

Activities covered by this assessment:		School sessions										
Site Address/Location:		Bosworth Battlefield Heritage Centre				Department/Service/Team:			The Heritage Team			
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.												
Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Possible (What reasonably practicable control measures could be considered to further reduce the risk rating?)	Residual Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (--/--/--)	Done? ✓/✗
Pupils arriving and departing by coach - road vehicles slips, trips and falls on paths in wet/icy conditions	Pupils & adults with the school party	Coaches should drop the children off in the designated car park. School staff are responsible for the supervision of their party while on site. Paths are maintained by staff. In the event of the site not being safely accessible, schools will be informed ASAP. All vehicles on site are to keep to the speed limit of 20mph. Children to be kept away from the car parks and the coach is to use the coach park only. School staff to ensure that pupils wear appropriate footwear/clothing.	L	L	L							

<p>Walking around the outdoor/indoor areas of the site including the exhibition, the shop, the heritage centre, the heritage room, the living history arena and the country park –</p> <p>moving site vehicles</p> <p>slips, trips and falls</p>	<p>Pupils, adults with the school party, volunteers and members of the public</p>	<p>All site vehicles to follow the 20mph speed restrictions</p> <p>Pupils to be supervised at all times by teaching staff.</p> <p>The site is regularly inspected for tripping hazards</p> <p>All members of the group should bring appropriate footwear and clothing to wear on site.</p> <p>Pupils and adults with the school party to be mindful of members of the public using the site at the same time as them.</p> <p>We can have no more than 150 pupils onsite at the same time</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Pupils crossing road/car park on arrival/ when departing the site and in between activities</p> <p>moving vehicles around the site</p>	<p>Pupils and adults with the school party</p>	<p>All vehicles to keep to the speed limit of 20mph</p> <p>Children are to be kept away from car parks and coach to use the coach park only.</p> <p>The school party leader to be responsible for the supervision of their party everywhere on site.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>							

<p>The Exhibition - overcrowding</p> <p>machinery and equipment</p> <p>some areas within the exhibition have low light levels to enhance certain exhibits.</p> <p>glass cases and hands-on exhibits –potential risk of accidental injuries</p>	<p>Pupils, adults, site staff, members of the public, volunteers and facilitators</p>	<p>School group visits are delivered on a rota basis to prevent overcrowding and these numbers are limited by the site fire risk assessment.</p> <p>All interactive exhibits are regularly maintained and risk assessed.</p> <p>All glass within the museum is safety glass set to British Standards.</p> <p>All hands-on exhibits comply with agreed safety standards.</p> <p>Care to be taken when moving around the exhibition.</p> <p>Pupils and adults with the school party to be mindful of members of the public using the exhibition space at the same time as them.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
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<p>Activities outside – adverse weather conditions insect stings tripping over guy ropes on tents Dog attacks</p>	<p>Pupils, adults with the school party, volunteers and facilitators</p>	<p>Events/activities may be affected by weather conditions. Decision to be made by the Heritage Centre Manager as to suitability.</p> <p>Staff in Living History arena to greet schools at the entrance and advise where it is safe to walk.</p> <p>Schools must be aware of children who, if stung, experience anaphylactic shock.</p> <p>It is the responsibility of schools to bring their own first aider and relevant equipment with them. Accidents must be reported to the Heritage Centre. The site accident book is kept in the Heritage Centre Office. The site also has first aid kits on site.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p> <p>Dog owners are required to keep all dogs on leads and under control within the site.</p>	<p>L</p>	<p>L</p>	<p>L</p>							
<p>Lunch break in the cabins or outside in the picnic area- risk of infection caused by poor hygiene risk of allergic reaction to food risk of drowning/infection caused by falling into pond</p>	<p>Pupils and adults with the school party and volunteers</p>	<p>Due to the nature of the site, all pupils and staff are to wash their hands before eating.</p> <p>School leader to identify if any pupils are at risk prior to the visit.</p> <p>School leaders to maintain control of party if picnicking near pond. A safety rail is in place.</p>	<p>L</p>	<p>L</p>	<p>L</p>							

<p>Guided walks of the battlefield trail— carrying 'props' whilst on the guided walk Wet/muddy conditions on the trail path slips, trips and falls</p>	<p>Pupils, adults with the school party, volunteers, the guides and members of the public</p>	<p>All guides carry a walkie talkie radio and/or use a mobile phone to increase the chances of immediate contact with the Heritage Centre staff.</p> <p>Group size is limited to 34 children. Ratio of one adult to 10 children recommended.</p> <p>School leaders to ensure all groups walk on designated pathways and follow instructions from the guide at all times. If a school is leading on the walk themselves – they need to take extra care as they will not have a radio.</p> <p>Safety talk by guide prior to commencement of walk. Guide to monitor use of props during walk ensuring receiving student is comfortable and safe to hold the prop.</p> <p>Pupils and adults with the school party to be mindful of members of the public also on the guided trail.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p> <p>Staff take regular walks on the trail to check for anything that may cause a major incident e.g. fallen trees.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Encountering dogs or horses on the trail – collision/biting with risk of sprains/strains/contusions</p>	<p>Pupils, adults with the school party, volunteers and guides</p>	<p>Safety talk by guide prior to commencement of walk.</p> <p>Additional safety advice during walk.</p> <p>There are signs on site to say that all dogs should be on leads.</p>	<p>L</p>	<p>L</p>	<p>L</p>								

<p>Walking through Ambion Wood –</p> <p>gunshots during shoot days startling children and risk of injury as a result of distractions caused by gunfire.</p>	<p>Pupils, adults with the school party, volunteers and guides</p>	<p>Safety talks by guide prior to entering the wood. Land not under County Council control and trail not a public footpath. Distant shots can be heard but limited risk of shot falling on trail.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Living History sessions -</p> <p>obstruction of entry/exit routes</p> <p>slips, trips or falls</p>	<p>Pupils, adults with the school party, volunteers and facilitators</p>	<p>A health and safety briefing will be given to all groups at the beginning of their day. The activities will only take place if the weather permits them to do so.</p> <p>All instruction given by the facilitator must be obeyed to minimize the risk of accidents or injury</p> <p>All people and props will be kept out of doorways</p> <p>Only items/objects deemed 'safe' will be given to pupils along with all necessary verbal guidance.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>								

<p>School activities in the heritage room or cabins - over crowding</p> <p>historic and replica objects used for handling.</p> <p>Potential injuries from the use of knives/scissors</p> <p>Use of craft materials.</p> <p>Potential allergies to products (e.g. egg shells, herbs)</p>	<p>Pupils, adults with school party, facilitators and volunteers</p>	<p>Groups attend on a rota basis.</p> <p>Numbers to all activities are limited.</p> <p>All items used in the sessions are selected for their suitability for handling by children and are used under close supervision.</p> <p>All craft materials and tools are the same as those used by pupils in schools.</p> <p>Adult supervision required when using craft equipment.</p> <p>Teachers to notify the booking team of any allergies/risks as part of the booking process so that necessary steps can be taken for pupils to avoid certain products.</p> <p>School staff to ensure that pupils wear appropriate footwear/clothing.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Fire</p>	<p>Pupils, adults with school party, facilitators, volunteers and site staff</p>	<p>Emergency procedures are included as part of meet and greet at the beginning of the day.</p> <p>Everyone to use the fire exit signs in the exhibition to safely remove themselves from the building.</p> <p>In the case of a fire – site staff to accompany the pupils and adults to the fire assembly point near the main entrance fence.</p>	<p>L</p>	<p>L</p>	<p>L</p>								
<p>Overcrowding</p>	<p>Pupils, adults with school party, facilitators, volunteers and site staff</p>	<p>School pupils are grouped for activities to prevent overcrowding and these numbers are limited by the fire risk assessment</p>	<p>L</p>	<p>L</p>	<p>L</p>								

Lost Children	Pupils	<p>School pupils to be supervised at all times by school staff.</p> <p>All missing pupils are to report to the ticket office/shop staff or activity leader. All Bosworth staff will be alerted and will contact all other staff and begin a search.</p> <p>Pupils who are found will be taken to the ticket office/ shop - staff will alert the leader of the school party.</p>	L	L	L							
Using the toilet facilities	Pupils	School pupils to be supervised at all times by school staff only.	L	L	L							
Supervision	Pupils	<p>School staff are responsible for the supervision of their party at all times.</p> <p>Although all facilitators have enhanced DBS certificates, pupils should not be left under the sole supervision of the facilitators and the site staff at any time.</p>	L	L	L							

To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

During this activity, what could go wrong resulting in an emergency situation?	It is possible that even with the above measures in place pupils, adults with the school party, facilitators and site staff could still have an accident which could lead to an emergency – but the risk is very low. However, if there was an emergency on site then site staff would follow emergency procedure to deal with the incident.
How could this emergency situation be prevented / controlled?	The emergency situation could be prevented/controlled by implementing the above controls.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	The site staff and the facilitators would respond to a potential emergency situation. The site staff and the facilitators have been trained.

Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?

As long as the school staff are with the pupils at all times and the above measures are put in place at each location on site then any changes to the normal routine should not affect the normal safety arrangements.

Risk Assessor(s) Name(s):	Melissa Lewis	Risk Assessor(s) Signature(s):			
			<i>Melissa Lewis</i>		
Authorised By:	Richard Knox	Authoriser Signature:	<i>Richard Knox</i>		
Date Conducted:	6.03.2018	Date Review Required:	03.09.2018	Date of Last Review:	21.10.2016
		Date Review Required:		Date of Last Review:	12.10.2017
		Date Review Required:		Date of Last Review:	21.09.2018

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.
		Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.