



## **RISK ASSESSMENT FORM**

The purpose of this document is to enable schools / groups to use the information provided to satisfy the obligations placed by the Health and Safety at Work Act, and Management of Health and Safety Work Regulations. The below hazards have been identified as being inherent to this workshop. Tudor World do not accept any liability of any omission to this list. Control measures indicated are recommendations only and must be adapted / amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.

### **VISITING THE MUSEUM**

#### **Things to consider during your visit!**

To make your visit to the museum easier for your school and party we have compiled a list of things to consider. This list is not exhaustive; please feel free to add anything else you wish.

- **Clothing** – Please ensure students wear sensible clothing for the visit to the museum. This includes a coat, a warm jumper and flat shoes.
- **Lunch** – Please ask students to bring a packed lunch. Students will be in a designated area where they can eat food but unfortunately there are no food shops onsite. *(though there is a cafe next door)*
- **Groups** – If you have a group that is above 20, you will be advised as to how many groups to split them into on booking. This is to ensure that we get to do all activities and young people have as much fun as possible.
- **Recording equipment** – We strongly encourage students or teachers to take pictures of our museum and characters. Every member of staff will be dressed up and in character so it's a great opportunity to have a picture with some real Tudor people!
- **Questions** – Test our knowledge on all things Tudory. Bring along some questions that we can answer for you. If these questions come from the students even better!
- **Money** – There is a small shop onsite which sells a variety of Tudor themed gifts. From educational material to small souvenirs.

<b><u>Building Risks</u></b>		
<b>Cobble Stones and uneven floor.</b>	Teachers, pupils, Public, Staff	People are advised via signage and verbal warning that the cobblestones are over 400 years old and inherently uneven. School Parties are asked not to run during workshops or the rotation of groups. Staff will be watchful and advise against children running and inform pupils of the uneven areas.
<b>Public Liability</b>	Staff, Public.	The Tudor World is covered by Public Liability Insurance to the amount of £5m with NFU. For the guided tours around the town, the actors are covered by their own Actors Equity insurance to the value of £10m.
<b>Temperature</b>	Staff Teachers Students	The building was originally constructed in the 16 <sup>th</sup> century. Therefore no central heating exists. It is advised that teachers allow students to bring coats and inform them to wear warm clothing on the day.

<b>Local Enforcement Agency</b>	Staff	Stratford District Council Environmental Health Department
<b>Smoking or naked flames</b>	Staff, Public, Teachers, Students	Smoke detectors, fire extinguishers and emergency lighting are placed throughout the building and fire exits are present. Regular checks are made of fire exits and access routes to ensure they are kept clear.
<b>Attraction Staff</b>	Staff Students Teachers	All attraction staff will be in costume. All are trained actors and facilitators and are very experienced at working with children.
<b>Security</b>	Staff, Teachers Public	There will be cordoned off areas for designated school parties. When school groups are arriving they will be taken to a private area where personal belonging may be left. This area will be supervised and watched to ensure no unauthorised access by members outside your group.
<b>Enclosed spaces and Claustrophobia</b>	Staff, Teachers, Public	The building is an original 16 <sup>th</sup> century structure and thus has low beams and uneven floors. Teachers are made aware of this upon arrival and their pupils advised not to run on the premises for their own safety. Members of your party can leave the space if they feel claustrophobic. To alleviate this issue, groups are often split into smaller groups.
<b>Weather protection / sun safety / protection from elements</b>	Staff, Teachers, Public, Students	Most of the activities are indoors but also there is a covered theatre area outside with heating and weather proof panels. Students should bring appropriate clothing (i.e coats) for varying weather conditions.
<b>Reduced lighting</b>	Staff, Students Teachers, Pupils	The building has been designed to emulate the lighting of the 16 <sup>th</sup> century. However the lighting level is not completely dark. The tour guides, teachers and students are advised about stairs and uneven flooring at the beginning and during tours.
<b>Outdoor Tour</b>	Staff, Students Teachers, Pupils	A character guide will take the pupils around the Town, under the supervision of the teachers. The pupils will give a verbal warning to take care when crossing the road. Stratford is a small Town and there are some pedestrian-only streets. However, there will be times when crossing the road with inherent traffic hazards will be necessary. Teachers / supervising adults will be expected to be watchful of the children's safety at all times. Part of the tour may involve walking close to the riverbank, and appropriate caution should be used.
<b><u>Attraction Arrangements</u></b>		
<b>Arrival</b>	Teachers Students	Guides will be on hand to welcome you and take you to the seating / theatre area for introductions. Children will be given verbal health and safety instructions.
<b>Parking</b>	Teachers	Coaches can generally stop opposite the building in Sheep Street, outside the Rose and Crown Public House. Children should be supervised across the road and also during any tours of the town. For details of coach parking see: <a href="http://www.stratford.gov.uk/transport/riverside-coach-park.cfm">http://www.stratford.gov.uk/transport/riverside-coach-park.cfm</a>
<b>First Aid</b>	Staff	First Aid is on site, along with a qualified First Aider. All staff are on hand to help with any first aid enquires and to assist with emergencies.
<b>Emergency Planning</b>	Teachers Staff	Tudor World is a small museum, however there are several routes out in the case of fire that are clearly marked. Please assemble by the swan fountain, Waterside (the bottom of the road by the park).
<b>Wheelchair</b>	Teachers,	Wheelchair access is limited to the courtyard and ground floor

<b>access</b>	Students Staff	areas. A qualified BTEC in Manual Handler with 20 years experience of wheelchair users is on site.
<b>Locker / storage facilities</b>	Students Staff	There are no locker facilities at this attraction. However, during school visits children are welcome to leave their belongings in the seating / theatre area, which is 'locked off' from the general public.
<b>Eating facilities</b>	Students Staff	There are no food outlets on the premises, however there is a covered area where groups can eat their packed lunches and independent cafés nearby.
<b>Welfare facilities</b>	Teachers Students	Toilet facilities are located next to the entrance to the museum. There is only one toilet and it is not wheelchair friendly. However, we have access to toilet facilities at 41 Sheep Street.
<b>Additional costs</b>	Students Teachers	There are no additional costs, however if pupils wish to bring money for gifts / souvenirs there is a small shop with price-appropriately gifts for school groups.
<b><u>Workshop and School Groups Risks</u></b>		
<b>Slips / Trips / Falls</b>	Students, Facilitators	Pupils are asked to put bags and coats under the benches, to avoid risk to trips. Shoes will be worn at all times ensuring laces are tied. Pupils are advised not to run as the cobblestone courtyard is uneven and can be very slippery when wet. Inside the museum it is very old with uneven floors, low beams, stairs and atmospheric lighting.
<b>Physical Activity</b>	Students Facilitators	Participants will be warmed up at the beginning of the workshop using physical and vocal techniques. Games and exercises will be set at an appropriate pace for participants. Participants will be allowed breaks if needed and told to manage own awareness of well-being.
<b>Safeguarding and Security</b>	Facilitators, Teachers	Facilitators have been instructed on appropriate safeguarding policies using up to date information. Facilitators will be accompanied by school staff during visits. Workshops will be held in designated areas.
<b>Public Liability</b>	Facilitators, Teachers	Facilitators would be covered by their own Public Liability Insurance provided by the Actors Equity Union. This will be a cover of up to £10m. Tudor World also own separate PLI up to a value of £5m.

Assessment carried out on 13<sup>th</sup> February 2020