

PORTCHESTER CASTLE, HAMPSHIRE

Risk Assessment for Discovery Visit Session

Activity: Prisoners at Portchester – A local History Story (KS2)
 Duration: 75 minutes
 Created: 1 September 2024
 Review date: 1 September 2025
 Prepared by: Education Visits Officer (Hampshire and IoW)

Description and Notes

This risk assessment covers the Prisoners at Portchester Discovery Visit from when the group meets the facilitators, 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		
Tripping on paths, steps and uneven ground.	Leaders, students, EH staff	Facilitators will verbally draw attention to the possible hazard. Students will be asked not to run and to be careful when moving around the site. Leaders and facilitators will have received training to identify risks and inform education groups of potential hazards. Leaders and facilitators will monitor throughout.	1	2	2
Falling into moat containing water/mud. Falling off the sea wall into the sea. The risk of falls and drowning.	Leaders, students, EH staff	Facilitators will verbally draw attention to the possible hazard and repeat as necessary. Students will be closely supervised by adults at all times. Leaders and facilitators will monitor throughout.	3	1	3
Putting on costumes. Moving around in the theatre space where light levels are low. The risk of trips, slips, falls.	Students	Students will be asked to take care when dressing and moving around in costume. Leaders and facilitators will monitor throughout.	1	1	1
Severe/adverse weather. The risk of extreme cold, heat, wet and/or windy conditions.	Leaders, students, EH staff	Site staff will advise leaders of risks on the day and any necessary restrictions or changes to delivery spaces being used on the day. In the event of the site needing to be closed the group will be contacted immediately via the Education Bookings Team.	1	2	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).