

Possible Risks and Hazards

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



Secondary

Primary

School Agreement form

Please complete this form and return it by post or email (see below for details) to the Schools and Communities 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:.....

To find out more about how we collect and use personal data, please see Historic Royal Palaces' [Privacy policy](#)

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

Operations Team - Administration Office
Schools and Communities
The Clore Learning Centre (based at)
Hampton Court Palace
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KT8 9AU

Email: hamptoncourtlearning@hrp.org.uk



Historic Royal Palaces
Hampton Court Palace