



SANDRINGHAM FOR SCHOOLS

Sandringham, the country retreat of Her Majesty The Queen, welcomes school and student groups and can provide a wide range of themes for study. The house is perhaps particularly useful for groups studying Victorian social history or the development of the British Empire – it was built for the Prince of Wales in 1870 at the centre of his farming and shooting country estate and contains many collections from his travels across the Empire – but the 60-acre garden, the country park, the church and the museum also offer opportunities for those studying art and design, technology, local history and the First World War.

For pre-booked education groups we offer:

Free preliminary visit for teachers

Discounted rates for groups of 20 or more

Special student prices for sixth formers/language school students over 16

One teacher admitted free per 10 paying pupils

Complimentary Teachers' Guide

Teachers are welcome to arrange a pre-visit free of charge; please book this in advance using the contact details below. Pages 2 to 4 of this document comprise a Risk Assessment compiled for schools; we hope it will be helpful, but again teachers are welcome to visit in advance in order to make their own risk assessment if they prefer.

To book your visit, please contact the Public Enterprises Department on visits@sandringhamestate.co.uk or telephone 01485 545408 for more information about visiting Sandringham -we look forward to hearing from you.



SANDRINGHAM HOUSE, MUSEUM & GARDENS AND SANDRINGHAM COUNTRY PARK SUMMARY RISK ASSESSMENT FOR EDUCATIONAL VISITS

Notes for group leaders: Sandringham Estate carries out risk assessments on all its activities. The risks associated with visiting Sandringham House, Museum, Gardens and Country Park are very low, but please remember that there are potential hazards from vehicles, machinery, plants and wildlife, as well as from other visitors.

1 Supervision

All school and college groups must be adequately supervised at all times, including during visits to the Country Park and inside the Gift Shop. Each group should contain at least one adult per ten pupils aged 7-16 years, and one adult per five pupils aged 4-7 years. We reserve the right to refuse entry to groups with an inadequate number of accompanying adults. Accompanying adults are responsible for the behaviour of the students in their groups at all times.

2 Clothing

Please make sure that your group is suitably dressed for the day's activities, remembering that a large part of all visits to Sandringham may be spent outside.

3 Insurance

Sandringham Estate has public liability insurance.

SUMMARY RISK ASSESSMENT

Location	Hazard	Control	Risk
General	Slips, trips and falls whilst walking over uneven ground.	Adequate supervision of group by responsible adults. Estate staff trained to notice obvious hazards and remove them or make them safe.	Very low
General	Accident/illness	Should an accident or illness arise during the visit, a member of staff should be informed. The duty First Aider will then attend. Please be aware that First Aiders are not allowed to dispense medication, so students and/or teachers should bring with them anything that may be required during the visit.	Very low
General	Bad behaviour	Adequate supervision of group by responsible adults. Children's behaviour is the sole responsibility of the school/college.	Very low
Coach Park	Collision with motor vehicles moving in coach park and car parks	Adequate supervision of group by responsible adults. Main car parks separated from coach park.	Very low
Country Park	Slips, trips and falls	Adequate supervision of group by responsible adults.	Very low
Country Park	Health risks from handling animal faeces (dogs, deer)	Adequate supervision of group by responsible adults. Washroom facilities provided at Visitor Centre.	Very low
Entry to Gardens	Road traffic accident (access from Visitor Centre to Gardens crosses public road)	Adequate supervision of group by responsible adults. Signs and barriers at crossing highlight hazard.	Very low
Gardens	Drowning (lakes/streams)	Adequate supervision of group by responsible adults.	Very low
Gardens	Health risks from handling bird faeces (geese)	Adequate supervision of group by responsible adults. Washroom facilities provided at Visitor Centre and in Museum complex	Very low
Gardens	Insect stings/bites	Adequate supervision of group by responsible adults.	Very low
Gardens	Allergy to plants causing skin irritation	Adequate supervision of group by responsible adults.	Very low

Location	Hazard	Control	Risk
Gardens	Contact with work equipment	Adequate supervision of group by responsible adults. Estate staff take care when using mobile equipment. Keys not left in mobile equipment, tools not left unattended. Potentially hazardous equipment is coned/fenced off.	Very low
Sandringham House	Slips, trips and falls	Adequate supervision of group by responsible adults. All steps covered by ramps. All carpets secured and taut.	Very low
Sandringham House	Risk of fire	Fire exits clearly signed and kept unobstructed. Automatic fire/smoke detection system in operation with automatic link to fire service. Staff carry out regular fire drills.	Very low
Sandringham Museum	Slips, trips and falls	Adequate supervision of group by responsible adults. All steps covered by ramps. All floor coverings secured and taut.	Very low
Sandringham Museum	Risk of fire	Fire exits clearly signed and kept unobstructed. Automatic fire/smoke detection system in operation with automatic link to fire service. Staff carry out regular fire drills.	Very low
Shuttle (gardens)	Falling from moving vehicle	Adequate supervision of group by responsible adults. ssengers All passengers instructed to remain seated.	Very low
Shuttle (gardens)	Dust in eyes, on clothes	Driver reduces speed in dry weather to reduce dust thrown up	Low