



Risk Assessment Guidance

These guidelines will help you prepare for your visit to Bolton Abbey 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 Outdoor Learning Officer to arrange a free pre-visit to prepare your risk assessment education@boltonabbey.com.

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, Bolton Abbey staff will discreetly intervene.

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

Hazard	Person at Risk	Control
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 as appropriate.
Uneven Surfaces	Pupils/Staff/Accompanying adults	Ensure groups 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.

Steps	Pupils/Staff/Accompanying adults	Ensure that care is taken on uneven steps.
Vehicles around site	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. We strongly recommend using the bridge instead of the stepping stones.
Fire	Pupils/Staff/Accompanying adults	Supervision of group.

For further information, please contact Outdoor Learning Officer on education@boltonabbey.com.

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 Bolton Abbey.