



Risk Assessment Guidance

We understand the necessity for you to write a full and detailed a Risk Assessment prior to your visit. Please find below details which you may find helpful when completing your own Risk Assessment for your educational visit.

We encourage you to visit our site in advance of your visit to facilitate a full and detailed Site Visit Risk Assessment.

Please note: equipment in play park is not covered by this risk assessment.

Site Location:	Betteshanger Visitor Centre and The Kent Mining Museum
Date of Assessment:	September 2024
Review due:	August 2025

OVERVIEW of Activity/Situation/ Hazard		Persons at risk	Potential outcome	Likelihood/ Probability	Risk Rating	Risk L/M/H
1	Slips, trips and falls both inside and outside the Visitor Centre	All	3	2	6	M
2	Handling Objects (heavy objects, sharp edges, loose parts, dirt, dust, moving parts)	All	2	2	4	L
3	Damaged equipment (including objects from handling collection)	All	2	2	4	L
4	Toilets/Washrooms	YP	4	1	5	L
5	Fire breaking out in any part of the building,	All	4	1	5	L
6	Intervention from non-staff adults (i.e. general public)	YP	4	2	8	M
7	Encounter by unknown dogs around Visitor Centre/Heritage Centre	All	5	2	10	M
8	Fossils and Rocks activity. Making a fossil	All	3	2	8	M

Persons at risk	
L	Leader
A	Other Adults
YP	Young People/Students
I	Instructor
PV	Public/Visitor

Potential Outcome	Numerical Value
Minor injury	1
Injury needing medical attention	2
Injury – off work/school	3
Serious injury/long term sickness	4
Fatality	5

Likelihood / Probability	Numerical Value
Unlikely	1
Low possibility	2
Possible	3
Probable	4
Near certainty	5

Risk Rating	
1 – 5	Low
6 – 11	Medium
12+	High



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Activity/Situation/ Hazard	Action required	Target date	Completed By
1. Slips, trips and falls both inside and outside the Visitor Centre	Safety reinforced throughout the session. Participant safety briefing upon arrival will include: *Walk, don't run. *Move carefully around the Clore Learning Space, in between the Learning Space and the entrance to The Kent Mining Museum and around The Kent Mining Museum. *Be aware of objects, craft materials and other visitors.	Ongoing	Activity Leader
2. Handling Objects (heavy objects, sharp edges, loose parts, dirt, dust, moving parts)	Brief to include handling objects carefully, while sitting down, with two hands. Industrial nature of objects being handled must be stressed. Heavy/ fragile objects to be identified and discussed. Groups to have adult supervision at all times.	Ongoing	Activity Leader
3. Damaged equipment (inc. objects from handling collection)	Activity leader to check state of equipment and objects prior to session. Damaged equipment and objects to be withdrawn from use immediately.	Ongoing	Activity Leader
4. Toilets/ Washrooms	Groups to use the Learning Space toilets when in Clore Learning Space. Lamp room toilets (public area) are likely to be used during break times and lunch times. Supervising adults to check toilets are unoccupied before students enter. Supervising adults to stand outside washroom doors while students are using the facilities. Any issues to be reported immediately to any member of BCP staff.	Ongoing	Supervising Adults
5. Fire breaking out in any part of the building	Follow the lead of the Kent Mining Museum team Betteshanger Parks team and on-site contractors.	Ongoing	Activity Leader and staff on duty
6. Intervention from non-staff adults (i.e. general public)	The learning sessions will be taking place in rooms which are not accessible to the public. Other visitors/ members of the public will have access to areas outside of these rooms. Attendees to be reminded of the open nature of the park and the need to be aware of the whereabouts of their group members at all times. Kent Mining Museum staff will be introduced and wear identifiers (e.g. uniform/name badges) at all times.	Ongoing	Activity Leader and staff on duty.
7. Encounter by unknown dogs around Visitor Centre/Heritage Centre	Participants briefed to stay with the group and not to approach dogs around the Visitor Centre/Heritage Centre. Park policy is that all dogs are on lead at all times.	Ongoing	Activity Leader and teachers
8. Fossils and Rocks activity. Making a fossil	Participants briefed on how to use clay and how to make the mixture of plaster of Paris and water to create the substance required for the activity. Each child shown how to make the mixture with accompanying adults who will support overseeing activity. COSHH sheets will be made available upon request.	Ongoing	Activity Leader and teachers



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9. Personal Hygiene	Soap and running water available for handwashing in the Learning Space and toilets. Ensure handwashing completed after handling equipment and prior to eating.	Ongoing	Supervising Adults
10. Play equipment/ apparatus	Climbing frames, zip wires and other play equipment will need supervision from class teacher. Children to be in groups to use equipment accompanied by a supervising adult at all times.	Ongoing	Supervising Adults