



<b>Directorate:</b>	<b>Section:</b>	<b>Date of assessment:</b>
Places	Regeneration	1.8.13
<b>Name of Assessor:</b>	<b>Job title:</b>	<b>Review date:</b>
V Stubbs	Learning and Visitor Services Manager	1.8.14
<b>Risk Assessment for:</b>	<b>Education Visits: Garden</b>	
<b>Assessor Signature:</b>	VK Stubbs	

Tatton Park is managed, financed and Cheshire East Council and as such follows the council's policy on Health, Safety and Risk Management. Set out below is a summary of risk assessments that specifically relate to education/learning activities that take place in the Gardens. If you require any additional information about Health and Safety matters, please raise this during your pre-visit or contact the Learning and Visitor Services Office 01625 374428

<b>No.</b>	<b>Potential Hazard</b>	<b>Groups of People at Risk</b>	<b>Existing Control Measures</b>	<b>Risk Priority</b>	<b>Additional Controls Required to Minimise Risk</b>
1.	Contact with moving vehicles in the car park and meeting place.	Children and adults	Children supervised at all times as they walk to the gardens via the path and not the roadway.	LOW	
2.	Slips/Trips on cobbles	Children and adults	Warning given about walking slowly and carefully over cobbles. Pathway gritted in icy conditions.	LOW	

3.	Injury or slips/trips when walking around garden.	Children and adults	<p>Health and Safety briefing given by guide on arrival to the gardens.</p> <p>Staff are aware of moving vehicles and members of the public at all times. Regular maintenance of vehicles. Rules and regulations are on display when entering the gardens. Tools and equipment kept tidy and certain areas fenced off when required. Algae and moss removed when required.</p>	LOW	
4.	Ingestion of chemicals	Children and adults	Use of chemicals and sprays undertaken on non-public days or in cordoned-off area.	LOW	
5.	Collision with electric mobility scooters	Children and adults	<p>Health and Safety instructions given to users of scooters.</p> <p>Health and Safety briefing given by guide on arrival to the gardens. All children supervised throughout visit.</p>	LOW	
6.	Slips/Falls/Injury on wooden bridge	Children and adults	<p>Bridge checked daily for weather condition, fallen debris and structural condition. Bridge swept and gritted when required. Plants cut back to allow good visibility. Wire mesh erected around sides. Instructions given that wildfowl should not be fed. Verbal instructions to not climb or lean over bridge. Supervision at all times.</p>	LOW	

7.	Slips on stone flags, grid covers in Italian/Japanese/Rose Gardens.	Children and adults	Gardeners inspect area regularly. Sand sprinkled as required. Re-laying and general maintenance of flags as required. Tour of Japanese garden done when authorization has been given by garden team. Instructed to walk carefully.	LOW	
8.	Drowning in water	Children	Health and safety briefing given when entering garden. Children supervised at all times. Signage. Throwing money into pools is discouraged to prevent leaning over water. Gardeners remove any money frequently. Edges cleaned and maintained around pools. No climbing on any structures.	LOW	
9.	Skin irritation, cuts or poisoning from plants	Children and adults	Poisonous plants identified and children are supervised at all times. Health and safety briefing given so awareness of not touching or eating.	LOW	
10.	Cuts from faulty/damaged glazing in glasshouses	Children or adults	Glasshouses inspected and maintained. Protective film on glass panes to prevent shattering.	LOW	
<b>RISK HIGH OR LOW</b>	<b>PRIORITY ,MED OR LOW</b>	<b>HIGH; accident likely with possibility of causing serious injury or loss MEDIUM: possibility of accident causing minor injury or loss LOW; accident unlikely with control measures in place</b>			

## **Health and Safety Terms and Conditions**

### **Please read carefully before signing Booking Confirmation document**

- Tatton staff will be your Guides and Living History presenters only. They will take every precaution for a safe environment, so please follow all instructions given by Tatton staff.
- Teachers are reminded that they have sole responsibility for the conduct, behaviour and safety of the students in their care during the entire visit. This includes both during and in between activities and includes all breaks.
- Teachers are expected to have a list of the students in their care; this requirement helps our staff and your school in case of emergencies.
- The use of the Children's Play Area will only be available with teacher supervision to ensure safety. Teachers are responsible for the children in their care and should ensure that students are only allowed access to equipment that they believe to be within a child's capability and suitable for their age group.
- Tatton is a wonderful resource that can be used by students of all ages. To ensure the safety of your group, there are areas within the park with important notices for you to read and keep in mind. Guidelines are there to help you.
- We have strict guidelines on the number of children allowed per adult. The ratios of guides to children are printed in the education booklet and you are asked to adhere to these. Any changes of numbers from the time of booking should be agreed with the Tatton Learning and Visitor Services Office before the day of your visit. This allows us to plan any adjustments to your day.

### **Health and Safety**

- You are required to follow the Farm's Health and Safety Guidelines given to you before your visit. If you have any questions about these, the Farm and Visitor Services staff will be happy to answer any queries you may have.
- When taking the Pond Dipping option for Environmental Studies, please be aware that water can be dangerous. Guidelines will be sent out in advance and must be followed by students at all times.
- Before your visit, please read the Health and Safety rules with regard to the Farm and Environmental days.
- Suitable clothing and footwear are essential at Tatton. Extra layers of clothing may be necessary and good footwear for a variety of surfaces.
- Guides are essential at the Old Hall and Mansion, as visitors are unable to enter either of these buildings unaccompanied. Please read the Health and Safety rules sent with your confirmation.

## **General Terms and Conditions**

- We request that in the event of a cancellation, **you give 10 working days written notice** to: Learning and Visitor Services Office, Tatton Park, Knutsford, Cheshire. WA16 6QN. After this time, you will be invoiced for the cost of the guides.
- Tatton staff reserve the right to terminate a tour if members of the party are not adhering to the Health and Safety regulations.

**Cheshire East Council cannot be held responsible or liable for any personal injury to or damage to property of visitors during trips to Tatton.**