



SANDRINGHAM

SANDRINGHAM HOUSE, MUSEUM, GARDENS AND COUNTRY PARK SUMMARY RISK ASSESSMENT FOR EDUCATIONAL VISITS

Notes for group leaders: Sandringham Estate carries out risk assessments on all its activities. The risks associated with visiting Sandringham House, Museum, Gardens and Country Park are very low, but please remember that there are potential hazards from vehicles, machinery, plants and wildlife, as well as from other visitors and their dogs.

1 Supervision

All educational groups must be adequately supervised at all times, including when engaging in staff-led workshops, visits to the Country Park and Adventure Play area and inside the Gift Shop. Each group should contain at least one adult per ten pupils aged 8-15 years, and one adult per five pupils aged 5-7 years. We reserve the right to refuse entry to groups with an inadequate number of accompanying adults. Accompanying adults are responsible for the behaviour of the students in their groups at all times.

2 Clothing

Please make sure that your group is suitably dressed for the day's activities, remembering that a large part of all visits to Sandringham may be spent outside. If you have booked a particular workshop, please discuss with our Learning and Engagement Coordinator any particular requirements there may be for the day.

3 Study Hut

The Study Hut is available for packed lunches to be eaten and baggage to be stored. This is a locked space, but all items left by a group are left at owner's own risk. A charge of £20 will apply for the use of this building. If accompanying children on a self-guided tour, please contact our Learning and Engagement Officer on 07787 381225 to check availability.

4 Insurance

Sandringham Estate has public liability insurance.



SUMMARY RISK ASSESSMENT

LOCATION	HAZARD	CONTROL	RISK
General	Slips, trips and falls whilst walking over uneven ground.	Adequate supervision of group by responsible adults. Estate staff trained to notice obvious hazards and remove them or make them safe.	Very Low
General	Accident/Illness	Should an accident or illness arise during the visit, a member of staff should be informed. The duty First Aider will then attend. Please be aware that First Aiders are not allowed to dispense medication, so students and/or teachers should bring with them anything that may be required during the visit.	Very Low
General	Bad behaviour	Adequate supervision of group by responsible adults. Children's behaviour is the sole responsibility of the school/college.	Very Low
Coach Park	Collison with motor vehicles moving in coach park and car parks	Adequate supervision of group by responsible adults. Main car parks separated from coach park.	Very Low
Country Park	Slips, trips and falls	Adequate supervision of group by responsible adults.	Very Low
Country Park	Health risks from handling animal faeces (dogs, deer)	Adequate supervision of group by responsible adults. Washroom facilities provided at Visitor Centre.	Very Low
Entry to Gardens	Road traffic accident (access from Visitor Centre to Gardens crosses public road)	Adequate supervision of group by responsible adults. Signs and barriers at crossing highlight hazard.	Very Low
Gardens	Drowning (lakes/streams)	Adequate supervision of group by responsible adults.	Very Low



SUMMARY RISK ASSESSMENT

LOCATION	HAZARD	CONTROL	RISK
Gardens	Insect stings/bites	Adequate supervision of group by responsible adults.	Very Low
Gardens	Allergy to plants causing skin irritation	Adequate supervision of group by responsible adults.	Very Low
Gardens	Contact with work equipment	Adequate supervision of group by responsible adults. Estate staff take care when using mobile equipment. Keys are not left in mobile equipment, tools not left unattended. Potentially hazardous equipment is coned/fenced off.	Very Low
Shuttle (Gardens)	Dust in eyes, on clothes	Driver reduces speed in dry weather to reduce dust thrown up.	Low
Shuttle (Gardens)	Falling from moving vehicle	Adequate supervision of group by responsible adults. All passengers instructed to remain seated.	Very Low
Sandringham House	Slips, trips and falls	Adequate supervision of group by responsible adults. All steps covered by ramps. All carpets secured and taut.	Very Low
Sandringham House	Risk of fire	Fire exits clearly signed and kept unobstructed. Automatic fire/smoke detection system in operation with automatic link to fire service. Staff carry out regular fire drills.	Very Low
Sandringham Museum	Slips, trips and falls	Adequate supervision of group by responsible adults. All steps covered by ramps. All floor coverings secured and taut.	Very Low
Sandringham Museum	Risk of fire	Fire exits clearly signed and kept unobstructed. Automatic fire/smoke detection system in operation with automatic link to fire service. Staff carry out regular fire drills.	Very Low