



Possible Risks and Hazards

This document is designed to support you to create your own risk assessment for your trip; it is by no means an exhaustive list.

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 support, please find the nearest member of staff who will be able to help. Please let a member of staff know of any accidents or near misses during your visit for our reporting purposes.

If you require an ambulance, please contact a member of staff who will call one for you as the security team will need to arrange access and clear routes. In the event of an emergency, please follow directions given to staff.

Hazards	Controls
Slip, trips and falls whilst walking over uneven surfaces and on historic steps within the palace and grounds, e.g. floor coverings, cobbles, flagstones, grass.	Wear sensible shoes. Walk at reasonable pace. Avoid running on uneven historic surfaces. Hazard warning signs in place. Provision of edge protection where appropriate. Adequate supervision required by responsible adults.
Falls from height, for example stretching over the staircase or balcony on the visitor route.	Adequate supervision of group by responsible adults.
Trapping fingers in doors, e.g. toilet cubicle door, entry and exit to rooms on the visitor route.	Adequate supervision of group by responsible adults.
Health issues due to hygiene.	Washroom facilities provided. Wash hands prior to eating. Adequate supervision of group by responsible adults.
Contact with work equipment.	Keys not left in mobile equipment. Tools not left unattended. Unauthorised areas locked shut. Adequate supervision of group by responsible adults.



HISTORIC ROYAL PALACES

<p>Injuries from planned education activities, events, sessions.</p>	<p>Risk assessment of activity, event or session carried out by HRP staff.</p> <p>Introductory talk at the start of any presenter led activity.</p> <p>Adequate supervision of group by responsible adults.</p>
<p>Medical – persons falling ill whilst on-site.</p>	<p>First-aiders within the school adult supervision.</p> <p>First aiders available if required.</p> <p>HRP protocols for emergencies in place.</p>
<p>Fire.</p>	<p>All fire routes to be kept clear at all times.</p> <p>Daily inspection of site/routes before opening.</p> <p>Palace staff to assist with evacuation.</p> <p>Adequate supervision of group by responsible adults to ensure safe evacuation if needed.</p> <p>Use of evacuation chairs on first and second floors of the palace led by trained HRP staff, or use of refuge points.</p>
<p>Child separated from group / Lost Child.</p>	<p>Lost child procedure and safeguarding policies in place and included in staff training.</p> <p>Adequate supervision of group by responsible adults.</p>
<p>Unsuitable individuals, who pose a safeguarding risk, are recruited to work with children and vulnerable adults.</p>	<p>Safer recruitment practices are followed. To include; background checks, identity verification, references, interviews, probation period.</p> <p>Schools & 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 groups must adhere to agreed adult supervision ratios when participating in activities/ across the site.</p>
<p>As a busy visitor attraction site, children may come into contact with strangers who could pose a risk, including potential abusers or individuals with harmful intentions.</p>	<p>As a busy visitor attraction site, children may come into contact with strangers who could pose a risk, including potential abusers or individuals with harmful intentions.</p>



HISTORIC ROYAL PALACES

	<p>Children must be accompanied by a responsible adult/s at all times.</p> <p>Schools groups must adhere to agreed adult supervision ratios when participating in activities/ across the site.</p> <p>Staff, contractors and volunteers are trained in safeguarding policies and procedures, they know how to identify and respond to suspicious behaviour.</p> <p>Historic Royal Palaces staff and volunteers are clearly identifiable.</p> <p>Historic Royal Palaces maintains strong working relationships with police and other statutory bodies and reports safeguarding issues as they arise.</p>
Reaction or injury from handling objects such as ingestion or cuts, allergic reaction	<p>Staff/ volunteers manning the object handling table are provided with training around object handling.</p> <p>Condition check carried out on objects before being used by the public.</p> <p>Gloves provided for public to use.</p> <p>Adequate supervision of group by responsible adults to ensure objects are handled safely.</p>
Reaction or injury from using the fancy dress clothing.	<p>Condition check carried out on clothing before being used by the public.</p> <p>Adequate supervision of group by responsible adults to ensure clothing is used/ worn correctly.</p>