

**RISK ASSESSMENT FOR SCHOOLS**

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:** Andrew Stronghill, Health and Safety Advisor

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

**DATE OF INSPECTION:** February 2023

**DATE FOR RE-EVALUATION:** FEBRUARY 2024

**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
<b><u>Gardens: this is a summary of our full gardens Risk assessment. Please contact the Estate for further information</u></b>					
There are uneven and/or slippery surfaces throughout 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 as necessary		
<b><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></b> <b><u>Please take note of the Safety Notice located near the entrance to the walled garden.</u></b>					
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  Where possible areas of deep water are identified at their location  Areas of deep water near to the Adventure Playground are separated by fencing or similar.	Ongoing  Done  Done	Particular Supervisory attention required near all areas of deep water.  Key areas have deep water signs to draw attention to them.
There are plants with in the garden	Risk of splinters	3	Due to nature of garden and low risk deemed unavoidable	N/A	

that could cause injury	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	Observations to be made on regular walk rounds
	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, and staff regularly reminded	
	Risk of injury from tools left unattended	7	Ensure tools are returned to yard for work breaks	In place, and staff regularly reminded	
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	Whenever practicable to do so, machinery use is limited to hours outside of normal opening hours – i.e. between 07:30hrs & 10:00hrs
	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 Keep fencing in place as a barrier to livestock Ensure regular checks of gardens and ground to clear away animal faeces.	In action In Place In action	
	Risk of injury from animal bites/stings	6	First aiders are always on site	In place	

There are private and staff areas in the gardens and grounds	Risk of entering areas not assessed for public use and transit	5	Ensure gardeners' yard is kept locked when unattended Where locking is not possible ensure clear prohibition signs are in place	In place Monitor	
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; staff regularly reminded	
	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	Map in Guide Book and available free of charge on request from the Ticket Office
<b><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></b>					
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	
Some play equipment is designed for age specific children	Risk of injury to young people from using equipment not designed for them	8	Ensure young children are properly supervised in the playground  Use suitable signage to display restrictions	Monitor  In place	
	Risk of injury to younger people from older people using junior equipment	7	Keep junior equipment in a central area for easier supervision	In place	
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	

<b>House: this is a summary of our full House and Estate Risk assessment. Please contact the Estate for further information</b>					
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. In the event of emergency evacuation all visitors are guided by staff to the nearest exit point and on to the Emergency Muster Point		
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 antiquities 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. Where practicable the leading edges of steps are highlighted in white or yellow		
	Risk of falling down spiral staircases	7	Where possible install hand 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	
<b>Education room: this is a summary of our full Visitor Risk assessment. Please contact the Estate for further information</b>					
Access to The Old Coach House 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 and lock can be opened from the inside without need of a key 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	
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	
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	
<b><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></b>					
<b>Education events eg Armada</b>	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.		
<b><u>Gift Shop: this is a summary of our full Visitor Risk assessment. Please contact the Estate for further information</u></b>					
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 or any other risk assessment, or any other issue regarding Health and Safety, please contact our Head of House Visits & Collections or our Health and Safety officer, at:**

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