

## KENILWORTH CASTLE and ELIZABETHAN GARDEN, WARWICKSHIRE

### Risk Assessment for Discovery Visit (guided Education session)

**Activity:** GCSE Tour  
**Site:** Kenilworth Castle and Elizabethan Garden  
**Date updated:** 1st June 2017  
**Review date:** 1st June 2018  
**Prepared by:** Education Visits Officer (West)

#### Description and Notes

This risk assessment covers the 'GCSE Tour' Discovery Visit from when the group meets their guide outside the Gatehouse, to the time when the session is completed in Leicester's Gatehouse. It does not cover the walk from the coach/car park to the Gatehouse or Education Room; information relating to other areas of the site can be found on the property Hazard Information Sheet.

The Discovery Visit consists of a 1.0 hour long guided walking tour of Kenilworth Castle delivered by English Heritage site staff. During this time the students will have the opportunity to explore physical features of the site and grounds.

Hazard	To Whom	Initial Risk			Control Measures	Risk With Controls		
		S	L	R		S	L	R
Uneven paths and ground with low stone foundations.	Adults, students, staff	4	4	16	Students will be advised of this hazard prior to beginning the session and must be supervised at all times by accompanying adults. Running on site will not be permitted and extra care will be taken in wet and/or windy weather. Verbal warnings of particular hazards will be given during the session and movement on site will follow designated paths wherever possible.	4	1	4
High walls and sheer drops.	Adults, students, staff	5	2	10	Students will be advised of this hazard prior to beginning the session and must be supervised at all times by accompanying adults. Students and adults will be reminded again by site staff in areas where there are unguarded steep drops. Climbing on walls and over barriers will not be permitted.	5	1	5
Steep steps and stairs.	Adults, students, staff	4	2	8	Risk acceptable. Students will be advised of this hazard prior to beginning the session and must be supervised at all times by accompanying adults. Use handrails on stairs where provided.	4	1	4
Plant material.	Adults, students, staff	3	2	6	Risk acceptable. Wash hands before eating to prevent ingesting any plant material. Avoid touching the plants wherever possible; site staff to ensure garden is well kept and plants trimmed back from walkways.	3	1	3
Animals on site.	Adults, students, staff	3	3	9	Animals may bite. Do not put fingers through the wires of the birdcages or attempt to feed the birds. Site staff will remind students of this hazard when entering the garden.	3	1	3
Animal faeces.	Adults, students, staff	3	2	6	Risk acceptable. Wash hands before eating meals to prevent ingesting bacteria. Site staff will check site for dog faeces and clear away before opening the site. Ledges of birdcages in the garden will be kept clean as part of daily maintenance.	3	1	3
Bites and stings.	Adults, students, staff	5	2	10	Accompanying adults will carry necessary medication for any students with allergies. Site staff will be aware of any insect nests on site and ensure the group keep clear.	5	1	5

Severe/adverse weather.	Adults, students, staff	5	2	10	Site staff will advise of risks on the day and restrict access to areas of the site or whole site as necessary.	5	1	5
Falling masonry and/or tree branches.	Adults, students, staff	6	2	12	Site staff will check site for fallen masonry and/or tree branches and secure the area before opening the site. Regular checking and maintenance of the site by staff.	6	1	6

**Risk Assessment Score overall (average after risk controls) = 4.2**

## 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:** Acceptable risk level; address risk further if possible.

**Risk factor between 8 and 12:** Tolerable risk level; activity may proceed but risk must be addressed and reduced to acceptable level if possible.

**Risk factor of 13 or more:** Unacceptable risk level; activity must not proceed and risk must be addressed and reduced to tolerable level at least and acceptable level if possible.

**The numerical scale used is to allow comparisons of risk levels only, no literal meaning is implied by the scoring level.**

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0370 333 1181

E-mail: [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk)