



HISTORIC ROYAL PALACES

# Possible Risks and Hazards October\_2023\_V1

We carry out risk assessments on all 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.

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 as the Tower security team will need to arrange access and clear routes. Please always adhere to our recommended supervision ratios during your visit.

Hazards	Controls
Slips, trips and falls whilst walking over uneven surfaces within the Tower and grounds, e.g. cobbles and flagstones.	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.
Hitting head on low structures, e.g. archways.	Adequate supervision of group by responsible adults.  Soft protective coverings where required/practical.



## HISTORIC ROYAL PALACES

<p>Trapping fingers in doors, e.g. toilet cubicle door, entry and exit to buildings.</p>	<p>Adequate supervision of group by responsible adults.</p>
<p>Falls from height, for example by stretching over walls on the battlements or fencing along the Wharf.</p>	<p>Adequate supervision of group by responsible adults.</p>
<p>Child separated from group.</p>	<p>Adequate supervision of group by responsible adults.</p> <p>Child to approach uniformed member of Tower staff.</p> <p>School staff to be contactable by mobile at all times.</p>
<p>Contact with work equipment</p>	<p>Adequate supervision by responsible adults.</p> <p>Keys not left in mobile equipment.</p> <p>Tools not left unattended.</p> <p>Unauthorised areas locked shut and signposted.</p>
<p>Burns from touching hot surfaces, for example light bulbs, candles in the Chapel Royal St Peter Ad Vincula.</p>	<p>Adequate supervision of group by responsible adults.</p> <p>Guards provided where necessary.</p> <p>Warders present to oversee activity.</p>
<p>Health issues from dog and ravens/ birds' faeces around the grounds.</p>	<p>Adequate supervision of group by responsible adults.</p> <p>Washroom facilities provided.</p> <p>Wash hands prior to eating.</p>



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<p>Health issues due to hygiene.</p>	<p>Adequate supervision of group by responsible adults. Washroom facilities provided. Wash hands after activities &amp; prior to eating.</p>
<p>Collision with motor vehicles and cyclists.</p>	<p>Introductory talk at the start of any activity where applicable.  Adequate supervision of group by responsible adults.  Speed limits in place.  Trained Staff present to maintain speed limit.</p>
<p>Medical – persons falling ill whilst on site</p>	<p>First-aiders available if required.  Historic Royal Palaces protocol for emergencies in place.</p>
<p>Injuries from participation in planned education activities.</p>	<p>Risk assessment of activity carried out by Historic Royal Palaces staff.  Adequate supervision of group by responsible adults.</p>
<p>Health issues related to allergic reactions for example to plants, insect bites and bee/wasp stings.</p>	<p>Adequate supervision of group by responsible adults. Groups must bring their own medication as necessary.  First aiders available on site for emergencies</p>



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<p>Fire</p>	<p>Fire exit routes kept clear at all times.</p> <p>Daily inspections of routes/site.</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 the Waterloo Block (Learning Offices) led by HRP trained staff or use of refuge point</p>
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