

<b>Directorate:</b>	<b>Section:</b>	<b>Date of assessment:</b>
Places	Regeneration	24.01.18
<b>Name of Assessor:</b>	<b>Job title:</b>	<b>Review date:</b>
Laura Armitage	Learning and Visitor Services Manager	24.01.19
<b>Risk Assessment for:</b>	Old Hall	
<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 Old Hall. 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

No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
1.	Contact with moving vehicles in the car park and meeting areas	Children and adults	Traffic is limited as car access is limited to staff and disabled only.	LOW	
2.	Trips/Slips/Ingestion of dust/contact with vermin droppings in Barn and when flailing and grinding wheat	Children and adults	Children and adults are supervised at all times. Verbal explanations and warnings given. Floor swept regularly and regular programme of vermin control. Those with asthma are removed from area or stand at a safe distance from the activity.	LOW	
3.	Injury from sticks used in basket making and contact with mud from wattle and daub activity.	Children	Supervision and vigilance at all times. Demonstration on proper and safe use. Can use plastic gloves if necessary for wattle and daub. Hand washing after activity.	LOW	

4.	Scalds/Burns from tallow when rushlight making and from fire when dyeing.	Children	Only staff move the tallow pan – temperature is controlled to just above melting point. Children dip the rushes under strict supervision. Only staff put fabric into dye bath and children are kept well back.	LOW	
5.	Slips/Trips in laundry area and bangs on limbs from laundry tubs.	Children	Supervision and instruction given. Laundry tubs moved so area underfoot is kept as dry as possible.	LOW	
6.	Contact with dirt when working with wool in spinning and felt-making activity.	Children	All raw fleeces are washed before being used on an ongoing basis.	LOW	
7.	Trips/Slips on uneven or slippery parkland during deer walk.	Children and adults	Warning to children before activity. Staff leading to look out for potential risks before the activity starts.	LOW	
8.	Fire hazard from fire and candles in Old Hall. Breathing problems from wood smoke. Trips and slips due to low lighting level in Old Hall.	Children and adults	Fire and candles supervised when lit at all times. No children are allowed within 1.5m of fire. Close observation throughout. Children asked to let their eyes adjust to the light. Light levels increased by main lights or opening door. Asthmatics kept out of Hall if wood is smoking. Children seated before door is closed.	LOW	
9.	Slips/Trips on uneven flagstones, stairs and low or changing lighting levels in Old Hall. Injury from certain objects in kitchen.	Children and adults	Verbal warnings given. Children seated before door is closed. Fire procedures as point 8 above. Stairs are well lit, hand-railed and children use them in a controlled group. Supervised in kitchen and mangle has 'do not touch sign'.	LOW	

10.	Burn from fire. Smoke inhalation. Cuts from knives used in food prep.	Children	Supervision and explanation. Children are kept a safe distance from the fire. Children do not do the cutting of the food. Food is not eaten. Maintenance of equipment.	LOW	
11.	Injury from arrows when handled or shooting during archery. Injury from misfires, cracked or broken shafts, overdrawn bows.	Children	Supervision and explanation of activity. Selecting a safe site. Having stewards supervising and regular staff training. Equipment safety checks and replacement of damaged or worn equipment.	MEDIUM	
12.	Injury from jousting activity . Slips/trips whilst participating in activity. Broomsticks used for jousting – injury from mishandling.	Children	Supervision and explanation of activity. Selecting a safe site. Having stewards supervising and regular staff training. Equipment safety checks and replacement of damaged or worn equipment.	MEDIUM	
13.	Injury from branches when carrying or when shelter building. Injury if shelter collapses – scratches, eye or foot injury.	Children	Explanation of safe practice and staff supervision and vigilance.  Shelters built on a safe site on a safe scale.	MEDIUM	
14.	Injury or drowning in stream during water-collecting activity.	Children	Limited number of children allowed on bridge at one time. Supervised by guide. Guide always to hold rope of bucket used to collect water. Observing children told to stand at least 3 feet away from edge of bank and always supervised by an adult.	LOW	
15.	Ingestion of food cooked in activities which is not suitable to eat	Children	Activity supervised at all times. Member of first aid trained staff on site at all times.	LOW	

RISK PRIORITY HIGH ,MED OR LOW	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
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## 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.**