

**THE SHRIEVE'S HOUSE BARN
SHEEP STREET, STRATFORD UPON AVON**

RISK ASSESSMENT 17th December 2011

Museum and Courtyard

USE OF PREMISES

Open to the public seven days a week for museum visits, ghost tours and midnight vigils.

HAZARD IDENTIFICATION

The building is over 500 years old and is Grade 2 Star listed and therefore has uneven floors and low beams. There are two staircases and it is eccentric in layout. It has settings that are dark, to create atmosphere and a narrow passageway. There is a small step in the passageway. There are extensive electrical installations to control the exhibits with light and sound effects. The access to the building is down an ancient cobbled courtyard, which is uneven and can be hazardous, especially when wet.

PERSONS AT RISK

Staff, members of the public; school groups; people with disabilities; tall people and anyone visiting the premises without previous warning as to the hazards.

EXISTING PRECAUTIONS

Notices are displayed at the entrance to the Museum drawing attention to the hazards. Verbal warnings are also given on admission. Warning notices are also placed within the museum to draw attention to the hazard of low beams and small steps.

The Management may exclude anyone whose behaviour may put themselves or others at risk. The guides on duty throughout the day make regular checks of the premises.

Unaccompanied children are not admitted. School groups or groups of children or vulnerable adult must always be accompanied by responsible adults for the school or centre. At no time are children alone on the premises without supervision.

Smoking is prohibited on any part of the property. Smoke detectors and fire extinguishers are placed through the building and fire exit signs are present. Regular checks are made of fire exits and access routes to ensure they are kept clear.

ANALYSIS OF EXISTING PRECAUTIONS

The Health and Safety aspects of the Museum are kept under regular review. In ten years of the Museum's existence, there have been no incidents of not or any apparent increase in the risk.

Completed by Janet Ford, Secretary
Agreed by John Ford, Director

Tour with Shakespeare of Stratford upon Avon

USE

The tour is mainly during daytime hours, however there are occasional lantern-lit evening Shakespeare Tours

HAZARD IDENTIFICATION

Health and safety advice will be given prior to the tour by the guide. The tour will involve crossing some roads. At some points the tour will be close (within 20 feet) to the river where there are no barriers. There may be occasional steps to climb during the tour however there are alternative routes which can be taken for wheelchair users, which the tour guide will adapt accordingly. Some areas may be muddy at certain times of year and caution should be taken in case the areas are slippery.

PERSON'S AT RISK

School groups or groups of children or vulnerable adult must always be accompanied by responsible adults for the school or centre.

Completed by Janet Ford, Secretary

Agreed by John Ford, Director