

General Health and Safety Guidance for Educational Visits

- It is the responsibility of a school, college or learning provider 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.
- It is the responsibility of the Staff accompanying the visiting group for the supervision of those in their care.
- 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 instructions, notices and barriers must be respected at all times.
- 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.
- We advise all visitors who are using the outdoor spaces at Harewood to ensure that they and their group are dressed appropriately for the weather; this should include appropriate footwear, clothing for cold, wet or hot weather. Our outdoor spaces can include steep and uneven paths and walkways and the Lakeside path is adjacent to deep open water.

Below are some of the controls we have in place to ensure the safety of over 250,000 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:

- Health and safety guidance is given by the Learning Facilitator or Bird Garden Team member to pupils upon arrival in the 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. Any animal handling should take place under the supervision of Harewood staff.
- Hand washing facilities are available for public use in the Farm Experience. 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.