

# Possible Risks and Hazards

Hazards	Controls
Fire	Emergency procedures in place. Alarm system in operation. Fire escapes kept clear. No smoking permitted inside the building or in the courtyard entrance. Exact number in the group known by the lead teacher. Adequate supervision of group by responsible adults. Fire exits identified during preliminary visit made by the Teacher.
Slips, trips or falls due to historic floor surfaces, changes of levels and defects.	Adequate lighting provided. Pre-opening checks by Front of House staff. Adequate supervision of group by responsible adults. Group instructed to wear sensible shoes and walk at a reasonable pace. First aid and a defibrillator available onsite.
Student becoming unwell during their visit	A defibrillator and staff trained in first aid, always available on site during palace open hours. Emergency procedures in place. Adequate number of adults/teachers with the group to assist and accompany unwell student.
Trapping fingers in doors, e.g. toilet cubicle door or main entrance gates/doors.	Adequate supervision of group by responsible adults. First aid available onsite.
Falls from height.	Adequate supervision of group by responsible adults. Group briefed by teacher to take care when walking up and down the stairs. Balcony not accessible to any school groups. First aid available onsite.
Contact with work equipment or scaffolding whilst work is being undertaken by building contractors.	Adequate supervision of group by responsible adults. Work tools never left unattended. Unauthorised areas locked shut and well signposted. First aid and a defibrillator available onsite.
Student with physical disability on the upper floor during an emergency evacuation	Restriction on number of wheelchair users on upper floor at any one time. Staff trained in the use of an Evac Chair. Teacher notifies Banqueting House staff in advance that there will be a wheelchair user in the group.
Injuries from participation in planned education activities, events, workshops.	Risk assessment of activity, event or workshop carried out by Public Engagement staff. Introductory talk at the start of any presenter led activity. First aid and a defibrillator available onsite.



# School Agreement Form

Please complete this form and return it by email (see below for details) to the Schools & 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 the Banqueting House.

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 email to:

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

Operations Team - Administration Office

Public Engagement

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