

Site or area assessed/or task assessed: Oakham Castle	Date of assessment:	Assessor:	Next review date and reasons why review is required: Annually
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Identified Hazard			Risk Rating				Control measures or safeguards in place:	Observations and recommendations to improve safety:	Action req'd by whom:	Date action req'd by:	Date action completed:
Number	Hazard (the potential to cause harm:	How harm can occur and who could be harmed*:	Likelihood	Consequence	Risk Number	Level of Risk					
1	Slips, trips and falls	RCC staff Volunteers Public Uneven ground outside and inside Great Hall Steps Insufficient Lighting Uneven or wet ground outside.	2	2	4	L	Visitors advised not to run and to be aware of the uneven cobbles, flagstones and changes of level and to look where they are going.	A First Aid kit is available, stocked and located in the castle kitchen			
			3	1	3	L	Adequate lighting and white painted strip across front of internal steps. Access to the court furniture will be supervised				
			2	2	4	L	Emergency lighting installed House lights will be on in all relevant areas.				
			3	2	6	M	Games/toys placed outside will be played on the flattest areas of ground and only if dry. If the grass is deemed too slippery on the day, the activities will be conducted inside.				

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2	Activities	RCC staff Volunteers Public Cuts from scissors, paper or other sharp items during craft activities or props for general activities.	2	1	2	L	Children's round-ended scissors will be provided. The need to move around with any sharp item such as scissors will be kept to an absolute minimum. If it is necessary, either an adult will carry the item, or the child will be supervised. All to be given instruction to walk and to carry the item safely. Any props used in activities will not be sharp. Blades (e.g. knight' swords) will be fake, or blunted and not given to young children.				
3	Manual Handling e.g. setting up tables, chairs and carrying equipment.	RCC staff Volunteers	3	3	9	M	Information to employees Instructions given on manual handling and training where necessary. PPE provided Assistance if necessary.				
4	Electricity (electric shock, burns and fire)	RCC staff Volunteers Public	2	4	8	M	Testing (PAT and fixed where applicable) Maintenance Equipment checks Use of electrical equipment by the public will be kept to a minimum. The only things they are likely to use are the AV units. All trailing wires will be safely	This will be monitored and checked regularly and frequently.			

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							tucked away. Access to the ports is all under the protective wooden unit surround.				
5	Fire Flammable substances / materials Arson	RCC staff Volunteers Public	1	5	5	M	<p>No smoking in the building. Hazardous substances kept out of public areas and combustible materials away from sources of ignition. Provision of up-to-date fire extinguishers and smoke detectors. Provision of fire alarm (a loud constant siren) and clearly labelled emergency exits.</p> <p>Phone available to alert emergency services.</p> <p>Clear access at all times to emergency exits.</p> <p>RCC staff will evacuate the building in event of the fire alarm sounding</p> <p>No-one should try and collect belongings. All participants to gather by the flagpole</p>	<p>Public to be informed of location of fire exits in each area via signage</p> <p>Fire exits clearly marked and kept free of trip hazards</p> <p>In the event of a fire a member of staff will help direct the public out of the building before exiting themselves.</p>			

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							Fire exits kept clear and unlocked for duration of event.				
6	Noise	Neighbours RCC staff Volunteers Public	2	1	2	L	Noise levels not expected to exceed recommended limits. Nuisance noise dealt with by RCC and H & S Officer.				
7	Cash Handling	RCC staff	2	3	6	M	Use of secure and locked cash till Money transferred from tills to safe stored in a secure location				
8	Alcohol	RCC staff Volunteers Public	2	2	4	L	Site has a current premises licence which includes and controls sale of alcohol on site All staff trained and operating under the guidance of premises manager No alcohol to be provided to under-age persons or persons who are inebriated				
9	Verbal / physical abuse	RCC staff Volunteers Public	2	3	6	M	An RCC accident/incident reporting policy is in effect. RCC follows the Rutland Community Safety Partnership 4-step anti social reporting scheme. All abuse incidents are reported	1. Volunteers to be signed in for purposes of fire safety etc. 2. Ensure staff and volunteers have received basic instructions in appropriate responses when they encounter	RCC staff RCC staff	Ongoing	

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							<p>to management.</p> <p>Volunteers have Volunteer Handbook and Health & Safety Handbook.</p> <p>Mobile phone to be carried where possible.</p> <p>Events to be timetabled so that staff are aware of the locations of volunteers and public. Staff to wear ID at all times.</p>	<p>difficult customers/enquiries</p> <p>3. Ensure incidents are reported to management and recorded. Where appropriate emergency contact may need to be notified.</p> <p>4. Ensure volunteers are aware of lines of reporting and procedures in case of grievances or abuse (on Hazard sheet and Volunteer Handbook)</p>	<p>RCC staff/HR/ Social Services/ Corporate</p> <p>RCC Staff</p>		
10	Struck by vehicles: Arrival of cars and plant at front of Castle	RCC staff Volunteers Public School groups	1	4	4	L	<p>Speed restriction of 5mph in place. Only minibus sized vehicles and smaller will fit through entrance gate. Dedicated parking area to right of Castle entrance – but not available to public, unless by prior arrangement. Public use a public car park on Burley Road Car Park.</p> <p>Visiting groups to ensure that they have adequate supervision for the members of their party.</p>	None	Drivers School teachers with advice from Jane Burditt All visitors	On the Day	

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							Particular care to be taken in Castle Lane at the Market Place end due to it being a busy area for pedestrians and vehicles, especially on Market days				
11	Straying of / lost children: Jostling of children in crowds of others, children straying from group into another of the hazards listed here	Children	3	2	6	M	Children are responsibility of group leaders and parents at all times. Periodic checks to ensure no-one has strayed from group. Parents to report lost children to the staff member on the front desk. Lost children themselves to be taken to the Front desk to wait with that staff member until the parent/carer has been located. Child not to be left unattended, or with a non DBS cleared RCC staff member.				
12	COSHH Spillage / ingesting of Hazardous substances.	RCC staff Volunteers Public Children	1	5	5	M	Hazardous substances kept out of public areas, or kept in locked cabinets Regular water quality checks. Craft materials, e.g. poster paint, glue, pens etc. will all be chosen to be non-toxic and suitable for	1. To be checked by staff. 2. Parents to inform organisers of any staff/pupil allergies before the event.	RCC staff Parents/s chools		

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							the purpose.				
13	Theft Theft of personal or Council property/equipment.	RCC staff Volunteers Public	2	3	6	M	Laptops to be kept securely locked on RCC property. Guests to be reminded at beginning of event to keep their own property secure.		RCC staff	Ongoing	
14	Damage to equipment: Laptops projectors other equipment	RCC staff Volunteers Public	2	3	6	M	Equipment will be made as safe as possible	Guests will be asked at the beginning of the session to be vigilant and careful of trailing cables/equipment stands.	RCC staff	Ongoing	
15	Safeguarding / behaviour Inappropriate behaviour with vulnerable customers / awareness of abuse perpetrated others	RCC staff Volunteers Public	1	3	3	L	Volunteers and staff not to put themselves in compromising situation with customers / children Volunteers will not run events alone, staff will always be present. Volunteers to be made aware of confidentiality and safeguarding issues – and to report any				

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							<p>concerns to staff who will deal with situation / incident.</p> <p>Volunteers and staff to be non-judgemental of parenting styles – which can vary.</p> <p>Volunteers to report any unattended children to staff and be aware of toddlers approaching external exits unattended.</p> <p>All RCC staff will have attended the Safeguarding courses proved by the Council</p>				
16	Bee/wasp stings	<p>Litter bins may attract wasps in the summer. Bees in clover or other flowers in the grass could be trodden on by children with bare feet.</p> <p>RCC staff Volunteers</p>	1	2	2	L	<p>Litter bins will be emptied regularly. Levels of wasp activity to be monitored.</p> <p>Grass to be mown regularly to mow off clover flowers.</p> <p>Flowering plants to be kept to the edges of the site to reduce contact with public.</p> <p>Public to treat their own allergic reaction.</p>				

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		Public									
17	Dogs and dog mess	<p>Visitors may get dog faeces in their eye potentially causing blindness, or ingest it causing stomach upset. Out of control dogs may bite.</p> <p>RCC staff Volunteers Public</p>	2	3	6	M	<p>Dogs to be kept under control at all times and owners to be instructed to clear up any dog mess.</p> <p>If a dog displays particularly aggressive behaviour, staff will ask the owner to take it off site. Hand washing facilities with hot water and soap will be provided.</p>				
18	Extreme weather conditions: Heat, cold, snow/ice, strong winds	<p>Participants may suffer from heat stroke, dehydration, or sunburn in hot weather. In cold weather they may get hypothermia, or slip on ice or compacted snow. Strong winds might cause</p>	2	3	6	M	<p>Drinking water and shade will be freely available for all participants, along with time to get out of the weather and come inside for warmth or to cool off. Overhanging branches will be monitored and removed where dangerous. Roof condition will be monitored. Event layout or activities may be modified to accommodate weather conditions.</p> <p>If winds considered excessive, the event may be cancelled.</p>		RCC Staff	On the day	

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		<p>overhanging branches, or slates from the roof to fall onto the people below. Marquees etc. may blow onto people.</p> <p>RCC staff Volunteers Public</p>					Salt / grit available for exterior areas in the event of ice forming				

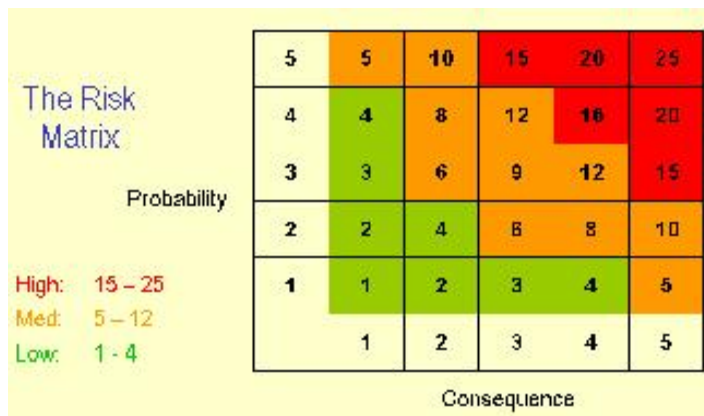
For guidance tables see overleaf

Probability or Likelihood of Harm Occurring

No.	% Probability	Likelihood
1	0-20%	Highly unlikely
2	21-40%	Reasonably likely
3	41-60%	Even chance
4	61-80%	Highly likely
5	81-100%	Almost certain

Consequences or Severity of Harm

No.	Description	Effect	Outcome
1	Minor injury	Cuts and abrasions, minor skin or eye irritations, etc.	No lost time
2	Injury requiring first aid	Any injury requiring first aid	One to three days lost
3	Injury or industrial disease requiring medical treatment	Deep wounds, fractures, scalds, burns, eye injuries, etc.	More than three days lost. Reportable injury under RIDDOR
4	Serious injury/industrial disease with long term medical effects	Loss of fingers, toes, damage to eyes, serious medical effects	Weeks or months off work, hospitalisation. Reportable injury under RIDDOR
5	Major injury or fatality	Loss of limbs, sight, hearing, long term illness or death	Permanent disablement or long term absence. Reportable injury under RIDDOR



Numerical Product (Probability x Consequence)	Risk Rating	Requirements for control measures	Actions to be taken
1 to 4	Low	Low level of control measure required: adequate supervision, training and information	Review regularly to ensure that the risk does not increase
5 to 12	Medium	Moderate level of control measures; as above but with engineering and management safety systems in place	Review to assess whether risk can be reduced: ensure competence levels for safe working or operation
15 to 25	High	This level of risk is unacceptable as there is a high probability of major harm occurring. High level of control is required; permits to work, specialist safety equipment, strict supervision, etc.	Alternative methods should be used that remove or reduce the risk wherever possible. This high risk must be strictly controlled and only authorised competent persons allowed in and around the hazard

Table of Risk Rating