

The Worshipful Company of Cutlers

CUTLERS’ HALL, WARWICK LANE, LONDON EC4M 7BR

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To: Dear Sir,

**Tour of Cutlers’ Hall**

Thank you for your recent inquiry regarding a tour of Cutlers’ Hall. We are pleased to be able to offer you a tour on**: Monday 28TH September 2020**

If this date is convenient for you, please confirm your booking by completing the accompanying form.

**Timing from 11.00hrs to 13.00hrs**

 The tour will include the following:

* Tea and coffee and biscuits served on arrival from ***11.00hrs***
* Tour starts with an introduction to the working of a Cutler ***11.10hrs***
* The history of the hall, built in 1888 as a Country Manor House in the City.
* A display of the company silver
* A tour of the Company’s collection of historical swords and cutlery.
* An opportunity to take part in the re-enactment of several ceremonies held during a company banquet, complete with a glass of madeira at the end.
* Free Cutlers history booklet.

All tours are led by The Beadle, the Ceremonial Officer of the Company.

Accessibility - the Hall is accessible to wheelchair users; please let us know beforehand.

Photographs may be taken but for personal use only. The Company retains all copyrights and wider publication is not permitted.

Cost: **£ 23.00 per head** payable to: AldersgateWard Club by cheque or by bank transfer to:

NatWest Bank 134 Aldersgate Street, London, EC1A 4JA

Sort code: 60-05-37

Account Number 45430462

***Numbers of people per tour: 12 Minimum to 25 Maximum***

David R Hasler

Beadle

Cutlers’ Hall

Health & Safety Policy (extract)

Risk Assessment for Hall Bookings.

**Front Entrance.**

Risk: LOW

A low-level external step and two wide shallow internal steps.

Management:

The steps are wide and low and easily negotiated by fully-mobile adults. Mobile access ramps, to assist with disabled access, are available and the Company staff are fully trained in the use and positioning of these ramps.

If possible, please advise the Beadle at the time of booking, if you think the ramps may be needed for your function.

**Lobby and Hallway.**

Risk LOW

This area houses displays of some of the art and antiques belonging to the Company.

Management;

The Company staff and the Function Organiser are jointly responsible for ensuring the guests follow the DO NOT TOUCH signs and any other instructions given on the day.

**Court Room.**

Risk LOW

This area houses displays of some of the art and antiques belonging to the Company. Occasionally it will also have some upright display signs for the guests to read and enjoy. There are a number of swords securely mounted on the walls. The room also contains a living flame gas fire.

Management

The Company staff and the Function Organiser are jointly responsible for ensuring the guests follow the DO NOT TOUCH signs and any other instructions given on the day. Guests should be made aware of the open flame gas fire and their own / shared responsibility to take extra care when approaching or standing near to it.

**Stairs and Lift.**

Risk MEDIUM

The stairs are wide with shallow steps which are not a problem for fully mobile adults. A continuous handrail runs along one side. The lift is down a private corridor.

Management;

The stairs are easy to negotiate and users should be encouraged to make use of the handrail when appropriate. Leaning over the handrail along the first floor landing is strictly forbidden and it is the duty of Company staff and the function organiser to relay this information to all guests. Use of the lift is by agreement with the Beadle in advance of the function and guests MUST be accompanied by a member of Staff on every occasion when it is used.

**Livery Hall.**

Risk LOW / MEDIUM.

The Livery Hall may contain displays of swords and some of the Company’s ceremonial silverware. At some functions lit candles may be placed along the dining table.

Management;

The Company staff and the Function Organiser are jointly responsible for ensuring the guests follow the DO NOT TOUCH signs and any other instructions given on the day. The candles are an obvious fire risk and guests should be warned in advance not to attempt to move the displays. Guests MUST be made aware in advance of any function, that upon hearing a fire alarm they must follow the instructions given by the Company staff and to follow the clear Fire Escape Route signage.

At the end of each function the Organiser and the Company staff MUST ensure all guests have safely left the building. Guests will not at any time be allowed unescorted access to any private areas of the building.

Failure to follow any safety instructions given by a member of Cutlers staff may result in the offender being asked to leave the building.

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**What to expect on arrival**

* Upon arrival all visitors entering the hall will be controlled by social distancing and

staggered numbers will be in operation

* Upon entry all visitors will be required to wear a mask except during the refreshment period
* All visitors will be seated in the main hall during demonstrations

**We hope that all visitors will still enjoy their experience whilst adhering to the Covid 19 measures in place, including maintaining one way systems and social distancing at all times except where this is not possible, and we thank you in advance for your cooperation on this matter.**