

#### **Risk Assessment Guidance Notes**

Bolling Hall Museum, Bowling Hall Road, Bradford BD4 7LP

This is for guidance only. It is recommended that all groups carry out their own risk assessment prior to any visit.

Bolling Hall is a Grade 1 listed building dating in part from the late Middle Ages and the 17<sup>th</sup> century. Much of the fabric is the same as when it was built so there are stone and wooden floors, stone and wooden staircases etc.

#### **Inside Bolling Hall**

- **Fire Exits**  
All groups should be made aware of the nearest fire exit and assembly point. Children should not leave the building without an adult and young children should be supervised at all times by a responsible adult.
- **Floors and stairs**  
Floors are made of wood and stone. Teachers should reinforce our request that **visitors should not run in the building**. This is especially important on the stairs.  
When sitting on the floor groups should always use the mats provided to avoid cold from the stone downstairs or splinters from wood in the upper floors.
- **Balcony**  
Children should be told not to run on the balcony or lean over it.
- **Doors**  
Please take care to avoid trapped fingers in doors.
- **Exhibits/Artworks and Display cabinets**  
Sometimes exhibits or sculptures have sharp edges or are placed on wooden plinths which are not fixed to the floor. Care must be taken when moving around the hall and between exhibits.
- **Furnished rooms**  
Furniture on display is old and fragile and should not be sat upon. To avoid accidents please ask children not to cross rope barriers or sit on furniture.
- **Toilets**  
There are toilets on the ground floor. We recommend that children are accompanied to the toilet by a member of school staff.
- **Museum Shop**  
The space beside the counter is very small. Teachers should allow only small groups of 5 or 6 to make purchases, at any given time.
- **First Aid**  
We recommend that schools make their own arrangements for such provision as we are unable to guarantee that there will be a first aider on site.

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- **Group sizes**

Some of the spaces within the building are limited. It may be appropriate for a large group to be sub divided when working and moving around the building especially in the company of the general public.

- **Practical activities and handling sessions**

**Handling sessions**

Children should be told how to handle objects safely.

All teachers and staff should be made aware of any child who may have a particular allergy. Objects should not be put in or near mouths (this includes fingers)

Eating should not take place during a handling session.

Appropriate care should be taken when handling heavy or fragile objects to avoid dropping them on fingers/toes.

If an object breaks or small parts become detached, a member of museum staff should be notified immediately so the object can be cleared away safely.

**WASH HANDS THOROUGHLY AFTER TOUCHING ANY OBJECTS.**

**Practical activities**

All activities must be closely supervised by a teacher at all times.

Materials and equipment should not be put in mouths

Teachers should demonstrate the correct use of equipment before allowing children to use it. Particular care should be taken with pestles and mortars ; a stirring motion and not a stamping one should be used.

**Outside Bolling Hall**

- **Walkways, paths and steps**

Owing to the nature of the old paving, the surfaces are uneven and in Autumn the leaves make for slippery conditions. Care must be taken to avoid tripping and falling.

- In wet weather the stone flags and steps can become slippery. Children should be told not to run outside.

**THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT. IT IS FOR GUIDANCE ONLY.**

For further information or helping planning a visit to the Bolling Hall Museum please contact:

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