2027	**EDUCATIONAL VISITS – SOME MATTERS TO BE CONSIDERED BY SCHOOL SUPERVISING STAFF WHEN MAKING RISK ASSESSMENTS**

Name	Henry Moore Studios & Gardens	Date Prepared	November 2026
Address	Perry Green Much Hadham Herts, SG10 6EE	Tel No:	01279 843333
		PERSONS AT RISK	School Staff: SS Pupils/Students: PU
SCHOOL VISITS Brief Description	Coaches park in Visitor Car Park. Students and teachers cross the road to Visitor Centre, where they are met by a member of our team. Students and staff will be briefed outside our educational spaces. Groups will be split into a maximum of 15 students per guide. There will be a 60 to 90 minute guided tour around the grounds and studios. Students and staff can lunch in our educational spaces and will have the opportunity to visit our gift shop. During your visit, students should always remain under school staff supervision.		

Arrival		**Tour (Outside)**		**Tour (Studios & Galleries)**		**Drawing in grounds**		**Shop**		**General**	
Car Park	SS/ PU	Ponds / Streams / Water	PU	Sculpture	SS/ PU	Sheep	SS/ PU	Knocking items over	PU	Group Control	SS/ PU
Crossing Road	SS/ PU	Trips and Falls	SS/ PU			Lost Pupils	PU				
		Vehicles on the Estate	PU			Ponds / Streams / Water	PU				
		Maintenance Equipment	PU			Trips and Falls	SS/ PU				
		Sculpture	PU			Vehicles on the Estate	PU				
		Sheep	SS/ PU			Maintenance Equipment	PU				
		Exposure to weather	SS/ PU			Sculpture	PU				
		Kerosene, diesel and petrol	PU			Kerosene, diesel and petrol	PU				
		Bees & wasps	PU/ SS			Bees & Wasps	PU/ SS				
		Treatment plants & pump stations	PU/ SS			Treatment plants & pump stations	PU/ SS				

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What could cause HARM?	WHO might be Harmed and HOW?	CONTROL MEASURES HM control measures and suggestions for School Staff	Residual Risk* High/Medium/Low
Vehicles using car park	Possibility of knocks or bumps by moving vehicles to persons exiting bus.	School Staff exit bus first and escort/guide pupils to Visitors' Centre If plant being used area cordoned off by HM	Low
Road has to be crossed to reach estate. Blind corner and some cars travel too fast	Injury to staff and or pupils from passing vehicles.	HM staff brief School Staff ahead of visit. Pupils to be carefully supervised by School Staff whilst crossing and walking along road / driveway.	Medium
Ponds, streams and waterways	Estate has several of these. Staff/Pupils could fall or slip into them.	HM staff brief and remind School Staff HM have warning signs where appropriate Ponds fitted with pond safety grids or fenced off Pupils made aware of the dangers and closely supervised by school staff.	Low
Uneven and slippery paths and ground	Possibility of slips, falls and injury	Pupils reminded of the nature of a rural estate	Medium
Contractor and HM staff vehicles use estate road	Pupils could be knocked over or bumped. If vehicles are left unattended pupils could tamper with them.	HM staff brief School Staff on dangers of estate road. HM staff to ensure all keys removed from vehicles left unattended on estate.	Low
Maintenance equipment used on estate	Pupils could be tempted to play with and injure themselves on unattended estate machinery	All pupils supervised at all times by School Staff HM staff monitor pupils during and after tour session	Low
Heavy Sculpture	Sculpture might fall on pupils if climbed on, or pupils might fall from sculpture if they climb on them, causing injury	Climbing on sculpture prohibited HM staff to brief School Staff and students Students must be supervised by School Staff at all times	Low
Metal Sculpture	Metal sculptures can become very hot or very cold in extreme temperatures, causing minor injury when touched to students and staff. Sculptures do not have lightning protection.	School Staff must ensure that students are careful when touching the sculptures. During lightning storms, a safe distance from the sculptures should be observed.	Medium
Sheep in the field	Could frighten pupils and could be harmful to pregnant staff. Risk of spread of E-Coli	HM staff to brief School Staff. Pupils/Staff to wash hands before eating.	Low

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Exposure to weather	Pupils or staff too cold, too hot or get wet from the rain	HM staff to brief School Staff School Staff to ensure all pupils have appropriate clothing for expected weather.	Medium
Bees/wasps (when in the correct season).	Pupils or staff might be stung.	HM staff brief School Staff School staff ensure they have proper medication for pupils/staff allergic bee/wasp stings in season.	Low
Kerosene, diesel and petrol	Can be accessed by pupils as the tanks are closed away but not locked. These fuels are highly flammable and toxic.	School staff must remain vigilant at all times, and pupils must always be supervised while on HM property.	Medium
Treatment Plants and Pump Stations	Can be accessed by pupils as the tanks are closed away but not locked. These areas contain chemicals and waste.	School staff must remain vigilant at all times, and pupils must always be supervised while on HM property.	Medium
Sculpture indoors	Could be knocked over if smaller spaces are overcrowded causing injury to staff or pupils	School staff must ensure that they supervise pupils closely HM staff and School Staff to limit numbers into vulnerable spaces 'No touching' policy in studios	Low
Pupils unaccompanied in grounds	If students are not properly supervised, all the hazards and risks already covered are increased.	Ensure the group has proper and sufficient staff to pupil ratio HM staff monitor grounds for unacceptable/dangerous behaviour	Medium
Pupil/pupils lost or separated from group	Possibility of a pupil getting separated from group	Regular headcounts required, particularly on exiting buildings School Staff to brief pupils on itinerary and arrangements.	Low
Shop	Possibility of merchandise being knocked over.	Numbers in shop at any one time limited to 10 students	Low
Accident/injury	Despite all precautions someone may be injured	HM staff have First Aid trained personnel on site School Staff to be briefed on action in event of injury	Low
Group Control	During tour pupils divide into smaller groups of 15. After tour they will go out into the grounds without an HM staff guide but will need to be supervised appropriately.	School Staff to make plans for this and have enough supervisors.	Medium

ACTION PLAN	School staff to complete, giving details of actions to be taken by school staff that will reduce risks to health and safety.

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Describe as fully as possible the action to be taken	WHO is responsible for ensuring the action is carried out?	Date by which action is to be completed

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1. It is strongly recommended that all teachers make a pre-visit in order to enable them to fully understand any hazards and complete their Risk Assessments. This document provides a general outline of the risks and controls identified by the **Henry Moore staff** in regard to an educational visit. **It is NOT a complete risk assessment.** This must be completed by the school.

2. **It is essential that children are supervised throughout their visit to the Henry Moore Studios & Gardens:**

    a. For Secondary school visits, you will need to bring 1 adults per 15 students.
    b. For Primary school visits, you will need to bring 2 adults per 15 students.

3. **It is essential that the pupils understand:**

    a. the aims and objectives of the visit
    b. how to avoid specific dangers and why they should follow the rules
    c. why safety precautions are in place and what standards of behaviour are expected
    d. who is responsible for the group
    e. what to do if approached by anyone outside of the group
    f. what to do if they become separated from the group

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