**RISK ASSESSMENT**

**ADVICE FOR SCHOOLS BOOKING AN EDUCATION VISIT TO ARUNDEL CASTLE & GROUNDS**

As it is the responsibility of a school or college to carry out specific risk assessment for any organised visit it is recommended that a pre-visit by staff is undertaken for risk assessment as well as for education preparation. Usually complimentary tickets (maximum of two) are sent with the letter of confirmation once a booking is made.

The following notes are to assist schools in preparing their own assessment:

**Parking**

It may sometimes be possible to drop off and pick up children directly by the main entrance to Arundel Castle. If this is not possible the car park is opposite with coach parking on the far side. It should be noted that it is a busy car park and the entrance to the Castle is across a main road.

**The Medieval Castle**

This area of the Castle has some uneven floor surfaces, steps and spiral staircases. Sensible footwear is recommended. Access to the battlements is via steep spiral staircases but there are handrails which the children are advised to use. Some of the walls are rough and contain uneven and often sharp stones such as flint.

**The Education Room**

Depending on the area of study, pupils may have an opportunity to hold weapons and dress up, including chain mail, under supervision of an education guide and the accompanying teachers.

**Outside Areas**

Whilst moving around the Castle grounds school groups should be aware that motorised mobility buggies and some other internal vehicles operate.

Care needs to be taken if the Castle grounds are wet. There are various surfaces including grass, gravel and tarmac.

 The gardens have water features so care should be taken around these. It is advisable not to touch the plants as some may be an irritant.

**Wheelchair access**

There is access to most of the Castle but not to the Keep. For pupils unable to visit the Keep due to mobility issues alternative activities can be arranged.