

**WELSH GOVERNMENT BESPOKE RISK ASSESSMENT**

<b>Risk Assessment Title:</b>	<b>Cadw Monuments</b>
<b>Risk Assessment No:</b>	<b>Harlech Castle</b>

What are the hazards associated with the activity?	Who might be harmed and how?	What we should already be doing to reduce the risk?	EVALUATE THE RISK *using table in Annex A			Any further actions that may reduce the risk?	Action by: Whom / When / Completed	RE-EVALUATE THE RISK *using table in Annex A		
			L	S	LxS			L	S	LxS
Injury from moving around the monument – staffed sites  Uneven surface Spiral staircases Wall walks Steps/ stairs Grassed areas Poor visibility/lighting		Advice and guidance in Custodians' Handbook	3	3	9	Ensure daily inspections and periodic assessments are fully documented	Staff	2	3	6
		Induction training for Custodians								
		Daily inspections by Custodians				Complete programme of visitor safety audits				
		Regular assessments by Conservation Team (and after severe weather)				Lessons learned reviews of serious accidents				
		Cleaning regime by contractors				Risk assessment training for Custodians				
		Accident reporting procedures in place including prompt follow-up of action points				Custodians` discretion to refuse entry to visitors wearing inappropriate footwear	Cadwreath	2	3	6
		Programme of visitor safety audits								
		Custodians` discretion to open and close monuments				Attached non slip strips to the wooded steps leading down to the Watergate				
		Custodians` discretion to close affected Areas & report any lighting issues to The Facility management company				Conservation/ Interpretation teams to investigate improved lighting				
Injury from falling masonry	Staff and visitors	Daily inspections by custodians	2	4	8	Cordoning off areas using barriers	Staff	4	1	4

		Regular assessments by conservation team (and after severe weather)				Further investigation to spot where the masonry had fallen from  Use camera to send photos to conservation team				
Injury in the event of a fire	Staff ,visitors, contractors	See general office RA	4	5	<b>20</b>	All staff to read and follow the guidance within the RA  Ensure that all staff are aware of the fire and emergency evacuation procedures	Staff	1	5	<b>5</b>
Injury occurred whilst holding events including private hire	Staff and visitors  Crowd safety	Security contracts  See attendance at events RA  See the Custodian Handbook  Risk assessments for each event must be carried out by event organiser and shared with custodian prior to the event.	3	3	<b>9</b>	Ensure event organisers are familiar with fire and emergency arrangements  Ensure event organisers are aware of security arrangements.	Staff	1	3	<b>3</b>
Violence against staff	Staff  Other visitors	See the Custodian Handbook  See Violence against Staff RA	3	3	<b>9</b>	All staff at each site to read and follow the guidance within the risk assessment.  Staff should assess the danger and not put themselves at risk.  Staff should have contact details for local police readily available.  Staff should consider attending the dealing with difficult people training.	Staff	2	<b>3</b>	<b>6</b>

Risk of harm against, children, young people or vulnerable people	Visitors	See the Custodian Handbook  Each school party is required to undertake their own risk assessment and share with custodian. Schools offered free recce visit and introductory talk.	5	2	<b>10</b>	Bad behaviour should be reported to the supervising teacher and not dealt with themselves.  Staff should be vigilant about 'Stranger Danger'.  Further Safeguarding children training could be considered.  Staff should familiarise themselves with the process in place for lost/missing children.  Custodians should ensure the teacher to pupil ratio is enforced.	Staff  Visitors	2	2	<b>4</b>
Injury caused by attendance at monuments in severe weather conditions	Staff and visitors	See the Custodian Handbook	2	2	<b>4</b>	A custodian should be supported to use his/her own judgement about when a monument should be closed and take the necessary action.  Consider making wet weather clothing available.  Consider subscribing to weather alerts.  Use of buddy system to inform staff about closure of monuments.	Staff	1	2	<b>2</b>

Injury from incorrect use of DSE and till equipment	Staff	All staff should read the General Office generic risk assessment.	5	3	<b>15</b>	All Staff should have an up to date DSE assessment in place.	Staff	1	1	<b>1</b>
Injury from incorrect manual handling of retail stock	Staff	See the Custodian Handbook  All staff should read the General Office generic risk assessment.	2	4	<b>8</b>	Staff should attend a manual handling course.  Boxes of stock should be split wherever possible.  Staff should use lifting equipment wherever possible.	Staff	1	4	<b>4</b>
Injury from use of COSHH	Staff	See the Custodian Handbook  Cleaning is normally undertaken by contractors	3	4	<b>12</b>	Staff should be trained in the use of COSHH  Staff should only use and store COSHH in a suitable and safe manner.  Staff should be made available protected equipment, gloves etc for use when using COSHH.	Staff	1	4	<b>4</b>
Injury from flag flying (six sites)	Staff	See the Custodian Handbook	2	2	<b>4</b>	Staff should not attempt to fly the flag in inclement weather.  If weather conditions deteriorate the flag should be brought down at the earliest opportunity.	Staff  Visitors	1	2	<b>2</b>
Injury from accessing heating , fuse boards, meters and flood lighting board	Staff and stewards	Plant room kept locked Access /keys to authorised personnel only Appropriate signage Rooms kept clear not used for any other purpose Plant regularly tested and serviced	2	5	<b>10</b>	Update and review signage Individual staff training for staff awareness Record training undertaken Facilities manager to review custodial procedures to ensure suitability and effectiveness	Staff and Stewards	1	5	<b>5</b>

Injury resulting from dog bite	Staff and visitors	Custodians to inform visitors to keep dogs on the lead. No entry to upper levels of the Castle	3	1	<b>3</b>	Custodian to ask visitors to leave if they will not / cannot control their dog  Consideration to be given to reviewing dog access policy in normal course of business	Staff Visitors	3	1	<b>3</b>
Illness resulting from contact with dog faeces (toxicariasis)	Staff and visitors	Daily checks by custodians  Custodians to inform visitors to pickup after their dogs  Custodians to keep a supply of dog poo bags to give to visitors with dogs	3	2	<b>6</b>	Consideration to be given to reviewing dog access policy in normal course of business	Staff Visitors	3	2	<b>6</b>

Assessor: Tony Payne  
Line Manager Accountable: / Stacy Birkett /  
Date: 16<sup>th</sup> April 2018  
Assessment Review Date:

**ANNEX A**

**Risk Rating Matrix**

<b>The severity of harm</b>	<b>The likelihood of harm</b>
1 No injury	1 Unlikely
2 Minor injury	2 Possible
3 Injury requiring a Doctor or Hospital	3 Likely
4 Major injury	4 Probable
5 Fatality	5 Almost certain

Risk Rating is calculated by multiplying the likelihood of harm against severity of harm

		Severity of harm →					
		Likelihood of harm ↓	1	2	3	4	5
Well	5	5	10	15	20	25	
	4	4	8	12	16	20	

**High Risk: 16 to 25** - Activities should cease immediately until further control measures to mitigate the risk are introduced;  
**Medium Risk: 9 to 15** – Activities should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period;  
**Low Risk: 1 to 8** – Largely acceptable, subject to reviews periodically, or after significant change