



National
Trust

General Hazard Information for Educational Visits to Castle Ward

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.

To help you risk assess your visit, we have prepared this hazard information sheet for our site. A specific risk assessment for each Learning programme is available on request.

Possible Hazard	Control of Risk
Moving vehicles in drop off zone and coach parking area	<p>Admission for most groups is via the Learning Department in the Stableyard. Please be aware that other vehicles use these areas. You should ask your coach driver to stop at the main Car Park 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.</p> <p>Coaches to the Barn or Cornmill should stop at the old Tower House at the Farmyard and return to the main coach parking area. There is no parking at the Farmyard. Care should be taken when disembarking as other vehicles use this area. Coach drivers should be aware that this area is used frequently by visitors and must take care when turning.</p>
Toilets	<p>There are public toilets (including a disabled toilet) in the Stableyard next to the Bookshop, near the Learning Department. There are also public toilets (including a disabled toilet) in the Farm Yard near the old Tower House. You should supervise your pupils using these facilities.</p> <p>If you have a booked activity you will have access to toilets (including one disabled toilet) in the Stableyard, Farmyard and Barn. There is no disabled toilet in the Barn. The Mansion house contains one toilet which is not accessible by wheelchair.</p>

<p>On site</p> <p>Slips/Trips/Falls/ scratches/grazes</p> <p>-buildings -Abbey ruins -grounds</p> <p>Fall of objects from height, e.g. rocks, branches</p> <p>Drowning/falling into water</p>	<p>You are advised to keep to the areas of the estate accessible to the visiting public. These areas undergo regular risk assessment and maintenance.</p> <p>You should:</p> <ul style="list-style-type: none"> • not climb on anything • respect any signs, barriers, notices • exercise caution when near water and water features • take care on slopes, steps and raised paths – some of these are steep or uneven, and all can be slippery particularly in wet weather <p>You should warn your pupils of the dangers.</p> <p>High risk areas are avoided. Lough shore activities will only take place in safe calm weather and are supervised by competent staff. The area is checked by a competent person before use.</p> <p>Welly boots must be worn for seashore activities. Strong shoes/wellies should be worn for all other outdoor activities.</p> <p>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.</p> <p>The Corn Mill is a working exhibit and you are advised to ensure all children are kept at a safe distance from any moving parts at all times.</p> <p>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.</p>
---	---

First Aid.	You are advised to carry your own First Aid kit on site. First Aid kits are available at all Admission points and in the Barn and Corn Mill. Staff are trained in Emergency First Aid at Work appropriate to pupil ratio and are aware of the location of all First Aid Packs.
Burns from improper use of microscopes.	All microscopes are annually checked and should be switched off when not in use to avoid overheating.
Fire.	In the event of a fire, use the marked Fire Exits and assemble away from buildings as directed. There are specific fire safety procedures for each programme. These will be communicated to you prior to commencement of the programme on the day.
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. All pupils must be supervised by a responsible adult at all times If you are participating in a 'self-led' visit and are not taking part in a Learning Programme, you will be provided with a map of the estate when you arrive. You should keep all your pupils in view at all times as far as is practicable. We have clear procedures to be followed in these cases – 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 wildlife at all times as they are untamed animals. You are asked not to pick any of the plants.
Vehicles moving around the site.	Only estate vehicles are allowed within restricted areas 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.
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 5 dog bins in place. There may be other wild animal droppings around the site. You should warn your pupils of the dangers.