

**Please note: This is NOT a Risk Assessment. In line with the advice from the DfE, it is the responsibility of the group leader to carry out a risk assessment. This is a Hazard Identification Sheet which, along with your preliminary visit, will help you write your risk assessment.**

**Please note: First aid provision is provided by Durham University. Any issues report to LET staff or Palace Green Library front desk. Following guidance, visiting groups should also have accompanying first aider and provision.**

**Updated: March 2026**

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
Vehicles on Palace Green and on roads leading up to the Castle.	<p>Could be bumped or knocked over.</p> <p>All visitors and staff.</p>	<p>School staff should supervise children upon approach to the building and while outside. Learning and Engagement Team (LET) staff to welcome the group at the entrance to Palace Green Library and to ensure supervised entry to the building upon arrival.</p> <p>If the group is having lunch outside on Palace Green (weather permitting), LET staff to emphasise the need for the group to stay on the grass and away from the roads. School staff should supervise the group to ensure this is followed.</p>	
Using Palace Green Library and Castle toilets	Slip, fall, injury, improper conduct.	Children to be accompanied by school staff.	

	All visitors and staff.	<p>Limited number of children allowed in at any one time.</p> <p>When using public toilets, staff to ensure that no members of the public are inside before sending children in.</p> <p>FE and sixth form groups can accompany themselves to the toilets but must let a school and LET staff member know.</p>	
Uneven paths leading up to the Castle	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children will be instructed by LET and school staff to walk at all times and not run.</p> <p>Children should be warned about uneven floors, unexpected steps, change in height in door entrances etc, and instructed not to run.</p> <p>Any recent damage creating new uneven sections of path to be reported to Estates and Facilities to await repairs.</p>	
Stairs and steps in various locations.	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children should be encouraged to use the banister and walk carefully when using the staircases and throughout all buildings.</p> <p>Group to be warned of more uneven staircases before using them.</p> <p>All internal stairs have handrails.</p>	
Wet or slippery floors due to weather or cleaning.	<p>Slip, fall, injury.</p> <p>All visitors and staff.</p>	<p>Children are encouraged NOT to run at any time whilst in the Castle.</p> <p>Wet floor signs would also be in place.</p>	

		Group to be reminded to take care in wet conditions.	
Free standing artefacts and display panels in various locations around the Castle.	Tipping, falling, bumping into, could be knocked.  All visitors and staff.	Children to be asked not to touch artefacts if they are not in cases when entering an area.  Children will be given a verbal warning if they touch or climb these objects by ALL staff.  Children also encouraged not to run to prevent the risk.	
Children wandering off and getting lost	Distress, injury  Children	Group reminded at the start of the visit of the need to stick together and not wander off; also what to do if they do get separated.  Children kept in small groups.  LET and school staff to supervise children during visit.  University College staff members will always be at the front desk.  If a child gets separated from the group, they must stay where they are, stand still and keep away from any roads. An adult member of the group will be asked to re-trace their steps to find the child.  LET and school staff to follow Durham University lost child procedures.	
Some activities require use of scissors, card, paper, foil etc.	Minor injury  Children	Care to be taken when using materials. Staff to warn children if using anything particularly sharp (ie foil).	

		Craft activities to be supervised by LET and school/group staff.	
Fire	Death or major injury  All visitors and staff.	Fire evacuation procedures in place and will be explained to the group at the start of the day. All groups told at the introduction to a visit if a fire alarm is expected, the location of the nearest fire exit/evacuation point and the fire assembly point.  Fire assembly point is Palace Green.	
Improper conduct or allegations of such	Physical and mental harm; prosecution; litigation  Children and vulnerable adults	DBS clearance for all staff with unsupervised access to children and all staff to work to University guidelines on working with children and young people.  School/group leaders to be present with LET staff for the whole visit.  School/group leaders only to supervise children using toilets.	
Use of Castle as a University college (ie catering in place, presence of students, staff and the public)	Physical harm; prosecution; litigation  All visitors and staff	Learning & Engagement Team to make sure areas are safe to be entered with group (particularly kitchen/buttery and Great Hall).  LET and school/group staff to supervise children at all times.  Allergens may be present, especially in kitchen/buttery area and Great Hall – school/group leaders asked to provide allergen information beforehand. Space cannot be guaranteed free from allergens.	

Use of electrical appliances, e.g. PCs	Minor injury  All visitors and staff	Use of equipment kept to minimum. Regular regime of PAT testing in place.  Visitors do not need to use electrical equipment as part of their visit.	