

Conisborough Castle, South Yorkshire

Risk Assessment for Discovery Visit Session

Activity: Meet the Medievals Visit, Key Stages 1-3
 Duration: 60 minutes
 Created: 1 September 2025
 Review date: 1 September 2026
 Prepared by: Education Visits Officer (Yorkshire and North Midlands)

Description and Notes

This risk assessment covers the Meet the Medievals 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](#).

The Discovery Visit part of your session takes place inside the Education Room on site. It involves object handling, role play and some wearing of costumes.

Hazard	Who is at risk?	Control measures	Risk after controls $C \times L = R$		
Delivery and collection vehicles arriving on site near Visitor Centre.	Leaders, students, EH staff, volunteers	Students are warned of the dangers of vehicle movement and should treat the crossing as a road. EH staff and leaders to watch out for vehicles.	3	1	3
Trips, slips and falls on grass banks, uneven paths, low stone foundations and castle entrance.	Leaders, students, EH staff, volunteers	Extra care to be taken in wet and/or windy weather. Verbal warnings are given to groups as appropriate. Leaders and facilitators monitor throughout the session. Staff will have had necessary training to identify risks and inform groups of potential hazards. Leaders are instructed regarding this hazard condition prior to visit. Students are supervised at all times.	2	1	2
Bulky school bags being carried into the education room can cause falls and over-balancing on uneven surfaces.	Leaders, students, EH staff, volunteers	EH staff will indicate a safe area where bags may be left in the Visitor Centre. Students and leaders will be advised before the visit that bags will be left unattended.	2	1	2
Trips from costumes being worn.	Leaders, students, EH staff, volunteers	Costuming to be supervised and children warned about moving carefully. Dress with adult supervision and smaller ones take costumes off when movement required.	2	1	2

Injury from sharp or awkward shaped objects.	Leaders, students, EH staff, volunteers	Students are not to try on any of the objects when handling them, without express permission. Children instructed on how to handle objects carefully. Facilitators, volunteers and leaders monitor throughout the session.	2	1	2
Trip, slips and falls from the rugs, the artefacts and the wooden chests that are on the floor.	Leaders, students, EH staff, volunteers	Leaders and learners are warned before entering the room of the trip hazards. Facilitators, volunteers and leaders monitor throughout the session.	2	1	2
KS1 – working on floor – trips and falls	Leaders, students, staff, volunteers	Staff, volunteers, students and leaders need to be aware that they may trip over students sitting when they move around. Encourage students who are sat to tuck legs and arms in, limit movement around groups to the outside as much as possible, group leaders to supervise groups closely as they work.	2	1	2
KS 2 and 3 – working on tables – trapped fingers, trips over chair legs	Leaders, staff, students, volunteers.	Students work at tables. Warn them to tuck chairs in if they are getting up to move around the room and to take care when pushing chairs back so that they do not trap the fingers of other students, All bags to be stored in laundry basket and on pegs.	2	1	2
Hair stuck in chain mail hood.	Leaders, students, EH staff, volunteers	Students are not allowed to try on the chain mail, without express permission	1	2	2
Trapping fingers in wooden chests.	Leaders, students, EH staff, volunteers	At the beginning of the session both leaders and learners are advised to be careful when opening and closing the boxes. Facilitators and volunteers monitor the children throughout. The heavy lids are not left open for long periods of time.	2	2	4

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 injuries
- 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).