



HISTORIC ROYAL PALACES

## Possible Risks and Hazards

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; please note that this is not 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. Additional information may be provided when you sign in with a member of the Schools Team on the day of your visit.

Please note although we have first aid provisions, 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, thank you

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 case of an emergency, please follow directions given to 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.
Trapping fingers in doors e.g. toilet cubicle door, entry and exit to buildings	Adequate supervision of group by responsible adults.
Collision with vehicles and cyclists along main drive and within grounds.	Speed limits in place. Hazard warning signs in place. Presence of security warders to maintain speed adherence. 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.



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<p>Burns from touching hot surfaces, for example, light bulbs, candles in the Chapel, open fire in Henry VIII's kitchens.</p>	<p>Guards provided where necessary. Warders present to oversee activity. 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 person. Groups must bring own medication if necessary First-aiders available if required</p>
<p>Health issues from touching deer, dog or geese faeces within the palace grounds.</p>	<p>Washroom facilities provided. Wash hands prior to eating.</p>
<p>Health issues due to hygiene.</p>	<p>Adequate supervision of group by responsible adults. Washroom facilities provided. Wash hands after activities and prior to eating.</p>
<p>Contact with work equipment.</p>	<p>Keys not left in mobile equipment. Tools not left unattended. Unauthorised areas locked shut.</p>
<p>Injuries from planned educational activities.</p>	<p>Risk assessment of activity carried out by HRP. Introductory talk at start of any presenter led activity. No equipment to be left unattended, particularly when the event is open to the public. First aid arrangements provided by school with provision also available from HRP. Adequate supervision of group by responsible adults.</p>
<p>Medical – persons falling ill on site</p>	<p>First-aiders available if required HRP protocol for emergencies in place</p>
<p>Fire</p>	<p>Fire Exit routes kept clear at all times. Daily inspections of site/routes. Staff to assist with evacuation. Adequate supervision of group by responsible adults to ensure safe evacuation if needed. 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>



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<p>Exposure to adverse weather</p>	<p>Access to refreshment and comfort facilities in place. Adequate supervision of group by responsible adults. Group leaders advised to ensure group are dressed appropriately in pre visit information</p> <p>Potential closures to Palace or grounds in extreme adverse weather</p> <p>Potential Cancellation of sessions or route amendments due to extreme adverse weather</p>
<p>Child separate from group/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> <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 &amp; 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 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>Children must be accompanied by a responsible adult/s at all times.</p> <p>Schools and Community 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>