**SHAKESPEARE BIRTHPLACE TRUST**

**RISK ASSESSMENT – A Time and Place – December 2017**

| **LOCATION** | **GROUPS**  **AT RISK** | **HAZARD** | **RISK** | **PRECAUTIONS** | **RISK LEVEL**  **ACHIEVED** | **FURTHER PRECAUTIONS** |
| --- | --- | --- | --- | --- | --- | --- |
| All Areas | All | Tripping/stumbling on stairs | Med | Hand rail provided. Children reminded of expected behaviour and need for care. Lift available for anyone with mobility issues. | Low | Exercise of care  Information requested prior to visit regarding mobility and special needs |
| All Areas | All | Busy public building on several floors, open to known employees and unknown visitors. | Med | Children reminded not to talk to ‘strangers’, to walk (not run) and to keep to the left when using the stairs. School Staff to accompany children. | Low | Activities designed to allow children to be supervised at all times. Recommended staff/pupil ratios. |
| The Shakespeare Centre, Birthplace and gardens are a functioning visitor attraction and there may be large numbers of visitors moving about | Children | Children becoming separated from group | Med | Recommended staff/pupil ratios. Activities designed to allow children to be supervised at all times. | Low | Pupils to be informed of required level of behaviour for their own safety and for the well-being of all others |
| Shakespeare’s Birthplace.  **All areas** | All | Slipping on uneven/sloping/  cracked/stone/wooden surfaces, especially in wet weather.  Low headroom in some areas.  Burns from central heating radiators. | Med | SBT guides present.  All floors are well maintained  Anti slip mats in use  Radiators on low heat setting positioned at low level away from visitor route. | Low | Exercise of care  First Aider on site.  Adult supervision |
| Shakespeare’s Birthplace.  **All areas** | All | Injury from historic & reproduction furniture  Injuries from misuse of sharp tools/artefacts | Med | Handling of the historic furniture is not permitted  Pupils to be informed of required level of behaviour for their own safety and for the well-being of all others | Low |  |
| All Areas | All | Cloakrooms and toilets also used by employees and other members of the public | Med | Children to be escorted by their own school teachers and assistants in these areas. | Low | Recommended staff/pupil ratios. Exercise of care |
| QE Hall | All | Free-standing display boards and chairs | Med | Arrangement of surrounding furniture to minimise the risk | Low | Exercise of care |
| Strongroom:  Fire evacuation | All | Trapped in the building  Lights going out  Unable to access lift | Med | Staff aware of exits and evacation procedures  Torches to be carried by SBT staff to supplement emergency lighting  Small groups with minimum of 2 adults or 3+ (i.e. 1:1) where there are children with mobility issues  Collections Team are aware of groups accessing the stacks | Low | Inform accompanying staff of evacuation procedure  Regular check of torch batteries  Ensure any mobility issues are notified in advance |
| Strongroom: heavy vault doors and shelf stops | All | Tripping/crushing | Med | Presence and vigilance of SBT adult throughout the session | Low |  |
| Strongroom: | All | Fainting/vomiting/ panic attack | Med | Fan on in strong room to circulate the air. Door propped open. Water and first aid on hand. | Low | Information requested prior to visit regarding allergies, mobility and special needs |
| QE Hall | Children | Using quill pens  Wearing latex gloves | Med | Pointing out potential hazardNon latex gloves available | Low | Exercise of care  Information requested prior to visit regarding allergies, mobility and special needs |
| QE Hall | Children | Using/ingesting Tudor ink | Med | Pointing out potential hazard. Hand-washing reminder | Low |  |
| QE Hall | All | Burns from using hot sealing wax | Med | Shakespeare Birthplace Trust adult supervision of wax pot throughout the session. | Low | Exercise of care |
| Activities QE Hall | All  All | Allergic reaction to Walnuts/eggs/lentils/  foodstuffs etc contained in ecofact residue boxes and on display  Injuries/infections from taking part in artefact  and ecofact handling  Injuries from misuse/accidental contact tools/ equipment  Infections/eye irritations from sand/soil  Injuries from dropping heavy items  Falling off chairs/stools  Injuries from artefacts  Using unfamiliar working tools. Injuries/scratching if used incorrectly or handled inappropriately | High  Med  Med  Low  Low  Low  Low  Medium | Children to wear gloves for residue activity. Children/adults requested to wash hands  Children asked to work slowly and carefully.  Children work individually, slowly and carefully.  Latex gloves provided.  No more than 6 children using sand at any time.  Children requested to cover cuts/grazes with plasters.  Children asked to work slowly and carefully. Adult supervision  Artefacts regularly inspected, rough edges smoothed with sandpaper and removed if necessary  Instruction on use and handling of all tools, and supervision by SBT adults at all times  Exercise of care  Adult supervision. Artefacts inspected regularly  Children to be accompanied at all times. First aider on site | Low  Low  Low  Low  Low  Low  Low  Low | School groups - prior knowledge of children following teachers’ guidance and completion of booking form and activity avoided if necessary. Close adult supervision  Adult supervision at all times  First Aider on site. Gloves available.  School groups to be informed of required level of behaviour for their own safety and for the well-being of all others  Adult supervision and exercise of care |

This document should not be used by teachers or others as the sole source of information regarding Risk Assessment: it should be used to help inform preparations for the visit, in conjunction with the Risk Assessment they carry out themselves. The Shakespeare Birthplace Trust cannot take into account factors, such as the accepted codes of behaviour, discipline and leadership, which are unique to individual schools and their children.

Assessor: N J Hawley Signature: Date: December 2017 Review Date: December 2018