Risk Assessment - 572RA

Information valid as of 24/02/2026 10:55

Low

General Details

Assessor	Sarah Clarke
Assessment Date	24/02/2026
Assigned Reviewer	Denise Greany
Next Review Date	24/02/2027

Operation Assessed	Town tours on School visits

Associated with specific area

- HERITAGE, CULTURE AND VISITORS
- All

Description of work area and/or activity assessed

A facilitator from the Learning and Participation Team leads a group of up to 35 children in a walk around Newark for 1-2 hours. Stop-off points include Newark Castle grounds, Church garden, riverside and Marketplace. The group stops to hear stories about the built heritage of the town. Very occasionally these tours are accompanied by students on work experience.

Overall Current Risk

Low

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
3	Trainees / Young Persons
5	Visitors
1	Volunteers

Hazards

Current Rating	Hazard Information	Task Status
Very Low	**Harassment** Disruption / interference from members of the public while undertaking a town tour	0 0 0
	Measures Currently in place to prevent risk of injury	
	Learning Officer to agree possible actions before the session with teacher as part of safety talk at the beginning of the day NCWC Learning Officer to politely ask members of the public not to disrupt the activity. Teacher to politely request unwanted action (such as photography) is ceased NCWC Learning Officer to move the group onto the next part of the route should disruption persist. NCWC Learning Officer to carry mobile phone and museum radio at all times and to be aware of duty manager and Police phone numbers NCWC Learning Officer to call duty manager and or Learning and Participation manager for advice and assistance if required NCWC Learning Officer/teacher to call the police in an emergency and move to a safe location When the town tour takes place on a Saturday Learning Manager to contact the Community Protection Officer	

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
Very 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	**Disabilities** Access problems during the tour	0 0 0
	Measures Currently in place to prevent risk of injury	
	When informed in advance of visitors with disabilities, L&P staff make reasonable adjustments to the visit route and activities and offer information in advice to allow teachers to make informed decisions about the suitability of the tour or the need for additional equipment Vulnerable children have 1:1 support from school staff	

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	**Young Person (18yrs or under)** Children come to harm through contact with museum staff, volunteers and general public	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 Business Manager is designated Safeguarding Lead	

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	**Drowning / Asphyxiation** Riverside path	0 0 0
	Measures Currently in place to prevent risk of injury	
	Appropriate warnings given Route steers children away from river`s edge as much as possible School staff present to assist in an emergency	

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	**Vehicles** Crossing roads	0 0 0
	Measures Currently in place to prevent risk of injury	
	Teachers take the lead to manage road crossings in line with school procedure. L and P officer gives clear instructions to this effect at the outset of the tour. L and P officer give clear instructions to pupils at the outset of the tour	

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** Steps and uneven surfaces	0 0 0
	Measures Currently in place to prevent risk of injury	
	Sensible footwear worn at all times Warnings given where necessary Clear instructions about safe behaviour given by L and P officer at the outset of the tour Group always accompanied by teacher and school bring sufficient additional adults to ensure the safety of all pupils	

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	**Temperature Extremes** Adverse weather conditions	0 0 0
	Measures Currently in place to prevent risk of injury	
	Suitable clothing and footwear are worn Event cancelled if necessary, in consultation with lead teacher Carry drinking water on hot days Umbrellas on offer for very wet days	

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.