

<b>Directorate:</b>	<b>Section:</b>	<b>Date of assessment:</b>
Places	Regeneration	06.02.18
<b>Name of Assessor:</b>	<b>Job title:</b>	<b>Review date:</b>
Laura Armitage	Learning & Visitor Services Manager	06.02.19
<b>Risk Assessment for:</b>	<b>Education Visit: Mansion</b>	
<b>Assessor Signature:</b>	L. Armitage	

Tatton Park is managed, financed and Cheshire East Council and as such follows the council's policy on Health, Safety and Risk Management. Set out below is a summary of risk assessments that specifically relate to education/learning activities that take place in the Mansion. If you require any additional information about Health and Safety matters, please raise this during your pre-visit or contact the Learning and Visitor Services Office 01625 374428

<b>No.</b>	<b>Potential Hazard</b>	<b>Groups of People at Risk</b>	<b>Existing Control Measures</b>	<b>Risk Priority</b>	<b>Additional Controls Required to Minimise Risk</b>
1.	Contact with moving vehicles in the car park and meeting areas.	Children and adults	Children to be supervised at all times as they walk to the Mansion via the path and not the road.	LOW	
2.	Slips/Trips on the cobbles when walking from the car park to the Mansion.	Children and adults	Walk slowly and carefully over cobbled area. Walk on paved path wherever possible. Pathway gritted in icy conditions.	LOW	

3.	Slips/Trips on external stone stairs leading to the cellar.	Children and adults	Children supervised and told to walk slowly and carefully. Steps, are treated with Algon every quarter, but because of the smoothness of the stone those steps are still slippery when they are wet, even if there isn't any algae. Cleaned and swept when required. Guides will take alternative internal route into Mansion and cellar if unhappy with condition of stairs or bad weather conditions.	LOW	
4.	Slips/Trips on wet floor in the cellar.	Children and adults	Children are instructed to avoid stepping on wet floors. No child under 9yrs lifts the bucket.	LOW	
5.	Burns and scalds from use of hot water	Children	A responsible adult always at the tap to control temperature/flow. Every tap has a hot water warning displayed prominently.	LOW	
6.	Cuts from use of knives and metal pastry cutters.	Children	Knives have been blunted. Knives/pastry cutters used under supervision.	LOW	
7.	Cuts from ceramic bowls if dropped in sink.	Children and adults	Washing up of bowls supervised. Ability of children assessed by guides – washing up done by guides, not children if required. Washing up done straight away – no bowls left soaking. Condition of bowls checked by guides for chips/cracks. Excess fat removed in preparation process to avoid slippery surface. Rubber sink liner in ceramic sink.	LOW	

8.	Burns and scalds from hot baking trays	Children and adults	All children kept away from stove area. Baking trays put on table away from where children are working. Oven gloves used at all times.	LOW	
9.	Burns and scalds from kettle	Children	Boiled away from the children	LOW	
10.	Slips/Trips over linens being carried when walking up and down stairs	Children	Children are given a small quantity of linen to carry so that their visibility is good and can hold easily.	LOW	
11.	Slips/Trips when carrying jug and bowl up and down stairs	Children	Jug and bowl carried separately by different children. Carried by older children only. Education staff carry with younger children.	LOW	
12.	Slips/Trips when walking around Mansion	Children and adults	Daily checks by Mansion staff for hazard spotting, measured against weekly bookings rota.	LOW	
13.	Slips/Trips on stairways.	Children and adults	Instructed to walk slowly and hold handrail. Tatton staff in front, teacher behind.	LOW	
14.	Slips/Falls on beer cellar barrels	Children	Children supervised at all times. Told not to touch or climb on barrels.	LOW	
<b>RISK</b> HIGH MED OR LOW	<b>PRIORITY</b> HIGH MED OR LOW	<b>HIGH; accident likely with possibility of causing serious injury or loss MEDIUM: possibility of accident causing minor injury or loss LOW; accident unlikely with control measures in place</b>			

## Health and Safety Terms and Conditions

**Please read carefully before signing Booking Confirmation document**

- Tatton staff will be your Guides and Living History presenters only. They will take every precaution for a safe environment, so please follow all instructions given by Tatton staff.
- Teachers are reminded that they have sole responsibility for the conduct, behaviour and safety of the students in their care during the entire visit. This includes both during and in between activities and includes all breaks.
- Teachers are expected to have a list of the students in their care; this requirement helps our staff and your school in case of emergencies.
- The use of the Children's Play Area will only be available with teacher supervision to ensure safety. Teachers are responsible for the children in their care and should ensure that students are only allowed access to equipment that they believe to be within a child's capability and suitable for their age group.
- Tatton is a wonderful resource that can be used by students of all ages. To ensure the safety of your group, there are areas within the park with important notices for you to read and keep in mind. Guidelines are there to help you.
- We have strict guidelines on the number of children allowed per adult. The ratios of guides to children are printed in the education booklet and you are asked to adhere to these. Any changes of numbers from the time of booking should be agreed with the Tatton Learning and Visitor Services Office before the day of your visit. This allows us to plan any adjustments to your day.

## Health and Safety

- You are required to follow the Farm's Health and Safety Guidelines given to you before your visit. If you have any questions about these, the Farm and Visitor Services staff will be happy to answer any queries you may have.
- When taking the Pond Dipping option for Environmental Studies, please be aware that water can be dangerous. Guidelines will be sent out in advance and must be followed by students at all times.
- Before your visit, please read the Health and Safety rules with regard to the Farm and Environmental days.
- Suitable clothing and footwear are essential at Tatton. Extra layers of clothing may be necessary and good footwear for a variety of surfaces.
- Guides are essential at the Old Hall and Mansion, as visitors are unable to enter either of these buildings unaccompanied. Please read the Health and Safety rules sent with your confirmation.

## General Terms and Conditions

- We request that in the event of a cancellation, **you give 10 working days written notice** to: Learning and Visitor Services Office, Tatton Park, Knutsford, Cheshire. WA16 6QN. After this time, you will be invoiced for the cost of the guides.

- Tatton staff reserve the right to terminate a tour if members of the party are not adhering to the Health and Safety regulations.

**Cheshire East Council cannot be held responsible or liable for any personal injury to or damage to property of visitors during trips to Tatton.**