

RISK ASSESSMENT SHEET

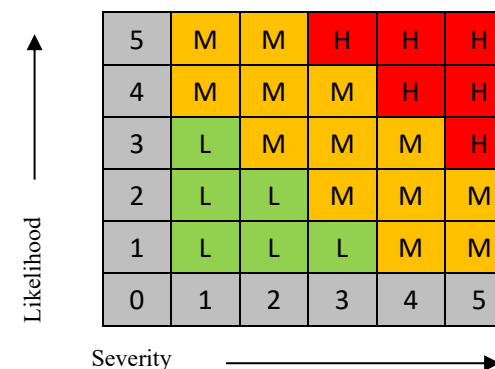
Department: Museum Service	Risk: School or group visit at Welwyn Roman Baths	Date: April 2026
Assessed by: Aimee Jones	Review date: April 2027	
Manager responsible: Tabatha Watson		

Activity description

Pre-booked school visits, workshops and educational tours

People/groups at risk (list)

Pupils, school staff, museum staff/volunteers, accompanying adults



Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Supervision of children	Children, staff, volunteers	Injury, unsafe behaviour, or child becoming separated	School staff/group leaders retain responsibility for pupils at all times. Minimum supervision ratios required. Safety briefing given on arrival. Museum staff monitor behaviour and raise concerns with teachers.	4	2	M	Headcount on arrival and departure. Museum staff monitor behaviour and intervene if unsafe.

Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Unauthorised Visitors / Site Security	Children, staff, visitors, volunteers	Safeguarding risk or potential harm	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.	4	1	M	Emergency contact list available for staff. Written procedure for escalation of security concerns.
Vehicle Movement (Car Park / Coach Area)	Children, staff, visitors, volunteers	Collision causing serious injury	Designated coach parking area used. Staff oversee arrivals/departures where possible Children kept under supervision and away from moving vehicles Clear access routes maintained	4	2	M	Staff assist arrival/departure where possible.
Slips, Trips, and Falls (Surfaces / Weather / Slopes)	Children, staff, visitors, volunteers	Slips, trips, and falls causing injury	Regular site inspections and maintenance Paths cleared of debris where possible Grit available in icy conditions Visitors advised to take care on uneven or wet surfaces Staff monitor higher-risk areas	3	3	M	Path cleared of leaves and swept prior to visit Warning signage used when required.
Gates and Access Points	Children, staff, visitors, volunteers	Injury from gates striking individuals	Gates secured when open Children supervised near entrances/exits	3	2	M	Pupils instructed not to operate gates/doors.
Vegetation Hazards (Branches, Thorns, Debris)	Children, staff, visitors, volunteers	Cuts, scratches, or minor injury	Regular pruning and maintenance Site checks carried out Visitors advised to avoid vegetation where necessary	2	2	L	Extra checks after high winds. Group remain on designated routes.

Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Falling into Monument Area	Children, staff, visitors, volunteers	Serious injury from fall	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.	5	1	M	Barriers visually checked before visit.
Fire Evacuation Routes (Blocked or Hazardous)	Children, staff, visitors, volunteers	Delayed evacuation leading to increased risk of injury	Fire exits checked regularly Routes kept clear of obstructions Staff carry out routine checks before visits Teachers advised of nearest exits.	5	1	M	
Fire / Emergency Evacuation	Children, staff, visitors, volunteers	Injury from fire or during evacuation	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.	5	1	M	Headcount completed at assembly points.
Environmental Conditions (Ice, Damp, Mould)	Children, staff, visitors, volunteers	Slips or minor respiratory irritation	Grit available in icy conditions Dehumidifier in use where required Regular monitoring of conditions Visits adjusted or cancelled in unsafe weather	3	2	M	
Child Separation or Distress	Children	Distress or anxiety	School staff/ Group leaders responsible for supervision CCTV in operation Controlled entry/exit points	3	1	L	Procedure in place for lost children (inform leader, search, escalate)
Welfare Facilities (Toilets / Water)	Children, staff, visitors, volunteers	Hygiene issues or dehydration	Toilet facilities maintained and checked regularly Hand sanitiser available Bottled water available on site Toilet visits supervised by school staff	2	2	L	Visitors informed in advance of site facilities

Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Activities / Handling Objects (if applicable)	Children, staff	Minor cuts or injuries	Age-appropriate materials used Equipment checked regularly Activities supervised at all times	2	1	L	Damaged items removed from use.
Emergency Arrangements	Children, staff, volunteers, visitors	Delayed emergency response leading to worsening injury or illness, distress to visitors, increased severity of incident	First aid kit available on site Emergency services contacted if required All incidents recorded	4	1	M	

Date work completed: 21 April 2026

Signature of assessor:

A Jones

Signature of manager:

Tabatha Watson

Next review date: 22.4.2027