

Possible Risks and Hazards

We carry out risk assessments on all of 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 preliminary visit vouchers (contained in your confirmation email) to plan and assess your visit for your group.

Although we have first aid provisions, 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. If you require an ambulance please contact a member of staff who will call one for you.

Hazards	Controls
Slip, trips and falls whilst walking over uneven ground within the palace and grounds, e.g. floor coverings, cobbles, flagstones, grass.	Adequate supervision of group by responsible adults. Wear sensible shoes. walk at reasonable pace. Avoid running on historic surfaces.
Slips, trips and falls whilst walking up or down steps which may be smooth, uneven, unevenly spaced or visually difficult to see.	Adequate supervision of group by responsible adults. Hazard warning signs in place. Provision of edge protection where appropriate.
Trapping fingers in doors, e.g. toilet cubicle door, entry and exit to Apartments.	Adequate supervision of group by responsible adults.
Walking into other people whilst not looking in direction of travel.	Adequate supervision of group by responsible adults.
Collision with cyclists moving in gardens, on Broad walk and other parts of the Palace.	Adequate supervision of group by responsible adults. Signs requesting cyclists to take care.
Collision with motor vehicles delivering to Kensington Palace.	Adequate supervision of group by responsible adults. Speed limit signs.
Drowning in water containing features, e.g. Sunken Garden.	Adequate supervision of group by responsible adults. Locked gate preventing access
Stings and bites from insects.	Adequate supervision of group by responsible adults. Group advised to dress appropriately in Essential Information
Contact with work equipment.	Adequate supervision of group by responsible adults. Keys not left in mobile equipment. Tools not left unattended.



HISTORIC ROYAL PALACES

Injuries from participation in planned education activities, events, sessions	Risk assessment of activity, event or session carried out by HRP staff. Introductory talk at the start of any presenter led activity.
Health issues due to hygiene	Adequate supervision of group by responsible adults Washroom facilities provided. Wash hands prior to eating and after activities advised in information pack

COVID-19 : School Group Specific Risks & Hazards

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.nqg1nf>

Social distancing between groups and other visitors / staff	School groups booked into timed entry slots with reduced capacity to allow for social distancing. Other visitors booked into timed entry slots with reduced capacity to allow for social distancing. Groups asked to move around the site in supervised groups of 10 students or less. Groups asked to maintain appropriate distance from other visitors and staff. Staff instructed to practise physical distancing wherever possible. Adaptions made to visitor route to enable social distancing onsite.
Hygiene	Handwash available in toilets. Hand sanitiser available at reception areas and strategic points across the site. Touchpoints in Clore Learning Centre cleaned regularly Lunchroom and learning spaces cleaned between school groups
Face coverings	HRP staff and contractors are encouraged to wear masks and PPE in indoor areas, where distancing is not possible/practical, in line with HRP guidelines.
School sessions	Light cleaning of props/touchpoints used in sessions cleaned between groups. Social distancing encouraged between school visitors and session presenters. Groups encouraged to wash their hands before and after sessions. Increased ventilation where possible.