

# Risk Assessment

Hazards	Controls	Remaining Risk
Slip, trips and falls whilst walking over uneven ground within the Palace 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
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
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
Collision with cyclists moving in gardens, on Broad walk and other parts of the Palace.	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Signs requesting cyclists to take care.	Very low
Collision with motor vehicles delivering to Kensington Palace.	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 containing features, e.g. Sunken Garden, Round Pond.	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, e.g.	Introductory talk at start of activity. Adequate supervision of group by responsible adults. Keys not left in mobile equipment. Tools not left unattended.	Very low

# Health and Safety Agreement form

Please complete this form and return it by post or email (see below for details) to the Learning & Engagement team in advance of your visit.

Name of School: .....

Date of Visit: .....

Name of Lead Teacher: .....

Booking Reservation Number:.....

I, the undersigned, having capacity to sign on behalf of the visiting school, accept the following two clauses:

1. I have read, understood and agree with the information and conditions given in the “Essential information for your visit” information pack.
2. The visiting school/group has appropriate insurance to cover their visit to Kensington Palace.

Signature:.....

Date:.....

Print Name:.....

Position in School:.....

Please return this form in advance of your visit by post or email to:

Operations Team - Administration Office  
Learning & Engagement  
The Clore Learning Centre (based at) Hampton Court Palace  
Surrey  
KT8 9AU

Email: [kensingtonlearning@hrp.org.uk](mailto:kensingtonlearning@hrp.org.uk)