

<b>Activities Covered by this Assessment</b>	Moving Round Outdoor Areas on Site	<b>Reference:</b>	URA02
<b>Site Address / Location</b>	1620s House & Garden	<b>Department / Service / Team</b>	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 ?
<b>Trees and vegetation</b>	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.	M	L	L							



<b>Sheds</b> – including metal shed, friends’ sheds, catering shed and chair storage.	Public, staff, volunteers, and contractors.	Condition checked visually also area around them.				Introduce formal quarterly checking to ensure the checks actually take place.				April 2025		
	Slips, trips and falls.	Faults reported to supervisor to designate jobs to handy man.	L	L	L		L	L	L			
	Splinters	Treated with wood preservative as per the product guidance.										
<b>Brick patio near back of dye garden</b> Adjacent to barn (kitchen) door	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							
<b>Windows in kitchen</b>  <b>Injury from walking into open window</b>	Staff, public, volunteers	When windows are opened a chain is out across the walkway to prevent entry house end of walkway	L	L	L							
<b>Flagstone patios and pathways around site</b>	Staff, volunteers, visitors	Condition checked as part of daily walk-round check by staff when site is open.	M	M	M							
	Slips, trips, and falls	All staff and volunteers to report when paths become slippery, or algae grows. All asked to wear appropriate footwear during the winter.  Ice can make areas slippery.										

		If grouting falls away problem reported to LTS.										
<b>External lights –</b> 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 to night time events.	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		
<b>Toilet ramp and barrier</b>	Staff public, volunteers, other site users.  Slips trips, and falls  Wet floor signs	Condition of ramp checked visually daily.  Algae removed as soon as it appears and salted when icy.  Wet floor sign placed so it is not a hazard.	L	L	L							
<b>Drain near to toilets and tap and hose pipe</b>	Public, staff and volunteers  Slips, trips, and falls  Legionella	Daily visual check of area.  Tap head removed after use to prevent inappropriate use.  Flush tap weekly.  Hose pipe used when no public are on site. Hose pipe removed from tap after use and stored appropriately.	L	L	L							

<b>External sockets</b> 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 buttry.  	H	L	M	Check where the location of 3 <sup>rd</sup> sockets. Tested prior to an event to use electrics Introduce annual testing of external sockets. Will reduce the likelihood but not the severity.	H	L	M			
<b>Rear gate, entrance, bin compound</b>	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							
<b>Difficult behaviour from a visitor. Anxious, upset or frustrated / angry/aggressive</b>	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.	M	L	M							



<b>Pest Control</b>	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.	<ul style="list-style-type: none"> <li>▪ Hygiene gels in place and used by staff, good hand washing in place and responsible disposal of tissues and waste</li> <li>▪ Staff keep clear desks and regularly clean their workstations, especially when hot desking</li> <li>▪ Staff do not keep food in or around their desks, cabinets, or drawers</li> <li>▪ Staff are careful to dispose of food and associated litter in the bins provided</li> <li>▪ Staff do not bring any items in that will encourage the presence of mice, flying or crawling pests in the office</li> <li>▪ Responsible person to provide suitable and sufficient pest control to eradicate any infestations, regular maintenance of pest control items in place</li> <li>▪ Sufficient cleaning stations are in place to support the cleaning requirement and are regularly topped up</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>								
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		Contractors in place to provide general cleaning – to ensure commonly used hand plates and surfaces are regularly sanitised (if applicable).												
<b>Dogs in grounds</b>	Staff, volunteers, visitors  Trips, falls, scared or bites	Only dogs on short leads permitted in the grounds.  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 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.



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	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> 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 <b>High</b> , 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.