

## **FISHBOURNE ROMAN PALACE – SAFETY PLANNING DOCUMENT [Revised 10.03.2025]**

**PLEASE NOTE: THIS IS NOT A RISK ASSESSMENT. IT IS A HAZARD IDENTIFICATION INTENDED TO HELP TEACHERS AND OTHER VISITORS TO PRODUCE RISK ASSESSMENTS SPECIFIC TO THEIR GROUP'S NEEDS.**

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<b>Area</b>	<b>Hazard</b>	<b>Existing Control Measures</b>	<b>Action required by School</b>
Coach and car park	Traffic entering site and using car/coach park.  Slips/trips/falls on kerbs.	Pathways around car/coach park.  Signs asking visitors to keep to paths.	Pupils must be closely supervised at all times in the coach and car park.  Pupils must keep to the paths at all times and not walk across the car park.  Pupils not run in coach/car park or between the museum buildings.
Toilets	Slips and falls arising from slippery surface if water is spilled.  Injuries caused by opening / closing doors.  Difficulty locking/unlocking doors.  Members of the public using the toilets at the same time as pupils – safeguarding.	Toilets inspected by site staff and cleaned daily.  Hinge guards fitted to doors.  Doors can be unlocked from outside.  School staff to check / monitor before groups go in.	Pupils must be supervised in the toilet block.        School staff to check / monitor before groups go in.

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Shop	Slips or collisions resulting from overcrowding.	Staff present in shop at all times.	<p>Pupils must be supervised when using the shop.</p> <p>Pupils should visit the shop in <b>small groups</b> with their adult helpers with them at all times.</p>
Museum and North Wing mosaic area	<p>Children becoming separated from the group.</p> <p>Slips/trips/falls, especially resulting from climbing on barriers in mosaic area or from slippery surfaces in wet weather.</p>	<p>Indoor areas monitored by staff.</p> <p>Surfaces monitored by staff and cleaned as needed.</p>	<p>Pupils must be supervised at all times when in the museum and mosaic area.</p> <p>Pupils must not run in the museum or mosaic area.</p> <p>Pupils must not climb on barriers in mosaic area or on any other items/furniture.</p>
Gardens, picnic area and mounds	<p>Children becoming separated from the group.</p> <p>Slips/trips/falls resulting from uneven ground, steps, loose stones, slippery grass and slopes.</p>	<p>Outside areas checked regularly by staff.</p> <p>Location of first aid boxes shown on maps around the site.</p>	<p>Pupils must be supervised at all times when in the gardens and picnic area. Pupils should be briefed by school staff about expectations and also what to do if separated – speak to front desk; identify assembly point.</p> <p>Please ensure that you have a member of your school party on the trip who is first aid trained, and that you bring first aid boxes and sick bags. <b>Fishbourne Roman Palace does have trained first aiders, but we cannot guarantee their availability.</b></p>

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	<p>Injury from gardening tools/machinery being used by staff/volunteers.</p> <p>Injury from garden tools on display in garden museum.</p> <p>Weather.</p>	<p>Staff/volunteers responsible for safe use of their equipment.</p> <p>Tools displayed in roped-off area.</p> <p>Some cover provided in the gardens in the colonnade and the gazebo area. Workshops take place indoors.</p> <p>Fishbourne has a few spare coats and items of clothing which may be available for loan during your visit – please ask if these are required.</p>	<p>Pupils must not run in the gardens, except in the picnic area and mounds. However, please be considerate to others using the picnic area and mounds. Pupils must not climb on any walls or exposed archaeology.</p> <p>Pupils must not touch any equipment or machinery being used in the gardens. Pupils must not cross or reach into the roped-off area. Pupils must not climb on any walls or exposed archaeology and should not play in the box hedging.</p> <p>Pupils should be advised to wear appropriate outdoor clothing. We recommend that schools bring a supply of sun cream if necessary, and water bottles.</p>
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	Pollen/ grass / plant allergies.	Large grassed area and path between picnic area and car / coach park.	Please ensure your adult helpers are aware of any allergies among your pupils. Pupils must not pick or eat anything growing in the gardens.
	Picnic area close to car/coach park.		Pupils must be supervised at all times while using the picnic area.
Workshop rooms and lunch room	Slips/trips/falls. Injury caused by use of activity equipment, artefacts and replicas including sharp objects, e.g. stylus, and heavy objects (e.g. replica pots, arch blocks).	Workshop activities supervised by museum staff. Workshop activities risk assessed by museum staff and designed to be suitable for the age of the pupils in each group.	Pupils <b>must be supervised by school staff throughout the workshop</b> . Please allocate one member of staff to stay in the kitchen area at all times, and one member of staff to oversee the arch building activity as the blocks are heavy.
		The pots are very heavy and the hinge of the skillet pan can pinch skin – a member of staff must stay in the kitchen throughout to supervise movement of objects, and also be aware of allergies. Workshop staff to explain rules about kitchen.	Pupils must not run in the workshop or lunch rooms. Please note, no drinks or food will be allowed in the workshop rooms.
	Allergic reaction to food and substances used in workshop kitchens, including gluten,	Gluten /Wheat Flour / Flour is used on our quern stone in our workshop kitchens. Whilst we do	We ask that teachers and other adult helpers assist pupils in the safe use of workshop equipment. Please ensure your adult helpers

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	<p>wheat flour, flour, seeds and herbs.</p>	<p>clean the workrooms, flour is easily transferred around the workroom.</p>	<p>are aware of any allergies among your pupils. <b>If you have any specific concerns, please call us to discuss these in advance of your visit.</b></p>
	<p>Allergic reaction to other substances used in various workshops, e.g. beeswax and sheep's wool, straw, ink, clay; woollen clothes in dressing up activity.</p>	<p>Schools should not bring nuts or nut products. Whilst nuts are no longer used in the workshop (only plastic replica nuts), we are <b>not</b> a nut free site, and others may have brought nuts into the lunch room and other areas. Similarly, we cannot guarantee that other visitors will not have brought nuts onto the site.*</p> <p>****Please notify us in advance if you need any allergens removed from the workshop. It is possible to close off the kitchen or cover up the quern stone, but please note that flour and wheat flour / gluten will be present in the workshops through transfer between groups***</p>	<p>Cleaning equipment is provided in the lunchroom for schools to use, including bags for rubbish, dustpans and brushes. As we have multiple schools on site, each school is responsible for cleaning up after they have used the lunchroom, using the bins provided to dispose of any rubbish.</p> <p><b>Please ensure your adult helpers are aware of any allergies among your pupils. If you have any specific concerns regarding allergies or other medical matters, please call us to discuss these in advance of your visit.</b></p>

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<p>Choking on food or workshop objects (e.g. small replica grapes, tesserae, game pieces)</p>	<p>First aiders on site and amongst school staff. Children supervised; Roman Activity and Domestic Life workshop food is all plastic, except for the <b>gluten / wheat flour / flour</b> used in the kitchen.*</p>	<p><b>Pupils to be supervised by school staff at all times.</b></p> <p><b><u>Please ensure that you have a trained first aider with your school party and that participants have all relevant medications with them on the day of your visit (e.g. epipens).</u></b> Please note that we cannot guarantee the availability of our first aiders.</p>
<p>Allergic Reactions / Intolerances to food provided in the Roman Food Workshop.</p> <p>Choking on food provided</p>	<p><b>Roman Food workshop only –</b> Bitesize pieces of foods will be provided, with cocktail sticks to encourage small bites and minimise cross-contamination.</p> <p>Food is labelled with allergens. Packaging is kept for reference. Allergens present in the Roman Foods include: <b>milk</b> and <b>lactose</b> (in the cheese); <b>sulphites</b> in the artichokes (may contain <b>Celery</b>, <b>Fish</b> and <b>Mustard</b>); <b>Sulphur Dioxide</b> in the dried apple; the bread provided for tasting is <b>rye</b> bread (<b>Grains (Whole Kernel</b></p>	<p>Please ensure that you advise our staff in advance of any allergies and any medical requirements when booking our Roman Food workshop (part of an Experience Day).</p> <p>Our food is purchased from a supermarket to minimise cross-contamination, and we can therefore show you the packaging to ensure that it is suitable for all of your participants.</p> <p>Please check that the foods provided (including their ingredients and allergens) are suitable for your party. Please note that this is <b>not</b> a definitive list of ingredients and allergens, and there is still a risk of cross-contamination. Please speak to us in</p>

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		<p><b>Rye, Whole Grain Rye Flour), Natural Sourdough (Whole Kernel Rye), GLUTEN;</b> may also contain traces of <b>Sesame Seeds</b>). This is a non-exhaustive list as we may need to purchase alternatives (please ask staff if you have any questions about the food provided).</p> <p><b>Please also note that wheat / gluten / wheat flour</b> will also be present in the workshop rooms.</p> <p>However, there is always a risk of cross contamination and therefore in the event of severe allergies, no unnecessary risks should be taken. Please see the further information about the Roman Foods provided at the end of this document – where possible we will aim to buy these products, but if they are not available, please note that we will source alternatives and therefore allergens and ingredients may vary.</p>	<p>advance if you have any concerns regarding allergies or intolerances.</p> <p><b><u>Schools should not take unnecessary risks and in the event of severe allergies, we would advise that those individuals do not try the food.</u></b></p> <p>Please ask for more information.</p> <p>You should also have a trained first aider with your group and all staff should be aware of any relevant medical needs or allergies. In the event of severe allergies, no unnecessary risks should be taken.</p>
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	<p>Slips resulting from food/drink spilled on floor in lunch room.</p> <p>Allergic reaction to food in lunchroom, including that brought by other schools.</p> <p>Contamination.</p>	<p>Lunchroom cleaned daily. Pupils should use the tables and chairs provided.</p> <p>Carpet in temporary lunch room (CDC) to minimise risk of slips.</p> <p>Lunchroom cleaned daily.</p> <p>Cocktail sticks provided for food workshop.</p> <p>In clay bulla workshop, initial handwashing tubs provided but pupils should also wash their hands after this properly too.</p> <p>In Roman School workshop, lead tablets and other substances (lamp black, oak galls) are present on display. Pupils and adults should not touch these</p>	<p>Pupils must be supervised at all times when using the lunchroom.</p> <p>Schools are responsible for cleaning up after they have used the lunch spaces, using the bins provided to dispose of any rubbish etc.</p> <p>Please ensure your adult helpers are aware of any allergies among your pupils. If you have any specific concerns, please call us to discuss these in advance of your visit.</p> <p>Hand washing facilities are available in the toilets near the lunchroom. Pupils should wash their hands after each workshop.</p>
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		materials as they are for display only. Pupils must wash their hands after the workshops.	
<p>Further Notes:</p> <ul style="list-style-type: none"> <li>• Please remember that the <b>supervision of your pupils remains your responsibility throughout your visit.</b></li> <li>• It is your responsibility to ensure that you have a <b>first aider present</b> with your school party. We do have trained first aiders amongst our staff but cannot guarantee their availability on the day of your visit.</li> <li>• We highly recommend that group leaders conduct <b>preliminary visits</b> before bringing their pupils.</li> <li>• Please contact the nearest member of staff in case of <b>accident or emergency</b>, no matter how minor.</li> <li>• No food or drink is permitted in the workshops, museum, mosaic area, gardens, or Collections Discovery Centre.</li> <li>• Please advise pupils to inform a museum staff member if they become separated from the group.</li> <li>• School groups should avoid bringing nuts or nut products onto our site. [Please note that the café is run by a separate company and does sell products containing nuts.]</li> <li>• *Our <b>wheat (contains GLUTEN)</b> is from Doves Farm and is cleaned and does not reference any possible contamination with nuts on the packaging. Therefore, the flour used in our workshops should not contain traces of nuts, but there is a risk of cross contamination by participants and we are <b>not a nut free site.</b></li> <li>• If the fire alarm sounds, please make your way calmly via the nearest emergency exit to the assembly point. The two assembly points are 1) by the gazebo outside the café, or 2) on the raised bank in the garden (next to the Audio-Visual Theatre). Please ensure that all members of your party are aware of these. Attendant staff will supervise the evacuation of the building. Please register your pupils and adults and inform us immediately if there are any issues.</li> <li>• In the event of a site lockdown, please follow instructions from staff and follow relevant guidance (e.g. terrorism – run, hide, tell).</li> <li>• Please use this information to plan your risk assessment, but remember that this list is not exhaustive and it is NOT a Risk Assessment. Your risk assessment should also be dynamic and ongoing throughout your visit.</li> </ul>			

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Signed: 

Date: 6 May 2025.