

Essential Information

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Checklist for teachers

Before your visit:

- Read our full Terms and Conditions and ensure that full payment has been made.
- Read this pack and any Teacher Notes that accompany your booked session (if applicable).
- Carefully plan your journey to the Banqueting House, allowing some extra time for travel delays and parking (if applicable).
- Conduct a preliminary visit using the complementary voucher at the bottom of your booking confirmation email.
- Create your own risk assessment for the visit.
- Ensure you are bringing the right number of adults to fulfil our ratios (see supervision guidelines on p7).
- Inform us of any changes to your group numbers, this will ensure that we are ready for you on arrival.
- Tell us about any accessibility needs so we can accommodate them as much as possible.
- In the days before your visit, check online for information of any closures [here](#).

On the day of your visit:

- Before leaving, make sure you have the telephone number, to call if you are running late on the day of the visit (020 3166 6646).
- Ensure that all accompanying adults are briefed, have a timetable for the day and any other information needed.
- Share your emergency contact numbers with all accompanying adults and brief them about the supervision rules.

Essential information for your visit

Before visiting the Banqueting House

Opening times

Monday-Sunday: 10.00-17.00*
Last admission 16.30

Unforeseen closures

At times, we may have to close the Banqueting House early at short notice, to prepare for a function in the evening. You will be informed as soon as possible if this will have a major impact on your visit, otherwise please check our website for the most up-to-date information [here](#).

Address:

Banqueting House
Whitehall
London
SW1A 2ER



Essential information for your visit

Getting to the Banqueting House

The Banqueting House is on the corner of Horse Guards Avenue and Whitehall - immediately opposite Horse Guards Parade.



Westminster - turn right out of the station, first right into Whitehall and walk along until you come to the Banqueting House, which is approximately half way up on the right hand side (5 minute walk).

Embankment - go out of the Embankment Entrance, turn right, cross Northumberland Avenue, turn right into Horse Guards Avenue, walk past the Ministry of Defence and the Banqueting House is approx. 100 yards down on the corner of Horse Guards Avenue and Whitehall (5 minute walk).

Charing Cross - proceed as for the train.



Bus Routes - 3, 11, 12, 24, 53, 87, 88 and 159 all call at bus stops near to the Banqueting House.



Charing Cross - turn left out of the station's main entrance, towards Trafalgar Square. From there walk down Whitehall for about 5 minutes and the Banqueting House is on the left.



Banqueting House is situated in the Congestion Charging Zone. There is no onsite parking facility and parking in the surrounding area is limited.

Nearest car park: [Q-park Trafalgar](#) (6 minutes walk)



Metered coach bays can be found along the Victoria Embankment. Coaches may drop off/collect groups in Whitehall. Please let us know the following 24 hours in advance:

- The coach's registration number
- The driver's name

Essential information for your visit

Accessibility

Additional needs

Please let us know as soon as possible if any of your students have special educational needs and/or health or mobility difficulties. We can be contacted on **020 3166 6646** or banquetinghouselearning@hrp.org.uk. We will make arrangements to maximise their enjoyment of the day, for example, by providing free places for additional helpers or tailoring a resource to their needs. For more information, please visit our website [here](#).

Toilets

There is one accessible toilet available back of house, please approach a member of staff to gain access to it. Please be aware the toilet is situated down a short ramp with no handrail.

Lifts

The Main Hall of the Banqueting House is accessible to wheelchair users via a lift in an adjoining property. The lift is available from Monday – Friday only. The lift is small and may accommodate up to one standard sized push wheelchair at a time. As this lift is in a different building we will need to know in advance if your group needs access to it.

The dimensions of the lift are:

- Door width 27 inches
- Depth of lift 30 x 30 inches
- Weight limit 704 pounds

A ramp down to the Undercroft is available for wheelchair users.

On the day

On arrival

If you have a booked session, please meet your session presenter inside the main entrance of the Banqueting House.

If you have a self-led visit, please enter the building and make yourself known to staff at the Welcome Desk

For both types of visit, we advise having your booking confirmation email printed out and ready to hand, this will detail your booking reservation number.

Bag searches

Each member of your group will be required to have a bag search on entry to the Banqueting House. Bag searches are necessary in order to ensure all our visitors are protected whilst they are on site. All searches are carried out by professionals trained to identify offending articles. Please see our website for more information.

Essential information for your visit

We ask that teachers undertake the following guidelines to make the bag search process as smooth and quick as possible:

- Arrive in plenty of time.
- Be patient – the process can take time.
- Ask all students to take the process seriously.
- Follow all instructions given by Security staff.
- Brief students not to bring things such as scissors, compasses, metal cutlery or sharp metallic implements.
- Only bring what you need. If required, the Schools & Communities team will provide all necessary equipment such as clipboards, pencils and drawing materials.

Facilities

Toilets

Groups can use the toilets in the Undercroft, located on the ground floor.

Lunchrooms

We are unable to offer our Schools & Communities groups a lunchroom. There are however several nearby parks which we would recommend for a picnic.

Bags

There are no locker or cloakroom facilities at the Banqueting House so all coats, bags and lunches must remain with your group at all times.

Shopping

There is one small shop in the Banqueting House near the main entrance. When visiting it we would advise going in pairs.

Running late

Travel delays

We understand that you may experience delays when travelling to the Banqueting House.

If you have booked a session, we ask that your group arrive a few minutes before the start of your session. If you are more than 15 minutes late, it may not be possible for the full session to take place.

If you are going to be late, it is essential that you contact the Schools & Communities team on **020 3166 6646** to provide an estimated time of arrival. Your call will help our staff to provide you with the most appropriate material for the remaining time within your session.



Essential information for your visit

Further information

Teacher resources

Please see our website for further teacher resources. If you have booked a session, you will find your Teacher Notes for the session attached to your booking confirmation email; these are also available on our website under [School Sessions](#).

Our staff

Members of staff are here to help you and will be pleased to answer your questions, including any queries you may have about the history of the Banqueting House.

Audio guides

Audio guides are not currently available for groups.

Supervision

Teachers should brief their students to follow instructions and signage, and to stay with their accompanying adult **at all times**. This ensures that staff/pupil ratios are adhered to as per the Terms and Conditions of your visit.

Our ratios are as follows:

- Key Stage 1 = 1:5 (ages 4 -7)
- Key Stages 2, 3 & 4 = 1:10 (ages 7-15)
- Key Stage 5 and up = 1:15 (16 +)

Our staff reserve the right to refuse entry to groups who do not meet these ratios as they are a Health and Safety requirement.

Photography and filming

Visitors are welcome to take non-commercial photographs (without the use of flash) within the Banqueting House. Photographic equipment (such as tripods) and selfie sticks should not be used inside the building.

Requests for filming or sketching should be made in advance due to the nature of the building.

Historic Royal Palaces is a safeguarding aware organisation and takes its responsibility to protect children and vulnerable people seriously. We may sometimes ask therefore that visitors refrain from filming or photographing other visitors. If you have concerns about photography of your group, please speak to a member of Front of House Staff.

Eating & Drinking

Please do not eat or drink inside the Banqueting House.

Essential information for your visit

Compliments & Complaints

We value any feedback you have about your visit. You can do this by calling the Schools & Communities Team on 020 3166 6646 or by emailing banquetinghouselearning@hrp.org.uk.

Security information

The safety and security of Historic Royal Palaces' staff and visitors is always of the utmost importance. Our security policies can be found on our website [here](#).

Health & Safety information

We carry out risk assessments on all of our activities. Please remember the site is open to the public and consider this when planning your visit.

An example of potential risks and hazards can be found [here](#).

This document is designed to support you to create your own risk assessment for your trip. We recommend that you take advantage of your preliminary visit vouchers (contained in your confirmation email) to plan and assess your visit for your group.

Equipment

Any equipment provided by Historic Royal Palaces has been risk assessed and is deemed to represent a very low risk of an accident occurring. Individuals are responsible for any equipment they bring to the Banqueting House. At the beginning of any session, a member of staff from Historic Royal Palaces may issue instructions. It is important that the group leader/all accompanying adults listen to and follow these instructions.

Insurance

Historic Royal Palaces has public liability insurance. Details can be provided on request.

Accidents/First aid

If there is an accident or near accident during your visit, please find the nearest member of staff who will be able to help. First aid will be available and a record will be made of any accident that occurs.

In case of evacuation

Please respond to the directions given by our members of staff.

Safeguarding children, young people and vulnerable adults

We want everyone to engage with our palaces and their stories. As our audiences include children, young people and vulnerable adults, we have created Safeguarding policies to ensure that all of our visitors can access our sites enjoyably and safely. Our policies and procedures are available [here](#).

Reporting: If a safeguarding incident occurs while you are on site please report this immediately to a member of HRP staff.

Essential information for your visit