

OCT LEARNING SCHOOLS RISK ASSESSMENT
September 2025-August 2026

Assessment Details

Assessors Name:	Becky Dodds	Date of Assessment:	26.08.26
Company:	OCT	Reference No.	
Location:	National Marine Aquarium / Mount Batten Beach / Silverline Cruises boat		
Applicable Areas:	Risks covered include those incurred by activities carried out as part of the OCT Learning Programme. Part One also covers the three venues described above.		

Description of Activity

This Assessment is specific to control of risks arising from **THE OCT LEARNING PROGRAMME OF ACTIVITIES**.

Supporting Documentation Required

*COSHH, SSOW & SDS Data sheets

Initial Risk Rating (before any controls implemented)	HIGH Do not proceed without further controls	MEDIUM Proceed – develop further controls	LOW Proceed – with existing controls
		✓	

Residual Risk Rating (with all specified controls implemented)	HIGH Do not proceed without further controls	MEDIUM Proceed – develop further controls	LOW Proceed – with existing controls
			✓

Declaration

Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP)

Signature: Assessor	<i>B.Dodds</i>	Position:	OCT Learning Programme Coordinator
Signature: Manager / Supervisor		Name & Position:	
Due date of next assessment:	30.08.26		

How to use this guide.

This Risk Assessment has been created as a guide to support schools engaging with the Ocean Conservation Trust's Learning Programme. It covers the full range of experiences on offer through the OCT Learning Programme.

The guide has been split into two parts, as follows:

- Part One: SITE RISKS. Specific site-linked risk assessments
- Part Two: ACTIVITY RISKS. Specific activity-linked risk assessments

Your OCT Experience may require one or both parts of the OCT Learning Risk Assessment.

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PART ONE: SITE SPECIFIC RISKS

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Part One of this document covers identified risks associated with each of the three main delivery sites used as part of the OCT Learning Programme, as follows:

The National Marine Aquarium: Includes a review of risks associated with basic entry, self-guided explorer visits, and the Interactive Tour, led by a member of our Learning Team.

Mount Batten Beach: Includes a review of risks associated with spending time at Mount Batten Beach. Does not include risk assessment of travel to and from the venue.

Silverline Cruises: Includes a review of risks associated with boarding and leaving the vessel, and any identified risks arising as a result of spending time on the boat whilst at sea. The OCT risk assessment is supported by the Silverline Cruise risk assessment, which is available on request.

If your OCT Experience includes a visit to one of these venues please ensure you have familiarised yourself with this section of the document before embarking on your school trip.

Site Assessment: National Marine Aquarium

Description:	Risks associated with bringing students to the National Marine Aquarium		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Collision with moving vehicle				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	5	Severity	5
		Risk	10 (Medium)	Risk	5 (Low)
Controls:	- Off-road coach turning bay and drop-off point should be kept clear and unobstructed allowing coaches easy access to safe area for unloading students - Drop off of students is supervised by the teachers with the group using the available pre-visit guidance sent upon booking - Coach pick up of students is, likewise, supervised by the teachers with the group. - If guided from the building by a member of NMA staff, the school group should be guided to the coach via the safe walkway around the side of the building, either from teats hill fire door or from stairwell 4 exit.				

Hazard	Contamination of space by prior activity				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	5	Severity	5
		Risk	15 (Medium)	Risk	5 (Low)
Controls:	• All potentially soiled surfaces and equipment cleaned and disinfected at end of use. • Waste materials to be removed and appropriately discarded on a daily basis or more frequently, as required. • All individuals to wash hands after operating with potentially harmful materials.				

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Hazard	Inappropriate contact with non-party member				
Who is at Risk <i>refer to table</i>	Students, teachers	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	5	Severity	5
		Risk	10 (Medium)	Risk	5 (Low)
Controls:	- Students are not to be left unsupervised at any point during their visit unless expressly agreed by school staff. - Recommend that students should use Learning Centre toilets. If Café/ Eddystone toilets used, teacher should be present, unless otherwise agreed. - Duty Manager to be contacted over any suspicious individual.				

Hazard	Injury from fire					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	2	Likelihood	1	
		Severity	5	Severity	5	
		Risk	10 (Medium)	Risk	5 (Low)	
Controls:	• NMA staff to ensure safe walking spaces and access to fire escape routes at all times • Staff to be appropriately fire warden trained, including regular fire evacuation simulations. • In the case of an emergency, school groups are to be evacuated by their Learning Officer to the designated safe point. • If not with a Learning Officer, a fire warden will take group to designated safe point. • Learning Team’s fire-warden will meet all groups at this point and ensure all parties are accounted for. • Absolutely No Smoking on the NMA site.					
Hazard	Loss of property					
Who is at Risk <i>refer to table</i>	Students, teachers	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	1	
		Severity	1	Severity	1	
		Risk	4 (Low)	Risk	1 (Low)	

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Controls:	Property cages will be available to store bags, lunches, personal items. These will be kept in the learning centre or soft play which has a coded/locked door.
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Hazard	Missing member of party				
Who is at Risk <i>refer to table</i>	Teachers, students	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	4	Severity	4
		Risk	12 (Medium)	Risk	4 (Low)
Controls:	• Students to be supervised by appropriate number of adults. • During tours, OCT staff members to give students a permitted zone to explore. If the staff member considers it appropriate, they should suggest that a member of visiting staff should stand at the potential routes out of this zone. • Students encouraged to operate in groups of three or more when independently exploring the aquarium. • Visitors to inform NMA staff if they are aware of a missing member of their party • NMA staff trained in conducting Missing Person Protocol.				

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Hazard	Slips, trips and falls				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	3	Severity	3
		Risk	9 (Medium)	Risk	3 (Low)
Controls:	• Learning Team ensure safety inspections of all relevant areas are conducted and recorded with mitigating actions passed immediately to the responsible person prior to use. Including: • Adequate illumination. • Clean, clear and tidy spaces • Access to fire escape routes • All spillages, dusts, litter and other detritus must be cleaned-up as soon as practicable. Appropriate signage to be used and removed for all housekeeping activities when hazard eliminated • No maintenance works are to be conducted in school areas during times when occupied by the school students or teachers unless essential. If unavoidable then appropriate precautions against slips, trips and falls must be taken • First aid kit and a radio should be present in all relevant areas • Visitors are advised that running or climbing is not permitted.				

Hazard	Unplanned entry into water				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	1
		Severity	5	Severity	5
		Risk	20 (High)	Risk	5 (Low)
Controls:	• Plymouth Sound area is monitored at all times by Rangers. • Safe areas to see the rockpool are highlighted and maintained to allow safe access. • Step-ups are available to access areas for shorter individuals. • Visitors are not to touch the water or animals. • Before heading into Eddystone/Ocean Tank/GBR area, groups warned of very deep water. • Protective barriers surround all accessible deep water. • Students not to be unattended at any point in a BOH area. • All party members to wear life vest if near deep water without a barrier.				

Site Assessment: Silverline Cruise Boat

Description:	Risks associated with bringing students onboard the Silverline Cruise boat		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Doors swinging open due to water motion				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	2
		Severity	2	Severity	2
		Risk	6 (Low)	Risk	4 (Low)
Controls:	- Advise students to open and close the doors slowly. - Doors to be closed properly or held open using the catch on the wall to prevent the door swinging on the hinge.				

Hazard	Sea Sickness				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	2	Severity	2
		Risk	4 (Low)	Risk	2 (Low)
Controls:	- Participants made aware activity includes boat travel prior to visit. - If participant feels sick, sit them with an adult outside for fresh air and to look at the horizon, or allow them to access the toilet. - If participant is sick, inform crew who will clean up with disinfectant.				

Hazard	Slipping when stepping between pontoon and boat				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	4	Severity	2
		Risk	12 (Medium)	Risk	2 (Low)
Controls:	- NMA staff to ensure that everyone steps across the pontoon to the boat one at a time, free from any distractions (e.g. mobile phones). - One adult on the boat and one adult on the pontoon supervising students stepping from the pontoon onto the boat.				

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Hazard	Slips, trips and falls whilst on the boat					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	3	Likelihood	2	
		Severity	3	Severity	3	
		Risk	9 (Medium)	Risk	6 (Low)	
Controls:	• If the NMA staff member is first aid trained, they will carry first aid kit and a mobile phone at all times. There will always be a first aid kit stored on the boat crew are first aid trained. • Students told no running or climbing is permitted on the boat. • Boat staff to ensure trip hazards are stored in suitable location. • Participants are advised to wear suitable footwear for the trip.					

Hazard	Unplanned entry into water					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	2	Likelihood	1	
		Severity	4	Severity	4	
		Risk	8 (Medium)	Risk	4 (Low)	
Controls:	- Students are advised to keep arms & legs inside boat at all times. - Students are told not to climb on or lean over the edge of the boat. - Ensure that there is always an adult with each group of students (i.e. an adult present at the bow and at the stern)					

Hazard	Extreme weather exposure				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	2
		Severity	2	Severity	1
		Risk	6 (Low)	Risk	2 (Low)
Controls:	- NMA staff to check the weather before conducting the visit. Do not proceed with the visit during severe weather. - Activities to be planned with capacity for early abortion. - Participants will be provided with a kit list for each activity at the booking stage and will be expected to provide their own equipment except where specified as part of the event booking. - NMA staff to supply backup equipment and resources where appropriate, including, water and sun cream.				

Site Assessment: Mount Batten Beach

Visits to Mount Batten beach are temporarily suspended until advised by the council that asbestos risk has been cleared.

Description:	Risks associated with bringing students to Mount Batten Beach		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Being cut off from the beach by the tide				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	5	Severity	5
		Risk	10 (Medium)	Risk	5 (Low)
Controls:	- NMA staff to check the tide times prior to the visit. - NMA staff to designate safe areas that students are permitted, which allow for easy exit from the beach. - All NMA staff to be contactable with radios/mobile phones. - The only place this is a risk is east of the sewage pipe over the rocks. Ensure group leave this area by mid rising tide.				

Hazard	Inappropriate contact with non-party member				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	2
		Severity	2	Severity	2
		Risk	8 (Medium)	Risk	4 (Low)
Controls:	- NMA staff to advise students to be aware of members of the public at the site and to be mindful of their actions. - NMA staff to monitor the proximity of students and members of the public. - Advise participants not to approach unfamiliar pets.				

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Hazard	Hazardous animals (Jellyfish, Portuguese Man-O-War, Weever Fish, Anemones, Adders)					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	3	Likelihood	2	
		Severity	2	Severity	2	
		Risk	6 (Low)	Risk	4 (Low)	
Controls:	- NMA staff will carry first aid kit and a mobile phone at all times. - Advise students to take care with potentially harmful animals (anemones, crab pincers) - Advise students to wear suitable footwear. *If stung by Jellyfish/Portuguese man-o-war: Remove remaining tentacles from the skin. Wash the affected area with seawater. Soak the area in hot water. Painkillers can be taken if necessary (administered by teacher or self-administered if adult). Get medical help if severe, lasting pain, or if the affected area becomes infected. *If stung by weever fish: Immediately immerse the affected area in water as hot as they can tolerate for 30-90 minutes. Repeat as necessary to control pain. Use tweezers to remove any spines in the wound. Get immediate medical help if you experience severe, lasting pain, or if the affected area becomes infected.					

Hazard	Hazardous materials on beach (litter, sharp materials, chemicals, oil, dog mess, asbestos)					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	2	Likelihood	1	
		Severity	3	Severity	3	
		Risk	6 (Low)	Risk	3 (Low)	
Controls:	- Where possible, NMA staff to arrive at beach before students to conduct visual assessment of the area and decide if it is safe to continue activity. - NMA staff to designate safe areas, away from any hazardous materials, in which students are permitted. - NMA staff to bring hand sanitiser. Participants to wash or sanitise hands after rock pooling, especially before eating.					

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Hazard	Slips, trips and falls				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	2
		Severity	3	Severity	3
		Risk	12 (Medium)	Risk	6 (Low)
Controls:	- NMA staff to make students aware of slip, trip and fall hazards, especially slippery seaweed. - Students are advised that no running or climbing is permitted on the steps, walls, or rocky shore. - NMA staff to ensure safety inspections of all relevant areas are conducted before student arrival, where possible. - NMA staff will carry first aid kit and a mobile phone at all times. - Participants are advised to wear suitable footwear for beach-based activities.				

Hazard	Unplanned entry into water					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	3	Likelihood	1	
		Severity	3	Severity	3	
		Risk	9 (Medium)	Risk	3 (Low)	
Controls:	- Tide times are known and rock-pooling takes place over falling or slack tide where possible. - NMA staff to ensure a responsible adult (school teacher or NMA staff) is at the furthest extent of the rockpooling area (between waters edge and student group) at all times OR students participate in small groups each led by a responsible adult. - Students are advised that going into open water beyond the designated boundary or staff member is not permitted. - All NMA staff to have radios/mobile phones on them at all times.					

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Hazard	Weather exposure				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	2
		Severity	3	Severity	3
		Risk	9 (Medium)	Risk	6 (Low)
Controls:	- NMA staff to check weather before conducting the visit. Do not proceed with the visit during severe weather. - Activities to be planned with capacity for early abortion. - Participants will be provided with a kit list for each activity at the booking stage and will be expected to provide their own equipment except where specified as part of the event booking. - NMA staff to supply backup equipment and resources where appropriate, including, water & sun cream. - NMA staff to bring outreach first aid kit, which includes a foil blanket.				

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Part Two: OCT Activities

In addition to the basic visit, you may have opted to include one or more OCT Activities as part of your visit or requested them as an offsite experience. These activities may involve a number of additional risks not covered by the Part One of this assessment. Please be sure to familiarise yourself with the relevant sections before beginning your activity.

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Activity:	Allergens		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Mild to severe allergic reactions					
Who is at Risk <i>refer to table</i>	Supervising adults & students	Initial Risk		Residual Risk		
		Likelihood	5	Likelihood	1	
		Severity	5	Severity	5	
		Risk	25 (high)	Risk	5 (Low)	
Controls:	1. Follow workshop SSOW 2. Ensure staff understand symptoms of allergic reactions 3. Clearly communicate allergen information during booking process 4. Use standard wording and avoid assumptions					

Activity:	Artefacts		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Cuts or abrasions from handling artefacts				
Who is at Risk <i>refer to table</i>	Anyone handling the artefact	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	1
		Severity	2	Severity	2
		Risk	8 (Medium)	Risk	2 (Low)

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Controls:

- On arrival at site, OCT staff will categorise artefacts by their likelihood to cause harm as follows:
 - L1 – suitable for all, no sharp edges or points
 - L2 – potential to abrade skin or cause injury through mishandling
 - L3 – potential to pierce or lacerate skin during handling
- At the beginning of any activity OCT staff will highlight any known L2 or L3 artifacts in the area for all participants.
- OCT staff will be vigilant throughout the activity highlighting additional L2/3 artifacts as they are found.
- L2 artefact use:
 - Staff member to demonstrate handling including pointing out of hazards to audience before allowing others to use.
 - Artefacts to be stored out of reach when not in use.
- L3 artefact use:
 - As L2 artefact use, plus: all participants, including staff must use protective gloves whilst handling the artefact

Activity:	Biological materials		
Description:	Some activities include the opportunity to handle biological materials		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Accidental Ingestion/Allergic reaction				
Who is at Risk refer to table	Anyone handling biological materials	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	5	Severity	5
		Risk	10 (Medium)	Risk	5 (Low)
Controls:	• Descriptions of relevant activities in the Programmes of Study will include reference to the potential allergen. • On arrival at site, OCT staff will categorise biological materials by their likelihood to cause harm as follows: ○ B1 – suitable for all, no risk of problem ○ B2 – potential to cause harm for individual with specific allergy ○ B3 – potential to cause harm to any handler • At the beginning of any activity OCT staff will highlight any known B2 or B3 biological materials in the area to visiting teaching staff. • OCT staff will be vigilant throughout the activity highlighting additional B2/3 biological materials as they are found. • B2 material use: ○ Materials to be stored out of reach when not in use. • B3 material use: ○ As B2 material use, plus: all participants, including staff must use protective gloves/glasses whilst handling the material. • Access to thorough hand washing facilities and hand sanitiser after the workshop.				

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Activity:	BOH areas (Back of House)		
Description:	BOH includes all areas requiring swipe card access; husbandry quarantine, staff corridors, staff rooms, and other spaces		
Initial Risk	High	Residual Risk	LOW

Hazard	Unsupervised visitor in non-public space				
Who is at Risk <i>refer to table</i>	Teachers, students	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	1
		Severity	4	Severity	4
		Risk	16 (high)	Risk	2 (Low)
Controls:	- BoH Tour groups are instructed to stay together at all times. - OCT staff member leading the tour to assess the appropriate maximum number of participants in each BoH space according to the age and behaviour of the participants. - Group leader to have been advised of additional risk on BoH tours and provided details of any pre-existing conditions of participants. OCT staff member to use best judgement regarding pre-existing conditions and assign support staff (from the school) to be responsible for that individual during tour if necessary. - BOH minimum age limit of KS2+ ages enforced at all times. - NMA Staff to conduct regular headcounts when back of house - NMA staff to refer to Missing Member of a Party Protocol if required - NMA staff working BoH to carry a radio at all times				

Hazard	Transmission of quarantined condition				
Who is at Risk <i>refer to table</i>	Anyone in a back-of-house area	Initial Risk		Residual Risk	
		Likelihood	2	Likelihood	1
		Severity	5	Severity	5
		Risk	10 (Medium)	Risk	5 (Low)

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Controls:	• Visitors not to touch equipment or aquariums unless instructed to do so by a member of the NMA team. • Anyone who touches the water or aquariums to apply hand sanitiser immediately after doing so. • NMA to provide hand sanitiser in all BoH areas. • All individuals to use footbaths on entrance and exit where provided.
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Activity:	Cooking food for consumption		
Description:	Hazards apply to all participants		
Initial Risk		Residual Risk	

Hazard	Food poisoning & allergic reactions					
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	1	
		Severity	4	Severity	3	
		Risk	16	Risk	3	
Controls:	• No OCT Learning activity will include the use of meat products • Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than with their hands. All staff handling food to clean hands regularly, and after touching their face, hair, clothing, or any surface. • Where handling cannot be avoided hands are rinsed promptly before and after finishing the task. • Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems. • All equipment and surfaces thoroughly cleaned after use with the appropriate COSSH guidelines. • If used, fridge and freezer temperatures checked regularly, and any spoiled food to be disposed of immediately. • Only foods that can be eaten raw will be used in cooking activities. • All users are informed of standards and safety requirements prior to work commencement. Knives and some other equipment colour coded to ensure they are only used on certain products and do not cross contaminate • All food items will have ingredients list on clear display. • All participants will be asked to declare any intolerances or known allergies before being allowed to participate in the activity • OCT staff will be trained in relevant first aid procedures.					

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Activity:	Electrical components		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Electrical malfunction				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	4	Severity	3
		Risk	12	Risk	3
Controls:	- Any instruction and safety guidelines for electrical items used in the OCT Learning programme must be adhered to - Electrical equipment may be used in conjunction with water or other liquids only where appropriate, and in accordance with manufacturers instructions. Electrical appliances must never be used where part or all of the appliance, including its power supply, is placed below the level of any water body. - Electrical equipment used on the OCT Learning programme should be thoroughly tested by a member of the Learning Team upon acquisition, and in line with PAT testing regulations				

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Activity:	Entering deep, still water		
Description:	Hazards apply to all site visitors		
Initial Risk	High	Residual Risk	LOW

Hazard	Hypothermia					
Who is at Risk <i>refer to table</i>	Anyone entering bodies of water	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	2	
		Severity	5	Severity	3	
		Risk	20 (High)	Risk	6 (Low)	
Controls:	- NMA staff to ensure participants are provided with appropriate exposure protection whilst in the water - Water based activities will be structured to ensure regular breaks and opportunities to exit the water at any point. - Participants must ensure they have access to towel and dry clothes when leaving the water. - NMA staff will provide safety blanket in first aid kits in relevant areas.					

Hazard	Drowning					
Who is at Risk <i>refer to table</i>	Anyone entering bodies of water	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	1	
		Severity	5	Severity	5	
		Risk	20 (High)	Risk	5 (Low)	
Controls:	• Participants (or carers if under 16) asked to sign declaration of swimming competence before engaging in activities involving entering deep, still water • NMA to provide surface cover for any in-water activities for duration of the activity. • NMA staff to brief participants on safe water access including any slippery rocks • NMA staff to provide clear instructions on activity area including pointing out any accessible off-limits areas. • All activities in tidal areas will be conducted where possible at slack tide or rising tide.					

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Activity:	Fire use		
Description:	Hazards apply to all site visitors		
Initial Risk	High	Residual Risk	Low

Hazard	Risk of burn				
Who is at Risk refer to table	Staff, Pupils, Teachers	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	1
		Severity	5	Severity	5
		Risk	20 (High)	Risk	5 (Low)
Controls:	- Only trained and authorised people are to undertake activities involving flames. All staff to have read and signed off the appropriate SSOW. - Flammable substances to be stored in locked COSHH cupboard. - Fuel supply to be at least 3m away from flames. - Appropriate fire extinguisher must be present and staff members trained in their use. - Hot works must be separated from flammable objects and people within 10m by flame proof material (i.e. screen). - First aid kit and radios should be present. - Spillages to be cleaned up immediately with hazardous spill kit (e.g. non-combustible pads) and disposed of via a hazardous waste bin bag. - Disposal of waste flammable materials to be through agreed process based on COSHH protocol (outlined in SSOW).				

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Hazard	Smoke inhalation				
Who is at Risk <i>refer to table</i>	Everyone	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	2	Severity	2
		Risk	6	Risk	3
Controls:	- OCT member of staff should instruct participants not to stand downwind of the fire once it is lit. - Ensure participants are not crowded over the fire. - Green wood, damp material, or treated material should not be used as fuel. Fuel specifically sold as cooking fuel is preferable.				

Activity:	Hazardous chemicals		
Description:	Hazards apply to all site visitors		
Initial Risk	High	Residual Risk	MEDIUM

Hazard	Physical contact with harmful chemical, including ingestion				
Who is at Risk refer to table	Anyone handling hazardous chemicals	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	2
		Severity	5	Severity	4
		Risk	20 (High)	Risk	8 (Medium)
Controls:	• All hazardous substances used in the OCT Learning Programme must have an appropriate, suitable and sufficient COSHH assessment completed by a competent person for each different process. The COSHH assessment must be kept on file and made available to all workers. • No eating or drinking during activities involving hazardous chemicals. • Before use, NMA staff member will classify any potentially hazardous chemical by its likelihood to cause harm as follows: ○ C1 – No cosh warning (widely safe, low risk of harm) ○ C2 – COSSH pictogram (potential to cause serious harm) • C1 material use: ○ Staff member to verbally confirm known relevant allergens with teacher before allowing others to contact material. • C2 material use: ○ All participants must adhere to specific COSSH guidelines including handling, storage, use and PPE • Only specially trained NMA staff to handle materials with Toxic and Serious Health Hazard. Public may NEVER use these materials. • In the event of a spillage of harmful material, NMA staff to clear the area of all persons, then ensure the correct procedures are identified and correct equipment obtained before clean-up is attempted.				

Hazard	Physical contact with harmful chemical, including ingestion
	- All participants to wash and sanitise hands after activity concludes. - Spillages of non-flammable material to be mopped up with blue roll which is then disposed on in Hazardous waste bag. Spillages of flammable material to be mopped up with non-combustible material (e.g. spill kit pads) which is then disposed of in Hazardous waste bin bag. - Disposal of chemicals to be through agreed process based on COSHH protocol. - Limit of workplace airborne exposure to isopropanol alcohol is 400ppm over an 8-hour workshift. <i>The 8-hour exposure limit will not be reached so air quality monitoring will not be required.</i>

Activity:	Heights (operating at)		
Description:	Hazards apply to anyone operating above ground level		
Initial Risk	High	Residual Risk	MEDIUM

Hazard	Falling from height					
Who is at Risk refer to table	Anyone operating above ground level	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	2	
		Severity	5	Severity	4	
		Risk	20 (High)	Risk	8 (Medium)	
Controls:	- No-one to climb or mount any equipment, including equipment specifically designed to be climbed such as steps or ladders without supervision from a trained member of OCT staff. - Safe Systems of Work to be created by trained member of OCT staff for any planned climbing opportunities. - Equipment used to operate from height must be appropriately built and checked by a competent member of staff before use. - Any weight restrictions or other guidance relating to equipment used to operate from height must be adhered to at all times. - Time operating at height should be restricted to a minimum.					

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Risk Assessment September 2026-August 2027

Activity:	Outdoor activity		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Weather exposure				
Who is at Risk <i>refer to table</i>	Anyone outside	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	2
		Severity	3	Severity	2
		Risk	12 (Medium)	Risk	4 (Low)
Controls:	- Activities to be planned with capacity for early abortion, including access to appropriate shelter as required - NMA staff to check weather before conducting outdoor activities. Do not proceed with outdoor activities during severe weather. - Teachers to be provided with kit list for activity at booking stage and expected to provide their own equipment except where specified. - NMA staff to supply backup equipment and resources where appropriate, including water & sun cream.				

Hazard	Physical environment hazards				
Who is at Risk <i>refer to table</i>	Anyone operating in the outdoor Environment	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	2
		Severity	4	Severity	3
		Risk	16 (High)	Risk	6 (Low)
Controls:	- On arrival at site, OCT staff will categorise physical risks by their likelihood to cause harm as follows: - P1 – no significant risk to participants - P2 – potential to cause minor injury - P3 – potential to cause significant or fatal injury - OCT staff will highlight known P2/3 features for all participants. - OCT staff will be vigilant throughout the activity highlighting additional P2/3 features as they are found. - P2 risk features: - Staff to demonstrate appropriate engagement with the risk feature, may include provision of PPE as appropriate. - P3 risk features: - Feature to be declared out of bounds to participants unless accessed under the supervision of the risk assessor or designated member of staff.				

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Risk Assessment September 2026-August 2027

Activity:	Scalpels		
Description:	Hazards apply to all site visitors		
Initial Risk	High	Residual Risk	LOW

Hazard	Accidental cuts, slashes, punctures					
Who is at Risk refer to table	Anyone operating scalpels	Initial Risk		Residual Risk		
		Likelihood	4	Likelihood	1	
		Severity	4	Severity	4	
		Risk	16 (High)	Risk	4 (Low)	
Controls:	- Only trained users to deliver activities using scalpels - NMA staff to brief all scalpel users on the following: - Cut away from the body when using sharps - Never cut towards other body-parts or other people - Max of one person to hold the scalpel at any one time - Only the user of the scalpel to be touching the specimen - All used sharps to be disposed of in sharps bin - First aid kit and a radio should be present in all relevant areas - NMA staff can remove or withhold scalpel use as required - Scalpels not to be used by anyone under the age of 11					

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Risk Assessment September 2026-August 2027

Activity:	Scissors and glue		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Accidental cuts or ingestion				
Who is at Risk <i>refer to table</i>	Students	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	2	Severity	1
		Risk	5 (Low)	Risk	1 (Low)
Controls:	- NMA staff to seek guidance from teachers concerning level of autonomy given to students using scissors and glue. - Age-appropriate scissors to be used.				

Hazard	Physical contact with hot glue, including indigestion				
Who is at Risk <i>refer to table</i>	Students	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	1
		Severity	4	Severity	4
		Risk	12 (medium)	Risk	4 (low)
Controls:	• Staff to be familiar with SSOW for hot glue guns • Adult/student ratio of 1:2 for primary students and 1:3 for secondary students. Ratios to be reduced if needed based on competency of children. • First aid kit, radio and cold-water present in relevant areas. • Heatproof gloves to be worn at all times by participants.				

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Risk Assessment September 2026-August 2027

Activity:	Small objects		
Description:	Hazards apply to all site visitors		
Initial Risk	High	Residual Risk	LOW

Hazard	Choking				
Who is at Risk <i>refer to table</i>	Students	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	5	Severity	5
		Risk	15 (High)	Risk	5 (Low)
Controls:	- Teachers / guardians to supervise young children handling small objects. EYFS groups to maintain a supervisory 1:3 adult child ratio at all times. KS1 & 2 to maintain 1:7 ratio. Students with additional needs to maintain 1:1 ratio - First Aid trained personnel on hand to provide suitable first aid action in the event of choking. - Radios available in relevant areas.				

Activity:	Virtual Reality		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Disorientation or confusion during experience				
Who is at Risk refer to table	Anyone using the VR headsets	Initial Risk		Residual Risk	
		Likelihood	4	Likelihood	3
		Severity	2	Severity	2
		Risk	8 (Medium)	Risk	6 (Low)
Controls:	- NMA staff to brief participants fully on the immersive nature of the VR experience and how to easily remove headsets in event of dizziness, confusion, or alarm. - Moving images are not to be used on VR headsets by anyone under the age of 6 - VR headsets not to be used by anyone under the age of 4				

Hazard	Physical collision whilst wearing a VR headset				
Who is at Risk <i>refer to table</i>	Anyone using the VR headsets	Initial Risk		Residual Risk	
		Likelihood	5	Likelihood	1
		Severity	3	Severity	2
		Risk	15 (High)	Risk	2 (Low)
Controls:	• VR headsets only to be used by seated individuals • NMA staff to instruct all participants to remain seated and only move their heads and hands when wearing the headsets. • Moving images are not to be used on VR headsets by anyone under the age of 6 • VR headsets not to be used by anyone under the age of 4				

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Risk Assessment September 2026-August 2027

Activity:	OCT Activities (Transmissible Diseases)		
Description:	Hazards apply to all site visitors		
Initial Risk	Medium	Residual Risk	LOW

Hazard	Transmissible disease contraction through air transmission					
Who is at Risk <i>refer to table</i>	Staff, pupils, teachers	Initial Risk		Residual Risk		
		Likelihood	3	Likelihood	1	
		Severity	3	Severity	3	
		Risk	9 (Medium)	Risk	3 (Low)	
Controls:	- Wherever possible, staff to maintain a distance of at least 1m from any pupils, teachers or members of the public showing signs of transmissible disease. - Where practicable and not causing significant impact on the activities of work, unwell staff members should work from home. - Where this isn't possible, staff showing signs of, or testing positive for, infectious transmissible diseases should attempt to minimise transmission. For example, by maintaining a distance of at least 1m from participants and other staff members, minimising the amount of time spent in enclosed unventilated spaces with other staff members, using PPE. - If a serious infectious disease is identified, staff to consult exclusion and hygiene guidelines of the UK Health Security Agency on managing specific infectious diseases in settings with children and young people.					

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Hazard	Transmissible disease contraction through contact with contaminated surfaces				
Who is at Risk <i>refer to table</i>	Staff, pupils, teachers	Initial Risk		Residual Risk	
		Likelihood	3	Likelihood	1
		Severity	3	Severity	3
		Risk	9 (Medium)	Risk	3 (Low)
Controls:	- NMA staff to provide hand sanitizers, along with disinfectant spray/cloths for use during activities. - If pupils, teachers or members of the public are showing signs of transmissible disease, wipeable surfaces of workshop equipment they have come into contact with should be cleaned between groups. - Staff members to wash hands regularly. - If infectious disease is identified, staff to consult exclusion and hygiene guidelines of the UK Health Security Agency on managing specific infectious diseases in settings with children and young people.				

Risk Assessment Rating Criteria

Likelihood		x	Severity		=
1	Very low or very unlikely		1	No injury or illness	
2	Unlikely		2	Minor / first aid injury or illness	
3	Likely		3	"3 day" injury or illness	
4	Very likely		4	Major injury or illness	
5	Almost certain		5	Fatality, disabling injury, etc.	

Range	Risk Rating	Required Actions
1 – 6	Low	No further action needed
8 – 12	Medium	Review if it Reasonably Practicable to implement more controls
15 – 25	High	Do not proceed. Review for additional controls or alternative operations

OCT LEARNING PROGRAMME

Risk Assessment September 2026-August 2027



Review log				
Name	Position	Signature	Date	Amendments
Stu Higgs	Schools Manager	Stu	09/01/2023	Updated Rockpooling matrix. Outdoor, biological hazards and artefacts.
Georgia Wallis	Learning Officer	Georgia	13/04/2023	Drafted Silverline Cruises Boat venue assessment.
Stu Higgs	Schools Manager	Stu	19/04/2023	Edited and confirmed Silverline Cruises Boat venue assessment.
Georgia Wallis	Learning Officer	Georgia	24/04/2023	Drafted Mount Batten Beach venue assessment.
Stu Higgs	Schools Manager	Stu	27/04/2023	Edited and confirmed Mount Batten Beach venue assessment
Georgia Wallis	Learning Officer	Georgia	07/08/2023	Reviewed and updated OCT Learning Risk Assessment September 2022 - August 2023.
Georgia Wallis	Learning Officer	Georgia	13/02/2024	Reviewed and updated OCT Learning Risk Assessment August 2023 – July 2024.
Jess Briggs	Learning Officer	Jess	17/09/2024	Reviewed and updated OCT Learning Risk Assessment August 2024 – July 2025. Added Energy Investigators workshop related assessments.
Becky Dodds	OCT Learning Coordinator	Bex	30.09.24	Edited and confirmed updated risk assessment
Stu Higgs	Schools Manager	Stu	10/03/2025	Added Working from Heights. Adjusted cooking and relocated working with fire hazards.
Georgia Wallis	Learning Officer	Georgia	03/07/2025	Updated practices for fire use.
Becky Dodds	OCT Learning Coordinator	Bex	04.09.25	Reviewed and updated OCT Learning Risk Assessment for 2025-2026 academic year. Added Glue Gun use. Adjusted fire hazards
Becky Dodds	OCT Learning Coordinator	Bex	20.01.26	Updated BoH assessment.
Becky Dodds	OCT Learning Coordinator	Bex	19.02.26	Added allergen assessment
Stu Higgs	Schools Manager	Stu	10.03.2026	Added electrics assessment

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Risk Assessment September 2026-August 2027



B.Dodds	OCT Learning Coordinator	Bex	26.08.26	Reviewed and updated OCT Learning Risk Assessment for 2026-2027. Added amendment that Mount Batten is off limits until advised otherwise.
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