

TASK

Date of Risk Assessment	18.10.2024
Written by	Boun Norton, Education Officer
Approved by	Lesley Cox, Head of Health & Safety
Review Date	Annually, unless there are any changes to incorporate.
Date reviewed	03.07.2026

METHOD STATEMENT

It is the responsibility of the school making the booking to carry out a risk assessment for their visit. A school staff pre-visit (free of charge) is strongly recommended for risk assessment. If school staff cannot come onsite to carry out a risk assessment, an online meeting will be offered.

General

- Children remain the responsibility of the school staff in charge and the accompanying adults from the school.
- Blenheim expects the school to **always** provide appropriate and effective adult supervision. Blenheim offers **free adult places** for accompanying school staff and other adults on a ratio of **1:5** for EYFS, KS1, KS2, KS3, KS4, and a ratio of **1:10** KS5. Schools which have needs beyond that ratio should discuss these with the Blenheim Education Team.
- It is the school's responsibility to ensure that all the accompanying school staff and adults are made aware of the programme for the day (suggested **itinerary** supplied by the Blenheim Education Team), their responsibilities, the potential hazards, and the content of their risk assessment.
- It is the school's responsibility **to bring at least one school First Aid kit** as the **administration of First Aid** is the **responsibility of the school**. However, there are First Aid kits in all areas of the business and there are Blenheim staff trained in the administration of First Aid.
- **Defibrillators** are located at Flagstaff, Walled Garden entrance, Woodstock Gate and Operations Office.
- **Anaphylaxis kits** are located in the Pantry (near Gift Shop) and at the Adventure play.
- In a medical emergency, please call the **Security / CCTV** Team on **01993 815 607**. For further assistance, please call the **Operations Office** on **01993 227 127**. If the emergency is serious, then call 999, then call the above Blenheim numbers giving as much detail as possible so that we can assist.
- The **school will be held responsible for any damage** to the Estate property caused by children, school staff, or accompanying adults.
- Blenheim has safeguarding policies in place. The Blenheim Education officer is regularly DBS-checked.
- The Blenheim **Education Officer** can be reached on **01993 810 535** for assistance.
- Blenheim has events set up and derig periods throughout the year. School staff and accompanying adults will be duly informed on the impact on their visit, if any.

- Due to the historic nature of the site (UNESCO World Heritage Site), not all risks can be fully mitigated against. Practical and reasonable measures have been put in place to the reduce risk. However, extra care and supervision should be taken whilst on site

RISK MATRIX

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5 – Almost inevitable	5 – Multi death / Injury	1 – 8 = Low	Low = No action required
4 – Very likely	4 – Single death or very serious injury	9 – 15 = Medium	Medium = monitor and review controls
3 – Likely	3 – RIDDOR 7-day reportable	16 – 25 = High	High = Immediate action / further controls needed
2 – Unlikely	2 – RIDDOR 3-day recordable		
1 – Very unlikely	1 – Minor / First Aid		

Does this task involve lone working?

Yes, in parts. There is a system in place.

Is there acceptable mobile phone signal on site?

Yes. All staff in public-facing roles have a radio.

RISK ASSESSMENT

Hazard	People at risk	Risk	Existing Control Measures	Additional Control Measures Required	Residual Risk	PPE Required
Vehicle movement	Staff, visitors, contractors	Physical harm	- Staff must have a valid driving licence to drive a Blenheim vehicle on Estate roads. - Staff must complete a competency test with a Supervisor to drive a Blenheim shuttle buggy. - Staff are BANKSMAN-trained if their role requires it. - Staff must wear a hi-vis jacket if on car parking duty.	There is signage on site indicating vehicle speeds which staff and contractors are expected to adhere to. Speed limits across the site are: 20mph Parkland 10mph Park farmyard 10mph around Palace 5mph Gardens School group accompanying adults to always supervise the pupils and students.	1 x 5 = 5	Hi-vis jacket. Radio.
Safeguarding	Staff, visitors, contractors	Incident, mental health	- There are safeguarding policies in place. - There is a Designated Safeguarding Lead (DSL) and a	Staff to complete online safeguarding awareness training.	1 x 1 = 1	

			Deputy Safeguarding Officer (DSO). ▪ Staff are DBS-checked, if their role requires it. ▪ All staff receive awareness training in induction on reporting safeguarding. ▪ Managers deliver safeguarding toolbox to teams. ▪ There is CCTV footage monitoring across the site.	School group accompanying adults are advised to be clearly identifiable by wearing a school hi-vis, school ID on lanyard or a Blenheim group visitor paper wristband. If pupils/students are not in school uniform or not visibly identifiable as part of a school group, they will wear the Blenheim group visitor paper wristband.		
First Aid administration	Staff, visitors, contractors	Physical harm, illness	▪ For children aged under 16, we must seek permission from parent or guardian before providing First Aid unless it is already granted with documentation supplied. ▪ There are staff trained in providing First Aid. ▪ All incidents, near-misses and accidents must be recorded. ▪ There is a First Aid room based at the Adventure Play. ▪ Staff at Adventure Play are trained in paediatric First Aid.	Where possible, First Aid will be provided by two members of staff. All First Aid kits are checked on a regular basis and fully stocked. School group accompanying adults are expected to administer First Aid to their pupils and students. Blenheim staff can provide First Aid with the accompanying school staff's permission.	1 x 4 = 4	Gloves.
Lost child	Visitors	Lost child, kidnapping, lost accompanying adult	▪ Staff are trained in emergency procedures and safeguarding. ▪ Key members of staff carry a radio. ▪ Duty Manager is available on mobile or radio. ▪ Children are not allowed into or to leave the Adventure Play without an accompanying adult.	Staff to follow Lost Child Procedure. Schools to have their own Lost Child Procedure. School group accompanying adults to always supervise the pupils and students. There is a separate paper wristband for the Adventure Play. If pupils/students are not in	1 x 1 = 1	Radio.

			- Accompanying adults are not allowed to leave children in Adventure Play without supervision. - CCTV footage monitored across the site during opening hours.	school uniform or not visibly identifiable as part of a school group, they will wear an Adventure Play paper wristband.		
Insect stings and bites, reaction to plants, food allergies	Staff, visitors, contractors	Allergic reaction	- A First Aider on site will remove the sting and give the guest an ice pack. - A First Aider could administer an EpiPen if the person affected carries one. - An ambulance may be called, and the Duty Manager may be informed. - Poisonous plants are not planted in the Adventure Play. - Pest controls are in place across the site.	When confirming a school visit, the Lead Teacher or School staff should inform the Blenheim Education Team of any pupils or students with allergies beforehand and advise them if there needs to be any measures put in place. This is why we ask, <i>"Are there additional needs you feel we should be aware of?"</i> The school must then ensure that suitable measures are put in place and that they carry any emergency treatments with them. They must also be familiar with the administration of the said medication.	1 x 2 = 2	
Slips, trips, drops, falls, e.g., ha-has, grotto.	Staff, visitors, contractors	Physical harm	- The Blenheim Visitors Map indicates step-free access. - Wear suitable clothing and footwear when visiting. - Some stairs have handrails. - Slip-testing of steps is carried out annually. - All walkways are kept in good condition and clear of obstructions.	School group accompanying adults should remind pupils and students that Blenheim Palace is a historical site displaying historical designs such as gravel paths, cobbled grounds, ha-has, and uneven surfaces including tarmac. Pupils and students will be reminded on arrival. Children are supervised and reminded about not wandering off.	1 x 1 = 1	
Fire	Staff, visitors, contractors	Physical harm	There is a full fire assessment of all areas.	There are Assembly Points across the site. ALL visitors should follow instructions given by Blenheim staff upon a fire alarm.	1 x 5 = 5	Hi-vis jacket.

			- There is a fire detection system. - There are staff trained in fire safety. - There are fire extinguishers in key locations. - Smoking is not allowed un any part of the building – only in designated locations. - Bins are regularly emptied so that waste isn't allowed to accumulate.	Pupils and students will be reminded on arrival.		Meeting point sign. Radio.
Falling masonry	Staff, visitors, contractors	Physical harm	- Staff are aware that they need to report any masonry that looks unsafe or falling off the palace. - Maintenance and/or Head of Built Heritage will investigate. - The area will be roped off if masonry is dropping from height.	During high winds, certain parts of the Palace and Estate may be closed off.	1 x 3 = 3	
Suspect package	Staff, visitors, contractors	Physical harm	- There is 24/7 on site security. - There is CCTV footage monitoring across the site. - There are staff trained in bag-searching. - Staff will report immediately of any suspicious behaviour or packages. - Staff are trained to apply the H.O.T. principle when looking at packages. - No one should move the package, stay clear away from it and report.		1 x 5 = 5	

Adverse weather e.g., extreme heat or cold, heavy rain, high winds, ice and snow	Staff, visitors, contractors	Physical harm, illness	▪ A water refilling station is located in all eateries. ▪ Sunscreen for children must be provided by the school. It is also recommended that hats are worn. ▪ After storms and high winds, a check of the parkland is carried out. ▪ During high winds, gardens are closed. The information will be on the website. ▪ Suitable clothing is advised for certain areas and activities across the site.	In cold weather, ice melt will be put on surfaces during icy days. In hot weather, visitors may use shade spots across the site. Pupils and students should be reminded by their school accompanying adults to wear suitable clothing and appropriate footwear <u>before</u> the visit. Hot and cold drinks and ice cream are available from the catering outlets.	1 x 2 = 2	
Play equipment	Staff, visitors	Physical harm	▪ The playground equipment is checked daily, weekly and monthly by trained staff. ▪ There is an annual RoSPA inspection. ▪ There is constant presence of staff in Adventure Play.	School group accompanying adults to always supervise the pupils and students.	1 x 3 = 3	
Water drowning	Visitors	Drowning, physical harm, illness	▪ There is a RoSPA water inspection across the site. ▪ There is natural vegetation around water that act as boundary between land and water. ▪ Ponds and pools have natural barriers. Rope and posts are used around some of them. ▪ Swimming is not allowed in ponds, pools and the river. ▪ There are staff trained in water safety.	School group accompanying adults must always supervise the pupils and students.	1 x 3 = 3	

Activities near water e.g. river-dipping and bird observation	Staff, visitors	Drowning, physical harm, illness	- Access to the river is controlled at all times during the visit. - Edges that are naturally open for access for river dipping are gently sloping and well defined. - Pupils and students with cuts on their hands must have them covered with waterproof plasters or wear suitable gloves. - Pupils and students do not enter the water. When doing river-dipping activity, Blenheim staff will operate a one-pupil-student-at-a-time system. - No access is allowed during flood conditions or after heavy rain.	A temporary barrier will put in place to define accessible area during school workshops. Pupils and students must be reminded to avoid ingesting water and to wash their hands after the activity, especially before eating. School group accompanying adults to always supervise the pupils and students.	2 x 3 = 6	
Activities in Parkland e.g. tree and minibeasts identification	Staff, visitors	Incident, physical harm	- Pupils and students are instructed to touch/feel bark, leaves or needles with care. - Pupils and students are instructed to handle leaves, logs, rocks, and stones with care.	School group accompanying adults to always supervise the pupils and students.	1 x 1 = 1	
Activities in Kitchen Garden e.g. potting and harvesting	Staff, visitors	Incident physical harm	Pupils and students will be instructed on the safe handling of soil, seeds and seedlings; watering; handling non-powered tools such as dibbers and gridders.	School group accompanying adults to always supervise the pupils and students.	1 x 1 = 1	

Site users' dogs	Staff, visitors, contractors	Incident, physical harm	Visitors are asked to keep their dog on a lead at all times.	School group accompanying adults should remind pupils and students to NOT pet unknown dogs. School group accompanying adults to always supervise the pupils and students.	1 x 1 = 1	
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SIGNATURE

I confirm I have been briefed and understand the content of the risk assessment. I understand its content; I am fit and competent to undertake the tasks assigned to me. I have been given the opportunity to ask questions, and I agree to work by the safe methods as detailed within.

Name	Signature	Date

MANAGEMENT OF CHANGE

Date	Hazard and additional controls	Updated by