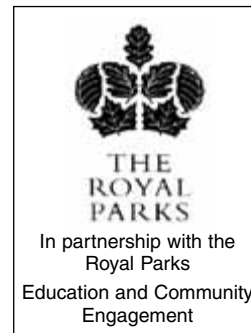




# The Holly Lodge Centre

Holly Lodge, Richmond Park

## Health and Safety Advice for Visitors



The Holly Lodge Centre and The Royal Parks welcome visitors on official business to Holly Lodge, but would like to remind them that it is a working environment and as such there are certain rules which should be adhered to for their own health and safety.

### **Please:**

- Beware of moving vehicles in the yard.
- Make sure you are familiar with the fire drill (this will be explained by the Centre's group leader).
- Children or adults in the care of others should not be allowed to wander around the yard unaccompanied. Groups should be accompanied by a member of staff or volunteers from the Holly Lodge Centre or a member of the Royal Parks staff at all times when on site at Holly Lodge.
- Keep away from all machinery and equipment.
- Keep away from the large pieces of timber by the sawmill.
- Do not climb on bales of hay or straw stored in the barns.
- Take care when near the ponds.
- Do not touch any of the horses or feed them – they may bite!
- Do not enter the Shire horse yard, particularly when the horses are tethered outside their stables, unless you are accompanied by a member of staff or volunteer.
- Do not walk over the cattle grid.
- Please do not smoke inside or near any buildings at Holly Lodge or inside the barns and storage sheds.

Please be aware that it is the responsibility of the visiting organisation to carry out first aid if necessary for their clients and staff. Please bring a First Aid kit with you and make sure that someone in your group is a First Aider.

***Please report to Reception at the front of Holly Lodge when you arrive and wait there to be accompanied into the yard. Please do not enter the yard without a member of staff or a volunteer from the Holly Lodge Centre – even though you may have been here many times before. On the day you can contact us on 020 8948 3209 ext 236 or 259***

***Please turn over page for information about risk assessments.***

<b>Activity</b>	<b>Hazards</b>	<b>Controls</b>	<b>Remaining Risk</b>
Pond dipping	Drowning	Use of approved pond dipping sites. Adequate supervision of group by responsible adults.	Very low
	Leptospirosis	Ensuring participants wash hands after the activity.	Very low
	Stings and bites	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
	Death from anaphylactic shock caused by stings or bites.	Information requested from group leaders on Booking / Agreement Form.	Very low
Guided walk / nature trail	Stung by nettles	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
	Cuts, grazes etc from trips and falls	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
	Lyme Disease (Richmond and Bushy Parks only)	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
Gardening	Leptospirosis	Ensuring participants wash hands after the activity.	Very low
	Cuts, grazes etc from trips and falls	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
	Cuts, grazes etc from using gardening equipment	Introductory talk at start of activity. Demonstration of how to use equipment safely Adequate supervision of group by responsible adults.	Very low
Activity rooms	Cuts, grazes etc from trips and falls	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low
	Handling of artefacts and use of equipment	Introductory talk at start of activity. Adequate supervision of group by responsible adults.	Very low

***We would advise all members of a visiting group to wash their hands after a visit to the Centre, especially if they have been outdoors and are going to eat any food after the activity.***

***We hope you have a successful trip and will come again.***