

## General Hazard Information for Educational Visits to Fountains Abbey and Studley Royal

We will do everything we can to ensure your safety but please remember the ultimate responsibility for the conduct, safety and welfare of your group remains with you. The estate will be open to members of the public during your visit.

To help you risk assess your visit, we have prepared this hazard information sheet for our site.

Now you have booked a visit you are welcome to make a free preliminary planning visit.

Possible Hazard	Control of Risk
Moving vehicles in drop off zone and coach parking area	Admission for most groups is via the Visitor Centre. Please be aware that other vehicles use these areas. You should ask your coach driver to stop at the drop off zone where you should supervise your pupils getting off the coach, moving to the rear of the coach for a clear sight line of other traffic, before crossing the road. Extra care should be taken if in the coach parking area.
Toilets and handwashing facilities	There are public toilets at the Visitor Centre, next to Fountains Hall and near Studley admission point. You should supervise your pupils using these facilities. If you have a booked activity you will have access to 2 toilets at Swanley Grange.
On site  Slips/Trips/Falls/ scratches/grazes -buildings -Abbey ruins -grounds  Fall of objects from height, e.g. rocks, branches  Drowning/falling into water	You are advised to keep to the areas of the estate accessible to the visiting public. These areas undergo regular risk assessment and maintenance.  You should: <ul style="list-style-type: none"> <li>• not climb on Abbey ruins</li> <li>• respect any signs, barriers, notices</li> <li>• exercise caution when near water and water features</li> <li>• take care on slopes, steps and raised paths – some of these are steep or uneven, and all can be slippery particularly in wet weather</li> </ul> You should warn your pupils of the dangers.  The stairs and walkways within the buildings are kept free of obstructions and are provided with handrails and non-slip surfaces where appropriate. Signs are placed to show wet floor when any spillage occurs. Radios and telephones are kept at each Admission point.  We risk assess all our guided activities. We take into account the average ability of the age group when assessing the suitability of terrain and activities. Your specific Risk Assessment should meet the needs of your pupils.

First Aid	You are advised to carry your own First Aid kit on site. Please inform us if there has been an injury, accident or damage on site so we can record it and take appropriate action as necessary. On site First Aid kits are available at all Admission points and in Swanley Grange Workshop.
Low roof beams in the hayloft at Swanley Grange	The first beam is marked with a sign reading 'mind your head' and yellow warning tape edges all other beams on both sides. Verbal warning is given.
Fire & Emergency evacuation	In the event of a fire, use the marked Fire Exits and assemble away from buildings as directed. Please familiarise yourself with the Fire Action Notices and signage. If your pupils are to be divided into groups, please ensure each group leader has a list to check against as they may be positioned in different areas of the estate at the time of the emergency.
Group supervision:  Groups getting lost Losing individual children Abduction or wandering children Violence to children/adults	Please follow the legal requirements for the ratio of adults to children for the age group you are bringing.  You are provided with a map of the estate in your information pack. You should keep all your pupils in view at all times as far as is practicable. We have clear procedures to be followed in the case of missing children – you should contact an admission point for help as soon as you can.
Animals, insects, plants	You are advised to keep a safe distance from the deer at all times as they are untamed animals. You are asked not to pick any of the plants. Please advise and bring appropriate medication for members of your group that require it.
Vehicles moving around the site	Only estate vehicles are allowed within the pay-for area and contractors' vehicles by prior arrangement. Roadways, tracks, footpaths are strategically located with respect to one another and signed.
Ultra Violet sun rays Hypothermia/ Exposure	You are advised to bring sunscreen for use when working outdoors on sunny days. You should wear clothing and sensible footwear appropriate to the site and the weather at all times. If you have booked an activity, a room with heating is available and there is access to drinking water. The estate would be closed in extreme weather conditions.
Contact with animal faeces	Your pupils should not come into contact with dog faeces as visitors with dogs are advised against allowing dogs to foul the estate. There are dog bins in place. There may be sheep droppings on the path across the sheep field, deer fumets in the deer park, and other wild animal droppings around the site. You should warn your pupils of the dangers.

You are advised and encouraged to make a free planning visit to risk assess for your own group.