

SITE RISK ASSESSMENT

PROPERTY	Bishops Palace	LOCATION	The Bishop's Palace	REF NO.	RA2024
DEPARTMENT	Property Management	HEAD OF DEPT.	K. Love	DATE	21/1/2024
ACTIVITY	Bishop's Palace Daily Activities Across Site				

FIRE

Nature of hazard	Area	Groups at risk	Current precautions	Estimation of risk	Further precautions
Electrical Heaters – too close to obstructions or left unattended	Staff Offices and residences	Visitors, Volunteers, Staff	Cyclical PAT testing, fire extinguishers, fire alarm system Heaters not placed near obstructions, switched off at night	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Open fires and wood burning stoves	Entrance Hall.	Visitors, Volunteers, Staff and Residents	Chimneys swept annually, fire places cleaned after use, fire guards used where appropriate, no fuel sources left near to fires, fires extinguished after use	Severity of hazard High Likelihood of event Medium Adequacy of controls High	
All electrical items	Full Site	Visitors, Volunteers, Staff and Residents	All items switched off when not in use, PAT testing, visual inspections carried out before use, faulty equipment disposed of appropriately	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Cigarette Stubs (particularly during private events)	Stableyard, Terrace, Outdoor areas	Visitors, Volunteers, Staff and Residents	Smoking has been prohibited for general visitors. There is a designated smoking area for private event visitors on the Garden Terrace. Smoking not permitted inside any buildings, staff and volunteers not permitted to smoke onsite, good housekeeping to prevent combustible waste	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Burning Candles	Chapel	Visitors, Volunteers, Staff and Residents	Candles never left unattended, except tea lights in Chapel (which are on a specific fire-retardant stand). Chapel candles are extinguished at the end of the day by Duty Manager. Candles not left near fuel source. Hot Works Permits required for all relevant activities	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Cooking Equipment	Palace Kitchen, Cafe Kitchen,	Visitors, Volunteers, Staff	Food being cooked is not left unattended, heat sources turned off when not in use. Areas	Severity of hazard High Likelihood of event Medium	

	Residences	and Residents	nearby kept clean and tidy. Fire extinguishers and fire blankets available nearby. Regular inspections	Adequacy of controls	High	
Built Up Waste	Kitchens, Offices, Storage Areas, Residences	Visitors, Volunteers, Staff and Residents	Rubbish bins on site regularly emptied, not located near any energy sources. Packaging materials etc are disposed of regularly	Severity of hazard Likelihood of event Adequacy of controls	Medium Low High	
Gas Canisters	Cafe	Visitors, Volunteers, Staff	Canisters are stored upright, away from areas with public access, in an appropriate container. Kept away from any energy sources. Canisters are returned once empty. Reputable supplier used.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Office Equipment, Stationery, Laminators, Printers etc	Offices	Visitors, Volunteers, Staff and Residents	Office equipment not left on or unattended, PAT testing carried out annually, no combustible items left near electrical equipment	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Stored wood	Fireplaces, log store, residences	Visitors, Volunteers, Staff and Residents	Log store is well away from sources of flames and other buildings	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Rubbish and Recycling	Outside Brewery Office, Stableyard	Visitors, Volunteers, Staff and Residents	Bins are kept away from areas with public access and are regularly emptied. Bins are kept away from any energy sources.	Severity of hazard Likelihood of event Adequacy of controls	Medium Low High	
Petrol	Gardener's Mess, Workshop	Visitors, Volunteers, Staff and Residents	Petrol stored in appropriate COSHH containers and away from public access areas. Stored away from electrical equipment	Severity of hazard Likelihood of event Adequacy of controls	High Low Medium	
Bonfires	Private area in arboretum	Staff overseeing it	Those lighting a fire do so only with paper, dry wood and matches. It is fed with suitable natural material and the size controlled. There is a clear 2-3m empty space around it. It is left once burnt out. Fires are not lit in high winds or very dry periods. Those working on a fire keep in close radio contact with other members of staff.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	

DRAGONS LAIR

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Play equipment on various heights	Falling and broken bones	Children	Signage at entrance to area asking all children to be supervised by a responsible adult at all times. Rubber matting embedded around all climbing equipment. Soft landscaping/grass around all	Severity of hazard Likelihood of event Adequacy of controls	Med Low High Area will be checked at regular intervals to see how the equipment is being used.

			equipment to prevent serious injury.		Health and safety assessment by 'The Outdoor Play Company completed in July 2021 and every year since construction.
Open water	Drowning	All people, particularly children	Warning signs at entrances to outer gardens, multiple throw-ropes. Tickets clearly state children must be accompanied at all times.	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Benches braking	Visitor sits on bench and it breaks	All visitors	Broken benches immediately removed Regular checks of benches	Severity of hazard Low Likelihood of event Low Adequacy of controls High	
Climbing trees	Slip, trip or fall	Children	Responsible adults to supervise their children. Staff to remain vigilant.	Severity of hazard Low Likelihood of event Low Adequacy of controls High	

CAFÉ

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Water boiler and coffee machines	Severe burns	Catering staff	Staff trained before use Responsibility of line manager and individual staff members	Severity of hazard High Likelihood of event Low Adequacy of controls Med	Equipment regularly serviced; PAT tested
Wet and slippery floors	Trip hazard	Catering staff and customers	Responsibility of line manager and individual staff members	Severity of hazard Med Likelihood of event Low Adequacy of controls Med	Use wet floor signs, clean up any spillages as quick as possible
Broken glass or crockery	Cuts and Lacerations	Catering staff and customers	Responsibility of line manager and individual staff members	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Table and chair legs	Trip hazard	Catering staff and customers	Responsibility of line manager, individual staff members and customers	Severity of hazard Med Likelihood of event Low Adequacy of controls High	Place any outstanding chairs back into position and under tables
Hot food and drink spillages	Severe burns	Catering staff and customers	Staff trained Responsibility of line manager, individual staff members and customers	Severity of hazard High Likelihood of event Low Adequacy of controls Med	Tables regularly cleared and cleaned. Use wet floor signs, clean up any spillages as quick as possible
Exposed Plug sockets	Visitor electrocutes	Catering staff and customers	Responsibility of line manager, individual staff members and customers	Severity of hazard High Likelihood of event Low	Plug-socket covers

	self			Adequacy of controls	Med	
Emptying bins	Pulled back, muscle damage	Catering staff	Staff trained. Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	

CAFÉ KITCHEN

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk		Further precautions taken
Use of knives, blades and slicer	Cuts and Lacerations	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Med High	
Use of kitchen blenders and mixers	Cuts or Lacerations, broken fingers, wrist	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Med High	Equipment regularly serviced; PAT tested
Use of ovens and oven cooking tops	Burns, cuts, fire	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Med High	Equipment regularly serviced; PAT tested
Use of deep fat fryer	Severe burns, fire	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	Equipment regularly serviced; PAT tested
Washing up and use of dishwasher	Cut and burns	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	Equipment regularly serviced; PAT tested
Electrical/gas fires	Severe burns	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	High Low Med	Equipment regularly serviced; PAT tested
Moving large waste bins around site	Pulled back, muscle damage	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	carry out duties with another staff member
Use of electrical fly zappers	Electrical shocks	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	Equipment regularly serviced; PAT tested
Use of fire extinguishers	Eye damage	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	Regular training carried out
Carrying and moving large amounts of stock	Pulled back, muscle damage	Catering staff	Staff trained Responsibility of line manager and individual staff members	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	Move in smaller amounts, carry out duties with another staff member

COSTUME AND FANCY DRESS

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Skin irritation	Skin irritation, rashes	All those trying on costumes	People with skin that is sensitive to the costume materials must not wear the costume, ensure clear labelling is on costume stating material type	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Fire	Burns	All those trying on costumes	Keep costumes away from any open flames, have a fire blanket nearby	Severity of hazard High Likelihood of event Low Adequacy of controls High	
Trip/Fall	Injury/strain/sprain	All those trying on costumes	Verbal/written instructions given to avoid tripping over costume material and other obstructions. Ensure children are supervised. The Copes are heavy, as such children should be supervised when these are being used	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Over heating	Fainting/collapse	All those trying on costumes	Limit time in costume to 15 mins Shorter time in costume during hot weather/conditions	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Injury from misuse of leather belts or plastic swords	Choking, bruising	All those trying on costumes	Children should be supervised when these accessories are being used	Severity of hazard Med Likelihood of event Low Adequacy of controls High	

EXHIBITIONS (INDOORS)

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Use of incorrect equipment. Falls, falling objects	Fatality/Major Injury	Staff/Volunteers/Exhibition Planners	• Staff/Volunteers/Exhibition Planners instructed not to use makeshift steps (chairs/ tables etc)	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Defective equipment / Falls, falling objects	Fatality/Major Injury	Staff/Volunteers/Exhibition Planners	• All access equipment suitable for purpose, checked before use and maintained/serviced and in good condition.	Severity of hazard Med Likelihood of event Low Adequacy of controls High	

			• Reporting procedure in place for identified defective items with prompt removal /remedial action.		
Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Fatality/Major Injury	Staff/Volunteers/Exhibition Planners	STAFF ONLY TO USE LADDERS! • Use of access equipment restricted to those trained and competent in use. • Member of staff to hold bottom of ladder • Staff to re-position access equipment rather than overstretch. • Floor surfaces suitable to use access equipment (firm and even surface, non slip) • Ladder should have appropriate feet for the surface • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Do not leave ladders unattended, to avoid unauthorised use.	Severity of hazard Med Likelihood of event Low Adequacy of controls High	
Lift stops if finger taken off button & can't be restarted without reset	Visitor is stuck in the lift for a long period of time	Staff/Volunteers/Exhibition Planners	Phone number for shop in the lift Regular VSVs checking the building. Alarm to sound inside lift	Severity of hazard Low Likelihood of event Med Adequacy of controls Low	Regularly checked by VSVs and staff during the day
Exposed plugs	Electrocution	Staff/Volunteers/Exhibition Planners	Responsibility of individual	Severity of hazard High Likelihood of event Low Adequacy of controls Med	Plug-socket covers
Rugs in long gallery	Trip hazard	Staff/Volunteers/Exhibition Planners	VSVs and staff regularly inspect rug is in correct position	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Wooden stairs can be slippery in unsuitable footwear.	Person falls down-stairs	Minority of people on stairs	Lift is offered as alternative for people who aren't sure footed. Sensible footwear is up to the visitor	Severity of hazard Med Likelihood of event Low Adequacy of controls High	

FREE AREA

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Cars driven over drawbridge	Pedestrian hit	Visitors, Volunteers, Staff and Residents	Rely on public common sense and that those driving have passed their driving test.	Severity of hazard Med Likelihood of event Low Adequacy of controls Med	Visitor Operations Team or volunteer at gatehouse during busiest times

						ensure that pedestrians are stopped and people are not waiting to the sides of the gatehouse
Cars and bikes driven or ridden through free area concourse	Pedestrian hit	All visitors, particularly children playing away from parents	VOT member to stop all non-essential traffic from entering concourse, and to point out bike racks by gatehouse.	Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	VOT or volunteer informs driver of speed limit & possibility of children playing
Swan attack	Child, elderly person or pet injured	Swan feeding area visitors	Approach animals at own risk	Severity of hazard Likelihood of event Adequacy of controls	Low Low High	
Fall into moat from swan feeding area	Drowning	Elderly, small children	Emergency throw lines.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	Staff are made aware of location of ETLs
Low chain to Bishop's Side	Trip	Visitors with poor eyesight, elderly	VOT to remain aware of visitors requiring assistance near chain. Sign added to chain.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Dog attack	Attacks visitor	Children	VOT team to remain alert and remind people to keep dogs on leads. Call police if in doubt or concerned	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Drunk or drugged person being aggressive/innappropriate	Intimidates or attacks visitor		Always alert the police if this person does not leave upon being asked to do so. Call police and keep other people away if they are violent, do not approach.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	If unsure just call police do not approach.
Bins	Fire & hygiene hazard	Visitors, Volunteers, Staff and Residents	Bins emptied daily.	Severity of hazard Likelihood of event Adequacy of controls	Low Low Med	Have named person responsible for checking & emptying bins in free area. Café. Emptied and returned generally before we open.
Leaves	Person slips	Visitors, Volunteers, Staff and Residents	Leaves regularly cleared from café & TFA concourse by garden team	Severity of hazard Likelihood of event Adequacy of controls	Low Low Med	
Ice	Person slips	Visitors, Volunteers, Staff and Residents	Mats put down and salt when required	Severity of hazard Likelihood of event Adequacy of controls	Low Low Med	VOTs to be told where to find salt. Gardens closed in worst conditions

Maisie the cat	Scratches person	Visitors, Volunteers, Staff and Residents	Visitors touch animals at their own risk	Severity of hazard Likelihood of event Adequacy of controls	Low Low High	
Yew berries	Child eats Yew berries and is taken ill	Children	Children are the responsibility of the adults they are with. They must be supervised at all times.	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	Down to the common sense of individuals
Falling masonry	Visitor hit	Visitors, Volunteers, Staff and Residents		Severity of hazard Likelihood of event Adequacy of controls	Med Low Med	Not impossible but very unlikely all walls above path ways have been re pointed and worked on in recent years
Food deliveries for TBT	Public area	TBT customers		Severity of hazard Likelihood of event Adequacy of control	Low Low Med	Deliveries restricted to parking and dropping under chestnut on palace green. Sack trolley goods in.

GATEHOUSE

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Stone work-flaking/debris found under gatehouse.	Pieces of stone falling and hitting someone or most likely stone/lime dust in eyes.	All those visiting/living the site	The stonework is monitored by us but is the responsibility of the Church Commissioners who we will notify. We will monitor any further drops. We strongly suspect this was caused by a van driving into the top of the arch yesterday. This is not uncommon and is very visible. Access by larger vans is actively dissuaded but hard to monitor at all times.	Severity of hazard Likelihood of event Adequacy of controls	Med Low High We have used a ladder to examine the area and have not found any areas of significant concern. We will also access the roof and observe the condition of the stonework higher up.

GROUND BEYOND PAYGATE

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Loose stones from great hall and rampart walls	Stones fall and hit person	Visitors, Volunteers, Staff and Residents	Ongoing conservation work to ensure that all stonework remains in a good state of repair particularly in higher usage areas walked under	Severity of hazard Likelihood of event Adequacy of controls	Med Low High Ongoing monitoring

Poisonous berries	Child eats berries & is taken ill	Children and vulnerable adults	Responsible adults to supervise their children. Staff to remain vigilant.	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	
Benches braking	Visitor sits on bench and it breaks	Visitors, Volunteers, Staff and Residents	Regular maintenance by our team and Shepton mens shed	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	Benches to be removed from visitor area entirely, if necessary
Raised rampart walk with no fence before bank	Slip, trip or fall	Visitors, Volunteers, Staff and Residents	Visitors walk along ramparts at own risk. Visitors responsible for their own safety when visiting historic site – reasonable care should be taken.	Severity of hazard Likelihood of event Adequacy of controls	Low Low High	
Visitors access ramparts via historic stone staircases	Slip, trip or fall	Visitors, Volunteers, Staff and Residents	Work has previously been carried out to conserve stonework. Visitors responsible for their own safety when visiting historic site – reasonable care should be taken.			Maintained well and checked regularly.
Uneven flagstones around grounds	Slip, trip or fall	Visitors, Volunteers, Staff and Residents	Visitors walk in historic structures with uneven surfaces at own risk. Visitors responsible for their own safety when visiting historic site – reasonable care should be taken.	Severity of hazard Likelihood of event Adequacy of controls	Low Low High	
Climbing trees	Slip, trip or fall	Children	Responsible adults to supervise their children. Staff to remain vigilant.	Severity of hazard Likelihood of event Adequacy of controls	Low Low High	
Uneven Romeo & Juliet stairs	Slip, trip or fall	Visitors, Volunteers, Staff and Residents	Visitors walk in historic structures with uneven surfaces at own risk. Visitors responsible for their own safety when visiting historic site – reasonable care should be taken. Sign on steps.	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	Signage
Open water	Drowning	Visitors, Volunteers, Staff and Residents	Warning signs at entrances to outer gardens, multiple throw-ropes	Severity of hazard Likelihood of event Adequacy of controls	High Low High	
Nails sticking out of rampart wall facing willow bridge, mainly above head height	Scratches or cuts	Visitors, Volunteers, Staff and Residents		Severity of hazard Likelihood of event Adequacy of controls	Low Low High	Inspect wall to ensure none are at a height that they are dangerous
Poustinia hidden & not monitored	Visitor doesn't receive medical attention because staff remained unaware of incapacitated visitor	Visitors, Volunteers, Staff and Residents		Severity of hazard Likelihood of event Adequacy of controls	Low Low Med	VSVs in outer garden to check poustinia periodically and thorough check at the evening lock up.
The wooden bridge and boardwalk can	Slip, trip or fall	Visitors, Volunteers, Staff	Grip strips and or sand.	Severity of hazard Likelihood of event	Med Low	

be slippery when wet		and Residents		Adequacy of controls	Med	
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PALACE ROOMS

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk		Further precautions
Exposed plugs	Visitor electrocutes self	Children	Responsibility of parent or carer	Severity of hazard	High	Plug-socket covers
				Likelihood of event	Low	
				Adequacy of controls	Med	
Candles in chapel	Candle falls and hot wax spills or flame catches	Children	Candle kept inside glass	Severity of hazard	Med	
				Likelihood of event	Low	
				Adequacy of controls	High	
Lift stops if finger taken off button & can't be restarted without reset	Visitor is stuck in the lift for a long period of time	Elderly & disabled visitors	Phone number for shop in the lift Regular VSVs checking the building. Alarm to sound inside lift	Severity of hazard	Low	Regularly checked by VSVs and staff during the day
				Likelihood of event	Med	
				Adequacy of controls	Low	
Wheelchairs at evacuation points are sometimes used for visitors to the site	Wheelchair isn't there when it's required in a crisis	Elderly & injured visitors	Staff and VSVs regularly check	Severity of hazard	Low	If necessary one could be sourced and brought quickly.
				Likelihood of event	Low	
				Adequacy of controls	Med	
Fireplace lit during events	Fire catches on something	All people near fire	Large fire guard	Severity of hazard	Med	Staff to be trained in how to safely operate fire
				Likelihood of event	Low	
				Adequacy of controls	High	
Rug in long gallery	Trip hazard	All people in long gallery	VSVs and staff regularly inspect rug is in correct position	Severity of hazard	Low	
				Likelihood of event	Low	
				Adequacy of controls	Med	
TV Unit in conference room not affixed	TV unit falls onto child	Children & elderly visitors	Unit kept flush against wall so it doesn't lose balance	Severity of hazard	Low	Attach to wall?
				Likelihood of event	Low	
				Adequacy of controls	High	
Wooden stairs can be slippery in unsuitable footwear.	Person falls down-stairs	Minority of people on stairs	Lift is offered as alternative for people who aren't sure footed. Sensible footwear is up to the visitor	Severity of hazard	Med	
				Likelihood of event	Low	
				Adequacy of controls	High	
The Henderson bust not affixed	Sculpture falls onto child	Children	Bust is placed well away from the edge of the ledge	Severity of hazard	Low	
				Likelihood of event	Low	
				Adequacy of controls	High	

SLUICE GATE

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken	
Open water	Drowning	Staff and Residents	Warning signs	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	
Inappropriate use of equipment Overreaching, stretching etc.	Fatality/Major Injury	Staff and Residents	Use of equipment restricted to those trained and competent in use.	Severity of hazard Likelihood of event Adequacy of controls	Med Low High	

WORKSHOP

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken	
Exposed Cables	Electrocution / trip	Users and staff	Cables are run around the outside of the room or covered Sockets in the floor mean no need for long cables if devices are used on tables in the centre of the room	Severity of hazard Likelihood of event Adequacy of controls	High Low High	In the long term more sockets to reduce the need for long cables.
Kettle	scalding	users and staff	Above child height/reach	Severity of hazard Likelihood of event Adequacy of controls	High Low High	Under 16s not allowed to use Children supervised at all times
Ladders	fall	No users need to use ladders	No access for users. Told they cannot use without our help if agreed	Severity of hazard Likelihood of event Adequacy of controls	High Low High	No climbing on chairs
Lifting	Straining back/dropping table on your foot	Users and staff	No lifting above HSE recommendations. If you think it will be too heavy it is. Ask for help when moving tables if necessary	Severity of hazard Likelihood of event Adequacy of controls	High Low High	Before lifting discuss with a colleague.
Uneven cobbles on way into room	Trip/fall	Users and staff	These are part of the historic fabric (Historic England advice) so we cannot change them. Advise users to use the door by the café side to avoid the cobbles if they are concerned about the mobility of those coming to workshops.	Severity of hazard Likelihood of event Adequacy of controls	High Low High	Check to see if the cobbles are wet or if it is rainy on the day
Steps to gents loo	Trip / fall		Those using the SYR can use the accessible toilet with level access if they would struggle with the steps	Severity of hazard Likelihood of event Adequacy of controls	High Low High	

STONE DEBRIS UNDER GATEHOUSE

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
				Severity of hazard	Med

Stone work- minor flaking/debris found under gatehouse.	Pieces of damaged/ weathered stone falling and hitting someone or most likely stone/lime dust in eyes which is very unpleasant.	All those visiting/living on site	The stonework is monitored by us but is the responsibility of the Church Commissioners who we will notify. We will monitor any further drops. We have not observed any other debris/falls in this area before. We strongly suspect this was caused by a van driving into the top of the arch yesterday. This is not uncommon, and years of damage is very visible in the grooves worn in the arches although nothing is dislodged or loose and the impact is of a slow erosion as the vans pass. Access by larger vans is actively dissuaded but hard to monitor at all times.	Likelihood of event Adequacy of controls	Low High	We have used a ladder to examine the area and have not found any areas of significant concern at this time. We will also access the roof and observe the condition of the stonework higher up. Longer term repointing and professional stone masonry will be required.
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WORKING AT HEIGHT

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken	
Use of incorrect equipment. Falls, falling objects	Fatality/Major Injury	Maintenance and Gardens teams	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) 	Severity of hazard Likelihood of event Adequacy of controls	High Low Med	Only safe and standard ladders/steps available on site anything faulty or unsuitable disposed of.
Defective equipment / Falls, falling objects	Fatality/Major Injury	Maintenance and Gardens teams	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained/serviced and in good condition. Reporting procedure in place for identified defective items with prompt removal /remedial action. 	Severity of hazard Likelihood of event Adequacy of controls	High Low Med	
Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability Falls, falling objects	Fatality/Major Injury	Maintenance and Gardens teams	<ul style="list-style-type: none"> Use of access equipment restricted to those trained and competent in use. Member of staff to hold bottom of ladder Staff to re-position access equipment rather than overstretch. Floor surfaces suitable to use access equipment (firm and even surface, non slip) Ladder should have appropriate feet for the surface 	Severity of hazard Likelihood of event Adequacy of controls	Low Low Med	

			<ul style="list-style-type: none"> • Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) • Do not leave ladders unattended, to avoid unauthorised use. 		
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MAINTENANCE TEAM

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions taken
Unfamiliarity with the site and/or uncertainty about the job	Minor injury or damage to site	Maintenance Team	Maintenance Team are familiar with site and discuss all tasks prior to commencement of work to identify any risks and take appropriate precautions	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Slips and trips	Minor injury or damage to site	Maintenance Team	Suitable footwear is worn and work is undertaken in well-lit areas	Severity of hazard Low Likelihood of event Med Adequacy of controls Med	
Moving heavy objects	Minor injury or damage to site	Maintenance Team	Safe lifting practices are employed and team do not carry objects that are too heavy. A tractor and trailer are used for moving heavy objects where possible	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Working at height	Fatality or major injury	Maintenance Team	See separate Risk Assessment	Severity of hazard High Likelihood of event Low Adequacy of controls Med	
Manual Handling	Minor injury or damage to site	Maintenance Team	Safe lifting practices are employed and team do not carry objects that are too heavy. A tractor and trailer are used for moving heavy objects where possible	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Noise	Long term damage to hearing	Maintenance Team	Maintenance team should use suitable hearing protection when necessary. Noisy activities are carried out away from the public or outside opening hours	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Electricity	Fatality or major injury	Maintenance Team	Electrical works are only carried out by nominated electrical contractors (SSE)	Severity of hazard High Likelihood of event Low Adequacy of controls Med	
Machinery	Fatality or major injury	Maintenance Team	Machinery is inspected before use, PAT tested and fit for purpose. Only skilled/trained operatives use machinery	Severity of hazard High Likelihood of event Low Adequacy of controls Med	
Confined spaces	Minor injury or distress	Maintenance Team	No work is carried out in confined spaces unless necessary. At least two-person team if work is carried out.	Severity of hazard Low Likelihood of event Low Adequacy of controls Med	
Fire	Fatality or major injury	Maintenance Team	See separate Risk Assessment	Severity of hazard High Likelihood of event Low Adequacy of controls Med	

Lone working	Fatality or major injury	Maintenance Team	See separate Risk Assessment	Severity of hazard	Low	
				Likelihood of event	Low	
				Adequacy of controls	Med	

Assessment carried out by	Katy Love	Date of previous assessment	January 2023
Job title	Property and Collection Manager	Date of this assessment	January 2024
Signed	K. LOVE	Next assessment before	January 2025