# Possible Risks and Hazards

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| **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 historic surfaces. Adequate supervision of group by responsible adults. |
| 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. |
| Drowning in water-containing features, for example Fountain Court, the Long Water, the Great Fountain. | Hazard warning signs in place.  Presence of life throws where appropriate. Some water features protected by barriers. Adequate supervision of group by responsible adults. |
| Burns from touching hot surfaces, for example, light bulbs, candles in the Chapel, open fire in Henry VIII’s kitchens. | Guards provided where necessary. Warders present to oversee activity. Adequate supervision of group by responsible adults. |
| Diseases from touching deer, dog or geese faeces within the palace grounds. | Washroom facilities provided. Wash hands prior to eating. 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. |
| Contact with work equipment. | Keys not left in mobile equipment. Tools not left unattended. Unauthorised areas locked shut. Adequate supervision of group by responsible adults. |
| Injuries from planned educational activities. | Risk assessment of activity carried out by HRP. Introductory talk at start of activity. |
| Contact with candles in the Chapel Royal | Adequate supervision of group by responsible person  Children with long hair to be tied back while lighting a candle |

# 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 Hampton Court 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: [**hamptoncourtlearning@hrp.org.uk**](mailto:hamptoncourtlearning@hrp.org.uk)