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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 (bring your family free too!)

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.

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 under 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.

Please Note:

If you require members of staff to be CRB checked please make this request at the time of booking.

Facilities

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

Disabled Access. 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.

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
Admissions	Uneven Flooring	Push/fall/trip	General Awareness/signage
Stewards Room	Uneven beaten flooring Dark room Threshold to room Can be cold	Push/fall/trip	Adult supervision Thresholds are highlighted in white All visitors are warned to watch their footing
The Great Hall	Dim Lighting Threshold to room	Push/fall/trip	Limit numbers Adult supervision No running Warn susceptible individuals Children should be correctly clothed
Gallery	Low level lighting Staircase leading to Gallery is steep. Floor levels change between rooms.	Trip/fall/push	Adult supervision No running Children & staff to obey instruction from Barley Hall staff. Staff will warn children to use banisters, to go slowly, and to go one at a time on the stairs. Adult helpers will be asked to supervise on staircases as appropriate.
The Parlour	Uneven beaten floor Lit candles Floor levels change between rooms.	Trip/push/fall Burns	Adult supervision No running Adequate clothing Children are advised not to touch the candles or stand underneath them.
Pantry	Very Low level Lighting Small space Uneven beaten floor	Fall/trip/push Claustrophobia Burns	Adult supervision No running All visitors are warned to watch their footing. Teachers to ensure limited numbers enter at one time.
Buttery	Very Low level Lighting Small space Uneven beaten floor	Fall/trip/push Claustrophobia	Adult supervision No running All visitors are warned to watch their footing. Teachers to ensure limited numbers enter at one time.
Lesser Chamber/Great Chamber	Large Rooms Dancing activity	Can get cold in Winter. Fall/trip/push	Should be advised to wear appropriate clothing. Possibly to keep coats on if needed. Under floor heating is put on during cold weather and during the months of November – March. Pupils should be supervised at all times.