



# An Autism Friendly Guide to Archives: Wigan & Leigh

Our easy to follow guide,  
for visiting Leigh Town  
Hall.



# Welcome!

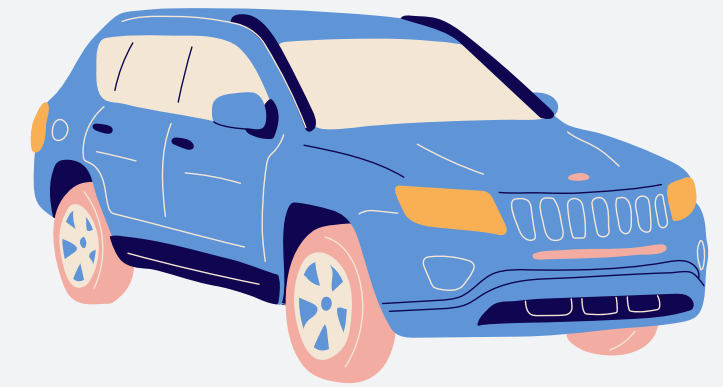
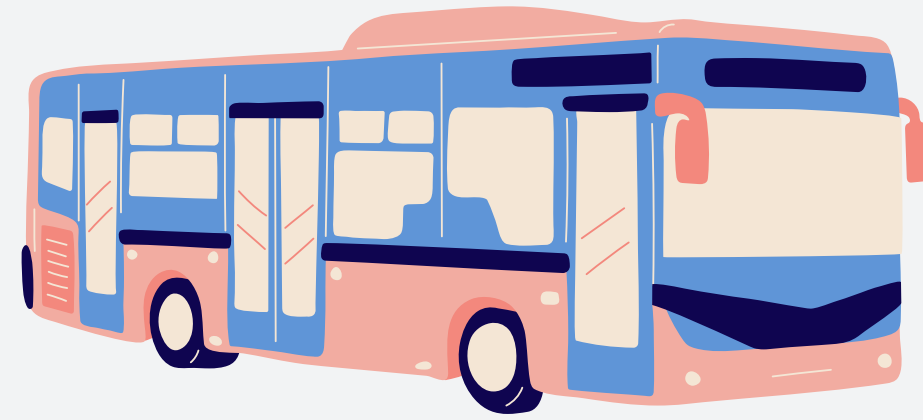
We understand that for some people with sensory or additional needs a visit to a new place can be a daunting experience.

Here at Archives: Wigan & Leigh, we want to give all our customers the best possible customer experience. This is why we have developed this guide, which aims to support individuals with sensory or additional needs and their parents / carers, during the visit to the archives.

This guide aims to support you from the early stages of planning a visit, arriving at the town hall, information about our services to what we do in an emergency. We aim to ensure that you have a pleasant and fun visit in which you feel safe and supported.

Throughout your visit there are friendly trained staff on hand should you require assistance.





## How to find us:

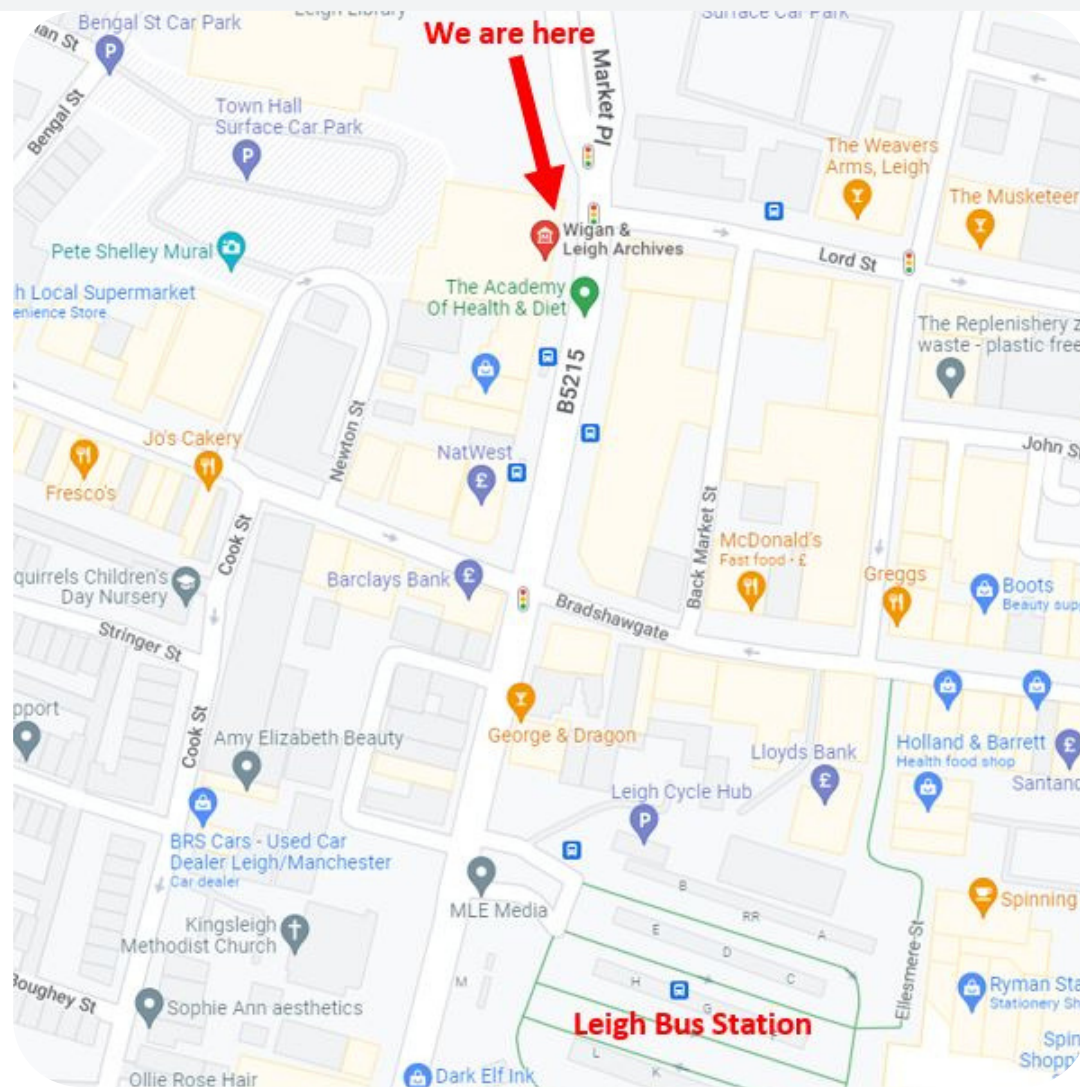
- Our address is:  
Leigh Town Hall, Market Street, Leigh, WN7  
1DY

## How to find us by bus:

- We are a 3 minute walk from Leigh Bus Station
- We are a 3 minute walk from the Bus Stop on Bengal Street

## How to find us by car:

- We have our own Car Park on site. Which includes 8 Disabled parking spaces located close to the Town Hall building.
- We are a 6 minute walk from the Lord Street Car Park



# Leigh Town Hall

Here is what to expect when you arrive at Leigh Town Hall:



**Door to enter**

Our entrance is on the Civic Square under an archway.



**Car Park**

Parking is available next to the Town Hall. Parking payment is by card only. Disabled/ Blue badge parking is available next to the Town Hall



Take a look at our window displays on Market Street as you arrive.

**We are open:  
Tuesday -  
Saturday.  
10am-1pm  
and 1:30pm-  
4pm**



### **Our Busy Times**

We are often busier during the mornings and at weekends.

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### **Our Quieter Times**

We are often quieter during weekday afternoons. If you would like to borrow ear defenders, please ask a member of staff.

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### **We Are Free**

It is free to visit us and free to take part in our activities.



# Arrival

Once you have entered the Town Hall, the foyer can be quite noisy with people talking. The exhibition to your left is usually quieter.

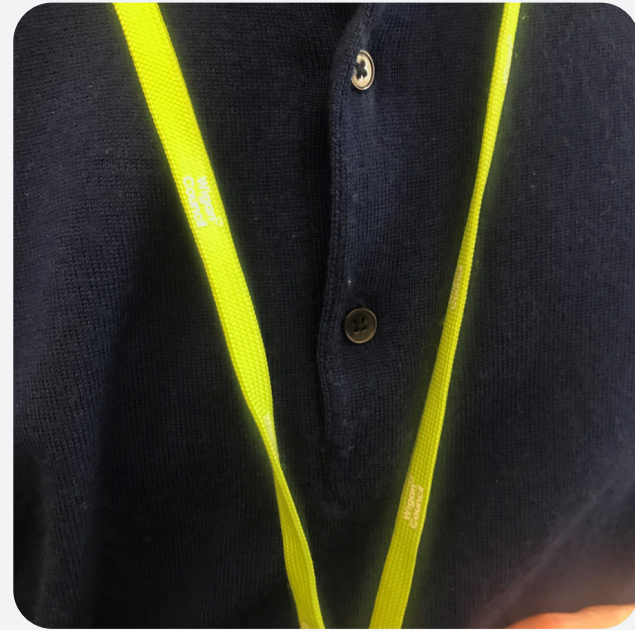
There will always be a member of staff or a volunteer in the foyer who you can ask for help.

The door on your right is the search room, this is where researchers study the archive documents and can also be a more quiet calm space if you need it.

There is also always a member of staff on the help desk in the searchroom, they can answer questions you might have about your visit.



# Who To Ask For Help



This is a photo of a staff green lanyard

We have lots of friendly staff here at Archives: Wigan and Leigh. All members of staff will be wearing a council green lanyard, as you can see in the photo

If you have a question about the archives or need help for another reason you can ask someone wearing a green lanyard for help.



This is a photo of a volunteer badge

We also have lots of volunteers, they will be wearing a badge that says Volunteer.

All of our volunteers work on different projects for the archives and are very nice. They can tell you where to find a member of staff.



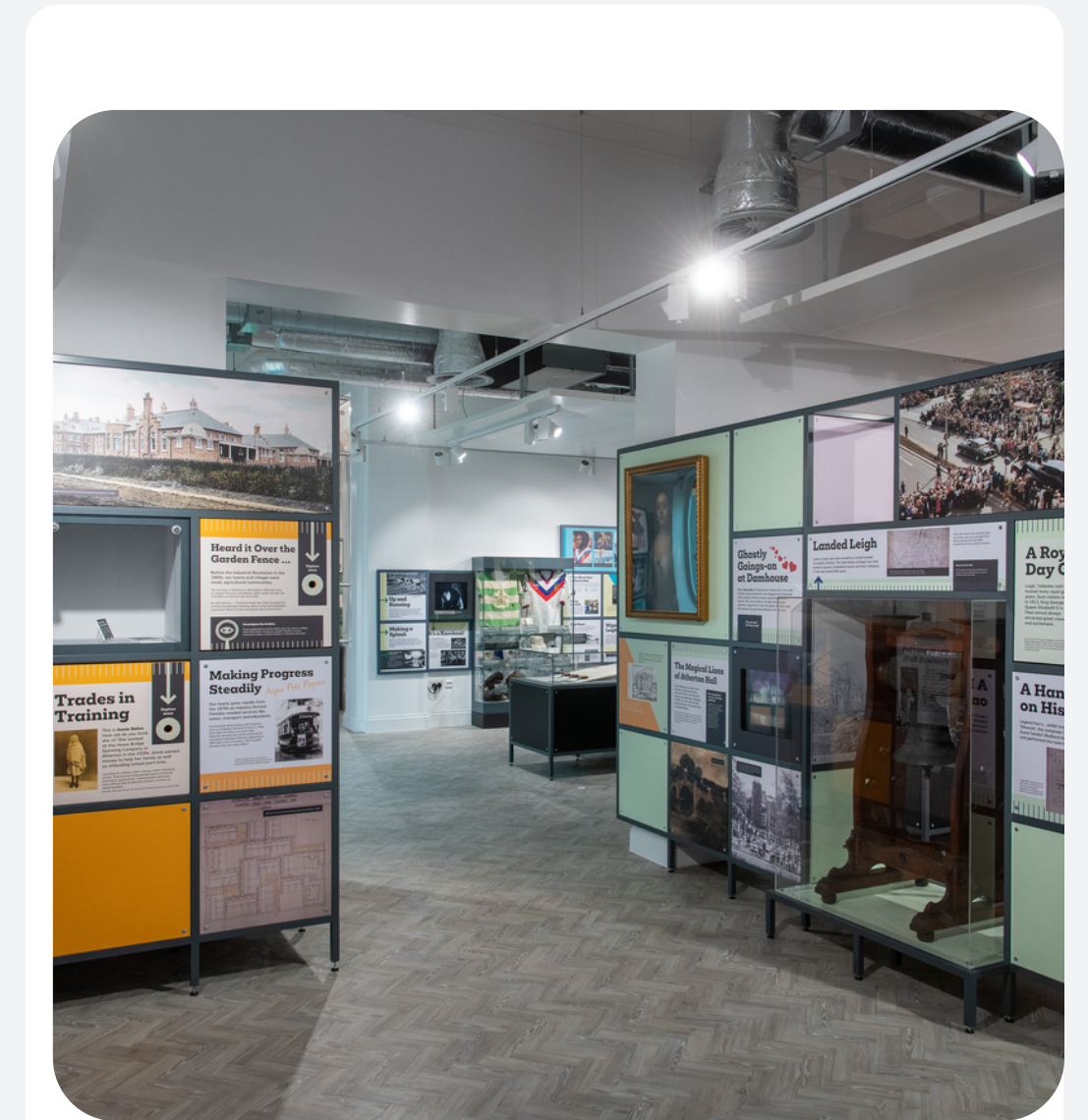
# Public Toilets

We have two gender neutral toilets on the ground floor of Leigh Town Hall. Both are wheelchair accessible. Both these toilets have motion activated hand dryers in.





# Our Exhibition



# What to Expect: Exhibition

Once you have entered the town hall, on your left is our exhibition about the history of the local area and local people.

The exhibition is free to enter, you can take as long as you like to look around and there is not specific starting or finishing point, just leave whenever you are ready.

The exhibition follows different themes, each of these is written on a different coloured panel so our exhibition is colourful. If you want to follow a particular theme just follow the matching coloured panels.

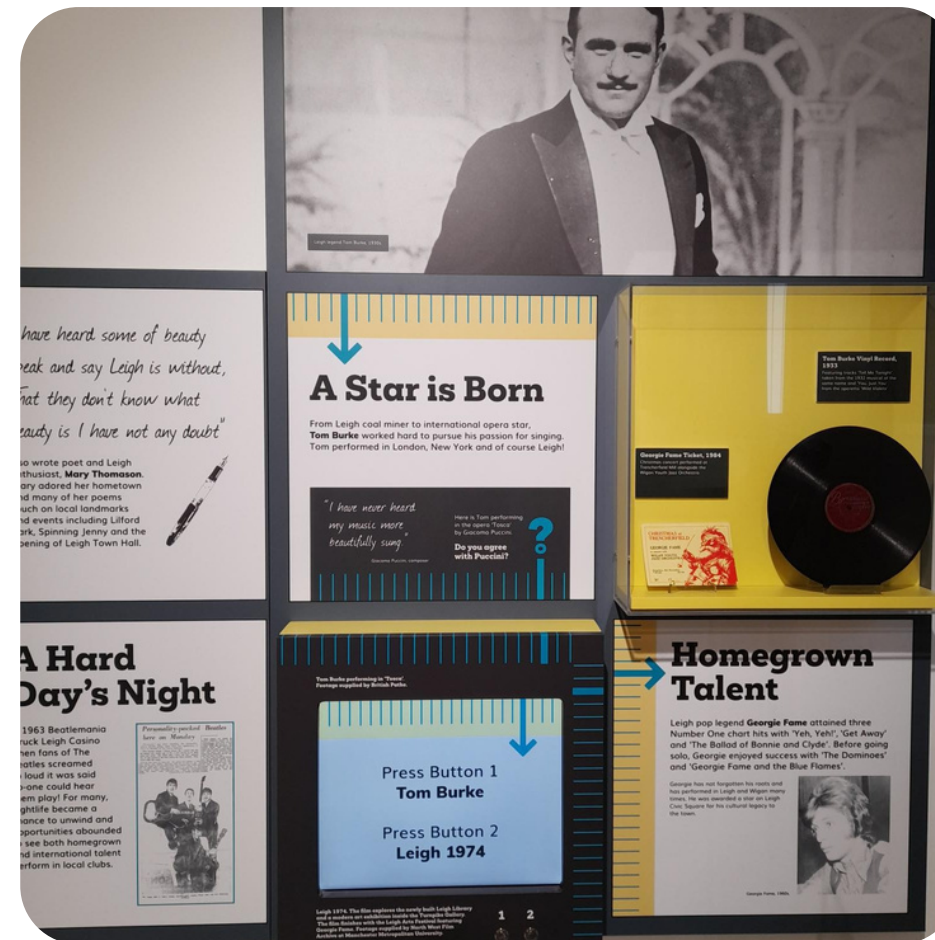


# What to Expect: Exhibition Sounds

We are in our e



Audio: A volunteer reading aloud the poem 'Blackpool' by Mary Thomason Starts when you press the button on the panel



## Tom Burke Opera Song

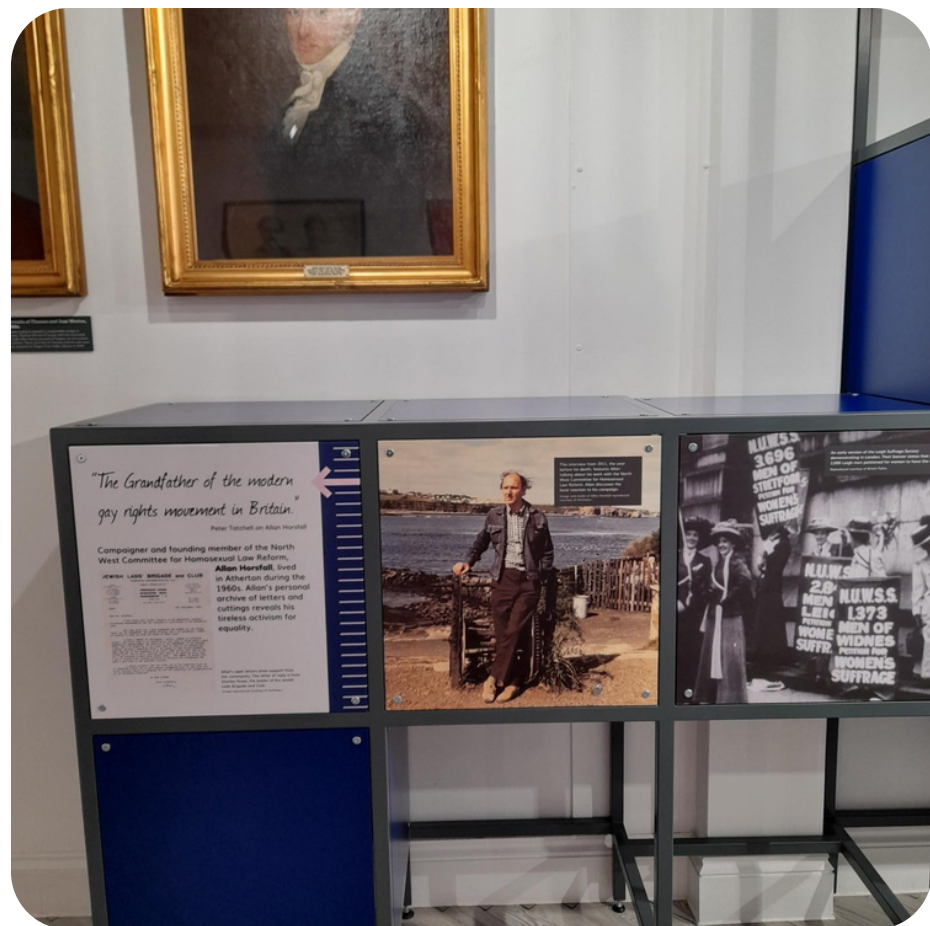
Audio: Tom Burke singing opera. Starts when you press the button below the tv screen



Audio: An interview with members of Pete Shelleys Family that starts when you open the door on the text panel

# What to Expect: Exhibition Sounds

We have some audio elements in the exhibition, below are photographs of where they are located. All of them will play if you press the metal buttons on the panels



## Allan Horsfall Interview

Sound: Recording of Allan Horsfall speaking to an interviewer



## Archives Arcade

Sound: Various pings similar to arcade games



## Road Noise

The windows in the exhibition look out onto the road so there is some traffic noise from outside

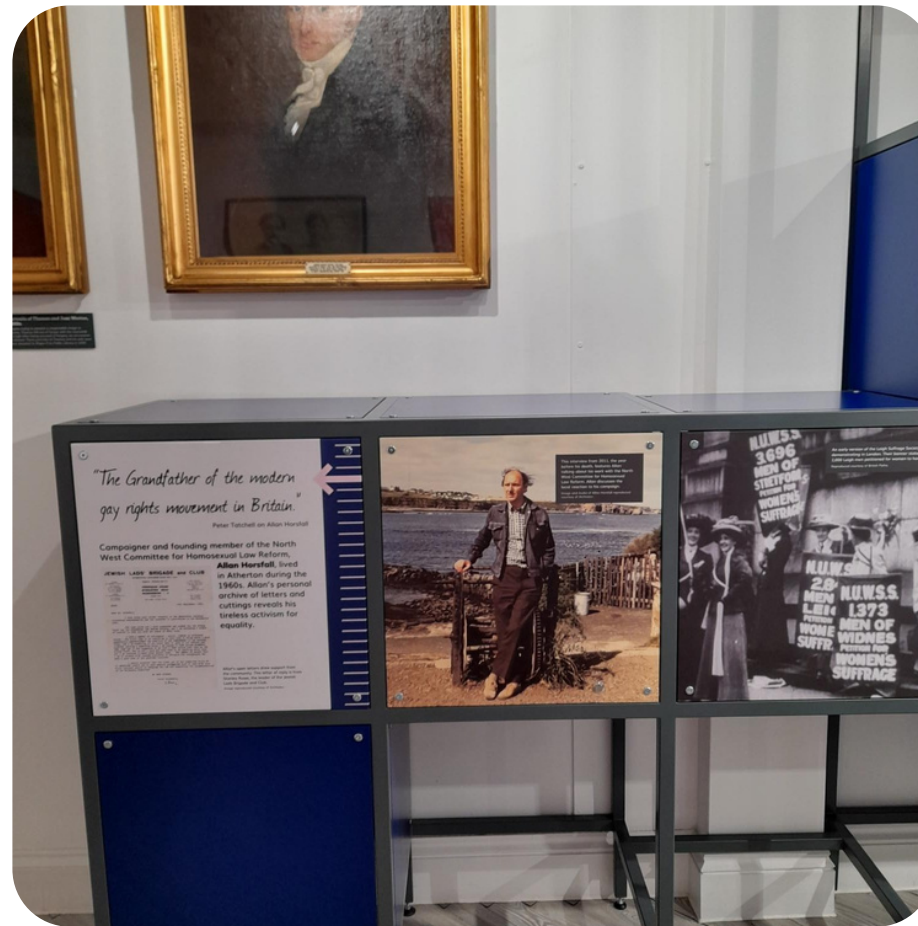
# What to Expect: Exhibition Lights

The exhibition has overhead lights throughout. There is also natural light that comes through the windows on sunny days. Cabinets and paintings are glazed so sometimes reflect the lights in the room.



## Overhead Lighting

Most of the exhibition lights are overhead spotlights



## Glazed Paintings

Some cabinets and paintings will reflect the ceiling lights



## Window Light

The windows in the exhibition look out onto the road so on sunny days there will be some diffuse sunlight that comes through

# Sensory Backpacks

We have a range of activity backpacks with sensory toys related to the exhibition inside.

The backpacks also contain headphones which you can borrow if you would like, please speak to a member of staff if you want to borrow either a sensory backpack or some headphones

