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**Swansea University**  
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## **The Egypt Centre Access Policy**

**Name of museum:** The Egypt Centre

**Name of governing body:** Cultural Collections Committee, Academic Services, Swansea University

**Date on which this policy was approved by governing body:** 03/03/2022

**Approval given by:** Lori Havard, Associate Director: Head of Libraries, Academic Services, Swansea University

**Policy Review Procedure:** The Access Policy will be published and reviewed at least once every five years

**Date on which this policy is due for review:** 03/03/2027

# 1. Introduction

This Access Policy is intended to provide additional information for visitors. It was produced in September 2015 and updated in December 2021. We are working on a separate digital access policy as much of our engagement is now delivered online due to the COVID-19 Pandemic.

The Egypt Centre is a holder of Visit Britain's Visitor Attraction Quality Assurance Scheme Award, a consumer focused quality assessment service for all types of visitor attractions. The Egypt Centre also states in its Forward Plan, agreed by the Special Collections Executive Group in 2022, that one of its three core aims is widening participation. This includes eliminating barriers to all of its services. Barriers may be physical, relating to a disability, intellectual, cultural, attitudinal, or economic:

- Physical: We strive to support visitors with physical disabilities to reach and engage with every aspect of the Museum's service.
- Barriers relating to a disability: We strive to enable visitors with a disability to engage fully with the Museum's services. We aim to ensure people with learning difficulties can engage with and enjoy the Museum and the collection. We have a special handling display for all visitors. We can arrange special activities and our staff and volunteers are available and happy to help.
- Intellectual: We understand that people have different learning styles and abilities. We provide interpretation for a range of learning styles, which cater to this. This includes hands-on activities, quizzes, games, engagement with our staff, family learning, and written information at different levels.
- Cultural: We strive to consider the needs of people for whom English or Welsh is not a first language. Information is available in Spanish, German, French, Arabic, and Chinese. Our Front of House staff have had diversity training.
- Attitudinal/Emotional: We strive to ensure that visitors feel comfortable in the Museum. We recognise that a University can be an intimidating place to visit for some people and we work to ensure that they feel welcome on Campus and in the Museum.
- Economic: We strive to ensure that visiting the museum is not affected by economic barriers. For example, admission is free (our Volunteering Policy explains how we break down financial barriers to volunteering).

*If you have any needs that you feel might hinder your enjoyment of the Museum, please contact us in advance and we will try to assist.*

The Egypt Centre is situated on Swansea University's Singleton Campus and is part of the Taliesin Arts Centre (which has its own programme of exhibitions, films, and performances (see [www.taliesinartscentre.co.uk](http://www.taliesinartscentre.co.uk))). The Egypt Centre is a small but lively museum of Egyptian antiquities. Admission is free (some events and services may incur a charge). Where a charge is levied, it is clearly stated on promotional material and within the Museum.

Our Mission is: The Egypt Centre aims to collect, interpret, and care for Egyptian archaeological material and related documentation in order to enhance the education and cultural life of Wales and beyond, now and in the future.

## **2. Location**

*Address:* The Egypt Centre, Swansea University, Singleton Park, Swansea, SA2 8PP

*Telephone:* +44 (0)792 295960

*Email:* [egyptcentre@swansea.ac.uk](mailto:egyptcentre@swansea.ac.uk)

*Website:* [www.egypt.swansea.ac.uk](http://www.egypt.swansea.ac.uk)

*National Grid Reference:* SS 63082 92001

*Satellite Navigation:* use the postcode SA2 8PP

For a detailed map of the campus, see: [http://www.egypt.swan.ac.uk/wp-content/uploads/2010/12/Campus\\_Map\\_with\\_Egypt\\_Centre\\_Outlined.jpg](http://www.egypt.swan.ac.uk/wp-content/uploads/2010/12/Campus_Map_with_Egypt_Centre_Outlined.jpg)

### **2.1. Getting to Us by Bus**

It may be easiest to visit us by bus as several buses drop off on the **Singleton Park Campus**, not far from the city centre.

Bus information: <https://myunijourney.traveline.cymru/swansea-university/> or

<https://www.firstgroup.com/south-west-wales/routes-and-maps/swansea-university>

### **2.2. Getting to Us by Rail**

The nearest station is Swansea High Street

<https://www.nationalrail.co.uk/stations/SWA/details.html>

Swansea is served by mainline services to London, Paddington. There are also links with Carmarthen and West Wales and stations in Mid Wales via the Heart of Wales line. There are taxis and buses outside the station.

### **2.3. Getting to Us by Foot from Swansea Town Centre**

The Singleton Park Campus is about 40 minutes walking distance from the Town Centre. As you walk along the seafront, the Campus is on your right.

### **2.4. Taxis**

There are taxis outside the train station. There is a taxi phone line set up inside Fulton House to phone a taxi from the University campus. Taxis drop off outside Fulton House (see campus map above).

### **2.5. Getting to Us by Car**

From outside Swansea, exit the M4 at junction 42 and follow the signs to Swansea City Centre. From inside Swansea, follow the Oystermouth Road (the seafront road with the sea on your left) in the direction of Gower and Mumbles. The Museum is located on the Singleton University campus on Oystermouth Road. The campus is the right-hand turning immediately before a large metal footpath spanning the road. For satellite navigation purposes use the post code SA2 8PP.

### **2.5.1. Arrival & Car Parking Facilities on Campus**

At the campus there is a gate with barriers; these are not to stop access. You will be given access to visit the Egypt Centre. However, you may be redirected if there are no visitor car parking spaces available on campus.

Car parking is difficult on campus on weekdays, although there is good availability on weekends. Alternatively, you can use the Pub on the Pond carpark or the carpark at the Recreation ground on Oystermouth Road. Both are about 10 minutes walk from the Egypt Centre. A parking fee is required.

Visitors with Disability Badges may park in any available campus parking spaces (please see below for further information for visitors with disabilities).

There is a drop off point outside Fulton House (the main University Building) for any visitors not able or wanting to walk from the visitor carpark.

### **2.6. Getting to Us by Bicycle**

The Promenade Cycle Path runs along the seafront in front of the Singleton Campus. Take the Promenade cycle track out of Swansea until you reach a large metal footbridge spanning the adjacent dual carriageway. The University entrance is clearly visible and signposted to your right. We estimate that the journey will take approximately twenty minutes from the railway station. There are bicycle racks on campus but bicycles are left at the owner's risk.

### **2.7. Coach Parking**

Unfortunately, there is no coach parking on campus. However, coaches may drop off outside Fulton House. Coach drivers can then park in the council run car park at the leisure centre (LC2), which is a pay and display. Here is the link for information:

<http://tourismswanseabay.co.uk/swansea-tourism/group-travel/coach-parking>

### **2.8. Finding Us on the Campus**

See the detailed map of campus above. You are advised to bring a campus map or ask directions. The Egypt Centre's main entrance is opposite that of the main University library.

## **3. Additional Information for Visitors with Disabilities**

- Assistance dogs are welcome throughout the campus. Water can be provided on request at the Museum and dogs and owners might enjoy exercise in Singleton park (two-minute walk from the Museum).
- Information is available in large print on request.
- Within the Museum there is a lift to the upper floor.
- If you feel you need assistance, please let us know (preferably in advance). We will offer support where we can.
- Holders of Disabled Badges may park in any parking spaces on the campus, but please note that often no disabled parking is available near the building.
- We have available 'quiet visit' yellow lanyards as well as child ear defenders, which are available to borrow from the gift shop.
- Our Staff and Volunteers have received Dementia Friends Training.
- A number of guides are available in braille (please ask in the reception area).

## **4. Within the Egypt Centre: General Access Information**

A modern, purpose built, two story extension to the Taliesin Arts Centre contains the foyer, shop, office, and two galleries. Toilets and a café are usually available in the main Taliesin building.

- Signage and interpretation is available in English and Welsh and we have several staff and volunteers who are Welsh Speakers.
- Access to the ground floor exhibition gallery (House of Death) is by means of a short ramp or steps and automatic doors, or via the Taliesin Arts Centre and through double swing doors.
- Access to the first floor gallery (House of Life) is either via the Taliesin Arts Centre, or a lift from the ground floor. In both instances, there are sets of double swing doors. The lift has an emergency alarm. The sliding door to the lift (operated by a push-button) is 79cm wide, and the lift measures 139x111cm.
- The Taliesin Arts Centre can be accessed either via a ramp or steps.
- Flooring throughout the Museum is vinyl.
- Seating is provided in the galleries.
- Wheelchair access to both galleries and displays therein is available
- Lighting within the galleries is low to protect objects, with torches available.
- The environment is maintained by a zoned environmental system which aims to keep temperature below 23 degrees Celsius and relative humidity below 55%.
- A recorded Closed Circuit Television System (CCTV) operates throughout the building.
- We ask that visitors with children ensure that they are kept within sight and safe. We have an under five area for very young children.
- Photography is allowed but we ask visitors not to take photos of our young volunteers or other visiting groups.
- Noise levels vary, depending on how busy the museum is. Our quietest time is after 2.30pm on week days.
- Staff are there to help. We will do our best to anticipate your needs but if you feel you need further assistance please ask.
- Signage is available in English and Welsh.
- A selection of information sheets are available in languages other than English and Welsh
- Front of house staff all have customer care, diversity, and disability awareness training and are on hand to help our visitors. Many staff also have special needs themselves. Please ask if you have any special needs for which you need help.
- Front of house staff do not wear uniforms but can be identified by staff lanyards with badges.

### **4.1. Egypt Centre Main Entrance and Reception**

- The main entrance doors to the ground floor are automatic sliding doors (1.2m wide).
- Immediately on entering there is door matting, flush with floor beyond which is the vinyl Foyer/Reception area.
- There are no steps to negotiate on the ground floor.
- Entry to Museum is free of charge, unless you have booked a special activity.

- The reception area is well lit.
- The reception area is always staffed when the Museum is open to the public.
- Reception staff have disability and diversity training.

#### **4.2. Gift Shop**

- We accept cash, cheques, credit & debit cards.
- The counter is 76cm high.

#### **4.3. Attractions within the Museum**

- A wide variety of ancient Egyptian artefacts are displayed, including jewellery, textiles, coffin fragments, pottery, and stonework.
- Artefacts are mainly exhibited in glass cabinets.
- Laminated printed guides are available in both galleries.
- Object labels are designed for the non-Egyptologists with a reading age of 12.
- We also have additional information next to cases for those who require more information. Some of this may require more specialist knowledge, but we hope some of it will interest you.
- Our front of house staff and volunteers are able to explain exhibits to those who might not otherwise be able to access information. They can be identified by badges.
- Family friendly displays and activities.
- Children's school holiday activities and family learning activities throughout the year.
- Hands-on activities for all ages and abilities.
- Guided tours and extra activities in the Museum available on advanced booking.

#### **4.4. Access to Collections Not on Display**

- Approximately one third of the collection is on display with the rest held in our stores.
- Anyone may request to see objects in storage by appointment.
- We do not charge to see the collections not on display.
- We ask that visitors make an appointment to see any items not on display on a Monday as that is when we are closed to the public
- We will need to know which items you wish to see in advance as they will be brought out of the store and into the Museum for you. For this reason, numbers of items you can see during anyone visit may be restricted.
- Visitors will be supervised while viewing the objects.
- The Museum's catalogue is available via <http://www.egyptcentre.org.uk/>.

#### **4.5. Public Areas**

##### **4.5.1. Toilets (WCs)**

- There is a male toilet (WC) on the first floor in the main Taliesin building.
- There is a female toilet (WC), on the first floor in the main Taliesin building. A small step stool is available for children.
- There is one gender neutral accessible toilet (WC) on the first floor in the main Taliesin building with baby changing facilities. Information on the disabled toilet: the

height of the toilet is 49cm (the toilet is positioned so that transfer on/off the toilet would be to the user's left). There is no adult changing table. The height of the washbasin is 70cm (the tap is a lever operated thermostatic mixer tap). The floor area is c. 150x200cm. There are grab rails to the right of the toilet. There is an emergency cord at the right of the toilet. Access is available via a single leaf door, which open outward and to the left Café.

- On the ground floor in Taliesin Create there are three gender neutral toilet facilities available.

#### **4.5.2. Café**

- During term-time the Taliesin Café offers refreshments, including hot drinks and a lunch menu.
- Tables and chairs are situated in the café area, highchairs are available.
- There are other catering outlets available on the University Campus, particularly during term time. There is less availability during student holiday periods. Please note that the café is not managed by the Egypt Centre.
- Due to COVID-19 restrictions, not all café facilities are open regular hours.

#### **4.5.3. Outdoor Facilities**

- There are areas of open grass on the campus, which visitors may use.
- There is a park adjacent to the University grounds. It is only 2 minutes walk from the Egypt Centre via the Taliesin car park.

### **5. Additional Information**

- No smoking within 5m of University buildings
- All staff, including volunteers, attend Disability and Diversity awareness training.
- First Aiders are available on campus.

### **6. Opening Hours**

Our normal opening hours to the public are Tuesday to Saturday 10am–4pm (closed Sundays, Mondays, and Bank Holidays). However, due to COVID-19 restrictions, and following University and Government guidelines, we are operating a booking system through Eventbrite. During school visits, there is restricted visitor access. We are also closed over the Christmas and Easter Period (please phone or check our website for the exact days).

### **7. Nearby Restaurants and Accommodation**

- There are restaurants nearby in the city centre, the Uplands area, and the Pub on the Pond is a five-minute walk away.
- Bed and Breakfast and hotel accommodation is available along Oystermouth Road and in other areas of Swansea.

### **8. Attractions Outside the Museum**

- The Taliesin Arts Centre has programme of films, performances, and exhibitions. For more information see: [www.taliesinartscentre.co.uk](http://www.taliesinartscentre.co.uk).
- For other attractions see: <http://visitswanseabay.com>.