

## RISK ASSESSMENT FORM

### Area - Outbuildings - Guided Tours

Activity/Hazard	Risk to/consequence	L	C	RL	Measures in place	Further action/measures req.	L	C	RL	Date
Excessive speed of vehicles on-site (in particular, outside RO School).	Risk to: all including staff and visitors. Consequence: Muscular/skeletal injuries, fatalities.	2	4	8	Speed bumps. Signage informs drivers, mainly delivery lorries to exercise caution. Pedestrian area only between 10-5pm daily	Monitor vehicle movements when on site	1	4	4	Jul-17
Walking on village access road during tour.	Risk to: tour guides and visitors. Risk: traffic accident. Consequence: skeletal / muscular injury; possible fatality	2	4	8	Groups must stay behind tour guide who will take them on the most suitable route around the village. When unguided, school pupils must remain with adult at all times. Free teacher's education pack provided in advance of visit, including sheets for visitors with mobility needs and info to assist in planning a group visit.	Monitor vehicle movements when on site	2	4	8	Jul-17
Cobbles in village square, uneven path surfaces, steps and slopes around village etc.	Risk to: tour guides and visitors. Risk: trips and falls. Consequence: skeletal / muscular injuries.	2	3	6	Ensure suitable footwear is worn. Regular checks / Inspections of areas undertaken to ensure that cobbles are not loose and that there are not any unnecessary obstructions.	Review of any incidents or issues and update RA as appropriate.	1	3	3	Jul-17
Visitors straying off into areas coned / taped-off for restoration work.	Risk to: visitors and public. Risk: trips, falls, falling debris. Consequence: skeletal / muscular and head injuries.	2	4	8	Guides are aware of building works and avoid area or pass with care. Appropriate measures are taken to cordon off work areas and to ensure safety signage in place.	Review of any incidents or issues and update RA as appropriate.	1	4	4	Jul-17

Assessment done by - **Anne Beattie**  
 Position in Company - **Visitor Centre Supervisor**  
 Assessment review date - **Jul-18**  
 Person Validating Assessment **Andy Dimond - Head of Facilities & Property**  
 Date - **Jul-17**

Consequence	5	5	10	15	20	25	17-25	Unacceptable - STOP ACTIVITY - make Improvements
	4	4	8	12	16	20	10-16	Tolerable - look to make improvements within specified timescale
	3	3	6	9	12	15	5-9	Adequate but look to improve as reasonably practicable
	2	2	4	6	8	10	1-4	Acceptable but ensure controls are maintained
	1	1	2	3	4	5		
		1	2	3	4	5		
		Likelihood						
		L (Likelihood) x C (Consequence) = RL (Risk Level)						