

# Specific Risk Assessment- General public and school visits to Llancaiach Fawr (Manor)



Activity / Workplace Assessed: Return to work after accident General visit to site  
 Persons consulted / involved in risk assessment: Louise Griffith,  
 Date: 28.6.2014  
 Reviewed On:21/04/20 and Ongoing monitoring

Location / Department: Llancaiach Fawr  
 Risk Assessment Reference Number:  
 Review Date: TBC  
 Reviewed By: LE

Significant Hazard (* see prompt list below – not exhaustive)	People at risk and what is the risk Describe the harm that is likely to result from the hazard (e.g. cut, broken leg, chemical burn etc.) and who could be harmed (e.g. employees, contractors, visitors etc.)	Existing control measures What is currently in place to control the risk?	Risk rating Use matrix identified in guidance note Likelihood (L) Severity (S)  Multiply (L) * (S) to produce Risk Rating (RR)				Further action required What is required to bring the risk down to an acceptable level? Use hierarchy of control described in guidance note when considering the controls needed.	Actioned to: Who will complete the action?	Due date: When will the action be complete by?	Completion date: Initial and date once the action has been completed
			L 1	S 2	RR 2	L /M/H M				
Uneven floors	All visitors to manor. Tripping and falling. Grazes and Bruises	Interpretation Staff and Guides to warn all visitors of uneven floors at front door prior to entry. Warnings reiterated by staff in specific spots where floors are known to be uneven. Supervision of visitors at all times	2	1	2	m	N/a	All reps of LF, volunteers & teachers	On all visits	ongoing

Steps	All visitors to site. Tripping and falling. Grazes, Bruises and Sprains.	<p>Interpretation Staff and Guides to warn all visitors of steps at front door prior to entry.</p> <p>Warnings reiterated by staff in Great Hall for dais step.</p> <p>Additional false steps installed where especially high steps were located previously.</p> <p>Manor staff in the building at all times when the public are present.</p> <p>Handrails at appropriate locations.</p>	1	2	2	m	N/a	All reps of LF, volunteers & teachers	On all visits	ongoing
Staircases	All visitors. Tripping and falling. Bruises, Grazes, Sprains and Fractures.	<p>Interpretation Staff and Guides to warn all visitors about stairways at front door prior to entry.</p> <p>Visitors to be told that they may only use the grand staircase and must not use the intermural stairways.</p>	1	2	2	m	- N/a	All reps of LF, volunteers & teachers	On all visits	ongoing

Attic Stairways	Visitors on Attic Tours – Bruises, Grazes, Sprains and Fractures.	<p>Interpretation Staff and Guides to warn all visitors before entering the stairways about low beam on staircase.</p> <p>Visitors to be warned of narrow step width and varied riser depth.</p> <p>Extra lighting provided on stairwell to reduce risk.</p> <p>Handrail installed to staircase.</p> <p><b>No unsupervised access- staff member to be with visitors at all times.</b></p>	2	2	4	m	- N/a	All reps of LF; volunteers and teachers	On all visits	ongoing
Low Head Room on some doorways and in attics	All visitors. Scrapes, Bruises and Grazes,	<p>Interpretation Staff and guides to warn all visitors at front door prior to entry.</p> <p>Additional signs on particularly low doorways- especially at top of staircase tower. Oak lintel has been chamfered to remove sharp edge.</p> <p>For visitors entering Attic areas additional warnings will be given.</p>	2	1	2	m	- N/a	All reps of LF volunteers and teachers	On all visits	ongoing
Bench Legs	All visitors. Tripping and falling. Bruises and Grazes	<p>A verbal warning to be given on entry to the Great Hall where the benches are situated.</p> <p>Room supervision</p>	2	1	2	m	N/a	All representatives of LF, volunteers & teachers	On all visits	ongoing

Raised Dais	All visitors. Tripping and falling. Bruises, Grazes and Sprains	Verbal warning given about Dais in the Great Hall on entry and interpretation staff to reiterate the position of dais as visitors move into parlour or from parlour back into Great Hall.	2	1	2	m	N/a	All representatives of LF, volunteers & teachers	On all visits	ongoing
Fire Escape through Staircase Tower	All visitors. Tripping and falling causing fractures, sprains or bruising.	Verbal warning of winders and supervision.  In an emergency Manor staff will guide visitors out of the nearest exit.  Emergency evacuation chairs on both staircases.  Handrail on staircase	2	2	4	m	- N/a	All representatives of LF, volunteers & teachers	On all visits	ongoing
Open Fire in Manor House	All visitors but more especially school groups. Burns, Fire Damage to clothing	Spit and table placed in front of fire in small kitchen to help prevent accidental falling in.  verbal warning and supervision given in all rooms with open fireplaces.	2	2	4	m	tables re-arranged to prevent access when demonstrations of cooking are underway on busy days	All representatives of LF, volunteers & teachers	On all visits	Ongoing
Trying on Arms and Armour	All visitors but more especially school groups. Dropping heavy equipment onto toes and feet. Pinching fingers in breast plate fastenings.	The armoury and armour to be supervised at all times. Any armour that is to be tried on is lifted on and off visitors by Interpretation staff or teachers.	2	1	2	m	N/a	All representatives of LF, volunteers & teachers	On all visits	Ongoing

Sharp objects in Manor house	All visitors. Cuts	Supervised access to sharp objects.  Knives etc to be kept in box out of reach and only used during supervised access.  Pikes to be stored in ceiling hangars in Cross Passage and only used under supervised access.	1	2	2	m	N/a	All representatives of LF, volunteers & teachers	On all visits	Ongoing
Substances used in demonstrations of traditional activities	All visitors and staff	Non- food substances kept out of the reach of children. No toxic substances used. No unsupervised access. Cooked food items not offered to visitors at present.					Substances used in activities that whilst not toxic are not suitable for ingestion are not put onto tables unless there is a specific interpreter demonstrating the activity and removed at the end and placed in a secure area off limits to the public- ie the cellar	All representatives of LF, volunteers & teachers	On all visits	ongoing
Sheep/livestock onsite	All visitors- biohazard from droppings.	During events involving live warning sign placed by animals to warn pregnant women of the hazard of contact with sheep	1	2	2	m	Hand sanitizer placed next to animals and handwashing instructions	All representatives of LF, volunteers & teachers	On all visits	Ongoing
Slip/trip in garden	All visitors. Bruises, Grazes Sprains and Breaks	Pathways kept clear at all times and de iced when necessary.	2	1	2	m	N/a	All representatives of LF, volunteers & teachers	On all visits	Ongoing

Poisonous plants	All visitors, staff and volunteers	Known poisonous plants not planted in garden	1	2	2	m	Self seeded plants monitored by garden staff.	Gardening staff monitor gardens regularly		
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COVID-19 infection	All staff and Volunteers at risk. There is a current Pandemic -therefore everyone should be on alert.	<ul style="list-style-type: none"> <li>• Some PPE is provided (hand sanitiser) Staff must use this and wash hands where possible – this is to protect themselves and the wider community members. No further PPE is needed according to PHW recommendations)</li> <li>• Surface wipes have been provided and surfaces are to wiped down once items have been used by each member of staff</li> <li>• A cleaning schedule has been implemented for which includes additional disinfection of hard surfaces including door handles, desks, computers keyboards and telephones.</li> <li>• Posters showing the correct handwashing procedure have been installed in each of the hand washing areas</li> </ul>	3	4	12	Med	All staff to carry their staff ID badges, or volunteers to carry the permission letters for front line workers – Available from the CR management team if needed)			
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		<ul style="list-style-type: none"> <li>All soap in dispensers throughout the site have been checked to ensure that they contain anti-bacterial soap</li> <li>Catering staff will be on hand to serve all tea and coffee for conferences rather than the usual self-serve</li> <li>Cutlery and napkins have been removed from the self service area of the café and staff will provide it with meals rather than guests helping themselves.</li> <li>Any member of staff who becomes unwell at work will be sent home immediately.</li> </ul>								
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Risk Assessor(s)    LE Signature(s)

Designation Safety Officer : Lesley Edwards General Manager

DEFINITIONS:    **Hazard – Something with the potential to cause harm**    **Risk – Chance that the harm will be realised**

**Hazard Prompt List:** asbestos, glazing, noise, vibration, electrical, poor ergonomics, repetitive motion, manual handling, heat / cold, fire, flammable materials, slip, trip, fall, fall from height, falling object, collision, glare, adverse weather, sharps, substances (dusts/liquids/gases), stress, lone working, confined space, moving parts, crushing, entrapment, compressed air, lighting, operation of vehicles, unstable stacking/storage, violence (Physical/verbal)

Likelihood (L)

Severity (S)

Multiply (L) by (S) to produce the risk rating (RR)



		LIKELIHOOD		
SEVERITY		<u>1</u> <u>Unlikely</u>	<u>2</u> <u>Possible</u>	<u>3</u> <u>Very Likely</u>
	<b>1</b> Slight/minor injuries/minor damage	<b>1</b>	<b>2</b>	<b>3</b>
	<b>2</b> Medium Injuries/Significant damage	<b>2</b>	<b>4</b>	<b>6</b>
	<b>3</b> Major Injury/Extensive Damage	<b>3</b>	<b>6</b>	<b>9</b>

## Likelihood

- 3 – Very likely
- 2 – Possible
- 1 – Unlikely

## Severity

- 3 – Major injury/Extensive damage
- 2 – Medium injury/significant damage
- 1 – Slight/minor damage

1 = Low risk, action should be taken to reduce the risk if reasonably practicable.

2,3,4 = Medium risk, is a significant risk and would require an appropriate level of resource.

6 & 9 = High risk, may require considerable resource to mitigate. Control should focus on elimination of risk, if not possible control should be obtained by following the hierarchy of control.