

## DOVER CASTLE, KENT

### Risk Assessment for Discovery Visit Session

Activity: Secret Codes and Ciphers, Key Stages 2-3  
 Duration: 60 minutes  
 Created: 1 September 2024  
 Review date: 1 September 2025  
 Prepared by: Education Visits Officer (Kent)

#### Description and Notes

This risk assessment covers the Secret Codes and Ciphers 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 x L = R		
Trip, slips and falls from the artefacts, bags and coats.	Leaders, students, EH Facilitators	Students and leaders are warned before entering the room of the trip hazards and asked to ensure bags are stored underneath the tables. Leaders and facilitators monitor throughout the session. Facilitators will have received training to identify risks and inform education groups of potential hazards.	2	2	4
Trying on costumes and handling objects. The risk of trips, slips, falls, nips and cuts.	Leaders, students, EH Facilitators	Students dress with the assistance of a leader and instructed to take care when handling items. Leaders and facilitators monitor throughout. Facilitators will have received training to identify risks and inform education groups of potential hazards.	2	1	2
Trapping fingers in lamps, typewriters and telephone equipment.	Leaders, students, EH facilitators	Students are asked to be careful when handling the equipment in the room. Leaders and facilitators monitor the students throughout.	1	2	2
Moving into a dark space from outside, onto a surface which could be slippery when wet.	Leaders, students, EH facilitators	Students and leaders are warned before entering of the change in lighting and surface. The pace of the group will be controlled when moving throughout the tunnels. Facilitators will have received training to identify risks and inform education groups of potential hazards.	2	1	2

Mental distress from spending time underground/sound effects in tunnels.	Leaders, students	Leaders are made aware of the conditions prior to the session in case there are students for whom it is unsuitable. Students and leaders are warned before entering of the types of conditions they will experience in the tunnels. Assurances are given about the nature of the sound effects. Facilitators will have received training to identify risks and inform education groups of potential hazards.	1	2	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 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).