

SUMMARY OF OUR GENERAL RISK ASSESSMENT FOR SCHOOLS

This is a very general summary of the company's full risk assessments of the house and grounds, highlighting areas which we feel could pose a significant risk to school groups.

As stated we advise that school groups bring at least one teacher with every eight children.

We also recommend that teachers carry out their own assessment prior to a visit.

Although we try to create as safe an environment as possible, Penshurst Place is a grade 1 listed house and historic garden and therefore any changes to the structure have to be in keeping with this.

Gardens

- Loose gravel paths and uneven surfaces through out the garden and grounds.
- Stone steps and level changes between different areas of the garden.
- There are 5 areas of open deep water in the garden.
- General risk from the nature of planted gardens: Risk of splinters; risk of allergic reaction from contact with some plants; risk of head or eye injury from low branches.
- There are usually staff working in the garden, sometimes with heavy machinery.

Safety measures taken by Penshurst Place

- We advise that School groups should bring at least one teacher with every eight children.
- Play is encouraged in the Adventure Playground and discouraged within the walled garden.
- Children and young people are to be supervised by an adult at all times with in the garden.
- Where possible areas of deep water are identified at their location.

Adventure Playground

- There are various pieces of play equipment from low to ground level to high elevated walk ways.
- Some items of play equipment are designed for young children (under 5 years).
- Some items are designed solely for older children (over 5 years).
- There are areas of open deep water near to the playground.

Safety measures taken by Penshurst Place

- Areas of deep water near to the Adventure Playground are sign posted, and separated by fencing or similar.
- We have a ROSPA inspection of the Playground conducted annually.
- We ensure all new equipment installed meets current Regulations BS EN 1176 and BS EN 1177.
- We ensure all necessary safety surfaces are in place and meet legislation requirements.
- We ensure daily, weekly, monthly and seasonal safety checks are in place.
- Age specific equipment is sign posted accordingly.

House

- There are stone steps up to the Staterooms and spiral staircase leading back down.
- Due to the age and nature of the house there are changes in the floor levels, particularly in the Barons Hall.
- There are fixed rugs and raised matting on some floors which could pose a trip hazard.
- Some areas heavily furnished.
- There is a risk of damage to valuable antiquities and property.

Education Room

- Children must have adult supervision in the Education Room at all times.
- Communications: staff supervisors, if present, are supplied with a radio.
- Contracted event providers are required to provide their own suitable risk assessments.

Safety measures taken by Penshurst Place

- There are hand rails next to steps where possible.
- When able, guides and stewards are to verbally inform visitors of high risk areas.
- School groups are only allowed inside the House for a guided tour with Penshurst Place guides.
- Free flow school groups must keep to the 1:8 teacher/student ratio and be closely supervised.
- Barriers and ropes are in place to keep visitors away from sensitive items. Please do not cross barriers or touch antiquities unless invited to do so.
- Several members of staff are first aid trained and first aid boxes are located in the Kiosk (next to Adventure Playground), the Gift Shop, the Barons Hall, the Nether Gallery, the Garden Tea Room and the Office Reception.

Penshurst Place does not accept responsibility for any accident which happens in an area not highlighted in our assessment.

Penshurst Place Management



PENSHURST PLACE AND GARDENS

RISK ASSESSMENT FOR SCHOOLS

LIKELIHOOD VERSUS CONSEQUENCES

| Consequences Likelihood | Catastrophic | Major | Moderate | Minor | Insignificant |
|-------------------------|--------------|-------|----------|-------|---------------|
| Almost certain 5 | 10 | 9 | 8 | 7 | 6 |
| Likely 4 | 9 | 8 | 7 | 6 | 5 |
| Possible 3 | 8 | 7 | 6 | 5 | 4 |
| Unlikely 2 | 7 | 6 | 5 | 4 | 3 |
| Rare 1 | 6 | 5 | 4 | 3 | 2 |

ASSESSMENT UNDERTAKEN BY: Wendy Warshafsky, Head of Visitor Services, and Cory Furness, Health and Safety Advisor

SITE/LOCATION: Areas with visitor access in the Grounds and House

DATE OF INSPECTION: January 2012

DATE FOR RE-EVALUATION: January 2013

SPECIFIC TASK / OCCASION: risk assessments of House and Grounds focusing on hazards which may affect school groups

NUMBER OF PAGES: 5

| OBSERVATIONS | WHAT IS THE RISK | LVC SCORE (above) | PREVENTATIVE/PROTECTIVE MEASURES TAKEN | TIME SCALE | FURTHER ACTION REQUIRED IF ANY |
|--|--|-------------------|--|--|---|
| <u>Gardens: this is a summary of our full gardens Risk assessment. Please contact the Estate for further information</u> | | | | | |
| There are uneven and/or slippery surfaces through out the gardens | Risk of slips trips or falls leading to injury | 5 | Where possible repair lawns to keep rough level Treat stone paths and pedestrian areas to keep free from algae Ensure steps are swept and maintained to keep free from gravel and debris | when required Seasonal task Weekly/ annually | Should particular areas become a significant hazard, they will be cordoned off and signposted |
| There are loose gravel Paths and surfaces | Risk of slipping over causing injury | 4 | Low risk, gravel to be maintained and where possible compacted to minimise surface movement | ongoing | |
| There are stone steps throughout the garden | Risk of falling down steps and causing injury | 7 | Where able rails have been provided. Steps are to be swept weekly and more often if deemed necessary | | |
| | Risk of tripping up steps and causing injury | 5 | Steps are to be checked annually and maintained when necessary | | |
| <u>Water courses and Ponds: This is a very general summary of our separate 'Open Water, Ponds And Water Courses Risk Assessment'. Please contact the Estate for further information.</u> | | | | | |
| There are areas of open deep water within the grounds including in the walled garden, (Italian Garden, Paved Garden, Demi-lune, and Diana's Bath), the Horse pond by the picnic area, Lancup Well in the Parkland and the Trout Lakes by the Woodland Trail and Arboretum. | Risk of drowning or serious injury | 7 | School Children and young people are to be supervised by an adult at a recommended minimum 1:8 adult/child ratio at all times with in the garden | Ongoing | Particular Supervisory attention required near all areas of deep water. |
| | | | Where possible areas of deep water are to be identified at their location | Done | |
| | | | Areas of deep water near to the Adventure Playground are separated by fencing or similar. | Done | |

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| There are plants with in the garden that could cause injury | Risk of splinters | 3 | Due to nature of garden and low risk deemed unavoidable | N/A | Observations to be made on regular walk rounds |
| | Risk of allergic reaction from contact | 5 | Keep sensitive plant species to backs of borders and away from plants Avoid planting high risk plant groups | Ongoing | |
| | Risk of head or eye injury | 6 | Where possible low branches are to be pruned to a suitable height. | Ongoing When noted | |
| There are staff working full time in the garden | Contact with spraying chemicals | 6 | Ensure any chemical work is signposted and carried out during closed hours | In place | Ensure gardening staff are trained in how to work around visitors and keep up supervision |
| | Risk of injury from tools in use | 6 | Ensure good practice of tool stowage when not in use and not left lying around the garden | In place, regular reminding required | |
| | Risk of injury from tools left unattended | 7 | Ensure tools are returned to yard for work breaks | In place, regular reminding required | |
| Sometimes there is machinery in use in the garden | Risk of injury from contact with unattended machinery | 8 | Ensure any machinery is not left unattended and if unavoidable then ensure keys are removed and it is immobilised | In place | Where possible do work in more public areas when garden is closed. |
| | Risk of injury from flying debris | 7 | Where possible keep a safe working distance from any visitor Ensure all guards and shields are kept in place Where possible, purchase machinery with efficient safety designs in place | In place Monitor In place | |
| | Risk of injury from impact from moving machinery | 8 | When in transit keep a slow speed of any machinery and stop at blind spots | Monitor | |
| There are pedestrian areas near high falls | Risk of head/neck injury or broken bones from falling from height | 6 | Keep capping stones of walls free from ivy to ensure clear visibility of drop Keep areas below walls heavily planted to soften falls Ensure paths and steps adjacent or leading to drops are kept clear and well maintained | Ongoing In action In action | |
| Local Farming practices and wildlife | Risk of contact with animal faeces leading to sickness | 6 | Do not graze livestock in playground area in or close to open season. Keep fencing in place as a barrier to livestock | In action In Place | |
| | Risk of injury from animal bites/stings | 6 | Ensure regular checks of gardens and ground to clear away animal faeces. First aiders are always on site | In action In place | |
| There are private and staff areas in the gardens and | Risk of entering areas not assessed | 5 | Ensure gardeners yard is kept locked when unattended Where locking is not possible | In place Monitor | |

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| grounds | for public use and transit | | ensure clear prohibition signs are in place | | |
| There are private and staff areas in the gardens and grounds | Risk of injury from contact with plant and equipment | 6 | Ensure keys are removed from all plant and machinery is immobilised when not in use | Monitor and remind regularly | |
| | Risk of damage to private property | 6 | Keep up regular inspection of private area entrances and exits. | In place | |
| Risk of disorientation in garden | Could lead to temporary child loss | 7 | Ensure all staff are briefed on Lost Child procedures and are not left alone with children Provide maps or Sign Posts Use 'A' Frame boards or arrows for special events | Annually and at induction Signposts in place when required | Maps only supplied with guide book or for disabled visitors as per Proprietors wishes |
| <u>Adventure Playground: this is a summary of our full Venture Playground and Woodland Trail Risk assessment. Please contact the Estate for further information</u> | | | | | |
| There are various pieces of play equipment from low to ground level to high elevated walk ways | Risk of various injuries from unsafe equipment | 5 | Ensure annual ROSPA inspection of Playground Ensure all new equipment installed meets current Regulations BS EN 1176 And BS EN 1177 Ensure all necessary safety surfaces are in place and meet legislation requirements Ensure Daily/weekly/ monthly/ annually safety checks are in place | Annually Top up quarterly In place | |
| | | 8 | Ensure young children are properly supervised in the playground Use suitable signage to display restrictions | Monitor In place | |
| Some play equipment is designed for age specific children | Risk of injury to young people from using equipment not designed for them | 7 | Keep junior equipment in a central area for easier supervision | In place | |
| | Risk of injury to younger people from older people using junior equipment | | | | |
| There are numerous bins and picnic tables | Hygiene issues with rubbish | 5 | Ensure regular clearance of rubbish bags | Daily or weekly | Season and weather dependant |
| | Poor PR from lying litter and rubbish | 4 | Ensure daily pick up of ground rubbish | Monitor | |
| | Risk of wasp sting from wasp's attraction to bins. | 8 | Keep bin lids in good order, ensure regular rubbish clearance, and signs of wasp infestation need to be reported to Gardens department for immediate disposal. | as required | |

| House: this is a summary of our full House and Estate Risk assessment. Please contact the Estate for further information | | | | | |
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| There are uneven floors and different levels | Risk of tripping and falling | 6 | Due to nature of the house this is unavoidable. Where possible Guides and stewards are to verbally inform visitors of high risk areas | Monitor Remind at season meetings | |
| Limited space in some areas | Risk of damage to property | 8 | Ensure all school groups guided tours are guided by Penshurst Staff | | |
| | Risk of theft of articles | 7 | Ensure guides, stewards and exit staff remain vigilant when aware of suspicious activity | | |
| | Risk of injury from trampling | 4 | Ensure house entrance staff keep a free flow of visitors to avoid sudden rushes of people | | |
| Some areas heavily furnished | Risk of knocks and bumps to visitors | 4 | Ensure routes and paths are clearly outlined with matting | | |
| | Risk of damage to antiques and property | 6 | Make sure barriers and ropes are in place to keep public away from sensitive items | | |
| | Risk of Theft of articles | 6 | Maintain presence of Room Stewards and Guides | | |
| There are stepped areas and stairs including Spiral | Risk of tripping or slipping on steps | 7 | Ensure steps are kept clean and clear Ensure first and last treads are free from raised carpet edges and obstructions | | |
| | Risk of falling down spiral staircases | 7 | Where possible install arm rails or ropes for assistance Provide assistance from staff when needed for extra assistance where no greater risk to personal safety exists | | |
| Some sharp display items | Risk of injury or impalement on swords and weapons | 5 | Ensure weapons are fixed down, or if not possible then out of immediate reach. Ensure cautionary signs are in place Ensure children are supervised at all times in the house Ensure room stewards are in place at all times | In action Monitor In action | |
| Education room: this is a summary of our full Visitor Risk assessment. Please contact the Estate for further information | | | | | |
| Access to Education Room | public, staff, guests, children, contractors | 5 | Door latched back when in use Safety snib to prevent people's ability to lock themselves into the room Access kept clear at all times | Done | |
| Child safety – | Children | 6 | Children are to be supervised by their guardians at all times in the education room Staff are not to work alone should a child not have supervision in place | Done | |

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| Flooring may be uneven | public, staff, guests, children, contractors | 6 | Due to the nature of the building deemed unavoidable but minimised with carpets and flooring | Done | |
| Props could fall | Risk of falling on visitors or staff | 5 | Adult assistance recommended when using armour Pike is fixed to the wall | Done Done | |
| Lights, heating and electricity | Risk of injury, or fire | 5 | Powder and water fire extinguisher at exit of education room. Heating installed at high level out of reach of the general public | Done | |
| <u>Contracted events staff and people: All Educational events are separately Risk Assessed and all external contracted display teams etc are required to have their own risk assessments in place. Please contact the Estate for further information</u> | | | | | |
| Education events eg Armada | Risk to members of the public, staff and themselves | | Contracted event providers are required to provide their own suitable risk assessments and a separate copy supplied to schools. | | |
| <u>Gift Shop: this is a summary of our full Visitor Risk assessment. Please contact the Estate for further information</u> | | | | | |
| Limited space in some areas | Risk of damage to property | 6 | Ensure school children are supervised by an adult at a 1:8 Adult/child ratio to minimise any risk | | |
| | Risk of theft of articles | 5 | | | |
| | Risk of injury from trampling or shoving | 4 | | | |

A separate more detailed risk assessment is also available for the Woodland Trail/Arboretum and Adventure Playground.

For further information about this risk assessment please contact our Head of Visitor Services or our Health and Safety officer, at:

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