

WREST PARK, BEDFORDSHIRE

Risk Assessment for Discovery Visit Session

Activity: The Romans: Life & Culture, Key Stage 2
 Duration: 120 minutes
 Created: 1 September 2024
 Review date: 1 September 2025
 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 uneven surfaces.	Leaders, students, EH staff and volunteers	Facilitators are made aware of the risks and are then able to inform education groups of the potential hazards. 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 nips and cuts when handling objects.	Leaders, students, EH staff and volunteers	All participants are made aware of rules for safe handling. Students are told to be still and use both hands with all objects. Objects are checked before the workshop.	1	1	3
Increased visitor numbers in the Archaeology Collections Store. This is a contained space and is not used regularly by public.	Leaders, students, EH staff and volunteers	Staff to check areas are safe for visitors. Maximum of 15 children touring a designated section of the collections store with group leader. The ratios required of leaders to learners for school visits is 1:10 for KS2 (ages 7 – 11). 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. The facilitator leads the leaders and students back out to the main site safely. Any staff or students that need to leave (to use facilities) will need to be escorted by a leader.	2	2	4
Slips, trips and falls in the Archaeology Collections Store. There are heavy, sharp, breakable objects within reach of students.	Leaders, students, EH staff and volunteers	Signage showing danger areas. Session leaders to run through a health and safety checklist and deliver briefing to leaders and students. Verbal warnings from group facilitator			

		to instruct pupils that they cannot touch items unless told otherwise. Students must remain with group leaders during handling activity and tour. Once in the collections store, students will be restricted to designated spaces. Volunteers and staff will be positioned with visibility of all entrance/exit points to avoid room-to-room roaming.			
Racking and artefacts stored at height. Racking collapse. People being hit by falling objects.	Leaders, students, EH staff and volunteers	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. Forklift trucks do not operate in the area, during the visit. Racking is inspected yearly 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 and volunteers	Site inspected prior to the visit. Power tools and other dangerous objects removed prior to the visit	2	1	2
Major Incident/Site Evacuation. There could be potential crowding and pushing.	Leaders, students, EH staff and volunteers	All staff briefed on muster points/emergency exits and adults/students will be informed of the emergency exits on their arrival. Fire exits will be highlighted by relevant signage. In case of emergencies in the collections store or education room, staff to evacuate visitors to the lawn at the front of the mansion, through the closest muster point (Clock Tower Yard). Please be aware that this is near a road. Staff positioned in Store to be in radio communication with main site team.	2	1	2
Interaction with the general public.	Leaders, students	Students must be supervised by accompanying adults whilst on site and in all public areas accessible by other visitors, such as toilets.	2	1	2
Students getting lost/separated from the group.	Students	Appropriate supervision ratios are required at all times. Accompanying adults will be spread among the students, at least one leader to be at the rear of the group. There are clear site procedures in place for missing children.	3	1	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).