

Health and Safety Advice for Tour Guides

If you have not visited the College before we strongly advise you to take advantage of a pre-visit to inform your planning and your risk assessment. Whilst the list may be of help, all visiting groups should undertake a risk assessment for their particular group taking into account ages of those in the group, children, individuals with disabilities or special needs, the time of the year and any particular hazards in the College at the time of the pre-visit.

Areas open to the public during College opening hours: **Front Quad, Ante Chapel and Chapel, and Fellows' garden.**

Hazard	Risk	Precautions
Paths (Trips, slips and falls)	Uneven walking surfaces, path edges, wet or frozen ground, steps, curbs, door frames.	Leader to inform group of hazards at a meeting point before entering the College. Use safe and established routes, advised no running, sensible behaviour and wear sensible shoes e.g. walking shoes. Be careful on the ramps and steps leading into the Ante Chapel and Chapel.
Lighting in the Chapel and Ante Chapel	Low light – trips and falls	Leader to warn group of hazard, allow time for eyes to adjust.
Floors and steps inside buildings	Uneven floors and steps – trips and falls	Leader to inform group of risk, walk slowly, ensure sensible footwear worn.
Stairs general	Trips and falls	Leader to advise that steps are uneven and handrails should be used where provided.
Machinery/scaffolding	Falling, sharp edges, trapped fingers	Leader to advise strictly no climbing or touching any machinery or scaffolding. Do not reach over or go round any barriers in place.
Fire and evacuation	Fire related injuries	Wadham staff are trained in the event of a fire and the use of fire extinguishers. Appropriate fire detection system is in place. If visitors discover a fire, sound the alarm and exit the building. The muster point is on the lawn in front of the College (Parks Road).
Candles in the Ante Chapel and Chapel	Burn related injuries and fire	Leader to warn group of lighted candles and to maintain a safe distance. Children should be accompanied.

Please advise the Lodge at the pre-visit if additional assistance is required for the tour – at least 72 hours' notice should be given to make arrangements.

