

Activities Covered by this Assessment	Moving Round Outdoor Areas on Site	Reference:	URA02						
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	omething with a Who might be Existing Controls		F	tial R Ratin (S x L	g	Further Controls Required	F	nal Ri Ratini (S x L)	g	Action Required		
potential to cause harm)	Harmed & How?	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (//)	Done ?
Trees and vegetation	Staff, volunteers, public road users Falling leaves, branches, fruit. Damaged, diseased, or rotting trees, vegetation draping walkways. Slips trips, falls injury from falling object. Potential Allergy	Visual checks by staff on entering site. Daily check as part of opening of site to check condition of paths, vegetation, and trees. 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. Hedges maintained by contractors. Beaumanor team maintain large lawn.	м	L	L							



		Garden volunteers maintain beds and all other, smaller lawns. Minor problems are dealt with immediately by site staff or garden volunteers. Property Services to ensure that courtyard guttering clear to prevent spillage. Property services to ensure that patio grouting is suitably maintained to prevent cracks and holes. Manhole covers in paths to be levelled off. Site staff to check lawn for any animal deposits (fox etc) on the									
Garden Furniture including square tables and chairs, gabion	Staff volunteers and visitors:	lawns before opening. Furniture visually checked on days of use by staff.					 			 	
tables with benches and chairs with and without arms, picnic	Injury from damage or misuse, falls. falls	Any damaged items removed from use and repaired asap.	L	L	L	-					
benches (both types) FoDLH benches and perimeter benches.		Benches, and tables checked in situ for faults, then cleaned and wood preservative applied annually.									



Public, staff, volunteers, and contractors. Slips, trips and falls. Splinters	Condition checked visually also area around them. Faults reported to supervisor to designate jobs to handy man. Treated with wood preservative as per the product guidance.	L	L	L	Introduce formal quarterly checking to ensure the checks actually take place.	L	L	L	April 2025		
Public, staff, volunteers	Condition checked as part of daily walk-round check by staff.										
Slips, trips, or falls	Any plant overhand or algae identified, and garden volunteers asked to remove it. Uneven or loose bricks levelled by handyman.	L	L	L							
Staff, public, volunteers	When windows are opened a chain is out across the walkway to prevent entry house end of walkway	L	L	L							
Staff, volunteers, visitors Slips, trips, and falls	Condition checked as part of daily walk-round check by staff when site is open. All staff and volunteers to report when paths become slippery, or algae grows. All asked to wear appropriate footwear during the winter.	м	Μ	Μ							
	volunteers, and contractors. Slips, trips and falls. Splinters Public, staff, volunteers Slips, trips, or falls Staff, public, volunteers Staff, volunteers, visitors Slips, trips, and	volunteers, and contractors.area around them.Slips, trips and falls.Faults reported to supervisor to designate jobs to handy man.SplintersPer the product guidance.Public, staff, volunteersCondition checked as part of daily walk-round check by staff.Slips, trips, or fallsAny plant overhand or algae identified, and garden volunteers asked to remove it. Uneven or loose bricks levelled by handyman.Staff, public, volunteersWhen windows are opened a chain is out across the walkway to prevent entry house end of walk-round check by staff when site is open.Staff, volunteers, visitorsCondition checked as part of daily walk-round check by staff when site is open.Slips, trips, and fallsAll staff and volunteers to report when paths become slippery, or algae grows. 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		If grouting falls away problem reported to LTS.									
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 external lights prior	L	L	L	Consider altering the external light on Barn to illuminate better the exit route and the route to the Emergency Assembly Point	L	L	L	Sept 2025	
		to night time events.									
Toilet ramp and barrier	Staff public, volunteers, other site users.	Condition of ramp checked visually daily.									
	Slips trips, and falls	Algae removed as soon as it appears and salted when icy.	L	L	L						
	Wet floor signs	Wet floor sign placed so it is not a hazard.									
Drain near to toilets and tap and hose pipe	Public, staff and volunteers	Daily visual check of area.									
	Slips, trips, and falls	Tap head removed after use to prevent inappropriate use.									
		Flush tap weekly.	L	L	L						
	Legionella	Hose pipe used when no public are on site. Hose pipe removed from tap after use and stored appropriately.									



External sockets These are located 2 - under the stairs, front corner of the house (third is against the boundary fence)	Public, staff, and volunteers. Electric shock	Visual check of condition of casing and that it is closed. Override switch inside the House in buttery.	H	L	М	Check where the location of 3 rd sockets. Tested prior to an event to use electrics Introduce annual testing of external sockets. Will reduce the likelihood but not the severity.	н	L	М		
Rear gate, entrance, bin compound	Public, contractors, bin collectors, delivery drivers Staff and volunteers Trapped fingers Trips. Falls, Splinters Injury from vehicles	Visual check of area as part of daily walk round check. Check bins are returned to correct place. Minimise vehicle movement onto or off-site during visitor hours.	L	L	L						
Difficult behaviour from a visitor. Anxious, upset or frustrated / angry/aggressive	Volunteers/ Staff and other visitors.	Staff/volunteers to be aware of and sensitive to hidden disabilities and just people having a bad day and maintain a measured response. Volunteers to radio staff as soon as any of these behaviours arise. The alarm button on the radio means no speaking is necessary, but this does not give specific location.	м	L	м						



Hold down speak button so other				
radio users can hear what's going				
on and give clue to location.				
Staff to be trained in dealing with				
difficult customers.				
Staff/volunteers to identify a safe				
space for visiting individuals to go if				
they feel anxious / upset.				
Suggest the Chamomile seat near				
the vegetable patch or the bench				
near the orchard.				
Staff/volunteers to attempt to find				
out if visitor has anyone with them				
to calm the situation.				
If the visitor is distressed and				
struggling to communicate ask if				
they have a Keep Safe Card which				
should indicate best method of				
communication and contact details				
for support (if not present).				
Volunteers to appreciate that not				
everyone will want to, or be able to				
touch or smell certain things				
touch of smell certain things				



Pest Control	Employees could be harmed by infections and health issues from rodents such as mice and flying, crawling insects by contact causing bacterial infection or ingestion of contaminated food or substances.	 Hygiene gels in place and used by staff, good hand washing in place and responsible disposal of tissues and waste Staff keep clear desks and regularly clean their workstations, especially when hot desking Staff do not keep food in or around their desks, cabinets, or drawers Staff are careful to dispose of food and associated litter in the bins provided Staff do not bring any items in that will encourage the presence of mice, flying or crawling pests in the office Responsible person to provide suitable and sufficient pest control to eradicate any infestations, regular maintenance of pest control items in place Sufficient cleaning stations are in place to support the cleaning requirement and are regularly topped up 	м	L	L	 Vulnerable people with health conditions and new and expectant mums speak up and are familiar with the pest controls in place so as not to affect or promote health conditions 					
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		Contractors in place to provide general cleaning – to ensure commonly used hand plates and surfaces are regularly sanitised (if applicable).					
Dogs in grounds	Staff, volunteers, visitors	Only dogs on short leads permitted in the grounds.		Option to hold no dog times for those who do not like dogs near them.			
	Trips, falls, scared or bites	On arrival, dogs will be assessed by the FoH staff and any concerns raised with Supervisor. They will review with the owner and expel the dog if necessary.					

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	Damage to staff, volunteers, or visitors, or to property
emergency situation?	
How could this emergency situation be prevented /	Increased frequency of formal checks.
controlled?	
Who should respond to a potential emergency situation and	Initially the person finding the problem, then first aider, supervisor, contractor, staff, volunteers, property,
how? Have staff been trained to respond to this emergency	
situation?	
Could any non – routine changes affect the safety	Record, monitor and act on the cause / hazard to reduce the risk.
arrangements in place for this activity? (E.g. weather,	
people, equipment etc.) What can be done?	



	Genna Bowley			
Risk Assessor (s) Name(s):		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

erity	High Death, paralysis, long term serious ill health.	Medium	High	High
Potential Severity of Harm	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
Pot	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.