



## Possible Risks and Hazards

We carry out risk assessments on all our learning spaces and the activities which take place in them. This document is designed to support you to create your own risk assessment for your trip. Please note that this is by no means an exhaustive list. We strongly encourage you take advantage of your Teacher Planning Pass (contained in your confirmation email) to plan and assess your visit for your group.

Please note: Although we have first aid provisions onsite, we expect school groups to provide their own first aid supplies and provide immediate care in the first instance. If there is an accident during your visit and you require additional support, please approach the nearest member of staff who will be able to help. Please report any accidents or near misses during your visit for our records, thank you.

If you require an ambulance please inform a member of our staff who will make the call. In case of an emergency, please follow directions given by our members of staff.

Hazards	Controls
Slips, trips and falls whilst walking on uneven surfaces and on historic steps within the palace and its grounds.	Wear sensible shoes. Walk at reasonable pace. Avoid running on uneven and historic surfaces.
Falls from height, for example stretching over the moat bridge at palace entrance, climbing on trees, playing in formal garden.	Hazard warning signs in place. Provision of edge protection where appropriate. Adequate supervision of group by responsible adults.
Water Features	Hazard warning signs in place. Some water features protected by barriers. Adequate supervision of group by responsible adults.
Burns from touching hot surfaces, for example, light bulbs, candles in the Chapel, open fire in Henry VIII's kitchens.	Guards provided where necessary. Warders present to oversee activity. Adequate supervision of group by responsible adults.
Health issues from touching deer, dog or geese faeces within the palace grounds.	Washroom facilities provided. Wash hands prior to eating.
Health issues due to hygiene.	Adequate supervision of group by responsible adults. Washroom facilities provided. Wash hands after activities and prior to eating.

Collision with vehicles and cyclists along main drive and within grounds.	<p>Speed limits in place.</p> <p>Hazard warning signs in place.</p> <p>Presence of security warders to maintain speed adherence.</p> <p>Adequate supervision of group by responsible adults.</p>
Contact with work equipment.	<p>Keys not left in mobile equipment.</p> <p>Tools not left unattended.</p> <p>Unauthorised areas locked shut.</p>
Injuries from planned educational activities.	<p>Risk assessment of activity carried out by HRP.</p> <p>Introductory talk at start of any presenter led activity.</p> <p>No equipment to be left unattended, particularly when the event is open to the public.</p> <p>First aid arrangements provided by school with provision also available from HRP.</p> <p>Adequate supervision of group by responsible adults.</p>
Contact with candles in the Chapel Royal and fire in Tudor Kitchens.	<p>Adequate supervision of group by responsible person.</p> <p>Children with long hair to be tied back while lighting a candle.</p> <p>Palace Host trained member of staff supervising fire in Tudor Kitchen.</p>
Fire	<p>Fire Exit routes kept clear at all times.</p> <p>Daily inspections of site/routes.</p> <p>Staff to assist with evacuation.</p> <p>Adequate supervision of group by responsible adults to ensure safe evacuation if needed.</p> <p>Use of Evac chairs on 1<sup>st</sup> Floor of Barrack Block (Learning Spaces) led by HRP trained staff or use of refuge point.</p>

Unsuitable individuals who pose a safeguarding risk are recruited to work with children and vulnerable adults.	<p>Safer recruitment practices are followed. To include: background checks, identity verification, references, interviews, probation periods.</p> <p>Schools and Communities staff and contractors are subject to Enhanced DBS checks with barred list checks</p> <p>Staff, volunteers and contractors are never left alone with children.</p> <p>Schools and community groups must adhere to agreed adult to child ratios when participating in activities</p>
As a busy visitor attraction, children may come into contact with strangers who could pose a risk, including	Children must be accompanied by a teacher, group leader or parent at all times

<p>potential abusers or individuals with harmful intentions.</p>	<p>Schools and community groups must adhere to agreed adult to child ratios when participating in activities</p> <p>Staff, contractors and volunteers are trained in safeguarding policy and procedures, they know how to identify and respond to suspicious behaviour.</p> <p>HRP staff and volunteers are clearly identifiable</p> <p>HRP maintains strong working relationships with police and other statutory bodies and reports safeguarding issues as they arise</p>
<p>Lost Child</p>	<p>Lost child procedure in place, and included in staff training</p> <p>Lead teacher signs in with contact number to be used in case of an emergency / lost child</p> <p>Safeguarding policies, procedures, and staff training in place.</p>