

Risk Assessment Form

Attraction: Oxford Castle and Prison - Date of Assessment: November 2025

Assessor: Adam Makinson

Department: All

Hazard Title: Education Workshop & Tour Risk Rating: 4

Outline of Hazard/Task:

Perform educational workshops to school groups along with a guided tour

Which persons are at risk?

Team
Guests

Hazard Severity:

1 **2** 3

Likelihood of Occurrence:

1 **2** 3

Risk Rating:

1 2 3 **4** 6 9

Level of risk: (Circle level)

Low (1-2)

Medium (3-4)

High (6-9)

Present Controls:

- Health and safety briefing given at the beginning of each workshop
- Guidance and safety briefing given before the use of the mangle
- School groups must be on a tour with a tour guide
- Group welcomed in Castleyard by Workshop Leader
- Hand washing facilities available in the toilets and in the Key Learning Centre
- Group taken from the Key Learning Centre to the Attraction by Tour Guide and returned to the Key Learning Centre afterwards to minimise contact with the public
- Mound inspected by the team in the morning
- Mound closed if the path is to slippery
- School staff supervise toilet breaks and at lunch time
- Guests are warned to mind their heads as they enter St George's Tower
- Guests are warned about the stairs and how many there are in St George's Tower. Guests have the option to remain at the bottom should they not want to climb the stairs
- Tour Guides radio to ensure St George's Tower is clear before ascending or descending the tower
- Tour Guides warn of uneven floor in the crypt
- Team trained on the different workshops
- Schools are welcome to perform a site visit, prior to visiting
- Risk assessments for education workshop and tour available for schools to see on the website.
- OCP offers free adult places to schools to ensure adequate levels adult to child ratio, in particularly for 1 to 1 support for SEN students.

Additional Controls Required: