**SHAKESPEARE BIRTHPLACE TRUST- WILLIAM ON THE FARM**

| **LOCATION** | **GROUPS**  **AT RISK** | **HAZARD** | **RISK** | **PRECAUTIONS** | **RISK LEVEL**  **ACHIEVED** | **FURTHER PRECAUTIONS** |
| --- | --- | --- | --- | --- | --- | --- |
| Car and Coach Drop-Off Point (adjacent to Arden Workshop) | All | Struck by moving vehicles. | Medium | Exercise of care. Yellow chevrons highlight risk area. Arrows on road clearly mark traffic flow route. Close adult supervision and verbal warnings given. | Low | Flower tubs positioned to prevent traffic manoeuvring close to workshop. |
| Arden Workshop | All | Injuries from contact with/misuse of displays, artefacts and clothing  Injuries from open electrical sockets  Injuries from contact with open stable doors/fire exit  Stumbling over slight step  Allergies/ reaction from dressing/ handling/variety natural materials e.g. wool, linen, fruit, vegetables etc  Burns from radiators/kettles | Low  Low  Low  Low  Low  Low | Pupils to be informed of required level of behaviour for their own safety and for the well-being of all others.  Sockets closed.  Doors secured as necessary.  Exercise of care.  Threshold clearly visible. Exercise of care  Prior knowledge via teachers’ pre-visit and verbal warning  Radiators/kettles positioned at the sides of the Workshop away from the children’s dressing area and carefully stored | Low  Low  Low  Low  Low  Low | Adult supervision  Pupils to be informed of required level of behaviour for their own safety and for the well-being of all others.  Heritage Education school parties- School staff to remind children who need them to bring inhalers and to carry any prescribed medication |
| The Site | All | Tripping, stumbling or falling on uneven surfaces and paths constructed from a variety of materials throughout the entire site.  Bumping heads on overhanging gutters  Bumping heads on low beams, ceilings and doorways. | Medium  Low  Low | Danger is being pointed out.  Exercise of care  Exercise of care, adult supervision | Low  Low  Low | Exercise of care  Padding applied to some gutter edges. |
| Palmer’s Farm Farmyard | All | Slipping on uneven stone paths and flowing ‘stream’ of water from pump.  Close proximity to, and possibility of touching, a variety of farmyard animals, including sheep, cows and goats. | Medium  Medium  Children  High Pregnant Women | Running is forbidden. Danger is being pointed out.  Danger of allergic reaction is pointed out.  Pregnant women advised not to have contact with animals. | Low  Low  Medium | Exercise of care  Exercise of care  Exercise of care |
| Palmer’s Farm  The House | All | Tripping, falling, stumbling: throughout the house there are uneven stone floors (downstairs) and wooden floorboards (upstairs) and winding stairs with uneven treads | Medium | Danger is being pointed out. Handrails provided on stairs. | Low | Exercise of care |
| Palmer’s Farm Kitchen/Parlour/ Candle making area | All | Burns and scalds from open fire and vessels containing hot water/liquid/food | Medium | Children to be under close adult supervision at all times.  Danger is being pointed out. | Low | Bucket of cold water in kitchen  Adult firewatcher  Exercise of care |
| Palmer’s Farm Kitchen | All | Cuts from knives and other sharp objects on tables and surfaces. | Low | Children to be under close adult supervision at all times. | Low | 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 Hawley Signature: Date: April 2018 Review Date: April 2019