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# BARLEY · HALL ·

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## Risk Assessment Guidance Notes for Teachers

Barley Hall has identified potential areas of risk to assist teachers in carrying out their own assessments. The information we have provided is by no means exhaustive and all teachers/group leaders are advised to make a free familiarisation visit.

When carrying out a risk assessment, it is imperative that teachers / group leaders give special consideration to the control measures they will undertake, such as providing adequate information, instruction or training to the appropriate people, identifying who takes overall charge in an emergency situation, and the ratio of pupils to adults. For all of the measures we have taken to mitigate the spread of COVID-19, please refer to our COVID-19 Advice for Visiting Schools document.

### Teacher/Pupil Ratio

Barley Hall allows free entrance to accompanying teachers / group leaders in the following ratios: schoolchildren 1:6, special needs 1:1, groups 1:10. Any additional teachers / group leaders will be charged at the appropriate group rate.

Teachers / group leaders are reminded that while staff at Barley Hall are located around the building and are there to help, it is the overall responsibility of the teachers / group leaders to ensure that the children in their charge are supervised at all times. We would like to remind teachers / group leaders to inform all persons in their party that smoking in the building is not permitted.

### Facilities

**Toilet Facilities** are situated on the ground floor adjacent to the Great Hall. These include one male and one female toilet.

### Accessibility

Access to the upper rooms at Barley Hall is limited. However access is available to the education room and some of the rooms on the ground floor. Our staff are able to assist people with limited mobility, bringing them objects from the upstairs exhibits. Please note that prior notification should be given, so that the staff are fully prepared.

### In General

- Ensure that all adults in your party are aware of the hazard listed and the suggested controls.
- Ensure that at least one of your accompanying adults is with any group of children at all times.
- If in any doubt or confusion, speak to the interpreter leading your group, who will make every effort to address your concerns.

Area	Potential Hazard	Risk	Control Measures
<b>Admissions Area</b>	Uneven Flooring	Push/fall/trip	General Awareness / signage
<b>Stewards Room</b>	Uneven beaten flooring Dark room. Threshold to room Can be cold Spindle needle on spinning wheel	Push/fall/trip  On display not for public use	Adult supervision Thresholds are highlighted in white All visitors are warned to watch their footing Wooden cork constantly attached to the end of needle however keeps being removed. Duty Manager to check on hourly building walk-rounds.
<b>The Great Hall</b>	Dim Lighting Threshold to room Door Curtain / Glass and pottery display items	Push/fall/trip	Limit numbers Adult supervision No running Warn susceptible individuals Children should be correctly clothed
<b>Stairs leading from Gallery to Vestibule</b>	Top of Gallery Beam	Low beam potential for taller staff and visitors to strike head.	Adult supervision, no running, children to use bannisters, to go slowly and to go one at a time on the stairs. Adult helpers will be asked to supervise on staircases as appropriate.
<b>Gallery</b>	Low level lighting Staircase leading to Gallery is steep. Floor levels change between rooms. Loose wiring behind displays.	Trip/fall/push	Adult supervision No running Children & staff to obey instruction from Barley Hall staff. Staff will warn children to use bannisters, to go slowly, and to go one at a time on the stairs. Adult helpers will be asked to supervise on staircases as appropriate.
<b>The Parlour</b>	Uneven wooden floor Floor levels change between rooms.	Trip/push/fall	Adult supervision No running Adequate clothing

<b>Buttery &amp; Pantry</b>	Very low level lighting Small space Uneven beaten floor Sharp cooking implements and hooks.	Fall/trip/push Claustrophobia Cuts and bruises	Adult supervision No running All visitors are warned to watch their footing. Teachers to ensure limited numbers enter at one time.
<b>Tudor School Room</b>	Low level iron candle holder	Cuts, potential to strike head	To be removed when staff members not present in the room.
<b>Lesser Chamber/Great Chamber</b>	Large Rooms Exhibition display materials	Can get cold in Winter.	Should be advised to wear appropriate clothing. Possibly to keep coats on if needed. Pupils should be supervised at all times.