

RISK ASSESSMENT



Activity/task being assessed		Department		Date	
School visits to Welwyn Roman Baths		Museum Service		July 2026	
Assessed by		Manager		Review Due	
Aimee Jones		Tabatha Watson		July 2027	
Persons Affected		Any Additional Information			
Pupils, school staff, museum staff/volunteers, accompanying adults		School visits, workshops and guided activities at Welwyn Roman Baths			
Briefing completed by (name - printed):		Briefing completed by (signature):			
Hazard Categories					
Slips / Trips	Hand Tools				
Falls from Height	Vibration				
Falling Objects	Noise				
Moving Vehicles	Chemicals / substances				
Machinery	Cold / Heat				
Fire / Explosion	Access / Egress				
Handling	Electrical				
Striking Against	Asbestos				
Lone Working	Confined Spaces				
Violence / Security	Stress				
Terrorism					

		Severity of Harm				
		1. Minor Injury (first aid only)	2. Injury/ Illness (lost time)	3. Major injury/ Illness (broken bones)	4. Death	5. Multiple Deaths
Likelihood of Occurrence	1. Unlikely	Low	Low	Low	Low	Medium
	2. May Happen	Low	Low	Medium	High	High
	3. Likely	Low	Medium	High	High	High
	4. Highly Likely	Low	Medium	High	High	High
	5. Certain	Medium	Medium	High	High	High

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Hazard Category	Pre Control Risk rating			Control Measures	Post Control Risk rating		
	Likelihood (1-5)	Severity (1-5)	Rate (low, med, high)		Likelihood	Severity	Rate
Access/Egress	3	1	Low	- All schools/groups on arrival are given a short safety brief. This will include details of the fire evacuation and possible hazards. - Fire exits are clearly identified to group leaders on arrival. - Assembly point is explained to all groups at the start of the visit. - Staff are responsible for guiding visitors to the assembly point during evacuation. - Regular checks are made to ensure exit routes remain clear. - Clear access maintained for emergency vehicles. - Procedure in place for lost or separated children (group leader informed immediately, search initiated, escalation if required). - Gates secured when open - Children supervised near entrances/exits	1	2	Low
Moving Vehicles	3	1	Low	- Designated coach parking area used. - Staff oversee arrivals/departures where possible - Children kept under supervision and away from moving vehicles - Clear access routes maintained	1	3	Low
Slips / Trips	2	1	Low	- Regular site inspections and maintenance - Paths cleared of debris where possible	1	1	Low

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				- Grit available in icy conditions - Visitors advised to take care on uneven or wet surfaces - Staff monitor higher-risk areas			
Machinery	1	1	Low		1	1	Low
Chemicals / Substances	5	2	Med	- Regular pruning and maintenance in outside area - Site checks carried out - Visitors advised to avoid vegetation where necessary	5	1	Med
Cold / Heat	3	2	Med	- Grit available in icy conditions - Dehumidifier in use where required - Regular monitoring of conditions - Visits adjusted or cancelled in unsafe weather	2	1	Low
Handling	1	2	Low	- Age-appropriate materials used - Equipment checked regularly - Activities always supervised	1	1	Low
Security	3	1	Med	- Gates closed during visits where possible. - CCTV monitoring in place - Staff monitor site throughout visit - Staff do not confront individuals; incidents escalated appropriately - Access points checked regularly - Museum can be bolted from inside - Safeguarding concerns reported immediately through council procedures. - School staff/group leaders always retain responsibility for pupils. - Minimum supervision ratios required. - School staff/ Group leaders responsible for supervision - CCTV in operation - Controlled entry/exit points - Safety briefing given on arrival.	2	1	Low

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				• Museum staff monitor behaviour and raise concerns with teachers.			
Fire / Explosion	1	4	High	• Emergency evacuation procedures in place • Assembly point identified and explained on arrival • Staff guide visitors during evacuation • Alarm and lighting systems maintained. • Teachers advised of nearest exits. • Fire exits checked regularly • Routes kept clear of obstructions • Staff carry out routine checks before visits • Teachers advised of nearest exits.	1	3	Low
Falls from Height	2	3	Med	• Protective barriers in place • No unsupervised children permitted • Clear instructions given to visitors to keep away from edges. • No climbing or leaning included in safety briefing.	1	3	Low
Emergency Procedures	2	3	Med	• First aid kit available on site • Emergency services contacted if required • All incidents recorded	2	2	Low
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