

Harvington Hall Risk Assessment

Harvington Hall is a Grade One Listed historic moated house. This means that there are particular risks associated with the Hall and its grounds and certain restraints on the way the Hall may be presented to the public.

To ensure a safe and fulfilling visit for all we strongly advise that:-

- If it is your school's first visit the lead teacher visit the Hall in advance, acquaint him/herself with any risks, as well as the educational opportunities, and then brief other staff.
- All pupils are briefed in advance about risks both listed by the Hall and noted by the lead teacher.
- All pupils have an indemnity form signed by parent / guardian.
- The school's policy for excursions and pupil / teacher ratio is observed.

Hall guides will remind pupils of risks on arrival and draw attention to their location.

Please note

Pupils remain the responsibility of their teachers whilst at the Hall; the Hall staff and management cannot be held responsible in any way for their actions.

Detailed risk assessment below.

Activity/ Process/ Operation	What are the Hazards to Health and Safety?	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Effectiveness of risk management H/M/L	What further action is needed to reduce the risk
Getting on and off the coach in the public car park	Alighting into a public car parking space	Children may trip or fall, or be injured by cars or traffic	L	Teachers have been sent notes in advance stating the requirement for adult supervision. Teachers and accompanying staff must be vigilant at all times and must give children an oral warning before leaving the coach.	H	Ensure that teachers' notes and risk assessment form are sent to teachers prior to their visit. Children to have adequate supervision as stated in teachers' notes. Children to stay with allotted adult.
The Moat	Walking near area of open water	Children may fall into moat	M	Notices and oral warning by teachers	H	Children to have adequate supervision as stated in teachers' notes
The Tour	Walking up and down steep steps on uneven floors and stairs under low ceilings and in confined spaces	Children may slip, trip injure themselves	L	Oral warning by teachers/guides	H	Children to have adequate supervision as stated in teachers' notes

Great Chamber Dancing	Unfamiliar replica Tudor clothing and dance activity	May fall or slip whilst trying on or wearing replica Tudor clothing for dance activity	L	Oral warning by teachers/guides	H	Children to have adequate supervision as stated in teachers' notes
Kitchen	Open fires household implements in the kitchen and adjoining area	Children may injure themselves on household implements	L	Handling of dangerous household implements to be by guides only	H	Children to have adequate supervision as stated in teachers' notes
Adjoining area to the kitchen Handling replica artefacts	Handling replica Tudor artefacts	Artefacts may be dropped and broken, sharp pieces may cause injury	L	This activity is teacher led and children must be supervised by school staff at all times	H	Children to have adequate supervision as stated in teachers' notes
Malt House	Steep narrow staircase	Children may slip or trip on stairs	L	This activity is teacher led and children must be supervised by school staff at all times in the Malt House.	H	Children to have adequate supervision as stated in teachers' notes

Lunch time	Insects attracted to picnic area	Risk of slips and trip and injury by insect stings or bites in picnic area	L	First aid box to be available on site Please note that it is the responsibility of the teacher to monitor children during their lunch break and/or visit to the shop	H	Children to have adequate supervision as stated in teachers' notes
Areas Out of Bounds	Small confined spaces not for public access unless specifically invited by Hall guides	Risk of claustrophobia and further injury	M	Oral warning by teachers/guides	H	Children to have adequate supervision as stated in teachers' notes