

**Risk Assessment  
Learning Department**

<b>Assessment No:</b>	<b>Assessment Date:</b> 07.04.2023	<b>Department:</b> Learning	<b>Task:</b> General Educational Visits
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**Further Assessments Required:**

- Fire
- COSHH
- Manual Handling
- DSE
- Young Persons

**Persons Involved:**

- Employees
- Contractors
- Visitors
- Public

**Special Groups for Individual Assessment:**

- Young Persons
- Nursing/Expectant Mothers
- Disabled visitor

Hazard Identified	Control Measures	Rating High/Low	Further control measure requires (Yes/No) If Yes Complete Action Required Columns
Slips, trips and falls from uneven ground around Gardens and Lakeside Path.	Children and teachers made aware of uneven ground. Teachers notified in advance to ensure children wear appropriate clothing and footwear for their session. Staff to ensure paths are swept and pressure cleaned if necessary to prevent build up of leaf litter or green algae. No tools, or debris to be left in the visitor areas. Any hosepipes being used to fill pools or troughs are to be highlighted by trip hazard signs and cleared away immediately after use. Pushchair and wheelchair access to farm is signed via penguin terrace. Steps from Visitor Information Centre/Shop to be kept clean and clear of debris at all times. Any slippery surfaces or damaged/uneven ground to be reported to maintenance and separated from public access if it is unable to be rectified immediately.	Low	No
Slips, trips and falls from uneven floor, steps, carpet bunching in the House.	Children and teachers made aware of uneven floors and steps. Wheelchairs available for public use. House Team Leader or VE day supervisors to carry out visual check daily of all areas and to record any defects/issues Below Stairs steps have white tape added to identify hazards Carpets are inspected and stretched, if necessary, every day by the Collections Team or the House Team Leader.	Low	No

	The Collections Team complete weekly checks (Monday to Friday).		
Child Protection issues.	Ensure correct adult to child ratio is adhered to. HHT staff to ensure they are never left along with a child. All HHT to have read our safeguarding policy and to be confident in Child Protection guidelines. Supervising adults from schools made aware of their responsibilities i.e. taking children to the toilet. Physical contact with children to be avoided at all times.	Low	No
Lost Child.	HHT staff fully trained in lost child/Code 77/99 procedures, and aware of Child Protection guidelines. Staff to be alert of such danger at all times. All staff made aware when school groups are on site. An emergency contact telephone number for a member of school staff participating in the visit is taken, to ensure immediate contact with school is possible on the day.	Low	No
Inclement weather: Extreme heat, wet, cold and wind.	<u>Extreme heat</u> Teachers to ensure that they and their pupils are wearing appropriate clothing. Teachers are responsible for the provision of sunscreen for themselves and their students. Teachers to ensure that they and their students have access to clean drinking water (HHT can support with this where required). HHT to ensure that staff are wearing appropriate clothing. HHT to provide sunscreen for staff. HHT to provide clean drinking water for staff. <u>Wet and cold weather</u> Teachers to ensure that they and their pupils are wearing appropriate clothing. HHT to ensure that staff are wearing appropriate clothing. <u>Wind</u> Wind levels are monitored by the Grounds Team and partial closure of the sites will be agreed if areas are unsafe for staff and visitors.  Where appropriate and possible, activities will be delivered indoors or under cover in the event of particularly adverse weather conditions.	Low	No

Various hazards identified by HHT staff across House, Ground and Gardens and Farm Experience.	Individual risk assessments undertaken for specific areas and activities, these can be provided to teachers upon request and should be read in conjunction with this assessment. We request that before a school visit, teachers carry out their own site recce and undertake their own risk assessments, we offer each school two free pre-visit tickets to allow for this. Health and Safety Guidelines are provided to all schools upon booking and are available to download on our website.	Low	No
Branches falling from trees / summer branch drop	Trees in the gardens and park are regularly inspected for hazards. Any hazards detected in the trees are prioritised and recorded. Grounds staff have received training in hazard detection in trees and are able to monitor trees and detect obvious hazards. Remedial works are carried out by qualified arboriculture contractors. During spells of hot, dry weather, certain trees or groups of trees in densely populated areas of the park are cordoned-off with ropes to protect visitors as a precaution in the event of 'summer branch drop' occurring. Additional signage is in place to warn visitors and grass is left long under the tree canopy of trees to deter visitors from walking/sitting under them.	Low	No
First Aid incidents	Teachers are made aware (through H&S Guidelines provided prior to visit) of process for calling a member of staff who will in turn contact the Duty Manager, in the event of a First Aid incident. All staff aware of First Aid procedures and all staff notified of when school groups are on site.	Low	No
Injury or damage to collection caused by misbehaviour.	Teachers are made aware that safety and behaviour of pupils is their own responsibility, but HHT staff will step in if children are behaving in a way to cause risk to themselves, other people or the collection.	Low	No
Injury or damage to collection caused by lack of basic safety information given.	All groups undertaking in facilitated sessions will be provided with basic safety information from the supervising HHT staff member as part of the session.	Low	No

### Risk Rating

Further Control Requires = High = **Action** → **Review** → **Record** → **Work**.  
No further control requires= Low

1. Further Action Required (Short Term/Temporary)	Review Date	Completed By
2. Further Action Required (Long Term)	Review Date	Completed By

**Any Outstanding Issues from Review date and Reasons:**

Added additional information about adverse weather (to include extreme heat and wind) which had not been specifically identified initially but have affected the site since the last assessment has been undertaken.  
Risk of falling branches/summer branch drop added

<b>Assessment Review Date:</b>	07.04.2022	<b>Assessment Review Date:</b>	19.08.2022
<b>New Assessment Required:</b>	No	<b>New Assessment Required:</b>	No
<b>Completed By:</b>	Mark Jackson	<b>Completed By:</b>	Mark Jackson
<b>Signature:</b>	MJ	<b>Signature:</b>	MJ
<b>Position:</b>	Head of Learning and Access	<b>Position:</b>	Head of Learning and Access