



Tatton Park Risk Assessment – 2019



<u>Directorate:</u>	<u>Section:</u>	<u>Date of assessment:</u>
<u>Places</u>	<u>Regeneration</u>	<u>18.03.19</u>
<u>Name of Assessor:</u>	<u>Job title:</u>	<u>Review date:</u>
<u>Laura Armitage</u>	<u>Learning and Visitor Services Manager</u>	<u>18.03.20</u>
<u>Risk Assessment for:</u>	<u>Tatton Park – Parkland, Gardens, Farm, Old Hall and Mansion</u>	
<u>Assessor Signature:</u>	<u>L. Armitage</u>	

Tatton Park is managed and financed by 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 Tatton Park. 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.

Tatton Park incorporates over 2000 acres of open parkland, home to our Red and Fallow Deer, a working farm, Old Hall, formal and informal gardens and our Mansion. It is a site that is open to the public on most days of the year. During your school's visit to Tatton Park you will be working at one or two of our Educational sites, depending on the subject and duration of your visit. This risk assessment covers 'hazards' to be aware of across the whole site, some of which will apply to your visit and some of which you will have no contact with animals if your visit is based in the Mansion, Gardens or Old Hall. Please read this carefully before your visit and let us know if any of your children have allergies, mobility challenges or other issues that we need to be aware of and can discuss with you before your visit to ensure that every child has a fantastic day with us.

No.	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional controls required to minimize risk
1.	<p>Contact with moving vehicles in the car park, meeting areas, public roads, gardens, parkland and farm. Vehicles include mobility scooters and bicycles, cars, coaches, Cheshire East site vehicles and farm vehicles.</p>	Children and adults	<p>Children to be under close supervision at all times, particularly when on public roads within Tatton Park, in car parks and walking to and around all areas of the estate . When walking to the Old Hall and down the lane to the Farm, children should walk at the side of the road wherever possible, as site vehicles use these access routes. Access to the Mansion should be via the pathway and not the road. Children should be briefed about safe use of these areas.</p>	LOW	<p>Adults should walk in front of and behind children on any public road and maintain all round vigilance at all times. Watch out for mobility scooters and estate working vehicles in all areas</p>

2.	<p>Slips, trips or falls on wet grass, cobbled areas, areas with mud or dung, stairs in Cottage, Mill, Old Hall, Barn Rooms or Mansion, external stairs to the Cellars, wet floors in the Cellars, wooden bridges and flagstones in Gardens and all other areas of the site.</p>	Children and adults	<p>Health and Safety instructions given by Tatton Education staff at the beginning of each visit and when moving to a new site/ location. Verbal warnings given if not adhered to and the support of teaching staff to enforce this is required. Close supervision is required by accompanying adults at all times. Farm paths and steps are washed regularly to avoid build up of mud. Pathway and bridges gritted in icy conditions. Algae and moss removed from pathways and sand sprinkled, when required. Pathway should be used in preference to cobbles, where possible. Never walk over the cattle-grids.</p>	LOW	<p>All adults and children requested to wear suitable strong, flat, waterproof footwear whilst on site. No running at any time. Walk slowly and steadily and hold on to handrails if going up or down stairs. Staff will take alternative route into the Mansion if the external cellar steps are unsafe. Children instructed not to step on wet cellar floor. When group ascends or descends stairways, Tatton Education Staff will go in front, teachers behind.</p>
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3.	Contact with animals	Children and adults	<p>Tatton Education staff trained in safe animal handling. All animals are selected on temperament and any unsuitable stock are removed. Animals are regularly vaccinated, annual vet plan undertaken and adhered to. Gates checked daily and excrement removed.</p> <p>Children are given clear instructions and information about how to behave around animals by Tatton Education staff, prior to commencement of an activity. Children who have allergies or are nervous around animals may abstain from related activities. Children are instructed to only touch animals with their hands and then not to put their hands in their mouth. Hand washing takes place after animal handling. Signage reminders about washing hands around the farm.</p> <p>Distance should be kept from the wild deer herd at all times.</p>	LOW	<p>Adults to enforce routine handwashing at any of the stations provided at the Farm. Handwashing to be carried out before lunch as a matter of good practice. School staff to inform Tatton Education staff of any allergies/animal phobias that may impact the activity.</p> <p>School groups must be accompanied on deer activities in the parkland. Safe distance must be kept from the deer at all times.</p>
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4.	<p>Scalds/ Burns from open fires (Cottage, Old Hall or Settlements), hot water, hot baking trays, tallow (rush light making)</p>	Children and adults	<p>Open fires are attended at all times by a member of Tatton Education staff. Children instructed to stay at a safe distance from the fire during any activity. Tatton Education staff reserve the right to withdraw the activity if this is not adhered to. A responsible adult should supervise any use of hot water to control temperature and flow in the toilets. Every tap has a hot water warning displayed prominently. All children kept away from stove area. Baking trays put on table away from where children are working. Oven gloves used at all times. All kettles/ hot water boilers to be boiled away from children. Only staff move the tallow pan, the temperature of which is controlled to just above melting point. Children dip rushes under strict supervision. Only staff put fabric into dye bath and children are kept well back. Candles supervised when lit.</p>	LOW	<p>Adults and children to observe the safe distance from the fire, as instructed by the Tatton Education staff delivering the workshop.</p>
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5.	Smoke/dust/chemical /allergen inhalation including vermin	Children and adults	Use of chemical sprays in the garden undertaken on non-public days or in cordoned-off areas. Floor in the Old Hall Barn swept regularly and programme of vermin control in place. Children with asthma should be removed from area or kept at safe distance when flailing and grinding wheat. All raw fleeces are washed before being used. Contact with dirt/dust minimised when spinning or weaving. Children kept at least 1.5 metres away from fires to avoid excessive smoke inhalation. If wood is smoking, particularly in the Old Hall, children with asthma are removed from the area. All allergens to be notified at the time of booking so that Tatton Education staff are aware of extra precautions needed.	LOW	Adults to make Tatton Education staff aware of any allergies/medical conditions that may be impacted by smoke/dust/allergen inhalation
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6.	Skin irritation/ cuts/ bruises/ crush injuries/ scratches/ stings	Children and adults	<p>Mangle tied to prevent crush injuries (Farm Cottage.) Poisonous plants identified and children are supervised at all times. Health and Safety briefing given so aware of not touching or eating anything unless approved by the Tatton Education staff. Glasshouses inspected and maintained. School groups will not be taken into any that are deemed to be unsafe. Protective film on glass panes to prevent shattering. Knives used in cooking have been blunted to prevent cuts. Knives and pastry cutters to be used under supervision. Washing up of bowls supervised. Ability of children assessed by Tatton Education staff and done by them if required (not children). Condition of bowls checked regularly for chips/ cracks. Rubber sink liner in ceramic sink. Health and safety guidelines issued prior to carrying out a mini-beast hunt.</p>	LOW	<p>First aid provision available across the site via radio call. Comprehensive first aid packs are made available to the Tatton Park first aiders. Tatton Park expect that a school group will also send a designated first aider on their visits. Schools are responsible for making specific arrangements to deal with those with medical conditions that may be triggered by the listed irritations</p>
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7.	Drowning or falling in to water	Children	<p>Health and safety briefing given before any activity involving water. Signage around water features. Money should never be thrown into pools to prevent leaning over the edge. Edges cleaned and maintained around pools. No climbing on any structures near water. When collecting water at the Old Hall, a limited number of children are allowed on the bridge at any one time. Tatton Education staff will always hold the rope of the bucket used to collect water. Observing children told to stand at least 1 metre away from the edge of the bank and always supervised by an adult. When pond-dipping in the Parkland, group sizes are kept small and they work on the jetty with staff and adults in rotation.</p>	LOW	<p>Schools are requested not to allow children to walk near bodies of water (including the meres) without close supervision</p>
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8.	Injury from equipment and outdoor structures used during demonstrations or activities.	Children and adults	Supervision and vigilance at all times when using sticks for basket-making. Explanation of safe practice when carrying branches for shelter building. Shelters built on a safe site and on a safe scale. Outdoor shelters checked routinely (and recorded). Longhouses/shelters will not be used if deemed unsafe, due to physical condition or adverse weather	MEDIUM	
9.	Injury from weapons used during demonstrations or activities. (shields, swords, bows, arrows, jousting broomsticks)	Children and adults	Supervision and explanation of activity. Safe site selected. All activities stewarded. Equipment safety checked routinely (and recorded) and damaged or worn equipment replaced. Regular staff training about safe handling. Demonstration weapons only be used with close supervision from Tatton Education staff	MEDIUM	Children must be a minimum of 8 years of age to participate in archery activities. Archery is only to be carried out with close tuition and supervision

10.	Contact with dirt/ bacteria	Children and adults	Health and safety briefing given before activities with emphasis on not touching face/ mouth during activity and before washing hands. Children and adults will be instructed to wash hands after all activities, particularly those involving mud and animals. Plastic gloves can be used for wattle and daub activity. All other equipment is cleaned on a regular basis.	LOW	Health and safety information sheet issued for all farm bookings detailing specific concerns relating to this location
11.	Ingestion of food	Children	Food is sometimes prepared as part of the educational visit. Some food is suitable for eating, as it has been cooked in clean conditions and hygiene rules have been followed during preparation. Other food is cooked for demonstration purposes only. Tatton Education staff will inform children whether or not food can be eaten.	LOW	Tatton Education staff should be made aware of any allergens prior to the visit, but at minimum, prior to the activity being carried out

12.	Weather and ground conditions	Children and adults	<p>Teachers should monitor the weather forecast in the week leading to the visit and stress the need for the children to wear suitable clothing to enable them to stay warm and dry. The Education Department reserves the right to amend or cancel activities if the weather conditions are unsuitable. Tatton Park is sometimes closed due to adverse weather, for the safety of all staff and visitors. If the park is closed, or if the weather conditions mean that your visit has to be cancelled, we aim to let you know as soon as possible. On this decision being made, schools may be sent home mid way through their visit</p>	LOW	
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13.	Accidental contact with other participants – adult/adult, child/child, adult /child	Children and adults	Teachers are responsible for the behavior of all children during their visit. No running, jumping or climbing will be tolerated. Children should be made aware of our Behaviour Policy before the visit. Tatton Education staff are authorized to shorten or abandon the visit or cancel any activities if the behaviour of the children is causing concern for the safety of other children, teachers or Tatton Staff.	LOW	
14.	Injury from vehicle movement when going over rough terrain	Children and adults	Regular training of driver. Regular maintenance of tractor and trailer. Driver uses low speed and approved routes. Handrail used on steps and safety rail on trailer. Safety advice given at start of journey (passengers to remain seated at all times with hands and arms inside). The right to terminate activities is reserved in circumstances of adverse weather or unsuitable behaviour	LOW	Children must be a minimum of 5 years old to travel on the tractor and trailer. The tractor and trailer has strict capacity and groups larger than what was quoted at the point of booking will be refused access to the vehicle

Health and Safety Terms and Conditions (sent to schools and applicable to all visits)

Please read carefully before signing Booking Confirmation document

- Tatton Education 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 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 Health and Safety Guidelines given to you before your visit. If you have any questions about these, the Learning 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 specific 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 1 month's written notice to: tattoneducation@cheshireeast.gov.uk . 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.

- The department reserves the right to cancel activities in instance of adverse weather or inappropriate behaviour. Where the cancellation comes at the decision of the school, the department will not issue a monetary refund for the cancelled workshop, unless a month's notice is given

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