



HISTORIC ROYAL PALACES

Possible Risks and Hazards

We carry out risk assessments on all our learning spaces and the activities which take place in them. This document is designed to support you to create your own risk assessment for your trip; it is by no means an exhaustive list. We recommend that you take advantage of your Teacher Planning Pass (contained in your confirmation email) to plan and assess your visit for your group.

Please note: although we have first aid provisions onsite, we expect school groups to provide their own first aid and administer care in the first instance. If there is an accident during your visit and you require support, please find the nearest member of staff who will be able to help. Please let a member of staff know of any accidents or near misses during your visit for our reporting purposes, thank you.

If you require an ambulance please contact a member of staff who will call one for you.

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. 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.
Health issues 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.
Health issues due to hygiene.	Adequate supervision of group by responsible adults. Washroom facilities provided. Wash hands after activities and prior to eating advised in information pack.
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.



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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 any presenter led 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
<p>COVID-19 : School Group Specific Risks & Hazards</p> <p>For general information on visiting safely at this time including risk assessments please visit the following webpage: https://www.hrp.org.uk/keeping-you-safe-on-your-visit/#gs.ngq1nf</p> <p><i>Home Educator groups should comply with current UK Government guidance regarding group numbers and household mixing on the day of their visit.</i></p>	
Social distancing between groups and other visitors / staff	<p>School groups booked into timed entry slots with reduced capacity to allow for social distancing.</p> <p>Other visitors booked into timed entry slots with reduced capacity to allow for social distancing.</p> <p>Groups asked to move around the site in supervised groups of 10 students or less.</p> <p>Groups asked to wait outside the Clore Learning Centre if more than two groups are in the centre at one time.</p> <p>Groups asked to maintain appropriate distance from other visitors and staff. Staff instructed to practise physical distancing wherever possible.</p> <p>Adaptions made to visitor route to enable social distancing onsite.</p>
Hygiene	<p>Handwash available in toilets.</p> <p>Hand sanitiser available at reception areas and strategic points across the site.</p> <p>Learning centre touchpoints cleaned frequently throughout the day.</p> <p>Cleaning materials provided in lunchrooms.</p>
Face coverings	HRP staff and contractors are encouraged to wear masks and PPE, in indoor areas as per HRP's guidelines.



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School sessions	<p>Light cleaning of props/touchpoints used in sessions between groups where possible.</p> <p>Social distancing encouraged between school visitors and session presenters.</p> <p>Groups encouraged to wash their hands before and after sessions.</p> <p>Increased ventilation where possible.</p>
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