

# RISK ASSESSMENT

## Outline

- The Manor's Public Entertainment and Licensing Certificates have needed full inspections by Fire, Public Health, and Safety Officer, in addition to adequate Public Liability Insurance.
- First aid boxes are readily available. The Manor's First Aider (certificated by the Red Cross) is on site during school visits. There is an Accident Report Book.
- Many children will be in costume, particularly girls wearing long kirtles. Steps and stairs can be very hazardous and the Manor's presenters give clear instructions and warning, about moving through the historic House in particular.

**16<sup>th</sup> century House** including the Great Hall, Kitchen and Bedchamber, completed in 1560's.

### **Visitors are alerted to aspects of a historic house:-**

- uneven, slippery stone and wooden floors;
- higher than normal thresholds at doorways;
- irregular, stone steps and flights of slippery oak stairs;
- notices not to touch precious artefacts;
- the external door at the bottom of the main stairs has a protruding latch at head-height for children.

### **Contemporary housekeeping includes:**

- benches which might tip or be unstable;
- matting at external doors to wipe shoes;
- hand-operated fire alarms and equipment.

**Courtyard Buildings** including the Buttery, Courtyard Hall, Shop and Toilets, completed in 1999.

- Automatically illuminated emergency escape routes and fire alarms.
- Benches which might tip or be unstable.
- Folding-leg tables which may slide backwards or forwards.

## Brewhouses

- Uneven, tiled floor and stone steps.
- Benches which might tip or be unstable.
- Folding-leg tables which may slide backwards or forwards.

## Site and Gardens

- Gravel areas and paths, stone walls, uneven surfaces, steps.
- Herbaceous borders, trees and shrubs, lawns.
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Some presenters may ask children to feel stone surfaces, handle untreated wool or show the evidence of wood-ash, for example. Clear guidance will be given about hand-washing, as appropriate.

Procedures in case of Fire (the position of alarms, extinguishers, escape routes, Fire Practices, etc.) are available on request.

*Sulgrave Manor May 2010*