

Leeds City Museum



Accessibility Guide

Table of Contents

Introduction

- What's in the building?

Useful Information

- Contact emails
- Opening times

Getting Here

- Location
- Transport

Outside Access

- Level access

Inside Access

- Level change

Toilets/Accessible Toilets

- Where are they?
- Changing places
- Gender neutral toilets
- Accessible Toilets

Ground Floor

- Level change
- Visitor Assistants



Lower Ground Floor (Level change)

- Level Change
- Life on Earth Gallery
- Event Rooms
- Herbarium Café



First Floor (Level change)

- Level Change
- Brodrick Hall
- Learning Centre
- Collectors' cabinet
- Voices of Asia
- Gift shop



Second Floor (Level change)

- Level Change
- Leeds Story
- Toddler town



Third Floor (Level change)

- Level Change
- Ancient Worlds Gallery
- Special Exhibitions



Additional Information



Introduction

What is in the building?

Leeds City Museum is a free venue in the heart of Leeds. The museum houses archaeology, social history, world cultures, natural science and contemporary objects over 4 floors.

The historic building is located on Millennium Square and there is level access to all floors.

We aim to provide a friendly, accessible environment for all our visitors and the widest possible access to our building, exhibitions and collections.

Content Warning: Some of the displays may contain content that people find an emotional trigger. We use signage to warn of sensitive content.

Please get in touch if you require any further information to help you plan your visit.



Useful Information

Contact Emails

For enquiries about accessibility, please email city.museum@leeds.gov.uk or call: 0113 3785001.

Opening Hours

Leeds City Museum is open from Tuesday to Sunday every week. It is closed on Mondays. On bank holidays, the museum is open from 11am to 5pm.

Monday: Closed

Tuesday: 10am – 5pm

Wednesday: 10am – 5pm

Thursday: 10am – 5pm

Friday: 10am – 5pm

Saturday: 11am – 5pm

Sunday: 11am – 5pm



Getting Here

Location

Leeds City Museum is in Millenium Square in Leeds City Centre.

Cookridge Street

Millenium Square

Leeds

LS2 8BH

Transport Links



Road:

Leeds City Museum is accessible by road via Cookridge Street, Rossington Street and Vernon Street. There is no on-site parking.



Off-site parking:

There are many car parks near Leeds City Museum. The nearest car parks are: Q-Park The Light, CitiPark Merrion Centre and Q-Park St John's Centre. They are all pay and display car parks.

There is a drop-off point at the main entrance. The drop-off point has a dropped kerb. The drop off point nearest to the access ramp is where Portland Gate meets Cookridge Street. There is drop-curb access to the museum via Millennium Square. An alternative drop-off point is where Cookridge Street meets Rossington Street.

The nearest accessible on-street parking bays are located where Cookridge Street meets Rossington Street.



Bus:

The nearest bus stops are on Woodhouse Lane, Great George Street, Calverley Street or the Headrow. The bus stop is 0.1 miles / 0.2 km from Leeds City Museum.



Train:

The nearest train station is Leeds. The train station is 0.5 miles / 0.8 km from Leeds City Museum. The route from the train station to the museum is a gradual incline.



Outside Access

The main entrance faces Millenium Square and is sign posted to. The entrance is two sets of double door, both are purple. Each door measures 1730mm wide and 2610mm high.

Level Access



The main entrance has level access. There is a permanent ramp. The door is 1440mm wide. The door has a push button to open, locate between the two sets of doors. The button opens the doors to the left.



The main entrance has a set of 15 stairs leading up to it on Millenium Square. Their width changes but their height is 173mm.

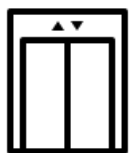


Inside Access

Level Changes



There are stairs to every floor. They are in different places around the museum.



We have 1 lift that goes to all floors. The lift door is 1100mm wide. The lift is 1680mm wide. The lift is 1500mm deep. The lift says the floor number at each floor. The lift buttons have raised numbers or letters. The lift shows the floor number, at each floor.

General Information



A Hearing Loop is available in the Denny Room, Thoresby Room and Ancient Worlds Gallery. A portable Hearing Loop is available for other areas. There is British Sign Language interpretation in the Life on Earth Gallery.



Glass doors have contrast markings. Some parts of the building have low lighting. These are marked on the Sensory Map.



Toilets/Accessible Toilets

Where are they?

There are toilets on every floor.



Changing Places

The Changing Places toilet is located on the Third Floor. It can be accessed using the stairs or the lift.

You need a RADAR key to open this toilet.

From the lift to the toilet, the route is 1770mm wide, or more.

The toilet door is 1060mm wide.

The direction of transfer onto the toilet is to the left and right.

There is 700mm at the side of the toilet. There is 1420mm in front of the toilet. The toilet seat is 460mm high. The toilets have handrails.

You can request a radar key from our front of house staff, should you require one.

There is another public toilet on this floor.

There is an emergency pull cord.



Gender Neutral Toilets

The Gender-Neutral toilets are located on the Second Floor and Third Floor.



Accessible Toilets

We also have accessible toilets on the First Floor and the Second Floor.

The toilet doors are 850mm wide.

The direction of transfer onto the toilet is to the right.

There is 600mm at the side of the toilet. There is 900mm in front of the toilet. The toilet seat is 480mm high. The toilets have handrails.

There is a baby changing table within these toilets also.

There is an emergency pull cord in the accessible toilets.



Ground Floor

Level Change



From the main entrance, there are no stairs to access this floor.



From the main entrance, the lift on this floor is located on the left side of the building.

Visitor Assistants

There will be a Visitor Assistant at the main entrance. They wear a black and white Leeds City Museum Uniform and green lanyard. They can provide information about the content of each gallery, navigating the museum and where toilets are located.



Lower Ground Floor

Level Change



From the main entrance, there are two staircases to the Lower Ground Floor. They are located either side of the main staircase. These stairs are 160mm in height and 330mm in depth.



From the main entrance, the lift to this floor is located on the left side of the building.

Life on Earth Gallery

From the lift to this area, the route is 2080mm wide, or more. The door is 2080mm wide.

Some display information is low, for wheelchair users. There is some seating.

The entrance door to Life on Earth is 1040mm with one door propped open. The other door opens up to make a wider entrance of 2080mm.

Some areas of this gallery are dimly lit to prevent light damage. Please ask staff if you want to borrow a torch during your visit. QR codes are available in this gallery for visitors to view more information on their phone/device. BSL interpretation is available in this gallery.

Event Rooms

There are two event rooms on the Lower Ground Floor. They are located on the left side of the building. They are called the Thoresby Room and the Denny Room.

Thoresby Room

From the lift to this area, the route is 2200mm wide, or more. The door is 1700mm wide.

There is a hearing loop.

The layout of this room changes depending on the event. The door to this room is 1770mm when double doors are open, or 850mm when single door is open.

Denny Room

From the lift to this area, the route is 2200mm wide, or more. The door is 1550mm wide.

There is a hearing loop.

The layout of this room changes depending on the event. The door to this room is 1550mm when double doors are open, or 760mm when single door is open.

Herbarium Café

From the lift to the cafe, the route is 1300mm wide, or more. The door is 1500mm wide.

To get to a table, there are no steps.

If you require table service, please speak to staff.

The route through the cafe is 800mm wide, or more.

We cater for sugar free, vegetarian, gluten free, lactose free, nut free, low fat, high fiber, vegan and halal specific diets.

If you, or someone you're with needs to bring food with them, they are welcome to do so.

For allergy and ingredient information, please request the Allergy Matrix from café staff.

Café staff have allergy awareness training.

There is a step free entrance to the cafe from Millennium Square. The cafe has 3 doorways to enter from Millennium Square. The left doorway has a push button to open the door. These doors are 1545mm wide and 2445mm in height. If the café is closed, these doors will be locked.



First Floor

Level Change



From the main entrance, the staircase to the First Floor is in the centre of the Ground Floor. These stairs are 155mm in height and 380mm in depth.



From the main entrance, the lift to this floor is located on the left side of the building.

Brodrick Hall

From the lift to this area, the route is 1100mm wide, or more. The door is 1900mm wide.

The Brodrick Hall is sometimes closed for private events. This is a large space with a vast circulation area. Sometimes the route may be narrower if there is extra event furniture in the space. There is a large map of Leeds on the floor in this space. There is a hearing loop which can be requested for private hire events.

Learning Centre

There is a permanent ramp to this area on the First Floor.

From the lift to this area, the route is 1250mm wide, or more.
The door is 1500mm wide.

This is a classroom area and cloakroom for craft activities. Due to the table and chair layout, sometimes there won't be an unobstructed route at least 800mm wide to get around the whole space. There is 800mm route from the doorway to the activity tables. The height of some activity tables can be adjusted, and there have chair and bench seating available.

Sensory resources are available in this space.

Collectors Cabinet

From the lift to this area, the route is 1500mm wide, or more.
The door is 2390mm wide.

Some display information is low, for wheelchair users. There is portable seating available for collection outside this gallery.

Voices of Asia

There is a permanent ramp to this area.

From the lift to this area, the route is 1250mm wide, or more.
The door is 2390mm wide.

Some display information is low, for wheelchair users. There is some seating.

Some videos have subtitles.

There is a touch alcove and some buttons to listen to audio descriptions of some of the objects in this gallery.

Gift Shop

From the lift to the shop, the route is 1500mm wide, or more.
The door is 2150mm wide.

The route through the shop is 800mm wide, or more.

There is a low-level counter which is 760mm high.



Second Floor

Level Change



From the First Floor, the staircase to the Second Floor is on the right side of the building. These stairs are 165mm in height and 330mm in depth. There is a handrail.



From the main entrance, the lift to this floor is located on the left side of the building.

Leeds Story

From the main entrance to this area, there is level access.
There is a lift.

From the lift to this area, the route is 1500mm wide, or more.
The door is 1500mm wide.

Some display information is low, for wheelchair users. There is some seating available.

Some videos have subtitles.

Some of the play areas within this gallery have narrower entrances. The doorway to the roundhouse is 2150mm wide, and 1170mm high.

Toddler Town

The toddler town play area has smaller children's doorways which are 550mm wide or wider, and some of the crawl through areas have lower height at 690mm high.

There is seating available for adults.



Third Floor

Level Change



From the Second Floor, the staircase to the Third Floor is in the centre of the building. These stairs are 166mm in height and 280mm in depth. There is a handrail.



From the main entrance, the lift to this floor is located on the left side of the building.

Ancient Worlds

From the lift to this area, the route is 1750mm wide, or more. The door is 1660mm wide.

Some display information is low, for wheelchair users. There are seats.

Some videos have subtitles.

There are human remains in this gallery. The yellow arrows on the floor show the area to view the mummified person. This area is dimly lit. If photographing the mummified person, please do not use flash.

Special Exhibitions

From the lift to this area, the route is 1800mm wide, or more. The door is 1900mm wide.

Some display information is low, for wheelchair users. There is some seating available.

The route and layout in the Special Exhibition gallery changes with each exhibition. We aim for the narrowest part of the route to be 1100mm. If you require assistance in this gallery, please ask a Visitor Assistant.



Additional Information

Some staff have British Sign Language training.

Some staff have disability awareness training.

Assistance Dogs are welcome onsite.

Wheelchairs and mobility scooters are welcome onsite. There is a wheelchair available in the museum if required.

Documents are available in large print outside each gallery.

Torches, ear defenders and magnifying glasses are available on request.

In the event of emergency evacuation, there are refuse points around the building, and staff are trained in evacuation chair use, should the lift be unavailable in a fire alarm situation. In the emergency evacuation procedure, front of house staff checks each floor of the building.