Murton Park Centre for Living History – In School visits Risk Assessment

	In School Site visit, Preparation and Activities - Prepare the stand equipment and load into vehicle - Prepare all associated display equipment and load into vehicle - Drive to the display stand location. - Prepare stand location and set up display - Unload all associated display equipment - After the event is finished, pack up and load in reverse order - Return to Murton Park and unload PPE: Gloves Logo work wear, Weather appropriate outer clothing and footwear. Other equipment: First Aid kit, water	Ref:	School Visits
Persons Affected:	Staff, Children, members of the public visiting the display	Length of activity:	From arrival to Departure of the site

Hazard	Hazard Effect	Severity	Likelihood	Risk	Current Control Measures	Additional Control Measures	Residual Risk
Vehicle Collison Vehicle and pedestrian collision Both vehicles and pedestrians use the area giving rise to the potential risk of collision of vehicles to pedestrians when driving the trailer on sites	Fatality, major injury, crushing, muscular Skeletal injuries	5	3	15	• The driver/s of the vehicle should be suitably qualified and competent in use of both the vehicle and trailer • The display site should be recced prior to the visit to ensure adequate space and manoeuvring area available • Pre display information/site plan/parking plan should be requested prior to the event • Identify suitable area to load/unload the vehicle with adequate space away from other activities and or manoeuvring vehicle • Staff and members of the public are to be kept well clear when moving vehicle	• Pre deployment briefing for all staff • Confirmation of understand from all involved • Clear, Cordon, Control the area to be used	5

					• Staff and members of the public are to be kept well clear when loading and unloading the vehicle • Housekeeping to be maintained to keep all areas clear	• Quality communications throughout	
Access and Egress: Arriving on site, walking around unfamiliar location/terrain/Other stands Varying weathers and temperatures	Slips, Trips and Falls, fractures, Muscular Skeletal injuries Cuts and lacerations	3	3	9	• Gain Pre-visit information prior to the visit to ensure awareness of risks, hazards and site arrangements or provisions before visit in order to prepare. • Staff to follow site instructions / layout plans and stick to designated walkways and pedestrian paths where possible. • Staff to be aware of other moving equipment/vehicles and people during set up. • Adequate space and light on location. • Weather appropriate footwear and outer clothing to be worn when on site, when required • No lone working carried out. • Take into account weather conditions • Cold/Hot drinks are provided.	• Pre recce the site if possible • Walk around the site prior to set up • Receive site brief before setting up • Bried all staff • Quality communications throughout	6
Moving and handling: Packing up equipment and loading into vehicle, Setting up stand, moving and handling stands, equipment, marketing materials, table, chairs Set up of all associated display equipment	Sprains and strains, handling injury, pinching fingers Muscular Skeletal injuries	3	3	9	• Use mechanical lifting where possible • Produce manual handling risk assessment if needed • Apply “LITE” Manual Handling process • Staff to only lift within capabilities • Use Team lift where necessary to reduce risk. • Work is varied and repetitive handling unlikely • Ensure route of travel is clear • Ensure adequate space and light for safe handling • Sensible footwear worn to reduce risk of slipping or losing footing • Manual Handling safety briefing provided to workers • Workers to ensure their activities do not pose a risk to others	• Detailed brief to all staff • Detail work to those who are able to physically do the task • Manual Handling awareness training for all staff if possible • Provide PPE if RA deems it necessary • Quality Communication throughout	6
Use of Trailer/ramps/winch if applicable	Muscular Skeletal injuries. Crush injuries, Cuts bruises, Crush injuries	3	3	9	• Equipment used is fit for purpose • Equipment is kept well maintained and regularly inspected • Equipment only to be used by a trained/competent person • No access to members of the public • New staff are to be inducted into the use of the trailer/loading/winch • Staff and public kept clear during operation	• Good preparation of all equipment involved • Trailer to be attached to the vehicle or	6

						chocked to prevent movement on loading and unloading • Quality Communications throughout	
Work at height: Any work process that involves a falling distance above or below ground, climbing onto vehicles or trailers if applicable	Broken bones, fractures, Muscular skeletal injuries	3	3	9	• All staff should be competent in the use of the equipment • Adequate space and light to work and access safely • Trailer and ramps are slippery when wet, correct footwear should be worn • Equipment inspected before use. • No lone working	• All staff to be briefed accordingly • All staff to be confident in their role • Quality Communications throughout	5
Conflict with persons, aggressive behaviour, contact with animals on venue causing stress, injury or distress.	Stress, distress, injury	2	3	6	• Pre-visit information collected before visit to ensure awareness of risks, hazards before visit in order to prepare • Venue and event planned by host to manage the risk of other stands and controls for members of the public including security, first aid, patrols • A means of contact in place – mobile phone fully charged • Emergency procedures, First Aid and Welfare provisions must be established upon arrival to site • First Aid kits must be taken • Incident/Accident reporting procedures must be followed	• All staff to act in a professional manner at all times • Quality customer service • Quality Communications throughout	4
Fire or First Aid emergency on site.	Fatality, other injury	5	3	15	• Pre-visit information collected before visit to ensure awareness of risks, hazards, before visit in order to prepare • Means of communication with site staff • Workers to follow site rules and information • Apply company Emergency Action Plan (EAP) if required • First Aid kit carried in vehicle and items kept in date	• Procedures planned and communicated to all staff • Staff First Aid trained	10

The Health and Safety at Work Etc Act 1974 The Management of Health and Safety at Work Regulations 1999 The Regulatory Reform (Fire Safety) Order 2005 The Electricity at Work Regulations 1989 The Workplace (Health, Safety and Welfare) Regulations 1992 The Manual Handling Operations Regulations 1992	**The overall risk of the task is low when all the control measures detailed above are implemented.**

Provision and Use of Work Equipment Regulations 1998	

Risk Scale

S = Severity (Nature of injury)
1. Minor injury – no time off work
2. Minor injury – time off work
3. Injury resulting in over 7 days off work
4. Specified injury
5. Fatality

L = Likelihood (Chance of injury occurring)
1. No chance
2. Unlikely
3. Possible
4. Likely
5. Definite

TR = Total Risk
Severity x Likelihood

Severity / Risk / Likelihood	1 – Minor injury, no time off	2 – Minor injury, time off	3 – Injury, 7 days off work	4 – Specified injury	5 – Fatality
1 – No Chance	1	2	3	4	5
2 – Unlikely	2	4	6	8	10
3 – Possible	3	6	9	12	15
4 – Likely	4	8	12	16	20
5 – Definite	5	10	15	20	25

Assessor Name:	Bob Harvey	Date:	3rd November 2026
Signature:	B Harvey		
Review Date:	November 2027	Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.	