

## DOVER CASTLE, KENT

### Risk Assessment for Discovery Visit Session

Activity: Knights, Feasts and Garderobes, Key Stage 1-3  
 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 Knights, Feasts and Garderobes 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 around site.	Leaders, students, EH facilitators, EH staff & EH volunteers	Teachers to warn students of risk, facilitators to warn students of risk. Facilitators will have received training to identify risks and inform education groups of potential hazards. Leaders and facilitators to monitor constantly throughout session.	3	1	3
Tripping over bags and coats.	Leaders, students, EH facilitators, EH staff & EH volunteers	Ensure all bags and coats are put in the bag drop before the session or kept with participants throughout.	1	2	2
Tripping on paths, steps and uneven ground.	Leaders, students, EH facilitators, EH staff & EH volunteers	Verbally draw attention to risks. Students will be asked not to run and to be careful when moving across the site at all times. Facilitators will have received training to identify risks and inform education groups of potential hazards.	2	2	4
Trying on costumes and handling objects.	Leaders, students, EH facilitators, EH staff & EH volunteers	Students will dress with the assistance of a leader and are given clear guidelines for handling items. Students must not handle objects until given express permission to do so. Group leaders must manage student activity and behaviour at all times. Objects are checked before the workshop. Objects must be laid	1	1	1

		out on a suitable surface and returned to safe storage after use.			
Slip hazard from wet weather. Risk to getting cold and or hot from extreme or inclement weather.	Leaders, students, EH facilitators, EH staff & EH volunteers	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. Facilitators will have received training to identify risks and inform education groups of potential hazards.	1	2	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
Members of the public become involved in the session.	Leaders, students, EH Facilitators, EH staff and EH volunteers	Vigilance by group leaders, members of the public acting inappropriately will be asked to move away from the group.	3	2	6

### 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).