

Barley Hall School Visit Risk Assessment

Barley Hall has identified the potential areas of risk to visitors.

When carrying out a risk assessment special consideration is given to the control measures that we will undertake, such as providing adequate information, instruction or training to the appropriate people, and identifying who takes overall charge in an emergency situation.

This is a generic risk assessment for the attraction; it is recommended that teachers and guides carry out their own risk assessment prior to their visit. This can be arranged free of charge through our Reservations department by emailing schools@yorkat.co.uk. We also request that you contact us ahead of your visit about any additional needs within your group and we are happy to advise on the suitability of our learning sessions and equipment based on students' abilities, access needs or known conditions, such as specific allergies.

Please ensure that all adults in your party are aware of the hazards listed and the suggested controls. 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 in their charge are supervised at all times. If you have any queries or concerns whilst on your visit, please speak to a member of our admissions staff or the interpreter leading your group talks, who will make every effort to assist you.

General Risk Management Information

- Activities that take place within Barley Hall have been designed with full consideration of risks and are maintained as safe spaces for visitors.
- We require all school groups to visit with an appropriate ratio of responsible adult supervisors and to supervise students at all times whilst they are on-site.
- All electrical equipment is regularly checked and PAT tested.
- Barley Hall has a current fire certificate and regular fire service inspections are undertaken. There are established, written evacuation procedures in place to deal with any such emergency.
- The Hall is equipped with regularly maintained fire-fighting equipment.
- The uniformed Front of House team are in attendance and there is always a first aider on site.
- First Aid kit and accident book is available on site.
- Security assessment & procedures regularly performed.



TYPE:	School Visit	LOCATION:	Barley Hall	DATE OF REVIEW:	8th September, 2026
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HAZARD	WHO IS AT RISK	CONTROL MEASURES	ADDITIONAL CONTROLS
Moving Around Barley Hall and Barley Hall Tours			
Trips & falls due to stairs, uneven flooring and raised thresholds or floor level changes between rooms	Teachers, students, staff, volunteers	○ Thresholds are highlighted in white. ○ All visitors are warned to watch their footing and to take their time on the stairs. ○ All stairs kept clear and handrails in place. ○ Adult supervision for young people moving around the space at all times. ○ Portable wet floor signs used to avoid temporary hazards.	None
Slips and falls due to spillages or wet weather	Teachers, students, staff, volunteers	○ Floors kept clean and dry at all times if possible. Wet floor signs put on display. ○ Any spillages cleaned up immediately in the appropriate manner. ○ Hourly checks undertaken by duty manager. ○ Staff have radios to call in any incidents spotted or reported.	None
Bang to head due to low archways and beams	Teachers, students, staff, volunteers	○ All users informed of low archways & wooden beams, with signage in place where hazards are.	None
Extreme temperatures	Teachers, students, staff, volunteers	○ Heaters installed throughout building. ○ Portable heaters and fans available for staff areas and School Room. ○ Doors can be opened to increase ventilation. ○ Groups are advised to wear appropriate clothing for the time of year and can keep coats on if needed. ○ Heaters and fans all PAT tested and used during working hours only to prevent fire hazards.	None

HAZARD	WHO IS AT RISK	CONTROL MEASURES	ADDITIONAL CONTROLS
Claustrophobia or visitor anxiety due to low lighting or smaller, enclosed rooms like the Buttery and Pantry	Teachers, students, staff, volunteers	- Briefing materials, visual story and familiarisation visits offered to visiting schools and educational groups in advance to prepare for visit experience. - Any known additional needs to be flagged ahead by schools ahead of visiting so alternative provisions can be made, if possible. - Teachers to ensure limited numbers enter smaller spaces at one time. - Staff guides to help direct groups in smaller spaces and visitors can opt out as appropriate. - Visitors who need to step outside the building for a break are permitted to rejoin at any point as needed.	Staff members to assess attendees for signs of distress, or fainting during the activities.
Injury arising from exhibits, including trapped fingers in chests and cupboards or interactions with sharp objects, including the great wheel in the Steward's Room	Teachers, students, staff, volunteers	- All school groups advised not to touch objects unless asked to and all handling to be under close supervision of staff guide at all times; this includes trying to open/ move heavy items of furniture. - Any sharp objects (knives, needles, etc) that are a part of the exhibition are tied down to surfaces using fishing wire. Chest lids secured where possible with locks or Velcro seals. - Any breakages are reported and cleaned up immediately. - Great Wheel on display is not for public use. Wooden cork constantly attached to the end of needle and duty manager makes hourly checks that it is still intact on walk arounds.	None
Falling off benches or trapped fingers when seated in the Great Hall or School Room for activities or lunches	Teachers, students	- Adult supervision required for young people whilst using these areas. - Numbers limited for tours, workshops and lunches to prevent overcrowding. - Furniture routinely checked and maintained.	None