

Carlisle Castle, Cumbria

Risk Assessment for Discovery Visit Session

Activity: Captains, Captives and Costumes Discovery Visit, Key Stages 1-2
 Duration: 75 minutes
 Created: 1 September 2026
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 Prepared by: Learning and Participation Officer (North East)

Description and Notes

This risk assessment covers the Captains, Captives and Costumes Discovery Visit from when the group meets the facilitator, to the time when the session ends. 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](#).

Hazard	Who is at risk?	Control measures	Risk after controls $C \times L = R$		
Vehicles arriving on site near to Castle entrance. The risk of an accident caused by a moving vehicle.	Leaders, students, EH staff	Students and leaders are warned of the dangers of vehicle movement and should treat the crossing as a road. Access is controlled by a barrier.	3	1	3
Trips, slips and falls from the furniture, bags and coats in the indoor storage.	Leaders, students, EH staff	Room will be inspected beforehand, any hazards removed, floor will be checked if wet. Students and leaders are briefed on how to store bags and coats. Visiting staff will be asked to supervise.	2	2	4
Uneven surfaces around the site, low stone foundations, wooden floors and spiral staircases. The risk of trips, slips, falls.	Leaders, students, EH Staff	Students and leaders are informed of the hazards prior to walking the site. Students are supervised at all times. Extra care to be taken in wet or windy weather. Verbal warnings are given to groups as appropriate. Facilitators will have received training to identify risks and inform education groups of potential hazards.	3	1	3
Low light levels inside the keep. The risk of trips, slips and falls due to not being able to see properly.	Leaders, students, EH staff	Students and leaders will be given time to allow their eyes to adjust to varying light levels as they move around the site. Students will be supervised at all times.	2	1	2

Members of the public become involved in the session.	Leaders, students, EH staff	Vigilance by session leader, members of the public acting inappropriately will be asked to move away from the group.	3	2	6
Trying on costumes and handling objects. The risk of trips, slips, falls, nips and cuts.	Leaders, students, EH staff	Students dress with the assistance of a leader and smaller students remove costumes if a lot a movement is required. We ask students not to try on any of the objects when handling them. Objects have been blunted. Students are given safety instructions. Leaders and facilitators monitor throughout. Facilitators will have received training to identify risks and inform education groups of potential hazards.	3	1	3
Falling from the benches	Leaders, students,	Students to be reminded to sit carefully and not to climb on the benches	2	1	2
Student gets separated from group during the tour	Students	Trip leaders must accompany students at all times. EH staff will make students and Leaders aware of a meeting point to go to if students do somehow get separated.	3	1	3
Poor Behaviour on site	Leaders, students, EH staff	Student behaviour and classroom management is the responsibility of trip leaders not EH staff. Students must be supervised by trip leaders at all times.	3	1	3

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).