# Discovery Visit Risk Assessment

**Activity: Victorian Values**
**Site: Audley End House**
**Updated 07/08/2012**
**Prepared by: Education Manager**

| Hazard | To Whom | Initial Risk 6 x L = R | | | Control Measures | Risk After Controls | | |
|---|---|---|---|---|---|---|---|---|
| Crossing road from coach park | Adults, Pupils, Volunteers | 6 | 4 | 24 | Meet coaches and ensure pupils are supervised across the road. (NB Teachers are responsible for this but volunteers will warn about the road if necessary) | 6 | 1 | 6 |
| Walking to the education room-conflict with cars | Adults, Pupils, Volunteers | 6 | 4 | 24 | Walk groups to the room on the grass not the road. Stop and check for cars before leading the group into the service yard | 6 | 1 | 6 |
| Doors in education room are heavy and swing back in windy weather | Adults, Pupils, Volunteers | 2 | 2 | 4 | Volunteer to hold door and put safety catch on to hold the door back. | 2 | 1 | 2 |
| Cobbles by game larder are very slippery, especially in the rain | Adults, Pupils, Volunteers | 2 | 3 | 6 | Talk about game larder from a safe distance and do not allow groups to go close | 2 | 2 | 4 |
| Trips on uneven floors and steps up/down into rooms | Adults, Pupils, Volunteers | 2 | 2 | 4 | Warn pupils. Brief teachers that long skirts may be a hazard so if groups are coming in costume to be aware of this. Ensure that pupils walk calmly around by building this into the Discovery Visits (walking as servants would etc) | 2 | 1 | 2 |
| Saucepans and some other items in the education room, kitchen and laundry can be heavy or bulky | Adults. Pupils, Volunteers | 2 | 2 | 6 | Tell children to hold both handles when handling saucepans and to use both hands with all objects. For very small children hold the object yourself by the handle as they hold the body (ie do not let them take the full weight). | 2 | 2 | 4 |
| Open lit fire in the kitchen (not always lit) | Adults. Pupils, Volunteers | 3 | 3 | 6 | If lit the fire is always manned by a member of staff who will steer children away. Object are placed to restrict access (eg the warming cupboard) | 2 | 2 | 4 |

**Risk Assessment Score overall (average of total risks after controls) = 4**

Reviewed 1/10/2013

**ENGLISH HERITAGE**
**EDUCATION**

**Risk Assessments for Discovery Visits**

Risk assessments are worked out by identifying possible hazards and putting in place measures to significantly reduce the likelihood of the hazard occurring. Once this has been done a simple calculation which multiplies the hazard score for the activity by the chance of it happening gives a risk assessment score. A low score signifies little or no risk; a high score would indicate the activity is potentially dangerous.

**Hazard Severity:**
1. No risk of injury
2. Slight risk (minor injury requiring first aid)
3. Moderate risk (injury resulting in 3 days off work/school)
4. High risk (resulting in a major injury
5. Very high risk (causing death or serious injury to an individual)
6. Extremely high risk (causing multiple deaths and widespread destruction)

*Multiplied by*

**Likelihood of Occurrence:**
1. Not likely (only under freak conditions)
2. Possible (if other factors are present)
3. Quite possible (if other factors precipitate it)
4. Likely (with other factors or carelessness)
5. Very likely (an accident waiting to happen)
6. Certain

**Risk factor of 8 or less:** Any activity that scores 8 or under has an acceptable risk factor.
**Risk factor between 8 and 12:** Any activity scoring between 8 and 12 has a level of risk that may be tolerable but measures must be taken to reduce the risk.
**Risk factor of 13 or more:** Any activity scoring 13 or more has an unacceptable risk and shouldn't be done.
The numerical scale used is to allow comparisons of risk levels only. No literal meaning is implied by the scoring level.

Reviewed 1/10/2013

**This Risk Assessment identifies the risks associated with the Discovery visit devised and delivered by English Heritage. It does not identify risks associated with any other activity or session run by groups on self led visits or by an Approved External Provider.**

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