

## APPENDIX 8

### RISK ASSESSMENTS

# Newark & Sherwood District Council R.A.1 - Occupational Risk Assessment Form



Dept/Section Environmental Services                      Location    Newark    Castle  
Grounds

**Name of person doing this assessment** - please print Nick Eason

**1. Description of task** (*sufficiently detailed to identify the key elements of the work*)

Visitors Newark Castle Grounds

**2. Hazards associated with this task**

1. Use of footpaths steps and slopes (trips slips and falls)
2. Members of the public climbing the walls (falling from height)
3. Falling masonry (causing injury to visitors)
4. Falling debris from trees and shrubs (causing injury to visitors)

**1. How do you deal with these hazards now? - Please list existing preventative or protective measures**

1. The footpaths are in very good condition and have regular visual inspections undertaken by the on - site Ranger. Any remedial repairs to be reported and completed ASAP.
2. Warning signage No Climbing. On - site Ranger advise activity not permitted.
3. Visual inspections of the castle walls , exclude areas from public, barrier off area until safe.
4. Independent inspection by Addas of all trees – visual checks by maintenance staff and ranger any unsafe items removed.
5. The on - site Ranger is fully trained First Aid appointed person ( Red Cross – one week course refreshed every three years)

**1. Having identified the hazard(s) above and considering the existing control measures, what is the likelihood of causing harm?**

Probable - 4 [ ]      Possible - 3 [ ]      Improbable - 2 [  ]  
Remote - 1 [ ]  
Likely to occur      Probably will occur in time      May occur in time  
Unlikely to occur

**2. Is the resultant harm likely to be?**

Major - 4 [ ]      Severe - 3 [  ]      Significant - 2 [ ]  
Minor - 1 [ ]  
Imminent hazard capable      Serious injury, illness or      Can cause injury or illness but  
results      Minor first aid      of causing death and illness      severe injury      are not expected to be serious  
of causing death and illness

**Risk Score** (*likelihood x harm*)

5

3. **Risk conclusion** (*refer to risk potential matrix overleaf*):      Low [ ]  
Medium [  ]      High [ ]

4. **How often are people exposed to the hazards?**      Daily [  ]      Weekly [ ]  
Monthly [ ]      Annually [ ]

5. **How many people are/will be exposed** (*including members of public*)      All visitors

6. **Are existing protective or preventative measures sufficient to prevent or reduce the harm to a reasonably practicable level or as required by current legislation?**

Yes [  ]      No [ ]      Don't know [ ]

\* If "Don't know" is ticked - consult with your Line Manager before completion.  
\*

7. **Are additional protective or preventative measures necessary?**      Yes [ ]  
No [  ]

**If YES list all additional measures below in section 11**

**8. Additional preventative or protective measures required to reduce or eliminate risk.** (All items listed within this section must be entered onto your sections “**Action Plan**” and prioritised accordingly)

**9. Other comments** Signs and notice boards for general information are in place and a visitor leaflet is available at the centre. The site is partially covered by CCTV. Tourist information Centre also on site for help and advice. Site is visited daily by Parks Staff who can be approached for help and advice.

**10. Date assessment is to be reviewed:** January 2007

**Signature of Assessor**  
20.01.06

**Date**

**Signature of Director**  
(signifying agreement of assessment)

**Date**

***Risk Matrix***

<b>Likelihood</b>	<b>Risk Potential</b>			
<b>4 - Probable</b>	4 - medium risk	8 - high risk	12 - high risk	16 - high risk
<b>3 - Possible</b>	3 - medium risk	6 - medium risk	9 - high risk	12 - high risk
<b>2 - Improbable</b>	2 - low risk	4 - medium risk	6 - medium risk	8 - high risk
<b>1 - Remote</b>	1 - low risk	2 - low risk	3 - medium risk	4 - medium risk
<b>Resultant Harm</b>	<b>1- Minor</b>	<b>2- Significant</b>	<b>3- Severe</b>	<b>4- Major</b>

**R.A.1 NEWARK & SHERWOOD DISTRICT COUNCIL**

**OCCUPATIONAL RISK ASSESSMENT**

**Dept/Section** Environmental Services/      **Location** Newark Castle and Town  
**Parks Ref** 1  
 Community Facilities Section

Name of person doing this assessment - please print Phil Beard

**1. Description of task** (*sufficiently details to identify the key elements of the work*)

Customer Violence - dealing with drunks, people under the influence of drugs, confrontation whilst upholding bylaws and park rules.

**2. Hazards observed - Task & Environment**

Working alone, working in the dark locking up and opening the castle grounds, physical threats and abuse.

**3. Having identified the hazard/s above, what is the likelihood of it/them causing harm?**

Certain [ ] (High) Possible [ x ] (Medium) Unlikely [ ] (Low)

**4. Is the resultant harm likely to be?**

Major Injury [ ] Serious Injury [ x ] Slight Injury [ ]

**5. How often are people exposed to the hazards?**

Repeatedly [ x ] Irregularly [ ] Occasionally [ ]

**6. How many people are/will be exposed (including members of public)? 1 - Ranger**

**7. How do we deal with the hazards now?**

- Monitoring - incident forms, violence at work procedure
- The ranger has a mobile phone
- Town centre CCTV, the ranger has a radio link to the CCTV control room at Kelham Hall
- Emergency First Aid trained

**8. Is this enough to prevent or reduce the harm to a reasonably practicable level?**

Yes [ x ] No [ ] Don't know [ ]

(If "Don't know" is ticked - consult with your Line Manager for completion.

If the present control measures are not enough to prevent harm - what needs to be done?

Make sure that the ranger is trained in dealing with the public.

**9. Overall risk conclusion:** Low [ ] Medium [ x ] High [ ]

**Date assessment is to be reviewed:** February 2006 **Signature of assessor**  
**Date:** 08/02/05

**Signature of Director** (*signifying agreement of assessment*)

**Date**

## **R.A.1 NEWARK & SHERWOOD DISTRICT COUNCIL**

### **OCCUPATIONAL RISK ASSESSMENT**

**Dept/Section** Environmental Services/      **Location** Newark Castle and Gardens  
**Ref** 2  
Community Facilities Section

**Name of person doing this assessment - please print** Phil Beard

**1. Description of task** (*sufficiently details to identify the key elements of the work*)

Contact with hypodermic needles

**2. Hazards observed - Task & Environment**

Contact with, and handling of, hypodermic needles during litter clearance, emptying of litter bins and weeding of shrub beds

**3. Having identified the hazard/s above, what is the likelihood of it/them causing harm?**

Certain [ ] (**High**) Possible [ x ] (**Medium**) Unlikely [ ] (**Low**)

**4. Is the resultant harm likely to be?**

Major Injury [ ] Serious Injury [ x ] Slight Injury [ ]

**5. How often are people exposed to the hazards?**

Repeatedly [ ] Irregularly [ x ] Occasionally [ ]

**6. How many people are/will be exposed (including members of public)?**

Castle Ranger, parks maintenance staff, volunteers

**7. How do we deal with the hazards now?**

- PPE - gloves
- provision of sharps bins

**8. Is this enough to prevent or reduce the harm to a reasonably practicable level?**

Yes  No  Don't know

**(If "Don't know" is ticked - consult with your Line Manager for completion.**

**If the present control measures are not enough to prevent harm - what needs to be done?**

Make sure that the Castle Ranger, grounds maintenance staff and volunteers are aware of the risk and have received guidance in handling of hypodermic needles.

**9. Overall risk conclusion:** Low  Medium  High

**Date assessment is to be reviewed:** February 2006 **Signature of assessor**  
**Date:** 08/02/05

**Signature of Director** (*signifying agreement of assessment*)

**Date**

## **R.A.1 NEWARK & SHERWOOD DISTRICT COUNCIL**

### **OCCUPATIONAL RISK ASSESSMENT**

**Dept/Section** Environmental Services/ **Location** Newark Castle and Town  
**Parks Ref** 3  
Community Facilities Section

**Name of person doing this assessment - please print** Phil Beard

1. **Description of task** (*sufficiently details to identify the key elements of the work*)  
Litter Collection - Litter picking, Emptying bins,
2. **Hazards observed - Task & Environment**  
Outside environment - uneven ground, weather  
Picking up hazardous waste which might cause infection- hypodermic needles  
Picking up sharp objects
3. **Having identified the hazard/s above, what is the likelihood of it/them causing harm?**  
  
Certain [ ] (High) Possible [ x ] (Medium) Unlikely [ ] (Low)
4. **Is the resultant harm likely to be?**  
Major Injury [x] Serious Injury [ ] Slight Injury [ ]
5. **How often are people exposed to the hazards?**  
Repeatedly [ x ] Irregularly [ ] Occasionally [ ]
6. **How many people are/will be exposed (including members of public)?**  
Castle & Parks Ranger, volunteers
7. **How do we deal with the hazards now?**  
- PPE, gloves  
- Litter pickers are used  
- Follow code of practice for handling hypodermic needles/sharp objects
8. **Is this enough to prevent or reduce the harm to a reasonably practicable level?**  
  
Yes [ x ] No [ ] Don't know [ ]

(If "Don't know" is ticked - consult with your Line Manager for completion.

If the present control measures are not enough to prevent harm - what needs to be done?

9. **Overall risk conclusion:** Low [ x ] Medium [ ] High [ ]

Date assessment is to be reviewed: February 2006 Signature of assessor  
Date: 08/02/05

Signature of Director (*signifying agreement of assessment*)

Date

## R.A.1 NEWARK & SHERWOOD DISTRICT COUNCIL

### OCCUPATIONAL RISK ASSESSMENT

**Dept/Section** Environmental Services/  
4  
Community Facilities Section      **Location** Newark Castle      **Ref**

**Name of person doing this assessment - please print** Phil Beard

**1. Description of task** (*sufficiently details to identify the key elements of the work*)

Risk Assessment for the opening of the Castle interior spaces - unsupervised.

**2. Hazards observed - Task & Environment** Injury from falling

1. Treads on the spiral stair case narrow towards the centre
2. Space is confined
3. Vandalism and antisocial behaviour
4. Some areas, eg gatehouse stairs, not well lit
5. Low doorways

**3. Having identified the hazard/s above, what is the likelihood of it/them causing harm?**

**Certain** [ ] **(High)**    **Possible** [x] **(Medium)**      **Unlikely** [ ]  
**(Low)**

**4. Is the resultant harm likely to be?**

**Major Injury** [ ] **Serious Injury** [x] **Slight Injury** [ ]

**5. How often are people exposed to the hazards?**

**Repeatedly** [x] **Irregularly** [ ] **Occasionally** [ ]

**6. How many people are/will be exposed (including members of public)?**

Public - Variable depending on year/time of day - 10s or 100s

**7. How do we deal with the hazards now?**

1. Interior spaces only open when the ranger is on site
2. Staircase and safety rope visually checked for damage, wear, slippery surface before and during the period the gate house is open.

3. A caution sign is put at the entrance of the gate house warning the public that the stairs are steep and to be aware of low headroom.

4. Viewing platforms are provided with railings to prevent falls

8. Is this enough to prevent or reduce the harm to a reasonably practicable level?

Yes [ x ]

No [ ]

Don't know [ ]

(If "Don't know" is ticked - consult with your Line Manager for completion.

If the present control measures are not enough to prevent harm - what needs to be done?

9. Overall risk conclusion: Low [ x ] Medium [ ]  
High [ ]

Date assessment is to be reviewed: February 2006 Signature of assessor

Date: 08/02/05

Signature of Director (*signifying agreement of assessment*)

Date

## R.A.1 NEWARK & SHERWOOD DISTRICT COUNCIL

### OCCUPATIONAL RISK ASSESSMENT

Dept/Section Environmental Services/ Location Newark Castle and Town  
Parks Ref 5  
Community Facilities Section

Name of person doing this assessment - please print Phil Beard

1. Description of task (*sufficiently details to identify the key elements of the work*)

General Manual Handling - Carrying out practical conservation tasks, minor maintenance

2. Hazards observed - Task & Environment

Outside environment - uneven ground, weather problems associated with manual handling

3. Having identified the hazard/s above, what is the likelihood of it/them causing harm?

Certain [ ] (High) Possible [ x ] (Medium) Unlikely [ ] (Low)

4. Is the resultant harm likely to be?

Major Injury [ ] Serious Injury [ x ] Slight Injury [ ]

5. How often are people exposed to the hazards?

Repeatedly [ ] Irregularly [ x ] Occasionally [ ]

6. How many people are/will be exposed (including members of public)?  
Ranger only

7. How do we deal with the hazards now?

- PPE, gloves, coat, suitable shoes
- Use of alternative means of lifting and moving heavy objects
- Manual handling training provided
- Assistance from other staff where required

8. Is this enough to prevent or reduce the harm to a reasonably practicable level?

Yes [ x ]

No [ ]

Don't know [ ]

(If "Don't know" is ticked - consult with your Line Manager for completion.

If the present control measures are not enough to prevent harm - what needs to be done?

9. Overall risk conclusion: Low [ ] Medium [ x ]  
High [ ]

Date assessment is to be reviewed: Feb 2006

Signature of assessor

Date: 08/02/05

Signature of Director (*signifying agreement of assessment*)