Risk Assessment - 567RA

Information valid as of 24/02/2026 11:14

Medium

General Details

Assessor	Sarah Clarke
Assessment Date	28/02/2025
Assigned Reviewer	Denise Greany
Next Review Date	24/02/2027

Operation Assessed	School visits to National Civil War Centre

Associated with specific area

- HERITAGE, CULTURE AND VISITORS
- All

Description of work area and/or activity assessed

Children and young people aged 25 and under visit the museum or Newark Castle as part of a booked educational visit, accompanied by teachers/lecturers, additional staff and adult helpers. The sessions are held indoors in our learning and multi-function spaces and in our galleries. Sessions are facilitated by a member/s of the Learning & Participation Team and teachers are present throughout. A level and university students have self-guided time in our galleries with orientation from a member of the Learning and Participation team. . Sessions are active and hands-on and include handling real and replica objects, trying on armour and costume undertaking controlled simulations and lively games and activities. The museum spaces are prepared in advance for school use, with equipment checked and laid in place.

Overall Current Risk

Medium

Severity \ Probability	Remote/very unlikely to occur	May occur given time	Likely to occur	Probably/certain will occur
Severe/Major	3	6	9	12
Significant	2	4	6	8
No or minor injuries/illness	1	2	3	4

Average Number of Persons Affected

35	Children
2	Employees
5	Visitors
2	Volunteers

Hazards

Current Rating	Hazard Information	Task Status
Very Low	**Stress** Activities or resources cause distress to some young people	0 0 0
	Measures Currently in place to prevent risk of injury	
	Learning Officer discusses pupil needs with teacher as part of welcome talk. Activities are regularly reviewed and adjusted by team in line with feedback. Activities are age appropriate and can be adjusted to suit pupil needs. School brings enough adult helpers to allow 1:1 assistance for some pupils if necessary. First aid support always available.	

Potential Rating	Additional Controls Required
Very Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**COVID 19** Risk of contamination from surfaces or person to person contact of Covid 19	0 0 0
	Measures Currently in place to prevent risk of injury	
	Follow social distancing rules of at least 2m. Follow company safe system of work. Do not come to work if you or a member of your household has symptoms of COVID19 follow isolation procedure. Report if you feel unwell at work to your line manager or failing that another employee, go straight home. Area of work must be thoroughly cleaned. Observe meeting room occupation levels and pre and post cleaning. Ask all visitors entering the building to comply with legislation surrounding face coverings at time of event. Ask all visitors to confirm they do not have any COVID19 symptoms before entering site.	

Potential Rating	Additional Controls Required
No Score	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Food Hygiene** Food allergies/food poisoning	0 0 0
	Measures Currently in place to prevent risk of injury	
	Daily cleaning regime, including work surfaces Adequate toilet & washing facilities provided Basic food handling certificates held by all food handling staff Children bring a packed lunch when visiting	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Manual Handling** Injury arising from lifting heavy objects	0 0 0
	Measures Currently in place to prevent risk of injury	
	Clear guidance offered by museum staff at the outset of school visit for young people handling heavy objects such as armour. Guidance repeated in individual sessions Schools adequately staff visit to support all pupils with necessary supervision Manual handling courses available to staff Trolleys available for setting sessions up and down	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Fire Safety** In the event of a fire alarm	0 0 0
	Measures Currently in place to prevent risk of injury	
	Fire alarm system regularly tested weekly Fire alarm maintained annually Fire doors signed and inspected regularly Lift inspected and serviced six monthly Fire risk assessment in place and reviewed periodically Fire emergency procedures in place Employees briefed on procedures Appropriate fire extinguishers provided where necessary Fire exits regularly checked for obstructions	

Potential Rating	Additional Controls Required
No Score	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Very Low	**Disabilities** Access into and around the site	0 0 0
	Measures Currently in place to prevent risk of injury	
	School activities are mostly carried out on the ground floor - wheelchair accessible route available Lift access to upper floors Vulnerable children have 1:1 support from school staff	

Potential Rating	Additional Controls Required
Very Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Young Person (18yrs or under)** Children come to harm through contact with museum staff, volunteers and visitors	0 0 0
	Measures Currently in place to prevent risk of injury	
	All Learning Participation Team staff have an enhanced DBS certificate and are well-trained in Safeguarding Staff and volunteers are not alone with a child/small group of children at any time Children are in the care of school staff Children are grouped away from the public as much as possible Welcome talk makes clear which adults are Learning staff and Learning staff wear a clearly identifiable lanyard Business Manager is designated Safeguarding Lead	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Slip / Trip / Fall** Stairs and steps on the route around the building	0 0 0
	Measures Currently in place to prevent risk of injury	
	Adequate lighting Wet surface signs Quarterly inspections Sensible footwear worn at all times	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.