

School Groups

Harvington Hall is a Grade I Listed historic moated house dating to the 1580s. 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 recommend the following:

- Undertake a pre-visit (free for up to 2 adults) to familiarize yourself with the Hall and its grounds and any hazards.
- Brief all coming on the visit regarding the risks identified in the Hall's risk assessment and that undertaken by the school.
- Ensure that all pupils have an indemnity form signed by a parent or guardian.
- The school's policy for excursions and pupil/teacher ratio is observed. The Hall's own minimum ratio is 1 adult to every 10 students.

Schools are welcome to use this as a basis for their own risk assessment, but an appropriate site visit and risk assessment must also be completed by the school.

Please note that 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.



Name of assessor	Emma Pullen, Hall Manager	Date	20/02/2019
------------------	---------------------------	------	------------

Time	13-30	Work area	Whole site
------	-------	-----------	------------

Task being assessed	Pre-booked school groups visiting the Hall
---------------------	--

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Injury from disembarking from the coach/minibus onto the Hall car park	Pupils, teachers	Trips/slips leading to broken bones Being hit by a moving vehicle	School groups usually arrive prior to Hall opening hours when the car park is quiet. Teachers are sent information in advance stating that adult supervision is essential. Teachers are informed that they must give a verbal warning of the hazard prior to children getting off the coach.	2	3	6	Hall staff/volunteers to ensure that the coach has stopped in a safe place, to meet teachers at the coach and remind them about the briefing, and to stop other traffic if necessary.	1	3	3



Risk Assessment

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Injury through falling into the moat	Pupils, teachers	Death by drowning	<p>Schoolchildren are divided into small groups, and are always kept well away from the edge of the moat.</p> <p>The moat is barriered off in some areas, and warning signage is displayed.</p> <p>Teachers sent information in advance stating that adult supervision is essential.</p> <p>Lifebelts and throw line available for use.</p>	2	5	10	Hall staff/volunteers to brief all schoolchildren about the moat prior to starting the day.	1	5	5



Risk Assessment

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Injury from moving around an unfamiliar and unusual historic building - stairs with uneven risers, very uneven floors, thresholds, low doorways, confined spaces	Pupils, teachers	Trips/slips leading to broken bones Head injury	<p>The Hall is well-lit in all areas at all times, and check are made prior to opening to ensure there are no trip hazards etc.</p> <p>Teachers are sent information in advance stating that adult supervision is essential, and that a briefing prior to leaving the coach is necessary.</p> <p>Hall volunteers always brief schoolchildren about the nature of the building prior to entering.</p> <p>School groups are always accompanied around the Hall, and guides are trained to advise on hazards as they move around the building.</p>	2	3	6	Free pre-visits are now actively encouraged so that teachers can familiarise themselves with the building in advance and mitigate the risk accordingly.	1	3	3



Risk Assessment

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Open fire in the Great Kitchen	Pupils, teachers, other visitors	Severe burns	<p>Fires or other open flames are never left unattended.</p> <p>The area in front of the fire is barriered off with furniture to keep all visitors at a safe distance.</p>	1	3	3	Information is now offered in advance so that teachers can anticipate any potential concerns with a smoky atmosphere and the risk can be addressed or removed.	1	1	1
		Smoky atmosphere aggravating an existing respiratory disorder	Chimneys are swept regularly, and the fire is often lit, so that any fault with the chimney is quickly identified and dealt with.	3	4	12				



Risk Assessment

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Injury from the handling of artefacts	Pupils, teachers	Cut or stabbing injury Item dropped onto foot	The activity is led by trained facilitators. Teachers are sent information in advance stating that adult supervision is essential. No sharp knives or other inherently dangerous implements are to be offered for handling.	2	2	4	Facilitators must highlight the potential risks before offering objects for handling (especially important as school-children may be unfamiliar with them).	1	2	2
Injury from wearing unfamiliar replica clothing	Pupils	Trips/slips leading to broken bones	The activity is led by trained facilitators who tell children how to move around in costume. Teachers are sent information in advance stating that adult supervision is essential.	2	3	6	Any item of clothing that is too long for the child wearing it must be removed.	1	3	3



Risk Assessment

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)		
				L	C	R		L	C	R
Injury from dancing in the Great Chamber	Pupils, teachers	Trips / slips leading to broken bones	<p>The activity is led by trained facilitators who tell children how to move around in costume.</p> <p>Teachers are sent information in advance stating that adult supervision is essential.</p> <p>The dances are taught to small groups and are demonstrated beforehand. The dances used are simple and involve only slow movements.</p>	2	3	6	Floor surfaces are to be checked prior to dancing to ensure no slip or trip hazards are present.	1	3	3

Review date	February 2022	Signature	<i>Allen</i>
-------------	---------------	-----------	--------------