

**LEIGHTON HALL RISK ASSESSMENT - SCHOOL VISITS**

**Arrival and Departure**

<b>HAZARD! HARM POTENTIAL</b>	<b>WHERE ENCOUNTERED</b>	<b>EFFECTS</b>	<b>PERIOD OF USE EXPOSURE</b>	<b>CURRENT SAFETY MEASURES</b>	<b>POTENTIAL FOR HARM SEVERITY</b>	<b>PROBABILITY OF OCCURRENCE</b>	<b>RISK</b>	<b>FURTHER ACTION REQUIRED! REMARKS</b>
ESTATE ROADS	At front of Hall	Physical Injury, death	When embarking/ disembarking from buses/cars	Children are told of danger and seen across the road by guides	High	Low	Med	Ensure Guides make children aware of danger. Teachers to supervise.
CATTLE GRID	At front of Hall	Physical injury	When entering/leaving Hall grounds	Sign asking for visitors to use gate to the side	Low	Low	Low	Ask children to use side gate and are supervised by teachers whilst entering Hall grounds
OUTSIDE STEPS, INCLUDING TERRACE STEPS	Throughout Hall grounds, gardens, woodland walk and entering Hall	Physical injury	Throughout the visit	Signs to warn children of slippery/uneven steps.	Med	Med	Med	Ensure children are warned of slippery/uneven and un-obvious steps. Hand rail to be put in by Terrace Steps. Teachers to supervise
WALLS	Throughout the gardens/ grounds	Physical injury	Throughout visit	Children asked not to climb on top of walls	Low	Med	Low	Ensure Guides ask children not to climb on top of walls. Teachers to supervise.
HOT WATER	Outside Toilets (male and female)	Scalding	When using the toilets	Warning signs erected.	Med	Med	Med	Guides to warn children. Teachers to supervise.

**Woodland Walk, Garden and Grounds**

<b>HAZARD! HARM POTENTIAL</b>	<b>WHERE ENCOUNTERED</b>	<b>EFFECTS</b>	<b>PERIOD OF USE EXPOSURE</b>	<b>CURRENT SAFETY MEASURES</b>	<b>POTENTIAL FOR HARM SEVERITY</b>	<b>PROBABILITY OF OCCURRENCE</b>	<b>RISK</b>	<b>FURTHER ACTION REQUIRED! REMARKS</b>
PONDS, WATER FEATURES	Garden	Drowning, exposure to wet/cold	During woodland walk	Children asked not to go near edge of pond	High	Med	Med	Fence to be erected round open parts of pond and children asked not to go near edge.
WOODLAND TRACKS, GARDEN PATHS	Woodland Walk/garden	Physical injury	During Woodland Walk	Wood chips laid in places to create even surface. Children asked to be careful.	Low	Med	Low	Ensure children are warned of dangers and stick to tracks especially where limestone grikes are evident.
DRAIN INSPECTION GRID	Kitchen Garden	Physical injury	During Woodland Walk	None	Low	Low	Low	Children to be asked not to walk over grid

SWINGS/SLIDES	Woodland Walk	Physical injury	During Woodland Walk	None	Med	Med	Med	Swings/slides to inspected and maintained. Children to be supervised at all times by their teachers
GARDEN EQUIPMENT, MACHINERY	Woodland Walk/Garden	Physical injury, mainly to limbs	During Woodland Walk	Try to avoid working in the areas mentioned with machinery during school visits	High	Low	Low	Avoid leaving machinery/tools unattended during school visits. If work is unavoidable, ensure children are supervised at all times.
Yew and laurel berries, fungi	Woodland Walk, Garden	Poisoning	During Woodland Walk	None	Med	Low	Low	Guides to ask children not to eat/touch berries/fungi. Teachers to supervise.

### Leighton Hall Tour

HAZARD! HARM POTENTIAL	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL FOR HARM SEVERITY	PROBABILITY OF OCCURRENCE	RISK	FURTHER ACTION REQUIRED! REMARKS
ELECTRICAL CABLES	Throughout the Hall	Physical injury	During tour of Hall	None	Med	Med	Med	Signs should be visible warning of cables. Try to avoid having cables in the house during tours. Children should be made aware of hazards. Cleaning of flags
HEATERS, APPLIANCES, TOOLS	Throughout the Hall	Physical injury	During tour of Hall	None	Med	Med	Med	Use of appliances, tools and heaters should be avoided during tours. Children supervised at all times
FLAGGED FLOORS	Throughout the Hall	Physical injury	During tour of Hall	None	Med	Med	Med	Signs should be visible if flags are known to slippery/uneven. Children should be made aware of hazards. Cleaning of flags should be avoided immediately prior to tours.
STEPS, STAIRCASES, THRESHOLDS	Throughout	Physical injury	Throughout the tour	Signs to warn children of slippery/uneven steps.	Med	Med	Med	Ensure children are warned of slippery/uneven and un-obvious steps, thresholds. Banisters to be checked/maintained so that they are safe to use. Make sure spindles are secure.
CARPETS, RUGS	Throughout the Hall	Physical injury	During tour of Hall	None	Low	Low	Low	Children should be made aware of hazards.