

Risk Assessment

School Visits to Barley Hall

Barley Hall has identified potential areas of risk to visitors.

When carrying out a risk assessment special consideration is given to the control measures which we will undertake, such as providing adequate information, instruction or training to the appropriate people, and identifying who takes overall charge in an emergency situation. This is a generic risk assessment for the building; it is recommended that teachers and guides carry out their own risk assessment prior to their visit. This can be arranged free of charge through our bookings department on 01904 615505. 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.

Facilities

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

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.

Please ensure that all adults in your party are aware of the hazards 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
Admissions Area	Uneven Flooring	Push/fall/trip	General Awareness / signage
Stewards Room	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.
The Great Hall	Dim Lighting Threshold to room Door Curtain Glass and pottery display items	Push/fall/trip	Limit numbers Adult supervision No running Warn susceptible individuals
Stairs leading from Gallery to Vestibule	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.
Gallery	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.

The Parlour	Uneven wooden floor Floor levels change between rooms.	Trip/push/fall	Adult supervision No running
Buttery & Pantry	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.
Tudor School Room	Low level iron candle holder	Cuts, potential to strike head	To be removed when staff members are not present.
Lesser Chamber/Great Chamber	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.

Please Note:

- Activities that take place within Barley Hall have been designed with full consideration of risks and are maintained as safe spaces for visitors.
- All electrical equipment is regularly checked and PAT tested.
- Barley Hall has a current fire certificate and regular fire service inspections are undertaken. There are established, written evacuation procedures in place to deal with any such emergency.
- The Hall is equipped with regularly maintained fire-fighting equipment.
- The uniformed Front of House team are in attendance and there is always a first aider on site.
- First Aid kit and accident book is available on site.
- Security assessment & procedures regularly performed.