

Activities Covered by this Assessment	Car Park and site entrances	Reference:	URA01
Site Address / Location	1620s House & Garden	Department / Service / Team	Adult & Communities Museums and Heritage
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
Disabled spaces lie on a slight ramp away from the spaces; possibility of wheelchairs rolling away from users when getting them out of the car. Tarmac apron in front of main gate damaged. Parked cars from locality	Disabled, public, volunteers, staff, vehicles. May cause injury to public, user and vehicles. Public, staff Volunteers Injury from other cars.	General condition of area checked on arrival to site. Disabled visitor informed via web site of slight slope. Tarmac visually checked on morning checks. Keep clear notices, no parking notices.	M	L	L	Signage not sufficient and requires replacing	M	L	L	LE	3/5/25	

Gates, locks, and latches. (Main gate, snicket gate, bottom gate rear entrance gate).	Public, staff, volunteers Trips, trips, and falls	Monitoring of combination locks by staff on arrival on site, and replacement if they become faulty. Staff trained on correct use of locks and latches on the gates. Gates opened in advance of the public arrival. Staff remove sticks and branches if they have fallen.	L	L	L							
Access to site blocked or limited by parked cars, so emergency services cannot access site.	Public, staff, volunteers.	Daily check by staff of inappropriately parked cars. Notices placed on cars poorly parked. Owners of cars asked to park elsewhere.	H	M	H							
Car park grass area including car parking for event days Bollards, notice boards, cars. Boundary wooden fence, stone walls.	Staff volunteers, public/pedestrians, road users. Trips, falls, fallen branches, trees, or rocks. Injury from cars.	Daily visual checks with any issues reported to the Rangers or to LTS. Affected area taped off from those using the car park. Car park mowed regularly by Beaumanor team. Bollards and boards erected to be out of key walkways.	L	L	L							

		Signs attached to the fences or near the hedges.													
Trees and vegetation	<p>Staff, volunteers, public road users</p> <p>Falling leaves, branches, fruit. Damaged, diseased, or rotting trees, vegetation draping walkways.</p> <p>Slips trips, falls injury from falling object.</p>	<p>Visual checks by staff on entering site. Daily check as part of opening of site to check condition of paths, vegetation, and trees.</p> <p>Formal quarterly inspection of trees by staff and after high winds and if a danger is identified it is cordoned off. Tree audit carried out. Issues identified referred to specialists in LCC.</p> <p>Hedges maintained by contractors.</p> <p>Beaumanor team maintain large lawn.</p> <p>Garden volunteers maintain beds and all other, smaller lawns.</p> <p>Minor problems are dealt with immediately by site staff or garden volunteers.</p>	M	L	L										

External lights – perimeter, spots, and admin hut external light	Staff, volunteers, visitors Slips, trips, falls, and bumps.	Checked when leaving or coming to sight visually. Lights that are out to be reported to LTS or the handyman. Inspection of lights prior to late night events	L	L	L							
Main Entrance Cars joining and leaving road	Staff, Volunteers, other road users and visitors. Car accidents – bumps and pedestrian vehicle conflicts	Drivers to take extra care when turning into or out of the site. Drivers to look for potential cars waiting beyond the parked cars. Pedestrians using the access to take extra care and be aware of vehicle turning in and out.	M	L	L							
Rear entrance via manor road By car Parking car Approaching gate Three-point turn into gate blocking road, avoiding wall and barrier on toilet ramp. Leaving via rear gates. Exiting a blind exit gate parking car, getting out of car, locking gate returning to car and	Staff member Other road users and pedestrians. Car accidents – bumps and pedestrian vehicle conflicts Damage to walls and personal property	Drivers to take extra care when turning into or out of the site. Drivers to look for potential cars waiting and be aware that cars may come round the corner to the right. Be aware of pedestrians walking in the roadway and be aware of vehicle turning in and out. Awareness of area and the hazards imposed	M	L	L							

leaving.												
Deliveries to Manor Road by suppliers and collection of bins	Delivery driver, Staff member Other road users and pedestrians. Car accidents – bumps and pedestrian vehicle conflicts Damage to walls and personal property	Suppliers made aware when organising deliveries of the limitations of the entrance. If possible, deliveries to be arranged at times when it is light and the road is quieter. Accept deliveries swiftly but within strict safety to protect all. Following the actions in the previous assessment. Respect guidelines for manual handling in difficult circumstances.	M	L	L							
Dogs in car park	Staff, volunteers, visitors, general public Trips, falls, scared or bites	Only dogs on leads permitted in the car park as access to the wood behind.	L	L	L							

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Damage to staff, volunteers, or visitors, or to property
How could this emergency situation be prevented / controlled?	Increased frequency of formal checks.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Initially the person finding the problem, then first aider, supervisor, contractor, staff, volunteers, property,

Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Record, monitor and act on the cause / hazard to reduce the risk.
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Risk Assessor (s) Name(s):	Genna Bowley	Risk Assessor(s) Signature (S):			
Authorised By:	Liz Esnouf	Authoriser Signature:			
Date Conducted:	31 October 2024	Date Review Due	Date of Review	Initial	
		March 2025	18 March 2025	LE	

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium

	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
	Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.