



Exploring our aviation heritage



Aviation Heritage Lincolnshire Risk Assessment

Aviation Heritage Lincolnshire has provided this online educational resource to encourage educational visits to a number of aviation heritage visitor attractions in the county. The venues are all very different: some are on RAF bases managed by RAF staff; others are privately owned and managed by volunteers. Most of the venues were initially designed for an adult audience but all now welcome school groups on educational visits. Visit the venue pages for a list of what is available at each site (facilities for lunch, toilets, parking, suitability of venue for different age groups, etc).

We strongly recommend teachers visit each venue on a pre-visit and complete the template agreement in the *Planning a visit* section of this website before taking young people to the venues. Although teachers may choose to amend the agreement template, it is an excellent starting point.

The template provides step-by-step guidance for teachers and venues to plan important elements of the visit such as:

- What will happen on the visit
- The ratio of adults to child for adequate supervision
- Number of children that can be safely accommodated at the venue
- Provision of first aiders on site, if applicable
- Where activities will take place
- Which exhibits are child friendly.

By working through this process, teachers can gather information that will help them to complete a risk assessment. Risk assessments help people manage/minimise risks. It is important that young people understand that risks exist and that managing risk is an important part of everyday life.

Putting together a risk assessment

The Health and Safety Executive provides a simple five steps approach to risk assessment. The five steps are:

Step 1 Identify the risks

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record your findings and implement them

Step 5 Review your assessment and update if necessary.

Step 1 Identify the risks

Risks on educational visits can come from a number of sources such as car parks, slips and trips, exhibits, children getting lost, etc. We have provided a generic risk assessment which can be used as a starting point but we recommend that teachers carry out a pre-visit assessment to identify potential risks. The Council for Learning Outside the Classroom has some useful information on risk assessments. <http://www.lotc.org.uk/plan-deliver-lotc/planning-lotc-experiences/you-can-do-it/> They outline three main categories of risk:

- **Category 1 low risk activities**

This type of risk applies to activities taking place in the school grounds, early years or youth settings at school or slightly further afield. This type of risk should require no more than the usual duty of care.

- **Category 2 activities that need more planning**

This sort of activity could relate to a visit that is slightly further afield, in a more complex setting or with more complex groups. For these types of activities the person organising the visit should decide if they parental consent etc. This will apply if the visit is outside of normal school hours. Leaders should ensure they receive approval from the school and complete a risk assessment.

- **Category 3 complex visits and groups**

This category relates to more complex visits and/or more complex groups that require detailed planning such as residential visits, adventurous visits and so on.



Step 2 Decide who might be harmed and how

During educational visits, people who can be harmed include young people, the general public, teachers/helpers and venue staff.

Step 3 Evaluate the risks and decide on precautions

Most organisations measure risks by probability and severity and give each category a mark. Multiplying the two figures together gives an indication of the level of risk, so the calculation is P x S = R

Probability	Severity	Risk
1 x Very unlikely	1 x No Injury	1-3 Low
2 x Unlikely	2 x Minor injury	4-6 Medium
3 x Likely	3 x Major injury	7-9 High
4 x Very likely	4 x Fatality	10 -16 Very high

The definitions of minor and major injuries are as follows.

Minor injury	Major injury
Treatment requiring first aid only	Further medical assistance required
Bumps	Fractures
Bruises	Illness
Cuts and grazes	Muscle tears



There are a number of different formats for risk assessments and some are more complex than others. This matrix is offered as an illustration and replicates the risk assessment advocated by Lincolnshire County Council for event management. Schools may have their own preferred format. For more detail visit <http://www.lincolnshireprepared.co.uk/>

Hazard	Consequences	Who is at risk	P	S	R	Control measures	P	S	R	Residual Risk and Action Level
Identify the hazards travelling to and at the venue	What could result from the hazard?	Staff Visitors Contractors Disabled Children Expectant mums Elderly visitors				There are degrees of control <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • Personal Protection Equipment • Discipline • Do the controls • Meet legal requirements • Represent best practice • Reduce the risk as far as is reasonably practicable. • Comply with industry standards 				If the risk is still medium to high after putting control measures in place, it may be necessary to put further measures in place.

Step 4 Record your findings and implement them

It is important to keep clear records of risk assessments so measures can be successfully implemented.

Step 5 Review your assessment and update if necessary.

Reviewing and updating risk assessments regularly (and if any circumstances change) means that they are always fit for purpose.

Sample risk assessment

Hazard	Consequences	Who is at risk	P	S	R	Control measures	P	S	R	Residual risk and action taken
Slips and trips	Bruises, bumps, cuts, grazes, fractures	Young people Teachers Helpers Public Venue staff	3	3	9	Ask teachers to make sure young people understand why it is important to: <ul style="list-style-type: none"> • walk (not run) around the venue • wear appropriate footwear • take care around other people on site. Ensure: <ul style="list-style-type: none"> • all footpaths and walkways are clear of obstacles • any spills are reported and cleaned up immediately • there are no obstacles that may 	2	3	6	Monitor activity on site



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Risk assessment template

Date..... Visit..... Approval.....

Hazard	Consequences	Who is at risk	P	S	R	Control measures	P	S	R	Residual risk. Further action required.



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For venues

Staff at venues are in the best position to know what risks exist on site and venues may choose to produce their own risk assessments. Working with teachers will help to keep the risk assessment up to date and fit for purpose.

For further guidance

There is a lot of information available about risk assessments. They should not be onerous and they should not put teachers off taking young people on educational visits. Each school will have its own health and safety policy and risk assessments which are guided by the local authority. We recommend the following websites for further information:

- Council for Learning Outside the Classroom <http://www.lotc.org.uk>
- Group for Education in Museums <http://www.gem.org.uk/>
- Health and Safety Executive <http://www.hse.gov.uk/risk/index.htm>
- Lincolnshire County Council <http://www.lincolnshireprepared.co.uk>