ENGLISH HERITAGE
EDUCATION

OSBORNE, ISLE OF WIGHT
Risk Assessment for Discovery Visit Session

Activity: Story Mat, Key Stage 1 & EYFS
Duration: 45 minutes
Created: 1 September 2023
Review date: 1 September 2024
Prepared by: Education Visits Officer (Hampshire and IoW)

Description and Notes

This risk assessment covers the Story Mat Discovery Visit from when the group meets the facilitator, to the time when the session ends, and the group leaves the education space. It does not cover the walk from the coach/car park to the site or any aspect of your visit outside of the Discovery Visit. This information can be found in the Hazard Information on our [Schools page](#).

This activity takes place across several locations and includes a tour of Swiss Cottage and Swiss Cottage Museum. During the activity students will have the opportunity to handle objects and take part in role play.

Hazard	Who is at risk?	Control measures	Risk after controls C x L = R		
For inside delivery of workshop: Tripping on rugs, furniture, stored items.	Leaders, students, EH staff	Facilitator will check and remove any hazards on route to education space. Students' bags and coats will be stored safely within the education space. Students will be asked not to run and to be careful how they move around the rooms. Facilitators will have received training to identify risks and inform education groups of potential hazards.	1	2	2
For outside delivery of workshop: tripping on uneven surface, insect bites, effects of weather conditions.	Leaders, students, EH Staff	If the workshop is delivered outside the group will be reminded that the brick paved area is uneven. Weather conditions will be assessed and the outdoor area will not be used in wet weather or in extreme heat.	1	2	2
Object handling and dropping objects causing sharp edges and injury.	Leaders, students, EH staff	Verbal attention will be drawn to hazards with a demonstration of the correct way to handle objects. Students will be supervised by group leaders and EH staff at all times.	2	1	2
Walk to Swiss Cottage and Museum is along a road used by site vehicles.	Leaders, students, EH Staff	The grass verge will be used as far as possible and students and leaders will be made aware that the road is used by the mobility bus and other site vehicles so they must remain vigilant. Adults will be asked to spread out for good supervision.	2	1	2
Steps leading up to upper floor of Swiss Cottage. Tripping hazard.	Leaders, students, EH staff	Verbally draw attention to hazards before moving around the site.	2	1	2

		Repeat as necessary. Pupils will be supervised by teachers and staff.			
Poor light conditions in the museum – tripping hazard.	Leaders, students, EH staff	Verbally draw attention to possible hazards of change in light prior to entering the museum. Ask students to pause after entering space to allow their eyes to adjust before touring the museum. Pupils will be supervised by teachers and staff.	2	1	2

Risk Assessments for Discovery Visits

Risk = consequence x likelihood in the context of a task i.e. when undertaking this task how bad could it be if it went wrong (almost regardless of whether it would) and what are the chances of it going wrong. They are both qualitative judgements based on objective data.

The Consequence Evaluation
The data you need to evaluate consequence (in the context of the task) are:
▪ Hazard - the thing with the potential to cause harm.

Consequence is graded on the three point scale where:
▪ 3 is death or life changing injuries
▪ 1 is first aid treatable injures
▪ 2 is everything else.

The Likelihood Evaluation
Local knowledge/information will help judge the chances of the accident happening. It will include things like:
▪ Frequency and duration
▪ Numbers of people, vulnerable people
▪ The environment the activity is carried out in e.g. inside/outside, time of day, weather, distractions
▪ Accident/incident history
▪ Controls/supervision
▪ The equipment involved and its level of maintenance
▪ Anything else relevant to the likelihood evaluation.

It is not necessary to try to collect every piece of data that might have an effect on the likelihood; we just need to collect the most important pieces of data.

Likelihood is graded on the English Heritage three point scale where:
▪ 3 is almost certain to occur
▪ 1 means we would be surprised if the accident happened
▪ 2 is everything else.

Risk
Risk is calculated by multiplying the consequence rating by the likelihood rating giving potential risk ratings of:
▪ High (6 and 9)
▪ Medium (3 and 4)
▪ Low (1 and 2).