



Cosy Christmas Cottage

Guidelines for Supervising Teachers

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

Practicalities:

- **Where to Go and How to Get There:** Cosy Christmas Cottage takes place in the Pit Village in **Number 5 Francis Street**. Please escort your group to the **back** of 5 Francis Street where you will be met by a member of staff. If the door is closed please knock. To reach the Pit Village either take a tram to Home Farm tram stop and walk down the hill, use the access route from the entrance or the woodland walk from Pockerley.
- **Arriving on Time:** If you have the first session booked (10.30-11.00) it is advisable to walk straight down to the Pit Village to ensure you arrive on time. 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 Wear:** Please remember that children need to be warmly dressed (it will be cold). Warm winter coats, hats, gloves and sturdy footwear are essential.
- **Storage:** All bags and coats will be stored out of the way in the Parlour during the activity.
- **Toilets:** It is advisable that pupils visit the toilets before the activity (the nearest toilets are in the Lamp Cabin or adjacent to the Band Hall).
- **Access:** An access bus is available to take anyone with access needs into the Pit Village. There is a ramp up into the Pit Cottage. If there is anyone in your group with access needs please contact our Bookings Officer on 0191 370 4026 or email bookings@beamish.org.uk and they will be able to advise you.

- **Health and Safety Information:** Before the session a member of staff will go through any health and safety issues. A Hazard Identification Sheet is enclosed to help you with your risk assessment.

Outline of Activity:

In this activity children will spend half an hour in the Pit Cottage kitchen, finding out how Christmas was celebrated in the past. The Museum staff will be in character as someone living in a Pit Village one hundred years ago. They will tell the children the story of Beatrix Potter's Tailor of Gloucester, play a game and sing songs, whilst you warm yourselves around the fire in the kitchen range. The activity will help children to find out how people celebrated the festive season before the invention of the technology we now taken for granted, such as televisions and computers.

Objectives of Activity:

- To gain a better understanding of how Christmas was celebrated 100 years ago.
- To explore the differences and similarities between home life then (the early 1900s) and now

Background information:

During the Victorian times Christmas developed into a family orientated festival. By the 1900's Christmas trees had become popular, decorated with sweets, dolls, toys and anything bright and glittery. By 1910, Father Christmas had become the red-robed figure and children would hang up their stocking on Christmas Eve with the hope of finding an orange, a handful of nuts, raisins and some sweets. Families and friends would celebrate the season by gathering around the fireside to sing songs, play games and tell stories. We will do the same, enjoying The Tailor of Gloucester, written by Beatrix Potter and published in 1903, which tells the story of how some mice, despite the best efforts of a cat, help a kindly tailor to produce a waistcoat for the Mayor to wear on Christmas morning.

Contact Us:

If you have any queries, please do not hesitate to contact us. Telephone Simon Woolley on 0191 370 4011 or email education@beamish.org.uk.

Hazard Identification Sheet – Cosy Christmas Cottage

Location: Pit Cottage No 5, Pit Village

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
Slips and trips	Children and Adults	The kitchen floor and yard of the Pit Cottage is stone and can therefore become wet and slippery in bad weather. Inside the cottage can be dimly lit, particularly during poor weather, making it harder to see obstacles such as rugs on the floor. There is a shallow ramp into the Pit Cottage which children or adults can trip over if due care is not taken. The yard flooring can become uneven if pavers become loose and includes a drain and channel. Particular care must be taken to ensure careful behaviour when playing games such as pin the tail on the donkey. Supervising adults should ensure that children are wearing sturdy shoes and supervise children under their care to guard against slips and trips.	Medium	Beamish staff will monitor the condition of the yard and floor and take precautions if necessary. Furniture, rugs and equipment will be arranged to minimise risks. Beamish staff will give a brief health and safety talk, warning adults and children of any potential trip or slip hazards and will lead the activities to minimise risks.
Furniture and objects in the pit cottage e.g. splinters from wooden objects, fingers trapped in piano lid, china cups, sewing machine, heavy objects, small items, sharp or pointed objects eg toasting fork, toes in rocking chair	Children and Adults	The activity takes place in the Pit Cottage. This is a period building, set up with fixtures and fittings to be like a miner's cottage in 1913. Care is taken with the selection and set up of objects in the Pit Cottage e.g. putting certain objects out of children's reach. Accompanying adults should supervise children to ensure that due care is taken within the space and with any objects. The objects being used are original and it is therefore possible, for example, that some of the wooden objects may splinter. Beamish staff will ensure that the space and objects are safe to use before starting the session. Children must not put anything in their mouths.	Low	

Injury from furnishings in parlour – piano lid, trunk lid, unsecured furniture, rocking chair	Children and Adults	Children will put their bags away in the parlour, where there is a piano, rocking chair and breakable objects such as china crockery on the table. Children will not be spending time in this room and accompanying adults should supervise children to ensure they do not play with the furniture. Museum staff will monitor furniture and fittings and ensure they are secure. If there are any breakages please make sure Museum staff know so they can be removed immediately.	Low	
Injury from decorations e.g. Christmas tree	Children and adults	Museum staff will ensure all decorations are secure and all adults must supervise children to ensure sensible behaviour in the cottage.	Low	
Props e.g. waistcoat, soft toy mice, china cups, twist of silk thread, thimble.	Children	Props will be used to help with the telling of the story and playing games. Children may handle these in a closely supervised setting. Props will be chosen to be safe to handle and any breakages will be tidied up immediately. Accompanying adults should supervise children to make sure they do not put things in their mouths, particularly small items that could present a choking risk e.g. a thimble.	Low	
Burns from fire, candles, fire tools (poker, blazer), matches or radiator in Pit Cottage	Children and Adults	The Pit Cottage is portraying working life in the 1900s and there will be a coal fire in the range for the course of the session. There will always be a guard on the fire and Beamish staff will store any fire tools safely. Beamish staff will explain the danger of going too close to the fire before the session begins. Any candles will be placed out of reach of children. In the winter, a radiator will be tucked into the corner of the parlour. Supervisory adults should observe the children under their care at all times to ensure that children do not go too near the fire or radiator. Beamish Museum staff will ensure matches are kept out of reach of children. Particular care will be taken when playing hunt the thimble game to keep it away from the fire area.	Low	
Fire in cottage	Children and Adults	Beamish Museum staff will ensure that the front and back doors are kept clear in case of fire in the building. Children will not go upstairs. In the event of evacuation due to fire, please follow instructions from Museum staff who will guide	Low	

		the group to the muster point.		
Dust/smoke from fire	Children and Adults	Due to the fact that a coal fire will be burning there is a possibility of some smoke and dust. With the smoke and dust in the air there is the possibility of asthma attacks from inhaling smoke/dust. Supervisory adults should make Beamish staff aware of any asthmatics in the group and should also ensure that participants have necessary inhalers/medication. Beamish staff will ensure rooms are well ventilated and minimise dust through cleaning routines.	Medium	Beamish staff will ensure that all participants are aware of the fact there will be a fire and potentially dust in the air. Supervisory adults should ensure that all participants have necessary inhalers/ medication.
Falling off stools and benches	Children and Adults	All adults need to supervise children to ensure they are sitting down properly and do not get too excited during the playing of the games.	Low	
Injuries from mangle	Children and Adults	A mangle is kept in the Pit Cottage but will not be used during the session. The mangle will be put out of the way and supervising adults should also watch the children under their care to ensure they do not work the mangle.	Low	Supervisory adults should also take responsibility for ensuring that the children under their care do not use the mangle.
Collecting bags	Children	It is important children are carefully managed when collecting bags to prevent over-crowding and pushing. Museum and school staff need to work together to manage the children at this time. Children should remain seated whilst bags are handed out.	Low	
Weather – snow and ice	Children and Adults	Museum staff will clear the yard and grit the area as required. Schools should advise children to wear appropriate clothing and sturdy footwear (e.g. trainers, not ballet pumps). Please be aware that Beamish is an open air museum and will be cold in the winter. Children should come dressed appropriately.	Low	
Group work – security issues	Children and Adults	Children must be supervised at all times by an adult from the school. The door out of the yard will be locked, to ensure children will not be able to wander out of the area and other visitors will not be able to wander in. Beamish admits free supervising places at a ratio of 1 adult to 5 children for those aged 5 and over and 1 adult to 3 children for under	Low	

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NB All participants should wash their hands after the session

Date Reviewed: 10 October 2019

By: Catherine Rice, Learning Co-ordinator