

Pickering Castle, North Yorkshire

Risk Assessment for self-led groups using the Education Room

Resources Activity: four activities in education room at Pickering

Duration: variable

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Description and Notes

This risk assessment covers four activities in the Education Room at Pickering Castle. Visits are self-led by group leaders. Site staff will inform the Learning and Participation Officer if equipment becomes damaged/dangerous so that any objects can be removed and replaced/mended. Site staff will remind groups using the facility that they are responsible for their students while on site. There is a First Aid kit available on site, but Education Groups are expected to bring a first aider with them.

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.	Students are warned of the dangers of vehicle movement and will be directed away from the potential hazard area. Leader to watch out for vehicles.	3	1	3
ARCHES Trapped fingers, Blocks falling on students.	Leaders, students,	Instructions provided for leaders who are made aware they are responsible for supervision Pre visit for teachers to see resources available. Limit number of pupils on arches to max.3 Labelled to only be used under adult supervision. Labelled to say do not crawl under arches. Resources checked by Educational Visits Officer each term.	1 2	1 1	1 2
MODEL Trapped fingers Splinters Trips and falls over boxes and board	Leaders, students,	Instructions provided for leaders who are made aware they are responsible for supervision. Pre visit for teachers to see resources available. Limit number of students to a max. of six at any one time. Label resource to say do not walk on the board. Place board near wall to reduce likelihood of tripping.	1 1 2	1 1 2	1 1 2
GAMES Swallowing of pieces Banging head on table if pieces dropped on floor Splinters from boards	Leaders, students,	Instructions provided for leaders who are made aware they are responsible for supervision. Boards checked termly and repaired/removed/replaced as necessary	3 1 1	1 3 1	3 3 1
SKETCHING	Leaders,	Instructions provided for leaders	1	1	1

Nips from clip boards Paper cuts Trips over equipment left lying around Injuries if pencils are thrown.	students	who are made aware they are responsible	1 2 2	1 1 1	1 2 2
TREBUCHET MODEL Children in firing line hurt. Fingers trapped in mechanism.	Leaders, students	Group leader must supervise this activity and small groups at a time. Follow instructions provided.	2	2	4
Trips, slips and falls over furniture etc	Leaders, students	Instructions provided for leaders who are made aware they are responsible for supervision Room kept clean and tidy Furniture checked and removed if damaged	2	1	1

Risk Assessments for School 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).