

## Haddo House and Country Park - General Hazard Mitigation Information for School Visits

This document provides general guidance to support teachers and group leaders planning visits to Haddo. It **does not** remove the need for teachers or group leaders to conduct their own comprehensive risk assessments in line with institution/local authority policy.

Feedback on the content of this document is welcome. The document will be reviewed annually and updated as required.

Hazard	Control measures in place	Additional control measures advised
Vehicles on site – risk of injury or death resulting from collision.	<ul style="list-style-type: none"> <li>- Vehicle access beyond main car park restricted.</li> <li>-Pick-up/drop-off to Pheantry, etc. in early morning or evening where possible.</li> <li>-5mph speed limit in place in park.</li> </ul>	<ul style="list-style-type: none"> <li>-Adequate adult/child ratios*.</li> <li>-Advise children about where to stand on disembarkation from coaches/minibuses.</li> <li>-Pair/crocodile walking, etc. depending on ages of children.</li> <li>-Remind children to look out for vehicles around the park and to move to the side of the road/path to allow vehicles to pass.</li> </ul>
Uneven or wet surfaces – risk of slips, trips or falls and resulting injury.	<ul style="list-style-type: none"> <li>-Path surfaces, bridges, etc. regularly checked and maintained.</li> <li>-Trip hazards removed from paths.</li> <li>-Hazard warnings in place where appropriate (e.g. in Visitor Centre when raining, in toilets during cleaning).</li> <li>-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure that children (and teachers/helpers) are wearing appropriate footwear.</li> <li>-Advise group to be careful with footing, particularly where tree roots, etc. cause uneven surfaces, and avoid particularly boggy/muddy/steep areas.</li> <li>-Advise group to heed hazard warning signs and yellow hazard tape, etc..</li> <li>-Report any hazards to a member of Haddo staff.</li> <li>-Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.</li> </ul>
Injury from falling trees or branches.	<ul style="list-style-type: none"> <li>-Trees monitored and pruned or felled where necessary.</li> <li>-Some trees fenced off to prevent visitors getting too close, with warning signs.</li> <li>-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.</li> </ul>	<ul style="list-style-type: none"> <li>-Vigilance in woodland areas.</li> <li>-Avoid playing/picnicking, etc. beneath/near standing dead trees.</li> <li>-Heed warning signs and fenced off areas.</li> <li>-Ensure appropriate supervision for any activities involving playing in or near trees, putting up tarps, etc..</li> <li>-Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.</li> </ul>

<p>Playgrounds – possibility of bumps, bruises or fractures resulting from falls.</p>	<ul style="list-style-type: none"> <li>-Regular checks and maintenance of playground equipment.</li> <li>-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.</li> </ul>	<ul style="list-style-type: none"> <li>-Group leaders to satisfy themselves with safety of playground equipment.</li> <li>-Adequate adult/child ratios to ensure appropriate supervision*.</li> <li>-Ensure that children are only using equipment/climbing to heights appropriate for their age/size/ability.</li> <li>-Advise extra caution during/after wet weather.</li> <li>-Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.</li> </ul>
<p>Stings, insect bites, etc.</p>	<ul style="list-style-type: none"> <li>-Wasps’ nests, etc. removed or cordoned off where appropriate.</li> <li>-Nettles/brambles cleared where necessary.</li> <li>-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid areas of nettles/brambles and advise children not to touch them.</li> <li>-Advise children and staff to use insect repellent.</li> <li>-Be aware of any group members with allergies to bee/wasp stings and carry epipens where appropriate.</li> <li>-Exercise caution when conducting insect/bug hunts – use paintbrushes or spoons to transfer insects to pots, and release them carefully afterwards.</li> <li>-Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.</li> </ul>
<p>Weather conditions – sunstroke/heatstroke or hypothermia, etc. and risk of injury from lightning strike</p>	<ul style="list-style-type: none"> <li>-Pheasantry available for booking for group activities/lunch in adverse weather conditions.</li> <li>-Bottled water available for purchase in both cafés and in NTS shop.</li> <li>-Tap water in NTS and Pheasantry toilet blocks is drinkable.</li> <li>-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.</li> </ul>	<ul style="list-style-type: none"> <li>-Check weather forecast prior to visit.</li> <li>-Ensure that children and staff are wearing/carrying appropriate clothing and waterproofs.</li> <li>-Ensure that children and staff have sun cream, hats and water.</li> <li>-Consider bringing gazebos or other shelter where hot and sunny weather is forecast.</li> <li>-Adapt or abort activity in particularly severe weather conditions, and retreat from woodland areas and wide open spaces in the case of thunder and lightning.</li> <li>-Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.</li> </ul>
<p>Dogs – risk of injury from dog bite, and risk of infection or illness from contact with dog faeces.</p>	<ul style="list-style-type: none"> <li>-Dog owners visiting country park expected to abide by Scottish Outdoor Access Code and keep dogs under control.</li> <li>-Dog waste bins provided in the park, and dog waste can be placed in any of the bins in the park.</li> </ul>	<ul style="list-style-type: none"> <li>-Advise children not to approach dogs without the consent of their owners – or at all.</li> <li>-Advise children to watch their footing and not to touch or pick up any dog faeces, and not to touch their faces or put hands in mouths.</li> <li>-Carry antibacterial hand gel and encourage hand-washing at the end of an activity and before eating.</li> </ul>

	-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.	
Geese/swans – risk of injury from aggressive geese/swans.	-First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.	-If feeding ducks/geese, wait for them to approach and throw food to the ground in front of them, rather than at them. -Avoid trying to touch wildfowl. -Back off if geese/swans are showing signs of distress or aggression. -Report any birds showing signs of illness or injury to Haddo staff or to SSPCA.
Ticks – risk of Lyme disease and other tick-borne infections	-Tick awareness poster displayed in Visitor Centre. -Tick/Lyme awareness leaflets and information available from Visitor Centre.	-Advise children and staff about how to identify ticks and the risks associated with them. -Avoid areas with long vegetation, wear long sleeves and trousers, and tuck trousers into socks. -Wear light-coloured clothing which makes ticks easier to see. -Use insect repellent. -Carry a tick remover and know how to use it. -Advise children and staff to check themselves thoroughly for ticks.
Lakes, ponds and burns – risk of drowning, Weil’s disease	-Fences/railings/boardwalks regularly checked and maintained. -Life rings available at Scots Mile Bridge and beside Upper Lake pavilion.	-Adequate adult/child ratios to ensure appropriate supervision near water*. -Conduct regular head counts. -Advise children to stay away from water’s edge, and be aware that some areas, e.g. near Scots Mile Bridge, can be muddy and slippery. -Split large groups and conduct activities such as pond dipping in small groups, particularly with very young children. -Carry a mobile phone (be aware that reception is poor in some parts of the park though emergency 999 calls are possible). -Advise children to wash hands thoroughly after feeding ducks/pond-dipping or other activities near water.
Sharps – cuts and risk of infection	-Litter collected regularly by park staff. -Bins and recycling facilities available in main car park. -First aid kit and first aiders available in Visitor Centre/NTS shop and tearoom/Haddo House.	-Advise children and staff not to touch or pick up broken glass, etc.. -Use gloves and litter pickers if conducting a litter pick. -Report serious hazards to Haddo staff. -Carry first aid kit and ensure that all staff/helpers are aware who nominated first aiders are.
Children becoming separated from group or lost	-Specified areas (e.g. Pheasantry, fenced off outdoor classroom) available for booking by school groups	-Adequate adult/child ratios to ensure appropriate supervision*. -Pair/buddy/crocodile walking system depending on age of children.

	<p>-Maps available from Visitor Centre or to download from <a href="http://www.visithaddo.com">www.visithaddo.com</a></p>	<p>-Arrange set meeting points and times, and ensure that children (and staff) are familiar with these.          -Advise children about what to do and where to go if they become separated from the group.          -Provide maps (available from Visitor Centre) for older children.          -Conduct regular head counts.          -Have an emergency plan/procedure that all staff are familiar with.          -Inform Haddo staff as soon as possible if a member of your party is missing.          -Carry a mobile phone (be aware that reception is poor in some parts of the country park though emergency 999 calls are possible).</p>
--	---	---

\* Adult/child ratios will vary according to a number of factors including age and abilities of participants. Further guidance is provided in Aberdeenshire Council's [Procedures for all off-site excursions](#) document.

**Emergency contacts:**

Visitor Centre - 01651 851041

Haddo House - 01651 851440

Haddo Estate Office - 01651 851664

Aberdeenshire Council - 01358 726414

Inverurie Hospital (Minor Injuries Unit), Upperboat Road, Inverurie, AB51 3UL – 0345 456 6000

Aberdeen Royal Infirmary (A&E), Foresterhill, Aberdeen, AB25 2ZN – 0345 456 6000

**Access for Emergency Services:**

- a) Raxton Lodge (main entrance) on unclassified road off Ellon-B999 road – OS grid ref NJ 873 324
- b) Craigie Wood car park on unclassified Tanglandford Road, off B9005 Ellon-Methlick road – OS grid ref NJ 886 352