

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. Additional information may be provided when you sign in with a member of the school's team on the day of your visit.

Please note although we have first aid provisions, we expect school groups to provide their own first aid supplies and provide immediate 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 as the security team will need to arrange access and clear routes. In the event of an emergency, please follow directions given to staff.

Hazards	Controls
Slip, trips and falls whilst walking over uneven surfaces and on historic steps within the palace and grounds, e.g. floor coverings, cobbles, flagstones, grass.	Wear sensible shoes. Walk at reasonable pace. Avoid running on uneven historic surfaces. Hazard warning signs in place. Provision of edge protection where appropriate. Adequate supervision required by responsible adults.
Falls from height, for example stretching over staircases on the visitor route.	Adequate supervision of group by responsible adults.



HISTORIC ROYAL PALACES

Trapping fingers in doors, e.g. toilet cubicle door, entry and exit to rooms on the visitor route.	Adequate supervision of group by responsible adults.
Collision with vehicles and cyclists on moving around the palace grounds and gardens, including the Boardwalk in Kensington Gardens.	Speed limits in place. Hazard warning signs in place. Security observe the area on CCTV and carry out patrols to maintain speed adherence. Adequate supervision of group by responsible adults. Boardwalk: signs requesting cyclists to take care.
Water features in the grounds e.g., Sunken Garden, Victoria Statue.	Sunken garden: locked gate preventing access. Victoria Statue: warning signs in place. Adequate supervision of group by responsible adults.
Burns from touching hot surfaces, for example, catering equipment, heating systems.	Safety warning signs in place. Adequate supervision of group by responsible adults.
Health issues related to allergic reactions for example to plants, insect bites and bee / wasp stings.	Adequate supervision of group by responsible person. Groups must bring own medication if necessary. First-aiders available if required.
Health issues from touching dog and birds faeces around the grounds.	Washroom facilities provided. Wash hands prior to eating.

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	Adequate supervision of group by responsible adults.
Health issues due to hygiene.	Washroom facilities provided. Wash hands after activities and prior to eating. Adequate supervision of group by responsible adults.
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 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. Adequate supervision of group by responsible adults.
Medical – persons falling ill whilst on-site	First aiders available if required. HRP protocols for emergencies in place.
Fire	All fire routes to be kept clear at all times. Daily inspection of site/routes before opening. Palace staff to assist with evacuation. Adequate supervision of group by responsible adults to ensure safe evacuation if needed.



HISTORIC ROYAL PALACES

	Use of evacuation chairs on first and second floors of the palace led by trained HRP staff, or use of refuge points.
Exposure to adverse weather	Access to refreshment and comfort facilities in place. Adequate supervision of group by responsible adults. Group leaders advised to ensure group are dressed appropriately in pre visit information. Potential closures to Palace or grounds in extreme adverse weather. Potential cancelations of sessions / route amendments due to extreme adverse weather.
Child separated from group / Lost Child	Lost child procedures in place and included in staff training. Lead teacher signs in with contact number to be used in case of an emergency / lost child. Adequate supervision of group by responsible adults. Safeguarding policies, procedures, and staff training in place.
Unsuitable individuals who pose a safeguarding risk are recruited to work with children and vulnerable adults	Safer recruitment practices are followed. To include; background checks, identity verification, references, interviews, probation period. Schools & Communities staff and contractors are subject to enhanced DBS checks with barred list checks.



HISTORIC ROYAL PALACES

	Staff, volunteers and contractors are never left alone with children. Schools and Community groups must adhere to agreed adult supervision ratios when participating in activities/ across the site.
As a busy visitor attraction site, children may come into contact with strangers who could pose a risk, including potential abusers or individuals with harmful intentions.	As a busy visitor attraction site, children may come into contact with strangers who could pose a risk, including potential abusers or individuals with harmful intentions. Children must be accompanied by a responsible adult/s at all times. Schools and Community groups must adhere to agreed adult supervision ratios when participating in activities/ across the site. Staff, contractors and volunteers are trained in safeguarding policies and procedures, they know how to identify and respond to suspicious behaviour. Historic Royal Palaces staff and volunteers are clearly identifiable. Historic Royal Palaces maintains strong working relationships with police and other statutory bodies and reports safeguarding issues as they arise.