is not a risk assessment. It is the responsibility of teacher/group leader to complete a risk assessment prior to any site visit with a group. The information provided here is intended as a preparatory tool only and does not replace a group's own risk assessment.