

# Council for British Archaeology

## Risk Management Criteria June 2019

### Likelihood that a risk will occur:

- 1 Very unlikely
- 2 Unlikely
- 3 Fairly likely
- 4 Likely
- 5 Very likely

### Impact of risk

- 1 Insignificant
- 2 Minor
- 3 Moderate
- 4 Major
- 5 Catastrophic

### Risk rating

1-2 Green

3-6 Green

8-12 Amber

15-16 Red

20-25 Red

### Action

No action – no further action but ensure controls are maintained and reviewed.

Monitor – look to improve at next review or if there is significant change.

Action – within specified timetable

Urgent action – take immediate action and stop activity if necessary, maintain controls.

Stop activity – and take immediate action to manage risks.

### YAC Leaders' Weekend: Oakham 2019

**Present:** CBA staff, YAC Leaders and Assistant Leaders, CRAG members and English Heritage 'Shout Out Loud' staff.

**RA Author:** Dr Jo Kirton (JK)

**Named Staff:** Dr Claire Corkill (CC) and Claire Hulmes (CC)

### 1. Staff/ Volunteers' travel to/from Oakham

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Staff train travel: <ul style="list-style-type: none"> <li>Delays/cancellations</li> </ul>	2 x 3 = 6 Green	Staff journey plan to be completed by all staff. Follow advice from train staff; keep JK informed of any delays	Staff Member	14 <sup>th</sup> June		2 x 3 = 6 Green		
YAC Leaders' travel: <ul style="list-style-type: none"> <li>Breakdown</li> <li>Accidents</li> <li>Getting lost</li> <li>Delays/cancellations</li> </ul>	2 x 3 = 6 Green	All Leaders are responsible for their own travel arrangements and should plan accordingly; contact mobile number for JK and CC provided so leaders can notify of any problems; directions and advice provided in joining instructions	Leaders	14th June		2 x 3 = 6 Green		
Volunteers/staff/speakers unable to attend or dropping out at last minute resulting in poor quality event: <ul style="list-style-type: none"> <li>Damage to reputation of YAC and the CBA</li> <li>Participants unlikely to attend or recommend future events</li> </ul>	2 x 3 = 6 Green	All attendees have contact mobile number for JK; staff fully briefed on itinerary and activities for the weekend so can run sessions if required; additional material available to fill gaps in itinerary and/or be flexible with the order of components	All	14th June		2 x 3 = 6 Green		

## 2. Friday 14<sup>th</sup> (evening) and Saturday 15<sup>th</sup>

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Use of Oakham Castle Venue		<b>SEE BUILDING RISK ASSESSMENT (attached) FOR RISKS RELATING TO THE USE OF THE BUILDING</b>	Rutland Council					
Planned excavation and post-excavation activities delivered by ULAS as part of the 'Oakham Castle Community Dig'		<b>SEE WSI AND RISK ASSESSMENT FOR EXCAVATION (attached) FOR RISKS RELATING TO THE DELIVERY OF ACTIVITIES</b>	ULAS					
Setting up activities including moving furniture if required: <ul style="list-style-type: none"> <li>Injury from lift heavy/awkward objects</li> <li>Slip/trip risk</li> </ul>	2 x 2 = 4 Green	Ensure that people lift/move items safely and that routes are clear	JK/CC/CH	15 <sup>th</sup> JUNE		1 x 2 = 2 Green		
Buffet lunch and tea/coffee break for volunteers and staff at Oakham Castle: <ul style="list-style-type: none"> <li>Burns from hot liquids</li> <li>Slip hazard from spills</li> <li>Participants with allergies consuming inappropriate food/drink.</li> </ul>	2 x 2 = 4 Green	Dietary requirements provided in advance of the weekend; allergies catered for as required with clear indications of which foods contain allergens; care to be taken with hot liquids (tea/coffee); mugs to be used rather than disposable cups which are more likely to spill/cause burns	JK/CC/CH	15 <sup>th</sup> JUNE		1 x 2 = 2 Green		

## 2. Friday 14<sup>th</sup> (evening) and Saturday 15<sup>th</sup> (continued)

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Clearing up activities and leaving Oakham Castle: <ul style="list-style-type: none"> <li>• Injury from lift heavy/awkward objects</li> <li>• Slip/trip risk</li> </ul>	2 x 2 = 4 Green	Work together safely to clear up any activities; ensure that people lift/move items safely and that routes are clear	JK/CC/CH	15 <sup>th</sup> June		1 x 2 = 2 Green		
Walk to hotels (Whipper-In and Wisteria) to check in: <ul style="list-style-type: none"> <li>• Slip/trip/fall risk</li> <li>• Collision with vehicle</li> </ul>	2 x 3 = 6 Green	Travel in a group; provide maps/directions – walking route is 5 minutes according to Google maps.	JK/CC/CH	15 <sup>th</sup> June		2 x 2 = 4 Green		
Drive/taxi to hotel (Noel) to check in and return to Oakham for evening meal and Sunday activities: <ul style="list-style-type: none"> <li>• Breakdown</li> <li>• Accident</li> <li>• Getting lost</li> </ul>	2 x 4 = 8 Amber	<ul style="list-style-type: none"> <li>• Car is checked by the driver immediately before the journey.</li> <li>• Car is in good condition with no safety defects (e.g. faulty breaks, lights) <b>Insurance* is valid</b> &amp; MOT is in date.</li> <li>• Passengers will comply with the law regarding belts (use of seatbelts by all passengers is a legal requirement; do not exceed the passenger capacity of the car).</li> </ul> <p>*The CBA cannot provide third party insurance cover to participants' motor vehicles. <b>It is the responsibility of the car owner to ensure their insurance is valid</b></p>	JK/All	14 <sup>th</sup> June				

<p>Overnight stay in hotel:</p> <ul style="list-style-type: none"> <li>• Risk of fire</li> <li>• Risk of Theft</li> </ul>	<p>1 x 3 = 3 Green</p>	<p>Participants responsible for checking their own fire escape routes etc. using information provided in hotel rooms</p> <p>Participants responsible for using hotel safe (where available) and care of their own possessions.</p>	<p>All</p>	<p>14<sup>th</sup> June</p>		<p>1 x 3 = 3 Green</p>		
<p>Evening meal / social:</p> <ul style="list-style-type: none"> <li>• Participants with allergies consuming inappropriate food/drink.</li> </ul>	<p>1 x 3 = 3 Green</p>	<p>Meals will be pre-ordered</p> <p>Participants responsible for ensuring they receive the meal they ordered.</p>	<p>JK and ALL</p>	<p>15<sup>th</sup> June</p>		<p>1 x 2 = 2 Green</p>		

### 3. Sunday 16<sup>th</sup> June

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Check out of hotels and walk to Rutland County Museum <ul style="list-style-type: none"> <li>• Slip/trip/fall risk</li> <li>• Collision with vehicle</li> </ul>	2 x 3 = 6 Green	Travel in a group; provide maps/directions – walking route is 5 minutes according to Google maps.	JK/CC/C H	16 <sup>th</sup> June		2 x 2 = 4 Green		
Setting up activities including moving furniture if required: <ul style="list-style-type: none"> <li>• Injury from lift heavy/awkward objects</li> <li>• Slip/trip risk</li> </ul>	2 x 2 = 4 Green	Ensure that people lift/move items safely and that routes are clear	JK/CC/C H	16 <sup>th</sup> June		1 x 2 = 2 Green		
Use of Rutland County Museum: <ul style="list-style-type: none"> <li>• Participants entering areas of the building they have not been given access to resulting in accident/injury and/or damage to YAC and the CBA's reputation and the relationship with partner organisation</li> </ul>		<b>SEE BUILDING RISK ASSESSMENT (attached) FOR RISKS RELATING TO THE USE OF THE BUILDING</b> Emphasise that the building is a working museum, and that Leaders should only access parts of the building that they have been told they can use (and with the supervision of Rutland County Museum staff where appropriate).	JK/ Rutland County Council Staff	16 <sup>th</sup> June		2 x 2 = 4 Green		

### 3. Sunday 16<sup>th</sup> June (continued)

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Tea/coffee break <ul style="list-style-type: none"> <li>Burns from hot liquids</li> <li>Slip hazard from spills</li> </ul>	2 x 3 = 6 Green	CBA staff not supervising activity sessions to boil kettles etc. and serve from the kitchen; ensure people reuse mugs from Saturday; no pushing and orderly queue!	JK/CC/C H	16 <sup>th</sup> June		2 x 2 = 4 Green		
Clearing up activities and leaving Rutland County Museum: <ul style="list-style-type: none"> <li>Injury from lift heavy/awkward objects</li> <li>Slip/trip risk</li> </ul>	2 x 2 = 4 Green	Work together safely to clear up any activities; ensure that people lift/move items safely and that routes are clear	JK/CC/C H	16 <sup>th</sup> June		1 x 2 = 2 Green		
Return travel from Oakham station for Leaders travelling by train: <ul style="list-style-type: none"> <li>Missing travel connections due to late finish</li> </ul>	2 x 4 = 8 Amber	Ensure that all those travelling by train on time and that plenty of time is allocated for journey to ensure trains are met (20+ minutes)	JK	16 <sup>th</sup> June		2 x 3 = 6 Green		

#### 4. Volunteers/staff well-being

Description of risk	Inherent risk rating (Likelihood x impact)	What is being done to manage the risk?	Risk owner	Action by when?	Done?	Residual risk (Likelihood x impact)	Date of last review	Date of closure of risk
Allergies	2 x 4 = 8 Amber	All leaders and staff attending will complete a personal details form in advance with allergies noted; foods/drinks will be provided to suit all requirements	JK/CC/CH	15 <sup>th</sup> June		2 x 3 = 6 Green		
Accidents / emergencies / staff or volunteer becoming unwell	2 x 4 = 8 Amber	Personal details form will include emergency contacts and special needs; adjustments made if needed  First Aiders will be present onsite each day.	JK/CC/CH	14 <sup>th</sup> June		2 x 3 = 6 Green		
Safeguarding/behaviour <ul style="list-style-type: none"> <li>Inappropriate behaviour toward staff or participants</li> <li>Abuse of staff or participants</li> </ul>	2 x 4 = 8 Amber	Staff and participants not to put themselves in vulnerable situations  Make clear to staff and participants who to report any incidents to and staff to take immediate action  Share CBA Code of Conduct with all staff and participants				2 x 3 = 6 Green		

#### Additional Info

- The nearest hospital with an Accident and Emergency Department in Leicester Royal Infirmary, Infirmary Square, Leicester, LE1 5WW. 0300 303 173
- First Aiders for the weekend: Dr Jo Kirton and Dr Claire Corkill



