

## Health and Safety

We carry out risk assessments on all of our activities. The risks associated with visiting the Tower of London have been assessed as very low. Please remember that the Tower of London and its grounds are open to the public. There are potential hazards from vehicles, machinery, plants and wildlife.

### **A summary of the main risks can be found overleaf.**

#### **1. Supervision**

We require that all schools and college groups are adequately supervised at all times whilst on-site, including during visits to the Jewel House and the shop.

Each group should contain a minimum of one adult per ten pupils aged 7-16 years old, one adult per five pupils aged 4-7 years old (Key Stage 1). We reserve the right to refuse entry to groups with an inadequate number of accompanying adults.

Accompanying adults are responsible for the behaviour of the students in their groups at all times.

#### **2. Equipment**

Any equipment provided by Historic Royal Palaces has been risk assessed and is deemed to represent a very low risk of an accident occurring. Individuals are responsible for any equipment they bring into the Tower and its grounds.

At the beginning of your visit/activity, a member of staff may issue instructions about an aspect of your visit/activity. It is important that the lead teacher/all accompanying teachers listen to and follow these instructions.

#### **3. Clothing**

Please make sure that your group is suitably dressed for the day's activities. A large part of all visits to the Tower of London may be spent outside, or in rooms/apartments with little or no heating. Please ensure that your group wears suitable clothing for their visit.

If a scheduled activity is taking place outside, please make sure that the group is wearing suitable footwear and is equipped with wet weather clothes and/or protection from the sun.

#### **4. Insurance**

Historic Royal Palaces has public liability insurance for £10 million with Zurich Municipal. Details are available upon request.

#### **5. Agreement form**

Please complete and return the enclosed agreement form to the Tower Education office in advance of your visit. If we do not receive a copy of your completed form in advance, your group leader will be required to complete a duplicate form before entering the Tower.

## Historic Royal Palaces TOWER OF LONDON

Hazards	Control	Risk
Slip, trips and falls whilst walking over uneven ground within the Tower and grounds, e.g. floor coverings, cobbles, flagstones, grass	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
Slips, trips and falls whilst walking up or down steps which may be smooth, uneven, unevenly spaced or visually difficult to see	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
Hitting head on low structures, e.g. archways.	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Soft protective coverings where required.	Very low
Trapping fingers in doors, e.g. toilet cubicle door, entry and exit to apartments.	Introductory talk at start of activity. Adequate supervision of group by responsible adults	Very low
Falling off bench seats with no back supports, e.g. in coffee shop.	Introductory talk at start of activity. Adequate supervision of group by responsible adults	Very low
Walking into other people whilst not looking in direction of travel	Introductory talk at start of activity. Adequate supervision of group by responsible adults	Very low
Burns from touching light bulbs, candles in the Chapel Royal St Peter Ad Vincula, possible open fire in the Medieval Palace or sparks from flint stones used to light fires.	Introductory talk at start of activity. Adequate supervision of group by responsible adults	Very low
Health issues from handling deer, dog and Ravens/ birds faeces.	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Washroom facilities provided	Very low
Cuts from sharp edges from handling pieces of pottery.	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Pre-use inspection by tutor	Very low
Collision with motor vehicles moving to and from the main gate (Trophy Gate) and the car park	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Speed limit signs. Presence of security wardens to maintain speed adherence	Very low
Drowning in water (River Thames)	Introductory talk at start of activity. Adequate supervision of group by responsible adults. No swimming signs. Presence of lifebuoys where appropriate	Very low
Stings and bites from insects	Introductory talk at start of activity. Adequate supervision of group by responsible adults	Very low
Contact with work equipment	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Keys not in mobile equipment. Tools not left unattended.	Very low