

WREST PARK, BEDFORDSHIRE

Risk Assessment for Discovery Visit Session

Activity: The Romans: Life & Culture, Key Stage 2
 Duration: 110 minutes
 Created: 25 July 2019
 Review date: 25 July 2020
 Prepared by: Education Visits Officer (South)

Description and Notes

This risk assessment covers The Romans: Life & Culture 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 caused by rugs, the artefacts and uneven surfaces.	Leaders, students, EH staff, volunteers	Students and leaders are warned before entering the room of the trip hazards. Leaders and facilitators monitor throughout the session.	2	2	4
The risk of trips, slips, falls, nips and cuts when handling objects.	Leaders, students, EH staff, volunteers	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, especially not the ring and helmet. Objects have been blunted. Students are given safety instructions. Leaders and facilitators monitor throughout. Students are not allowed to try on the chain mail.	1	1	3
Increased visitor numbers in the Archaeology Store. Trips and Falls. This is a contained space and is not used regularly by public. There are heavy, sharp, breakable objects within reach of students.	Leaders, students, EH staff, volunteers	Staff to check areas are safe for visitors. Maximum of 15 children touring a designated section of the store room with group leader. The ratios of leaders to learners for school visits required, is 1:8 for years 3 to 5 inclusive and 1:15 for year 6 visitors. Entrance and exit to the store for visitors will be restricted to one entrance in the Education Playground, and access from the main site is via coded gate only Signage showing danger areas Verbal warnings from group	2	2	4

		<p>facilitator to instruct pupils that they cannot touch items unless told otherwise.</p> <p>Children must remain with group leaders during handling activity and tour.</p> <p>Once in the store room children will be restricted to assigned tables (for handling) and two aisles in the store room (for their tour)</p> <p>Volunteers, staff and performers will be positioned with visibility of all entrance/exit points to avoid room-to-room roaming.</p> <p>Session leaders to run through a health and safety checklist and deliver briefing to teachers and pupils.</p> <p>The facilitator leads teachers and pupils back out to the main site safely.</p> <p>Any staff or children that need to leave (to use facilities) will need to be escorted by a teacher.</p>			
Racking and artefacts stored at height. Racking collapse. People being hit by falling objects.	Leaders, students, EH staff, volunteers	<p>Verbally draw attention to the possible hazard. Racks of suitable safe working load with no visible signs of overloading. Racking is secured to the floor.</p> <p>e.g. forklift trucks do not operate in the area, during the visit</p> <ul style="list-style-type: none"> -condition of the racking checked prior to the visit. (and recorded) -Racking periodically inspected by SEMA registered inspector. -Items are secured on the pallets. 	3	1	3
Cuts or grazes by tools and other warehouse equipment.	Leaders, students, EH staff, volunteers	<p>Site inspected prior to the visit.</p> <p>Power tools and other dangerous objects removed prior to the visit</p>	2	1	2
Major Incident / Site Evacuation. There could be potential crowding and pushing.	Leaders, students, EH staff, volunteers	<p>All staff briefed on muster points/emergency exits and adults/pupils will be informed of the emergency exits on their arrival.</p> <p>Fire exits will be highlighted by relevant signage.</p> <p>In case of emergencies in the Store work room, staff to evacuate through archaeology store to main gardens.</p> <p>In case of emergency in the</p>	2	1	2

		Archaeology store or in main site, staff to evacuate visitors to lawn at the front of the mansion via the Store Work Room and then Clock Tower Yard. Staff positioned in Store to be on radio comms with main site team.			
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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).