**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 careInformation 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 maintainedAnti slip mats in useRadiators on low heat setting positioned at low level away from visitor route. | Low | Exercise of careFirst 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 permittedPupils 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 buildingLights going outUnable to access lift | Med | Staff aware of exits and evacation proceduresTorches to be carried by SBT staff to supplement emergency lightingSmall groups with minimum of 2 adults or 3+ (i.e. 1:1) where there are children with mobility issuesCollections Team are aware of groups accessing the stacks | Low | Inform accompanying staff of evacuation procedureRegular check of torch batteriesEnsure 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 pensWearing latex gloves | Med | Pointing out potential hazardNon latex gloves available | Low | Exercise of careInformation 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 | AllAll | Allergic reaction to Walnuts/eggs/lentils/foodstuffs etc contained in ecofact residue boxes and on displayInjuries/infections from taking part in artefact and ecofact handlingInjuries from misuse/accidental contact tools/ equipmentInfections/eye irritations from sand/soilInjuries from dropping heavy items Falling off chairs/stoolsInjuries from artefactsUsing unfamiliar working tools. Injuries/scratching if used incorrectly or handled inappropriately | HighMedMedLowLowLowLowMedium | Children to wear gloves for residue activity. Children/adults requested to wash handsChildren 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 supervisionArtefacts regularly inspected, rough edges smoothed with sandpaper and removed if necessaryInstruction on use and handling of all tools, and supervision by SBT adults at all timesExercise of careAdult supervision. Artefacts inspected regularlyChildren to be accompanied at all times. First aider on site | LowLowLowLowLowLowLowLow | School groups - prior knowledge of children following teachers’ guidance and completion of booking form and activity avoided if necessary. Close adult supervisionAdult supervision at all timesFirst 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 othersAdult 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