



<b>Assessment No:</b>
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### Task Risk Assessment Form

<b>Location/Dept</b>	Stafford Castle	<b>Date Assessment Completed</b>	10.1.2014	<b>Assessor</b>	N Thomas
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<b>Task or Activity Assessed</b>	General Office Duties School and other Tours	Castle tour
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<b>Who Is At Risk</b> (tick as appropriate)	<b>Employee</b>	Y	<b>Other (please specify)</b>
	<b>Volunteer</b>	Y	
	<b>Members Of The Public</b>	Y	
	<b>Visitors</b>	Y	
	<b>Contractors</b>	Y	

Hazards Identified	Outcome & Injury
Vehicle movement	Fatality, fractures, serious injury, injury
Cyclists and motorcyclist	Fatality, fractures, serious injury, injury
Assault	Fatality, fractures, serious injury, injury
Uneven or slippery surfaces	Fatality, fractures, serious injury, injury
Verbal abuse	Harassment, offence, stress
Slips, Trips and falls	Cuts and bruises possible fractures
Handling Chain mail	Cuts, tears, muscle strain
Handling weapons	Fatality, serious wounds, injuries, cuts and bruises
Manual Handling	Fatigue, muscular strain, cuts, bruises
Working at Height	Bruises, fractures, head injuries
Working in restricted areas	Bruise, fractures, head injuries
Objects falling from height	Fatality, head injuries, serious cuts, bruises
Excessive Pressure	Work related stress

Display Screen Equipment	Aches pains, strains and sprains, headaches
Fire	Smoke inhalation, burns, fatality
Work Equipment	Cuts, bruises, electrocution
Working with extreme temperatures	Burns hot liquids or ice
Out-of date or poorly stored food	Food poisoning
Work environment (extremes of temperature, rain, sun)	Sunstroke, hypothermia, colds, pneumonia
Outdoor working and biohazards	Fatality, infection, burns
Hazardous Substances	Skin irritations
Young workers, Disabled or Pregnant Workers	Delayed evacuation, additional support needs
Lone working and Visiting Staff	Threatening and aggressive behaviours

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<u>Slips, Trips and falls</u> <ul style="list-style-type: none"> <li>• General good housekeeping.</li> <li>• All indoor areas (Visitor Centre) well lit, including steps, corridor</li> <li>• Trailing leads or cables are moved or protected.</li> <li>• Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>• Staff encouraged to mop up or report spillages.</li> <li>• Flooring is in good condition and properly maintained.</li> <li>• Keep floor surfaces and steps maintained</li> <li>• Uneven areas and rabbit holes filled</li> <li>• Use established routes</li> </ul>	1	2	Tolerable
<u>Manual Handling</u> <ul style="list-style-type: none"> <li>• Staff have attended <i>Health and Safety Awareness</i> Training within the last 3 years</li> <li>• Trolley used to transport boxes of paper and other heavy items when collecting deliveries, etc.</li> <li>• Heavy items are located on appropriate height shelves</li> <li>• Use correct lifting techniques</li> <li>• Chain mail of appropriate size/weight for child age range.</li> </ul>	1	2	Tolerable

<ul style="list-style-type: none"> <li>Do not lift any item you which feel too heavy or is awkward</li> <li>Use establish paths when carrying loads on site and avoid wet/slippery routes</li> </ul>			
<u>Excessive Pressure</u> <ul style="list-style-type: none"> <li>Employees have management help to understand what their duties and responsibilities are.</li> <li>Employees can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work.</li> <li>Employee counselling service available to discuss issues in a confidential manner with a third party professional</li> <li>Work demands are monitored by management and action taken as practicable.</li> </ul>	2	2	Moderate
<u>Fire</u> <ul style="list-style-type: none"> <li>Evacuation plan drafted and tested.</li> <li>Fire alarm tested regularly.</li> <li>Fire drills conducted a minimum of one per year.</li> <li>Fire exit doors and routes are not obstructed.</li> </ul>	1	3	Moderate
<u>Work Equipment</u> <ul style="list-style-type: none"> <li>All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> <li>Staff trained in use of equipment where necessary.</li> <li>Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>Defective equipment taken out of use safely and promptly replaced.</li> <li>Electrical equipment is PAT tested at regular intervals</li> </ul>	1	2	Tolerable
<u>Hazardous Substances</u> <ul style="list-style-type: none"> <li>COSHH assessments completed and available for employees</li> <li>Cleaning products marked 'irritant' have been replaced by milder alternatives where available.</li> <li>Mops, brushes and protective gloves are provided and used.</li> <li>Staff shown how to use cleaning products safely.</li> <li>Cleaning materials are properly stored.</li> <li>Managers ensure that where cleaning contractors are employed, each side</li> </ul>	1	2	Tolerable

understands its responsibilities			
<p><u>Care of Children and the Vulnerable</u></p> <ul style="list-style-type: none"> <li>• All children’s school forms kept up-to-date and available to teaching staff (allergies, medical needs, parents/guardian’s details etc)</li> <li>• Children and vulnerable adults to be closely supervised at all times by teaching Staff and School helpers. Particularly around hazards such as moving vehicles, when handling weapons, when approached by dogs or wildlife, of when in the vicinity of members of the public or contractors/workers</li> <li>• Children and vulnerable adults counted regularly</li> <li>• Children and vulnerable adults identifiable (tabards) when moving around site</li> <li>• Children and vulnerable adults to be made aware of vehicle movement and the possibility of cyclists and motorcyclists on site</li> <li>• Close supervision by trained CRB approved staff</li> <li>• Same sex teachers and helpers to assist with the trying on of costumes</li> <li>• Medical needs known to Teaching Staff and School helpers (and relevant info passed on to Castle Staff)</li> <li>• Medication taken with group and not left locked in VC</li> <li>• Weapons and other equipment to be put out of reach of children or to be closely supervised at all times when not under lock and key.</li> <li>• Pillory and stocks to be monitored to prevent fingers being trapped or small children being held up to try them and suffering neck injuries</li> <li>• Props and costume to be suitable for use and checked regularly</li> <li>• Correct mail and other equipment for age and ability of children (especially mail)</li> <li>• Ensure shorter children to not stand on boxes to do Brass Rubbing (block-mounted Brasses available to do on knees/table tops)</li> <li>• Coin minting to be closely supervised and demonstrations given to outline dangers. Reminders of safety procedures throughout the process. Hammers kept in a safe place between use. Hands held away from the hammer-head</li> <li>• Children to be reminded of the nature of site and not allowed to run ahead of guides (ie to areas of potential danger or where footing conditions differ due to wet soil or leaves, or where nettles encroach on pathways)</li> <li>• Children not to run around visitor centre or around elevated ‘fighting platform’ , along</li> </ul>	1	2	Tolerable

<p>Time-line etc</p> <ul style="list-style-type: none"> <li>• Children not to be allowed to climbing on walls, swinging on railings etc. Close supervision by Teaching Staff. Children not to wander off alone.</li> <li>• Emergency contact numbers and medication close-to-hand</li> <li>• Badly behaved Children and vulnerable adults separated from main group and supervised by teachers or school helpers</li> <li>• Children and vulnerable adults with medical need to have suitable helper and equipment (ie for Hearing, sight, and speech behaviour issues).</li> <li>• Use of toilet facilities to be controlled to ensure safety of children ie same sex adult to check toilet block is empty and safe and to use and to stand outside to ensure safe return to main group. Teachers to monitor numbers to ensure the whereabouts of children and vulnerable adults are known at all times</li> <li>• Watch-out for bullying within the group.</li> <li>• Be aware of outsiders infiltrating group or members of group disappearing with outsiders/friends</li> <li>• Ensure mixed games are safe and that pairings are suitable.</li> <li>• Ensure jewellery is not worn if this may get tangled (ie in chain mail or costume) or cause injury to wearer or those around them</li> <li>• Access to disabled toilet available</li> </ul>			
<p><u>Lone working and visiting staff</u></p> <ul style="list-style-type: none"> <li>• Staff carry radio when on-site.</li> <li>• Staff to be aware of site codes and how to ask for assistance if radio battery is 'low'.</li> <li>• Staff leave details of visits in the office and give a contact number.</li> <li>• Staff responsible for locking up at night checks all areas before leaving.</li> <li>• Whereabouts of staff 'out of the office' to be monitored by office based staff.</li> <li>• Employees maintain contact with the office, with the use of a mobile phone, at agreed intervals and emergency are in place if contact is not maintained</li> <li>• Any incidents to be discussed at team meetings to see if lessons can be learnt</li> <li>• Employees provided with personal attack alarms if going on site visits.</li> <li>• Arrangements in place for co-ordinating contact for those employees that are required to work outside of normal working hours.</li> </ul>	2	2	Moderate

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

<b>Date</b>	Feb 2013	<b>Assessor Signature</b>	N Thomas
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**Reviews**

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

<b>1<sup>st</sup> Reassessment Date</b>	10.1.2014	<b>Assessor Signature</b>	N Thomas
<b>2<sup>nd</sup> Reassessment Date</b>		<b>Assessor Signature</b>	