

SITE RISK ASSESSMENT

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| PROPERTY | Bishops Palace | LOCATION | Whole site | REF NO. | |
| DEPARTMENT | Volunteers (Comm Engage) | HEAD OF DEPT. | Siobhan Goodwin | DATE | Oct 2024 |
| ACTIVITY | Volunteering | | | | |
| Relevant Model or Site Risk Assessments | Specific ones for particular roles incl maintenance/gardens | | | | |

| Nature of hazard | Worst outcome | Groups at risk | Current precautions | Estimation of risk | Further precautions taken |
|---------------------------------|---------------------------------|-----------------------|---|---|---|
| hostile visitor | Upset, assault, witness a crime | Vol, staff & visitors | Report discreetly on radio Get back up Clear area of other visitors if possible All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | CCTV in some areas |
| Lone working | | volunteer | Carry a radio Never be on own with under 18 unless with parent or vol DBS checked Try not to leave after dark All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | CCTV in some areas |
| Not turning up | | volunteer | Duty manager to phone to see if on way. If no reply after an hour or so then ring emergency contact All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | If can't get hold of emergency contact keep trying to ring them |
| Lifting | | volunteer | Do not lift anything heavy Ask for help All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | |
| Becoming ill while volunteering | | volunteer | Emergency contact details Signing in and out Medical info recorded All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | Ask for details to be updated asap and we prompt once a year. |

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| Upset by staff or volunteers | | volunteer | Clear codes of conduct Speak to line manager or duty manager or comm engagement manager All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | Policy up in bevy room and on vol website |
| Upset by visitor | | volunteer | Speak to line manager or duty manager or comm engagement manager All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | Can also speak to anna Chaplain |
| Trip/fall | | | As recorded in main palace and grounds risk assessments (first aiders on site, all team to report near misses/hazards, paths gritted in frosty weather, handrails by steps) All vols to complete induction & safeguarding training | Severity of hazard : Likelihood of event : Adequacy of controls : | |

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| Assessment carried out by | Siobhan goodwin | Date of previous assessment | |
| Job title | Community Engagement Manager | Date of this assessment | 30.10.24 |
| Signed | <i>Siobhan Goodie</i> | Next assessment before | 30.10.25 |