



<b>Directorate:</b>	<b>Section:</b>	<b>Date of assessment:</b>
Places	Regeneration	11.01.18
<b>Name of Assessor:</b>	<b>Job title:</b>	<b>Review date:</b>
Laura Armitage	Learning and Visitor Services Manager	11.01.19
<b>Risk Assessment for:</b>	<b>Education Visits - Parkland</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 Parkland. 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 area. Slips/Trips on cobbles.	Children and adults	Coach met by the guide. Children supervised at all times as they walk to the trailer. For return to coach at end of visit, teachers are instructed to take children through stableyard and out onto coachpark via the path, not the roadway. Warning given about walking slowly over cobbled area. Pathway gritted in icy conditions.	LOW	

2.	Drowning – falling into water during pond-dipping activity	Children	Guidance notes are provided to schools before their visit. Children supervised at all times with appropriate numbers of adults. Everyone advised on the dangers of water and given health and safety guidelines verbally. Group numbers limited. Small numbers working on the jetty with staff and adults in rotation.	LOW	
3.	Ingestion of bacteria	Children	Children verbally told not to put their hands in their mouths after activities. Handwashing advised as essential after activities when facilities are visited.	LOW	
4.	Trips/Slips on terrain	Children and adults	Supervision and instruction given. Staff leading to check for any hazards. Group numbers limited.	LOW	
5.	Weather and ground conditions	Children and adults	Instruction issued by ed. Dept for suitable footwear and clothing. Weather monitored and activities amended/cancelled if required.	LOW	
6.	Injury from pond-dipping equipment causing cuts, tripping or eye-injury.	Children	Limited number of children doing activity at any one time. Instruction given before activity. Supervision by staff and adults.	LOW	

7.	Injury from vehicle movement when going over rough terrain.	Children and adults	Regular training of driver which is monitored. Regular maintenance and inspection of tractor and trailer by maintenance team. Driver uses approved route and low speed. Handrail used on steps and safety rail on trailer. Safety advice given. (separate risk assessment for passenger trailer use available)	LOW	
8.	Scratches and stings from plants/insects	Children and adults	Supervision and instruction given. Staff leading to check for any hazards. Group numbers limited. A first aid trained member of staff will always be present.	LOW	
<b>RISK</b> <b>HIGH</b> <b>LOW</b>	<b>PRIORITY</b> <b>,MED OR</b>	<b>HIGH; accident likely with possibility of causing serious injury or loss</b> <b>MEDIUM: possibility of accident causing minor injury or loss</b> <b>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.**