



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; it is by no means an exhaustive list. We recommend that you take advantage of your Teacher Planning Pass (contained in your confirmation email) to plan and assess your visit for your group.

Although we have first aid provisions, we expect school groups to provide their own first aid and administer 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.

Hazards	Controls
Slip, trips and falls whilst walking over uneven ground within the palace and grounds, e.g., floor coverings, cobbles, flagstones, grass.	Adequate supervision of group by responsible adults. Wear sensible shoes. walk at reasonable pace. Avoid running on historic surfaces.
Slips, trips, and falls whilst walking up or down steps which may be smooth, uneven, unevenly spaced or visually difficult to see.	Adequate supervision of group by responsible adults. Hazard warning signs in place. Provision of edge protection where appropriate.
Trapping fingers in doors, e.g., toilet cubicle door, entry and exit to Apartments.	Adequate supervision of group by responsible adults.
Walking into other people whilst not looking in direction of travel.	Adequate supervision of group by responsible adults.
Collision with cyclists moving in gardens, on Broad walk and other parts of the Palace.	Adequate supervision of group by responsible adults. Signs requesting cyclists to take care.
Collision with motor vehicles delivering to Kensington Palace.	Adequate supervision of group by responsible adults. Speed limit signs.
Drowning in water containing features, e.g., Sunken Garden.	Adequate supervision of group by responsible adults. Locked gate preventing access
Stings and bites from insects.	Adequate supervision of group by responsible adults. Group advised to dress appropriately in Essential Information
Contact with work equipment.	Adequate supervision of group by responsible adults. Keys not left in mobile equipment. Tools not left unattended.
Injuries from participation in planned education activities, events, sessions	Risk assessment of activity, event or session carried out by HRP staff.



HISTORIC ROYAL PALACES

	Introductory talk at the start of any presenter led activity.
Health issues due to hygiene	Adequate supervision of group by responsible adults Washroom facilities provided. Wash hands prior to eating and after activities advised in information pack
Medical – persons falling ill whilst on-site	First aiders available if required. HRP protocols for emergencies in place
Fire	All fire routes out of the site to be always kept clear. Palace staff to assist with evacuation Adequate supervision of group by responsible adults to ensure safe evacuation if needed. Use of evacuation chairs on first and second floors of the palace led by trained HRP staff, or use of refuge points.