

**Bringing
Old Edinburgh
Into Your
Classroom**

**HISTORIC
EDINBURGH
TOURS**

**Old Edinburgh Tour
Notes for your Risk
Assessment***

* Disclaimer; these notes are provided as support to help you write your official risk assessment. They are not presented as a legal risk assessment.

Introduction

Thank you for choosing Historic Edinburgh Tours!

We've included suggested risk assessments, possible route dangers, and other information in this pack.

Your pupils will use the Old Town section of Edinburgh's UNESCO World Heritage Site as a backdrop to educational exercises related to the Curriculum for Excellence. We're excited to be able to take them around this magnificent place!

What do we need to bring?

No clipboards, pens, pencils or paper is needed for this tour. Of course, teachers don't need to bring any payment on the day either.

The learners will need to bring appropriate clothing and a waterproof. We will discuss snack and lunch options with you, but we advise that you have these before or after your tour so your class will get the maximum 'Old Edinburgh' time on this tour.

How to contact your guide;

Remember, you can contact your guide to reschedule your tour, up to 8am on the morning of the tour.

Mobile – 07590 026 077

Email – Robert@historicedinburgh tours.co.uk

What information should I give my guide?

- Please let your guide know if you have a particular time you need the tour to end. We try our best to stick to times, but weather conditions, crowds, pupils with additional physical needs, etc., affect tour durations. We will try our best to accommodate you.
- Because part of our tour takes place in a graveyard, it would be beneficial to know if your pupils have experienced any bereavement issues.
- What we cover depends on how quickly we can move from location to location. If you have any pupils with special mobility requirements, please let us know so we can sensitively alter the tour.

What should I discuss with my class before the tour?

- We ask that you ensure your group knows that Edinburgh's Old Town is a busy place and that pupils will have to be aware of other pedestrians. Road works and diversions may mean we have to alter the tour on the day.
- This tour can serve as a useful introductory experience to your project, or as a finale to your project. The pupils do not have to have any prior knowledge before they come on the tour.

What are the responsibilities of the adults on the tour?

- School staff - Teachers and adult helpers are responsible for the safety and behaviour of their group of pupils. Your tour guide will focus on delivering the learning.
- We ask that at least one teacher or adult for every ten children be allocated to the group to ensure the students' safety and allow for adequate supervision. Please ensure that your group knows the standards of behaviour expected of them.
- There is a limit of 35 people to a guide in Greyfriars, Canongate, Old Calton and New Calton Burial Grounds. The City of Edinburgh Council enforces this. This means that we may have to ask any extra adults to wait outside the Kirkyard.

Toilets

There are clean toilets in the Museum of Scotland, very close to the start of this tour. However, we're not in a position where we can guarantee their use and have no affiliation with the Museum of Scotland. In all cases, you should consult with the Museum of Scotland to gain access to their toilets as part of a planned visit to the Museum itself.

Toilet facilities are situated on the ground floor, close to the main entrances. Male and Female toilets are situated close to each other. These include accessible toilets. We highly recommend you speak to the Museum about booking a lunch room and either one of their excellent education sessions or taking a self-led tour of the Museum as part of your time in the Old Town.

It is your responsibility to ensure children are safe in the toilets.

Possible issues are;

Floors may become wet due to sink overflows.

The general public also uses these toilets.

Risk assessment

Please note; these are risk assessment suggestions for your form. Historic Edinburgh Tours is offering these merely as guidance for your risk assessment. Responsibility for the safety of the class lies with the class teacher throughout this tour.

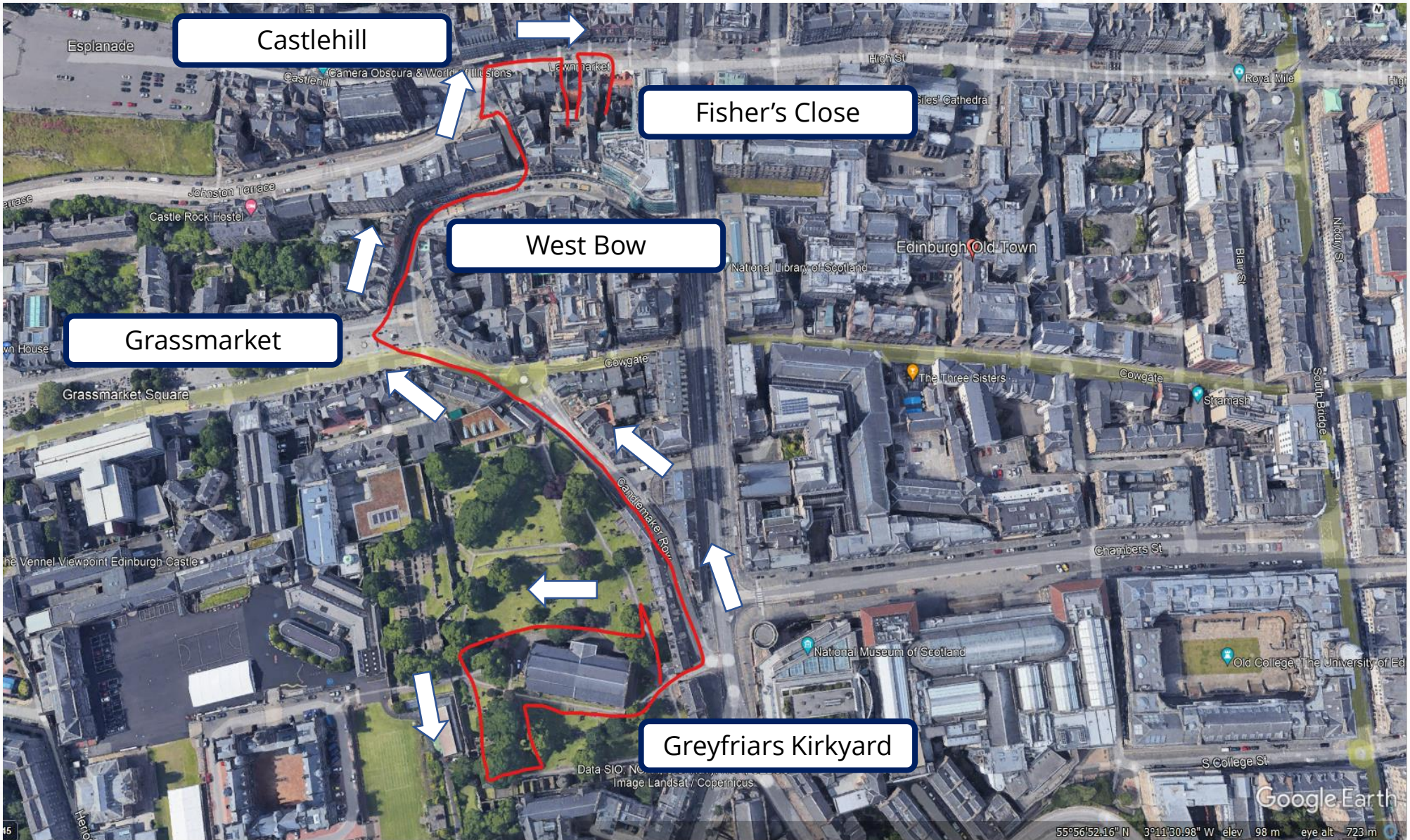
Potential Hazard	Possible Likelihood and Seriousness of Injury	Control Measures To Be Put In Place	Assessment of Remaining Risk
Road/traffic accident	Possible and potentially very serious.	Supervision of children by class teachers and parents. Health and safety discussion at start of tour by guide and by class teacher.	Still a risk
Trips/slips on pavement, steps and road conditions due to weather or repair	Likely and could be serious.	Children asked to wear appropriate shoes for walking. Supervision of children by school staff. Health and safety discussion by guide at start of tour.	Still a risk
Child wandering away from group	Possible and potentially very serious.	Supervision of children by school staff and parents. Clear information to children to remain in class line and not to leave the group. This should be given by teacher before the tour starts.	Still a risk
Needles/broken glass in Greyfriars	Possible and potentially very serious.	Supervision of children by school staff and parents. Clear information not to touch anything on the ground and to stay with the group at all times.	Still a risk
Tetanus from rusty metal around the mortsafe	Possible and potentially very serious.	Pupils to be told not to touch mortsafe and to clean hands with sterile wipes (class first aid kits should have these).	Still a risk
Slips on stairs in the Museum of Scotland	Possible and potentially very serious.	Pupils to hold handrail and to walk sensibly in the Museum. Slow pace of movement up stairs. Supervision of pupils by school staff.	Still a risk

Likely tour route

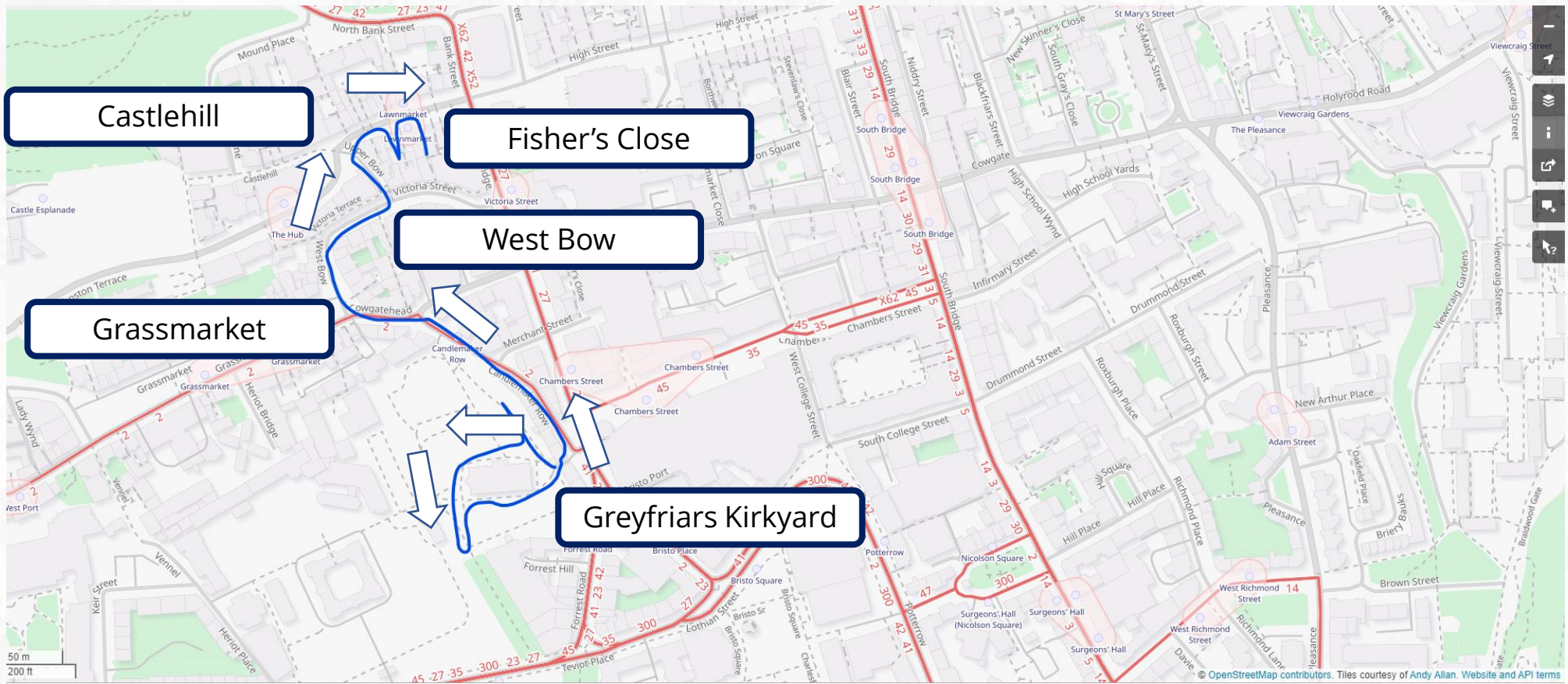
Whilst we always try to keep one route in place for this tour, occasionally schools may wish to personalise the tour, or there may be diversions/road works in place.

Location	Next location/crossing point	Notes on possible risks
Greyfriars Kirkyard	Candlemaker Row	Slippery surfaces, possible needles/broken glass, rusty metal on mortsafe.
Candlemaker Row	Cross to Grassmarket at pedestrian crossing	Uneven paving, very narrow sections (watch for members of the public moving around us). Grassmarket crossing – single crossing, very busy.
Grassmarket	West Bow/Victoria Street	Possible broken bottles, uneven paving, watch for service vehicles making deliveries to Grassmarket pubs and shops (north side).
Victoria Street	Ovir Bow/Castlehill	Uneven paving, busy street and lots of pedestrians, one steep set of steps with possible liquid spills.
Castlehill	Riddle's Court	Uneven paving, increased numbers of people in this section
We usually finish the First Level tour in Fisher's Close, next door to Riddle's Court. This gives us a shorter tour and means we don't have to cross George IV Bridge. The information below is for the Second Level version of this tour.		
Riddle's Court	George IV Bridge pedestrian crossing	Uneven paving George IV Bridge crossing – double crossing, small island in the middle, large numbers of other people using this, very busy traffic and possible roadworks around us.
Parliament Square	High Street	Uneven paving, crowds
Advocate's Close		

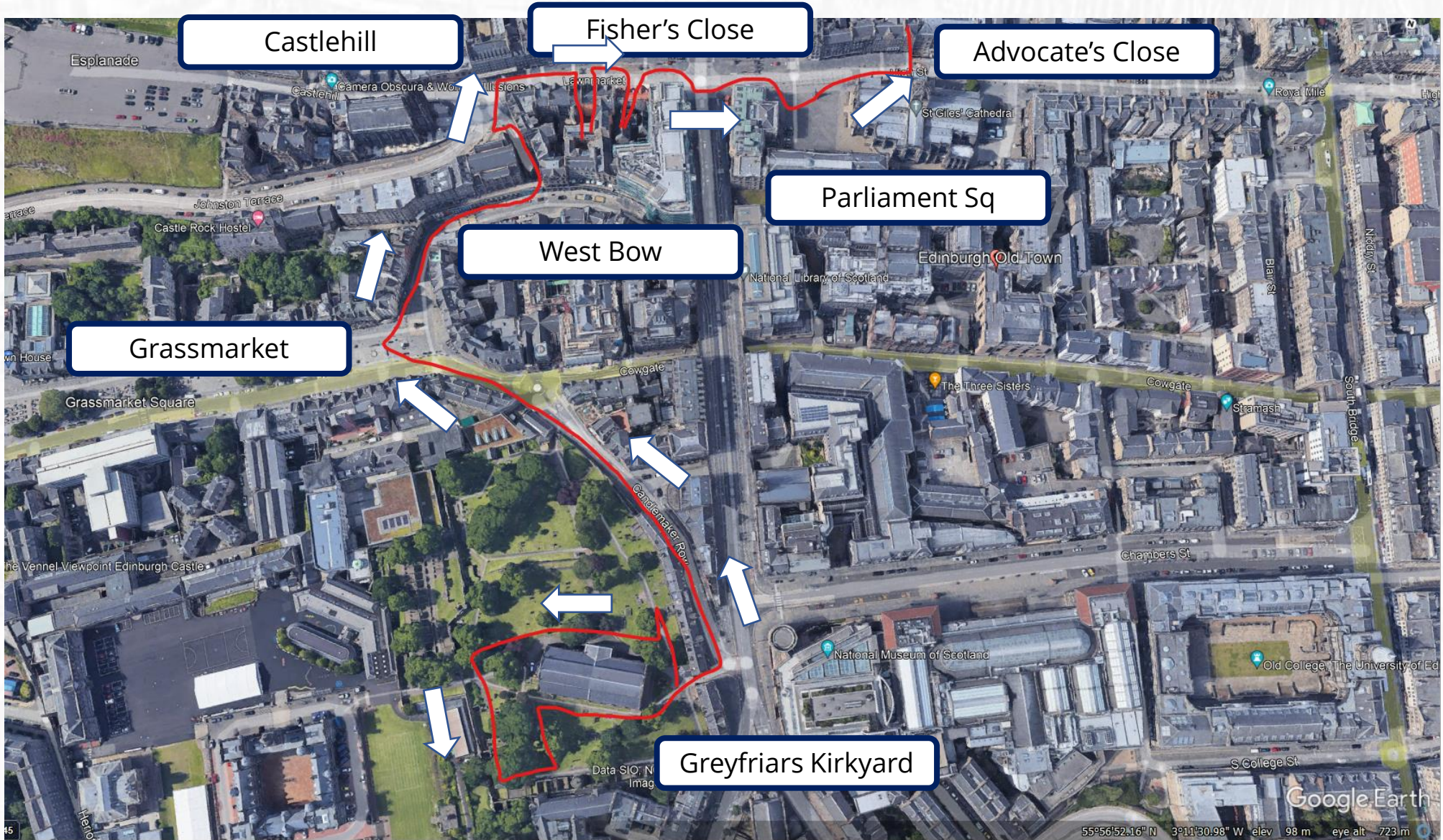
Likely tour route (First Level tour)



Likely tour route (First Level tour)



Likely tour route (Second Level tour)



Likely tour route (Second Level tour)

