

## RISK ASSESSMENT FOR – Watermouth Castle Group Visits Risk Assessment

**SUBJECT: Watermouth Castle Groups Risk Assessment**

**Assessment Dates: 2024**

This risk assessment has been written to assist you in writing your own Risk Assessment for your upcoming trip. This generic assessment covers the site risks but does not assess the specific requirements, abilities, medical or physical abilities of your group. We would encourage the group organiser to visit Watermouth Castle to undertake your own assessment, this can be prebooked via our contact Center.

- The Escapade Group does not accept liability for any omissions to this list.
- The control measures indicated are recommendations only and must be adapted / amended by group organisers.
- Please ensure adequate supervisors are appointed for the number in your group.
- Areas of the attraction's grounds do feature water; children or students must be accompanied by group leader at all times during the visit.
- Supervision is required at all times and there is strictly no climbing on the barriers / fencing or trees
- As a castle there are many uneven, cobbled surfaces and staircases of various widths, so care must be taken when moving around the castle and grounds.
- The castle gardens / rides areas are on a steep hill; the use of mobility scooters is prohibited in some areas. Children must be supervised at all times. Guests must use handrails where provided and running must be discouraged when moving around the grounds.
- The Castle Dungeon may not be suitable for young children or those of a nervous disposition.
- Group leaders are responsible for ensuring all supervising adults are competent and understand their roles. Plan and use suitable group control measures (for example, buddy systems, large group split into smaller groups each with named leaders, identification systems). Discuss the itinerary and arrangements prior to arrival / departure points.

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**Version Number: V1.0**

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Risk Matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
	Severity (S)							
Acceptability of risk guidance	High-risk: 15 – 25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium-risk: 8 – 12	Medium - risks are an acceptable level based on the reduced likelihood after sufficient control measures are implemented						
	Low-risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.							
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low-risk”.  The total risk scores are a multiplication factor of the calculated Likelihood and Severity. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix below and these two numbers are then multiplied together to give the total risk score. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).								

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<b>Likelihood</b>	<b>Definition</b>	<b>Points rating</b>
<b>Very High</b>	<b>Very High probability if the situation is not addressed an accident is almost certain.</b>	<b>5</b>
<b>High</b>	<b>High probability an accident is probable without any added factor</b>	<b>4</b>
<b>Moderate</b>	<b>Moderate probability an incident is foreseeable.</b>	<b>3</b>
<b>Low</b>	<b>Some probability, requires a combination of factors to take place.</b>	<b>2</b>
<b>Very Low</b>	<b>No significant probability; lightning strike, freak accident.</b>	<b>1</b>

<b>Severity</b>	<b>Definition</b>	<b>Points rating</b>
<b>Very High</b>	<b>Severe injury involving a potential life changing injury or fatality</b>	<b>5</b>
<b>High</b>	<b>Serious injury including concussions or fracture of long bones</b>	<b>4</b>
<b>Moderate</b>	<b>Injury requiring medical intervention e.g. cuts requiring stitches</b>	<b>3</b>
<b>Low</b>	<b>Minor injury, laceration or bruising requiring first aid only</b>	<b>2</b>
<b>Very Low</b>	<b>No injury likely e.g. damaged or soiled clothing, minor bruising, grazes</b>	<b>1</b>

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HAZARD	L	S	RR	WHO MIGHT BE HARMED	CONTROL MEASURES	FURTHER CONTROL MEASURES:	L	S	RR
<p>Moving Vehicles in the Car Park</p> <p>Vehicles movements inside attraction</p>	2	3	6	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Being struck by moving vehicles</p>	<ul style="list-style-type: none"> <li>• Speed limit of 5mph in car park. Speed limit signage displayed.</li> <li>• Coach / Minibuses directed to park as close to entrance as possible.</li> <li>• Coaches / minibuses can drop off and pick up at entrance, then park.</li> <li>• Access is wide enough for visiting vehicles and adequate parking is provided for cars and coaches.</li> <li>• Vehicle movements limited during open hours, any vehicle will be driven at slow speeds / and escorted where necessary.</li> <li>• Only trained and authorised team are permitted to drive Castle vehicles.</li> <li>• Castle vehicles are maintained in line with manufacturers recommendations.</li> <li>• Machinery and equipment kept / stored away from public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leaders to supervise children on and off coach / minibus</li> <li>• Group Leaders to ensure that children stay together within their groups.</li> <li>• Group Leaders / Coach Drivers to follow instructions given by Watermouth Castle Team</li> <li>• Group Leader to brief students on acceptable behaviour for safety</li> <li>• All group organisers should undertake their own risk assessment for the visit</li> </ul>	1	3	3

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Slips, Trips and Falls	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of minor injuries – cuts and grazes from falling over</p> <p>Steep pathways</p>	<ul style="list-style-type: none"> <li>• Team makes regular documented checks on housekeeping and to identify hazards and risks.</li> <li>• Designated paths / access routes around the park. Paths are not fully enclosed or fenced so adequate supervision required at all times. Group leaders to ensure children obey all onsite safety procedures.</li> <li>• Spillages cleared up by team members as soon as possible, spills kits in place.</li> <li>• Floors kept tidy, clean and dry. During wet weather team monitor doorways and entrances</li> <li>• Good lighting internally and externally</li> <li>• Salt or grit in icy conditions in main pedestrian walkways</li> <li>• Regular maintenance of paths, surfaces.</li> <li>• Door mats at entrances to buildings to reduce water transfer into buildings.</li> <li>• The castle gardens / rides areas are on a steep hill; the use of mobility scooters is prohibited in some areas. Children must be supervised at all times. Guests must use handrails where</li> </ul>	<ul style="list-style-type: none"> <li>• Sensible nonslip fitted footwear advised for all guests. Group Leaders to advise attendees of appropriate footwear.</li> <li>• All visitors are advised to take care while on the premises.</li> <li>• Group Leader to brief students on acceptable behaviour for safety.</li> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• All group organisers should undertake their own risk assessment for the visit. Particular attention should be paid to slopes / steepness of the upper site.</li> <li>• All visiting groups must have adequate numbers of adults to supervise children, including extra provisions for those with additional needs or requirements.</li> </ul>	1	2	2
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					<p>provided and running must be discouraged when moving around the grounds.</p> <ul style="list-style-type: none"> <li>• Handrails are provided where necessary and fencing / signage installed to prevent unauthorised access.</li> <li>• Supervision is required at all times and there is strictly no climbing on the Castle Walls barriers / fencing or trees.</li> </ul>				
Play Equipment / Play Areas	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of minor injury / death or serious injury from: Falling from or onto equipment.</p> <p>Slipping or tripping</p> <p>Defective equipment</p> <p>Boisterous play</p>	<ul style="list-style-type: none"> <li>• Daily, weekly and monthly documented checks and maintenance of all play areas / equipment</li> <li>• Six monthly inspections by an independent play inspection company</li> <li>• Play areas have the appropriate safety surface surround / impact protection provided.</li> <li>• Rules of play signs displayed.</li> <li>• Supervision is required at all times and there is strictly no climbing on the barriers / fencing or trees.</li> <li>• Equipment Specific Risk Assessments in place.</li> <li>• Equipment / attraction specific control may mean closure of some attraction without notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times and any attraction specific rules are followed.</li> <li>• Rules of play to be followed, Group Leaders to ensure children are adhering to all rules displayed.</li> <li>• Group Leader to brief students on acceptable behaviour for safety.</li> <li>• Group Leader to be aware that play equipment may be slippery when wet.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>	1	2	2

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					<ul style="list-style-type: none"> <li>• Compliance with relevant standards and guidance for all play equipment</li> <li>• Defective equipment would be taken out of use immediately and access prevented.</li> <li>• No drinking water signage on water play areas. Reminders to wash hands after playing displayed.</li> <li>• First Aiders and First Aid supplies available.</li> <li>• Attraction specific rules displayed at entrance to some attractions. These must be adhered to at all times</li> </ul>				
Rides / Giant Slide	3	3	9	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of injury from poorly maintained or operated rides.</p> <p>Impact / crush injuries after contact with moving ride</p>	<ul style="list-style-type: none"> <li>• Daily and monthly documented checks and maintenance of all equipment</li> <li>• Annual inspections by an independent inspection company under ADIPS Scheme.</li> <li>• Ride areas fenced to prevent unauthorised access.</li> <li>• Rides operated by trained and competent team members.</li> <li>• Rider criteria signs displayed at entrance to each ride – height restrictions, medical exclusions.</li> <li>• Supervision is always required and there is strictly no climbing on the barriers / fencing or trees.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times and any attraction specific rules are followed.</li> <li>• Ride rules must be followed; Group Leaders to ensure children are adhering to all rules displayed.</li> <li>• Group Leader to brief students on acceptable behaviour for safety.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>	1	3	3

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					<ul style="list-style-type: none"> <li>• Equipment Specific Risk Assessments in place.</li> <li>• Equipment / attraction specific control measures may mean closure of some attraction without notice.</li> <li>• Compliance with relevant standards and guidance for all equipment</li> <li>• Defective equipment would be taken out of use immediately and access prevented.</li> <li>• Emergency procedures for ride evacuations</li> <li>• First Aiders and First Aid supplies available.</li> </ul>				
Fire	2	3	6	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Smoke inhalation / burns</p>	<ul style="list-style-type: none"> <li>• Site Fire risk assessment in place</li> <li>• Maintained fire precautions around site (fire extinguishers, fire alarms, smoke detection, emergency lighting)</li> <li>• Documented Emergency Procedures</li> <li>• Team trained in safe evacuation of guests.</li> <li>• No Smoking Policy on site</li> <li>• Electrical and gas appliances checked, maintained, and certified.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Instruction from Team must be followed in emergency</li> </ul>	2	2	4

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Lost Children	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of injury or distressed caused by separation from their group.</p>	<ul style="list-style-type: none"> <li>• Team carries two-way radios to report the name and description of the lost child to the main office.</li> <li>• Watermouth Castle Team are trained to deal with lost children.</li> <li>• All team members wear uniform and name badges to make them approachable for help.</li> <li>• CCTV coverage onsite</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leader to ensure an adequate number of responsible adults are present to supervise their children.</li> <li>• Group Leader to brief responsible adults on meeting points and “what to do in the event of lost child”.</li> <li>• Group Leader should advise children to go to team members if they become separated from their group. We advise that each child has a sticker displaying their teacher's name and a contact number for the school.</li> <li>• Group Leaders should consider means of identifying their group from others i.e coloured bibs or arm bands.</li> </ul>	1	2	2
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Plants, Trees, Weeds, Wildlife	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from falling branches / trees Climbing, falling</p> <p>Risk of ill health from: Allergic reaction, stings from nettles, poisonous plants, irritation to skin, ingestion of berries causing ill health etc.</p>	<ul style="list-style-type: none"> <li>• Tree safety management plan in place around the Castle to manage dead or diseased trees.</li> <li>• Vegetation around the Castle is managed – to remove poisonous plants such as giant hogweed and to manage stinging nettles, brambles etc. in public areas.</li> <li>• Guests must not touch wildlife; responsible adults must remove children in their care and alert team member to any wildlife issues such as bird or snakes.</li> <li>• Group Leaders to supervise and ensure trees and bushes are not being climbed and that children are not picking or eating wild fruit or berries from the trees.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Group Leader to seek first aid assistance if required and report and accidents while at the Castle</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>	1	2	2
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Open Water / Natural Water Courses				<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Drowning</p> <p>Risk of ill health from: Bacteria, blue green algae bloom</p>	<ul style="list-style-type: none"> <li>• Pond areas are fenced.</li> <li>• River Ride fenced.</li> <li>• Areas of the attraction’s grounds do feature water. Direct access to the stream is prohibited.</li> <li>• Children or students must be accompanied by a teacher or leader at all times during their visit.</li> <li>• No drinking water signage on water play areas. Reminders to wash hands after playing displayed.</li> <li>• Pest control contract in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Group Leader to brief students on acceptable behaviour for safety.</li> <li>• Natural water course / swales / ditches are not fully fenced or only have standoff fencing. Group Leaders are responsible for ensuring adequate supervision is provided at all times to keep children away from these areas.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>			
Insect bites / stings	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Anaphylaxis</p> <p>Risk of ill health from: Anxiety, panic, phobia</p>	<ul style="list-style-type: none"> <li>• Pest control contract in place. Pest control will treat and remove wasp nests if identified</li> <li>• Wasp traps installed around the Castle as needed.</li> <li>• Treatment of oak trees for OPM. In the event OPM is identified trees / areas will be segregated and appropriate action taken</li> <li>• First aiders and first aid equipment on site with first aid room</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Group Leaders should be aware of children or adults in their group with allergies and take appropriate action i.e Epi Pen Training, Histamines being carried.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>	1	2	2

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Adverse weather	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of serious injury from: Lighting</p> <p>Slips Risk of ill health from: Sunburn Hypothermia Hyperthermia Sunstroke, dehydration fainting</p>	<ul style="list-style-type: none"> <li>• Certain attractions and play equipment are weather dependant and will be closed if deemed to be unsafe. ROSPA 30/30 will be applied.</li> <li>• Buildings are provided for shelter.</li> <li>• Group Leader must brief attendees on appropriate clothing for conditions and time of year; they should have sufficient protection for all types of weather.</li> <li>• Activity locations maybe changed to reduce risk of exposure to adverse weather.</li> <li>• Drinking water bottle fill stations available onsite</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Correct clothing for expected weather conditions to be worn.</li> <li>• Sensible non-slip footwear advised</li> <li>• Ensure adequate hydration maintained.</li> <li>• Sun block advised for strong sunlight.</li> <li>• Group Leader should recommend - For inclement weather children must be adequately dressed in a waterproof coat and Wellingtons/ sturdy footwear. In hot weather we advise sunhats and sun cream be worn at all times.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> </ul>	1	2	2

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Accident, Emergency, or sudden illness	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Inappropriate advice/treatment given in first aid.</p>	<ul style="list-style-type: none"> <li>• Watermouth Castle have trained first aiders onsite at all times.</li> <li>• Appropriate first aid supplies available</li> <li>• Documented Emergency Procedures</li> <li>• Team carry radios and telephones to call for emergency services.</li> <li>• Good access for emergency services around the site</li> <li>• Defibrillator onsite</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times.</li> <li>• Visiting Groups would be expected to follow direction given by the Castle staff in the event of an emergency.</li> <li>• All group organisers should undertake their own risk assessment for the visit.</li> <li>• Group Leaders should be aware of preexisting health and conditions including allergies- Group Leaders are responsible for ensuring that appropriate actions are in place to safeguard attendees' welfare.</li> </ul>	1	2	2
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Allergies			<p>Children Group Leaders Parents / Guardians</p> <p>Risk of allergic reaction from touching animals, animal feed, straw, nuts</p>	<ul style="list-style-type: none"> <li>• Food containing nuts clearly labelled.</li> <li>• High Risk food stuff – removed from guest feeding experiences.</li> <li>• Allergy folder held in the catering department with list of ingredients</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leader must be aware of which children have allergies and remove them from that environment. Group Leaders must know what to do if someone has an allergic reaction and how to manage their symptoms - HCP</li> <li>• Group Leader should discuss any concerns with a manager when undertaking their own risk assessment.</li> </ul>			
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Food and Drink			<p>Children Group Leaders Parents / Guardians</p> <p>Risk of serious injury from: Burns, scalds from hot food</p> <p>Slips or trips on debris dropped on the floor</p> <p>Risk of ill health from: Food poisoning, food allergy or intolerance</p>	<ul style="list-style-type: none"> <li>• No eating or drinking is permitted in animal areas.</li> <li>• Eating and drinking should only be in dedicated areas and only after hand washing. Hand washing required before eating and drinking and after playing.</li> <li>• Dropped food and drink should be cleared up and/or reported to a member of staff.</li> <li>• Watermouth Castle food business are registered and inspected under FSA. Food Hygiene rating displayed onsite.</li> <li>• HACCP food safety management systems in place - staff training, cleaning procedures.</li> <li>• Food allergen information is available for food and drink products on site</li> <li>• Watermouth Castle provide lids for hot drinks.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leaders are responsible for ensuring adequate supervision is provided at all times – including during refreshments.</li> <li>• Group Leader are responsible for supervising hand washing, ensuring hand washing is undertaken after play and before eating and drinking. Hand washing must be using water and soap, not using GEL, SANITISER, or wipes.</li> <li>• Group leaders must ensure the rules of the park are followed.</li> <li>• Dropped food and drink should be cleared up and/or reported to a member of team so it can be cleared up.</li> <li>• Groups Leaders should be aware of any special food requirements of their group and to provide information to Watermouth Castle where they are providing the catering.</li> </ul>			
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						<ul style="list-style-type: none"> <li>• Group Leaders should ensure pack lunches are stored in appropriately. Watermouth Castle cannot refrigerate / store packed lunches.</li> <li>• Group Leaders should ensure all rubbish is cleared away after eating and drinking.</li> </ul>			
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