



Transport through Time (summer)

Guidelines for Supervising Teachers

Preparing for Your Visit: It is strongly recommended that supervising staff should arrange a pre-visit to familiarise themselves with facilities at the Museum. Complimentary tickets are available on request in order to assist with planning and risk assessments. A Hazard Identification Sheet is provided to help you with your risk assessment.

Practicalities:

- **Where to go and how to get there:** the Transport through Time session begins at the Tram Sheds. To get there take the tram to the Home Farm stop, which is adjacent to the Tram Shed. You will be met by a member of staff outside the front of the Tram Shed.
- **Arriving on Time:** Please ensure you arrive at the Tram Shed on time. If you are booked on the first session it is advisable to go straight there. In the event of a late arrival every effort will be made to accommodate the full time of the activity, however, due to other bookings this may not be possible.
- **What to Bring/Where:** Pupils will need appropriate clothing. Beamish is an open air museum and the activity will take place outside or in unheated spaces. Engine sheds are also dirty, oily places. **Please ensure children wear warm clothing, do not wear their best clothes and come in strong, sturdy footwear e.g. shoes, trainers.**
- **Toilets:** The nearest toilets to the tram shed are next to the Regional Resource Centre. Toilets are also at The Waggonway.
- **Health and Safety Information:** A Hazard Identification Sheet will be provided with your booking in order to advise you of any possible risks or hazards.
- **Access:** The Museum has an access bus for any visitors with access needs. During the session we will be climbing in and out of vehicles, which involve high steps. If anyone in your group has access needs please inform the Bookings Officer on bookings@beamish.org.uk or telephone on 0191 370 4026 so we can adapt the activity accordingly.

Objectives of Activity:

The activity aims:

- for children to experience different forms of old vehicles and transport methods.
- to enable children to make comparisons between old and new forms of transport.

Outline of Activity:

The session will involve 4 steps:

- Present day. Teacher's can lead observations of the coach you travel to the Museum in, highlighting features such as the comfy seats, warm heating, big windows, seat belts and that you sit facing the front.
- Travel back 100 years ago and visit the Tram shed to look at early bicycles, sit in a replica 1910 car and climb aboard an Edwardian tram. How did the Penny farthing get its name and how many people can sit in the back of the car? We will find out how comfortable the tram seats were and how the driver knew when to stop and go.
- Travel by period bus or tram to The Waggonway.
- Travel back 200 years to meet the Waggonway Man. He will introduce you to one of the very first steam engines such as the Steam Elephant or Puffing Billy. We will find out about the different parts of the engine and what it needs to make it go. You will also meet Queenie the Pack Horse and learn a little about horse power.

Please note that during this activity you will move from the Tramway depot to the Waggonway. The Beamish staff member who is leading the activity will put your group onto the bus or tram and will radio through to the Waggonway to ensure they know you are on your way. Please be proactive in making sure you get off at the Waggonway. If for some reason you decide not to go to the second half of the activity, please inform Beamish staff so we are aware of the situation.

Transport elsewhere in the Museum:

The rest of your day at the Museum will be teacher led time. Below are some transport highlights to include during this part of your visit.

- Take a ride on a tram – a trip around the full circuit takes 20 minutes. You will need to use the tram and bus system to move around the site.
- Visit the Garage in the town – an Edwardian garage where you can see early cars and motorbikes.
- Visit the Carriage House in the town – see a selection of horse drawn vehicles, including some to carry passengers and some for use by businesses to transport goods.

- Visit the Stables in the town – meet the horses that pulled the carriages and carts.
- Take a look at the station where you will find the ticket office, the ladies waiting room and platform. Please note trains do not currently run during the week.
- Look out for delivery vehicles, trams and buses as they move around the site doing their work. You may also see horses at work.

Ideas for Pre and Post Visit:

Photographs of different vehicles and transport methods can be found on the Beamish Museum website www.beamish.org.uk. Take a look at the People's Collection section of the website where you can search the photoarchive and discover pictures from the past to use in the classroom.

Contact us: If you have any queries please do not hesitate to contact Simon Woolley, Head of Learning on 0191 370 4011 OR email education@beamish.org.uk.

Hazard Identification Sheet: Transport through Time (summer session)

Potential Hazard	Who is particularly at risk	Context of hazard and steps to be taken by accompanying adults to prevent accidents	Risk of accident/dangerous occurrence High/medium/low	If high or medium what additional precautions or measures need to be taken to reduce risk to low
Tram Shed – children will stay outside the tram shed				
Slips, trips and falls	Children/Adults	Surfaces are uneven and can become wet and slippery. Tram lines run in and out of the Tram shed and the steps onto the bus can also become wet and slippery in bad weather. Supervising adults should ensure that children are wearing sturdy footwear and watch them carefully to prevent trips. Beamish staff will highlight fixed hazards, remind participants to be careful and take all due precautions to ensure that conditions are kept safe.	Low	
Slips and falls from a height when climbing on and off the tram, the car, the bus.	Children/Adults	Steps in and out of vehicles are high. To avoid slips and falls, children may need help to board and leave the vehicles. A step will be provided for the car. Everyone should use the handles on boarding and disembarking. Museum and school staff will supervise this process. Children should wear sturdy shoes.	Low	
Participants close to moving vehicles	Children/Adults	To minimise this risk, all vehicles will be stationary and secured. Vehicles will not be moved around the Tramshed whilst the activity is taking place.	Low	
Participants close to moving parts within vehicles	Children/Adults	Areas of vehicles with moving parts that could present a hazard will be roped off during the activity. All staff should supervise children to ensure they do not enter roped off areas	Low	

Travelling by bus/ tram				
Children close to moving vehicles	Children/Adults	Children will board the regular service transport to move from the Tram shed to Waggonway. Supervising adults should oversee children and ensure they stay away from tram lines and roads until vehicles are stationary.	Low	
Slips and falls when vehicle is moving	Children/Adults	All children should be seated when the vehicle is moving and be supervised at all times.	Low	
The Waggonway				
Allergies to horse hair from Pack Horse	Children/Adults	As part of the session, the children will be introduced to the Pack Horse. Supervising adults should be aware of any relevant allergies and inform Beamish staff of these before the session begins. This part of the session can be skipped if necessary.	Medium	Beamish staff will enquire about allergies before the session begins and modify the session accordingly (this may be by providing an alternative activity for affected children)
Illness from contact with horse e.g. E-coli	Children/Adults	All children and adults to wash hands if they touch the horse. Hand sanitizer will also be provided.	Low	
Kicks, bites or stood on by Pack Horse	Children/Adults	The Pack Horse harness includes a muzzle so there should be no danger of biting. She will be accompanied by her handler at all times. The handler will ensure children stay to the head of the pony and do not crowd it from the sides. Accompanying adults should supervise the children's behaviour with the horse and ensure they stay calm and do not go too close.	Low	
Slips and trips – uneven ground surfaces, raised tracks, low lighting levels, dark furniture.	Children /Adults	The pathway to the Great Shed is uneven and lighting inside The Waggonway is subdued. Raised tracks run in front of and within the Waggonway shed. Children should be supervised and instructed to walk at all times. Museum staff will maintain walkways, organise furniture to minimise	Low	

		trip hazards and highlight fixed hazards.		
Fire - burns	Children /Adults	A fire is usually lit in the bothy. There is a guard around the fire. Children should always be supervised around the fire and advised to remain at a safe distance from it. Only Museum staff are allowed to manage the fire.	Low	
Smoke and dust in air	Children /Adults	There is a risk of smoke and dust in the air at the Waggonway which could cause irritation to asthma sufferers. Museum staff will work to ensure indoor spaces are well ventilated and school staff should ensure that children have any medication they require with them.	Low	
Dirt, coal dust, oil – consumption of dirt, dirty hands and clothes	Children /Adults	The Waggonway is home to working steam engines and an open fire. As such it is dirty and oily. Adults should supervise children at all times, hand washing as necessary and at the end of the activity.	Low	
Stationary steam engines – oil, dirt, bruises.	Children /Adults	The steam engines are dirty and oily. Caution must be taken to ensure children do not touch the engines and stay in designated visitor areas. Children will not be able to climb on the engine. Hand washing facilities are available as necessary and all will wash hands on completion of activity.	Low	
Moving steam engines – hot, moving engine.	Children /Adults	The Waggonway is home to running steam engines – children will ride on and observe the engines. Caution must be taken to ensure children do not touch the engines and stay in designated visitor areas. Moving engines are closely supervised by Museum staff and the railway line is fenced.	Low	
Waggonway tools – heavy and oily	Children /Adults	In The Waggonway there are exhibits including a static engine, carriage, work benches and tools, some of which are heavy. Children will be supervised by Museum and school staff in these areas to ensure they move about the area safely.	Low	
Fall from the train platform	Children /Adults	There is a significant drop from the platform to the rails. The platform is closely supervised by Beamish staff. When going to ride on the engine, children must be kept well away from the edge of the platform and supervised by adults at all times	Low	

Fall into inspection pit	Children	The inspection pit is located in an area fenced off from visitors. School staff should supervise children to ensure they stay within visitor areas.	Low	
Riding on train – journey can be uneven/jerky	Children	The train ride can be a jerky experience and children should stay sitting down to minimise the risk of bumps and bruises.	Low	
Climbing – falls leading to broken bones, head injuries	Children	Children should be supervised to ensure they do not climb on the fences, gates, engines, benches.	Low	
Pig – illness, bites	Children /Adults	A pig is kept at the Waggonway. There is a risk of bite injuries if people try to touch the pig and illness from touching the pig or enclosure fencing. Children should be supervised at all times by school staff. They should be told not to put fingers in mouths and must wash their hands at the end of the activity and before eating or drinking.	Low	
Group work – security issues	Children /Adults	During the activity, children will be exploring in groups. Each group must be accompanied by an adult. Beamish admits free supervising places to a ratio of 1 adult to 5 children.	Low	

All children and adults must wash their hands on completion of the activity. Toilets and hand washing facilities are provided at The Waggonway.

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