

RISK ASSESSMENT FORM



Area - Roof Garden

Activity/Hazard	Risk to/consequence	L	C	RL	Measures in place	Further action/measures req.	L	C	RL	Date
Walking over planted flower beds to reach outer parapet.	Risk to: staff, visitors and children. Risk: trips and falls. Consequence: skeletal / muscular injury.	3	4	12	Signs in place on roof garden advising visitors to use viewing platform to enjoy the views safely. Walls of planted flower beds (0.6m) closest to parapet have been blocked by planted stone troughs to prevent visitors from standing on walls.	Monitor / review any incidents or issues and update RA as appropriate / ensure new staff receive appropriate training.	2	4	8	Jul-17
Leaning over outer parapet	Risk to: staff, visitors and children. Risk: trips and falls. Consequence: skeletal / muscular injury; possible fatality.	3	4	12	Solid parapet 1.4 metres high positioned around roof. CCTV monitoring 24hrs a day. No unaccompanied children permitted in the Visitor Centre Exhibition areas, including Roof Garden.	Monitor / review any incidents or issues and update RA as appropriate / ensure new staff receive appropriate training.	2	4	8	Jul-17
Steps leading to viewing platform or around garden.	Risk to: staff, visitors and children. Risk: trips, slips and falls. Consequence: skeletal / muscular injury.	3	3	9	Viewing platform steps delineated by yellow painted strips. Viewing platform surrounded by 1.1m high metal railings. Anti slip tread on steps around garden.	Monitor / review any incidents or issues and update RA as appropriate / ensure new staff receive appropriate training.	1	3	3	Jul-17
Climbing on planter walls.	Risk to: visitors and children. Risk: trips and falls. Consequence: possible skeletal / muscular injury.	3	3	9	Walls of planter flower beds (0.6m high) closest to parapet have been blocked by planted stone troughs to prevent visitors from standing on walls. No unaccompanied children allowed in VC exhibition areas, including roof garden.	Monitor / review any incidents or issues and update RA as appropriate / ensure new staff receive appropriate training.	1	3	3	Jul-17
Falling into central water feature.	Risk to: staff, visitors and children. Risk: slips, trips and falls. Consequence: skeletal / muscular injuries.	2	3	6	Water feature surrounded by a 2ft high wooden enclosure / platform. Frequent presence in garden by members of Visitor Centre and Hotel. No unaccompanied children allowed in garden. CCTV.	Monitor / review any incidents or issues and update RA as appropriate / ensure new staff receive appropriate training.	1	3	3	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)								

File ref : 26b 02 15\Visitor Centre\Roof Garden\Roof Garden RA 2017