



Harewood House

General Health and Safety Guidelines for Educational Visits

- It is the responsibility of a school or college representative to carry out specific risk assessments for their organised visit.
- To help educational establishments complete a risk assessment we offer two free preliminary visits for staff organising a visit.
- The Education Authority guidelines on staff/student ratios will be adhered to at all times in the House and Gardens.
- Staff accompanying the visiting group are responsible for supervising those in their care, at all times whilst on site.
- An emergency contact telephone number for a member of school staff on site will be provided to Harewood House Trust, in case of an emergency.
- High standards of behaviour are expected of pupils. Harewood House staff will intervene if the behaviour of the group is disruptive, unruly, likely to cause offence, or risk the safety of other visitors.
- All notices and barriers must be respected.
- A trained first aider is on duty at all times. If assistance is required during your visit then please don't hesitate to contact a member of staff who will then in turn contact the Duty Manager.
- Below are some of the controls we have in place to ensure safety of over 200,000 customers who visit Harewood annually.

House:

- A Health and Safety audit is carried out annually prior to the House opening.
- The visitor route is inspected daily and remedial action is taken immediately if a problem occurs.
- The visitor route is supervised whilst the House is open and all staff are thoroughly trained in all emergency procedures.

Gardens:

- We advise teachers to make pupils aware of slipping and tripping hazards associated with the natural environment. We recommend the use of appropriate footwear and suitable outdoor clothing for the inclement British weather.

- The lakeside path is inspected daily and remedial action is taken immediately if a problem occurs.

Bird Garden:

- We advise teachers to inform pupils not to touch the birds or pick up feathers for hygiene and safety reasons.

- We advise teachers to take the necessary cautions regarding allergies as many of the birds feed on nuts.

- The bird garden is on a slope, so we advise the use of suitable footwear.

Farm Experience:

- Teachers must inform pupils not to touch any of the animals unless instructed to do so by a member of Harewood staff. All animal handling should take place under the supervision of Harewood staff.

- Teachers must ensure all pupils have washed their hands thoroughly with warm water and soap when entering and exiting the Farm.

- We advise teachers to take the necessary cautions regarding allergies when children are handling the farm feed. A farm feed ingredient list is available upon request.

- We advise teachers that all visitors are strictly prohibited to eat or drink in the Farm area.

Adventure Playground:

- All equipment has been installed by the manufacturers and has an annual inspection by their safety team.

- All equipment is inspected daily and maintained in accordance with manufacturer's specifications.