

CASTLE ACRE PRIORY, NORFOLK

Risk Assessment for Discovery Visit Session

Activity: Castle Acre Priory GCSE Tour Discovery Visit
 Duration: 60 minutes
 Created: 1 September 2024
 Review date: 1 September 2025
 Prepared by: Education Visits Officer (South)

Description and Notes

This risk assessment covers the Castle Acre Priory GCSE Tour 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		
Moving vehicles in the car park.	Leaders, students, EH staff	Leaders and staff to warn students of risk.	3	1	3
Tripping on paths, steps, masonry, rabbit holes and uneven ground, particularly on the green spaces.	Leaders, students, EH staff	Facilitators are made aware of the risks and are then able to inform education groups of potential hazards. Verbally draw attention to risks. Students will be asked not to run and to be careful when moving across the site at all times.	2	2	4
Ground may be slippery if it has been raining.	Leaders, students, EH staff	Verbally draw attention to risks. Students to wear closed toe shoes with supportive soles. If students do not have walking boots, trainers or wellington boots would be advisable. Staff will assess the ground prior to starting the tour.	2	1	2
Livestock behind fences. The risk of animal interaction due to grazing livestock. There may be animal faeces on the ground. Risk of animal bites/kicks/zoonotic infection.	Leaders, students, EH staff	Verbally draw attention to risks. Students will be asked to not approach the animals. Students to immediately wash hands if they come in contact with animals. Facilitator to have radio during the walk to call for first aider if needed.	1	1	1
Risk to getting cold and or hot from extreme or inclement weather.	Leaders, students, EH staff	All parties to check the weather prior to arriving and to come dressed for the weather. Waterproof shoes and a warm rain jacket and/or sun hat and sunscreen.	1	2	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	3

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).