

## **Risk Assessment Guidance**

These guidelines will help you prepare for your visit to Chatsworth and to ensure that you and your group have a safe and enjoyable learning experience when you are here.

It is your responsibility to carry out a site-specific risk assessment in advance of your visit. Please contact the Bookings team to arrange a free pre-visit to prepare your risk assessment [visit@chatsworth.org](mailto:visit@chatsworth.org)

### **It is advisable to take the following into account when preparing your risk assessment:**

- Education Authority guidelines concerning the correct pupil/staff supervision ratio must be adhered to.
- Group leaders take full responsibility for the conduct of the group and for supervising those in their care.
- In the unlikely event that the behaviour of the group is considered to present a risk to the group or to any other visitor/s, Chatsworth staff will discreetly intervene.

### **Information in the table below can be referred to in preparation for your visit.**

<b>Hazard</b>	<b>Person at risk</b>	<b>Control Measure: Group Leader</b>
Weather	Pupils/Staff/Accompanying adults	Check weather and road conditions before travelling  Ensure appropriate clothing is available - waterproofs, warm clothing, welly boots, sun hats, sun cream
Uneven Surfaces	Pupils/Staff/Accompanying adults	Ensure group are aware of uneven surfaces and adhere to any warning signs/barriers that are in place on site.  Advise parents/ participants to wear appropriate footwear for the visit.
Fire	Pupils/Staff/Accompanying adults	Supervision of group and cooperation with Chatsworth Fire Marshals in the event of evacuation
Steps/Staircase	Pupils/Staff/Accompanying adults	Ensure group use of hand rails where provided and that care is taken on uneven steps
Vehicles in garden	Pupils/Staff/Accompanying adults	Group leader to be aware of slow moving vehicles on site.
Number of children in group	Pupils	Compliance with LA recommended staff/child ratios for day visits
First Aid	Pupils/Staff/Accompanying adults	Group must be accompanied by a first-aider, a first aid kit and any appropriate medication required for the needs of the group.
Water	Pupils/Staff/Accompanying adults	Ensure close supervision of group when near water or the water features on the site.

For further information, please contact the Education team on [education@chatsworth.org](mailto:education@chatsworth.org)

To help ensure the health and wellbeing of our visitors and colleagues, all visitors must adhere to [current government guidelines relating to Covid-19](#), and follow any other guidance provided at Chatsworth.