Knebworth House: Watchman's Tower Repair and Refurbishment

Design and Access Statement

Appendix E

KHEPT Management Plan



KNEBWORTH HOUSE
EDUCATION AND PRESERVATION TRUST

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OPERATION/MANAGEMENT STRATEGY FOR BUILDING IN USE

The Watchman's Tower stands at the south east corner of the entrance courtyard to Knebworth House. The Tower was constructed between 1881 and 1883 at the time of constructing the new service wing, south screen walls and Water Tower to the designs of John Lee, commissioned by Robert, 1st Earl of Lytton.

The Watchman's Tower was formerly a structure with 3 internal floors, ground, first and second levels and a roof which may also have ben accessible as a vantage point. The floors have been lost and the roof also, although some elements remain. The 2001 Conservation Plan sets out the objectives for the curtilage buildings of Knebworth House as '

'To maintain and enhance the outbuildings and other structures within the curtilage of Knebworth House, whether listed buildings or not and to secure a new long term use for those buildings that are no longer needed for their original use or are in very poor condition or derelict.

The Responsible Person shall ensure that sufficient stewards are available for each public day. A minimum of one is recommended. The Tower Steward shall be the appointed person in charge during the hours of opening for that day and the steward shall be equipped with a site radio. They are responsible for;

- Reading, understanding the signed-off Knebworth House Staff Guidelines which will include a section on Tower responsibilities amongst other areas of operations and public access.
- Familiarising themselves with the Risk Assessment carried out for the tower by others and the control measures to be implemented.
- Attending training given by House Operations Manager and Education Officer
- Completing a daily checklist for the Watchtower which will include checking fire extinguishers are in place on each floor and that their testing and certification is up-to-date.
- Checking first aid equipment is stocked and up-to-date and complies with HSE regulations
- Checking all safety signage is in place, current and compliant
- Checking that any legal documents displayed, such as insurance, are current.

The Tower Steward on the opening day shall be responsible for carrying out the following procedures which will be signed off on their daily checklist;

1. Prior to opening the TS shall obtain a list of pre-booked groups expected on the day
2. The TS shall ensure all areas open to the public are clear of hazards and tidy in appearance
3. The TS is responsible for alerting the Duty Manager in the case of fire or serious accident and ensuring that visitors and staff are evacuated from the tower and shown to the assembly point in case of fire.
4. In the event of fire the steward shall direct visitors to descend the stairs in a quiet, orderly manner. On clearing the roof level the steward shall close the roof access and descend to the next level. The procedure for clearing each floor and descending shall be repeated until all staff and visitors are safely evacuated to the assembly area.

5. The TS will be based at the tower entrance. Any additional staff will be allocated to the roof or intermediate floors.
6. The steward is responsible for controlling pedestrian access to the tower.
7. No smoking will be permitted in the tower by any persons.
8. Traffic will be one way on each flight of stairs. The steward will be in communication by radio if support is needed, and will control the number at the top of the tower with a guideline for **5** at one time and **18** in total within the tower and on the roof. Before allowing any person to ascend the stairs the disclaimer will be pointed out. No children under the age of 12 will be allowed to climb the stairs unescorted by an adult. No babes in arms are to be allowed up the tower.
9. Pre-booked groups will be given priority within their appointed time slot. Casual visitors may be allocated free slots and encouraged to return at that time.
10. At the end of the day the TS will check and ensure that all areas are left tidy and all litter and rubbish removed. They will turn off any equipment and lights, close windows and lock the building in accordance with security protocols and return the key to the key holder in accordance with their checklist and guidelines for work.

Trustees: Mr R Fernley (Chairman), Mr R Rutter (Vice-chairman), Mr D Morgan, Lord Cobbold, The Hon R Lytton Cobbold, Mr E Lytton Cobbold, The Chairman of North Hertfordshire District Council, The Mayor of Stevenage, The Chairman of Knebworth Parish Council. Secretary: Mr M Smith
Registered Charity No. 289346