

Hoghton Tower Preservation Trust/ Hoghton Tower Limited

Date of Assesment: 28-Jul-16

Risk Area House Open

Completed by: Hoghton Tower

Risk Point	IDENTIFIED HAZARD	PERSONS AT RISK	ACTION/CONTROL TO REDUCE RISK	RESPONSIBILITY	ACTION REQUIRED?	DATE CONFIRMED
Arrival	Vehicle damage/ personal injury: two way traffic on the drive	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Warning signs in place. One way system in operation if appropriate. Clear signage in place on grounds and parking stewards on duty to enforce the system for larger footfall days. Disabled drivers/ volunteers who park at top of drive told to drive carefully.			Acceptable
	Vehicle damage: surface of the car park uneven and with motorway debris in places	Visitors/ guests/	Maintenance of surface by filling ruts as required. Any evident piece of debris to be flagged up and removed promptly			Acceptable
	Vehicle damage/ personal injury: car parking field uneven, waterlogged and with dips	Visitors	Car parking field checked before handed over to event organiser. Any clear risk areas taped off and highlighted at site handover meeting. Parking Stewarding contractor to carry out own risk assessment before event			Acceptable

	Vehicle damage/ personal injury: cars parked too close/ incorrect flow of traffic on approach and when leaving	Visitors/ guests/	Use of contracted car parking stewards who perform own risk assessment and carry insurance. Role to ensure vehicles parked safely and appropriately and flow of traffic to and from parking areas safe. Disabled drivers/ volunteers who park at top of drive told to drive carefully.			Acceptable
	Vehicle damage/ personal injury: Public and vehicles sharing the drive	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Warning signs along drive. Parking stewards on duty on busy days. Event organisers to carry out own risk assessment			Acceptable
	Slip and trip: Outer cobbled courtyard slippery & uneven	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Signage in place from archway. Extra temporary signs ready in office for use in particularly bad conditions. Areas to be sprayed regularly to eradicate weeds and grass as required. During icy or snowy conditions, areas gritted. If used for parking, parking stewards to highlight risk. At night time, area floodlit	Hoghton Tower staff/ contractor/ parking stewards and/or event organiser		Acceptable
	Slip and trip: Flagstones on approach and inside the inner courtyard slippery & uneven	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Signage in place from archway. Extra temporary signs ready in office for use in particularly bad conditions. Areas to be sprayed regularly to eradicate algae as required. During icy or snowy conditions, areas gritted. Area floodlit or candlelit at nighttime			Acceptable

	Slip and trip: semi circular steps and parterre steps without handrail	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Staff/ volunteers to highlight location of southwing staircase with hand rail if required	Hoghton Tower staff/ contractor/ parking stewards and/or event organiser		Acceptable
During tours/functions	Slip, trip and fall: uneven surfaces, steps, highly polished floors, change in surface height, floors may be slippery when wet	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Signage in place throughout the tour highlighting areas of potential risk and checked that in appropriate position frequently. Volunteer guides all trained to highlight risks during tours. Hoghton Tower staff and suppliers all aware of risks and will highlight to guests. Lights to be on in particular in darker areas (under minstrels gallery, guides stairs), hazard tape on steps applied. Mats in place in areas of high footfall from outside to reduce slip risk during wet weather. Mats are lined in rubber to adhere to floor. Umbrella stands in place in Gun Room and Kings Hall. Barman has mop behind bar to clean up any spillages as soon as possible.	Hoghton Tower staff/ contractor and/or event organiser		Acceptable
	Personal injury: cellar door opens outwards	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Warning sign in place on door			Acceptable
	Fire/ Personal injury: open fires in Banqueting Hall, Gun Room, Smoking Room	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Open Fires in the Banqueting Hall, Smoking Room & Gun Room: Ensure fire guard is in place if one is fitted. Staff to be vigilant. Signs on log baskets stating 'not to throw logs on fire' to avoid sparks			Acceptable

	Slip, trip and fall: Trailing cables	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Trailing cables and leads are re- routed, removed or secured with tape			Acceptable
	Fire/ personal injury: free standing heaters	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Free standing heaters: to be kept away from panelling and to be switched off or on minimum overnight. PAT tested annually. Cables to be either taped down and extension leads kept to a minimum			Acceptable
	Slip/trip/ fall: dark courtyards	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	In dark conditions floodlights or other lighting (candles) used			Acceptable
	Personal injury: cleaning cupboard- access to chemicals	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Cupboard to be kept locked			Acceptable
	Personal injury: stacking chairs/ tables collapsing	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	All to be trained how to ensure table legs fully open and in locked position. Chairs to be checked as safe when setting out.	Hoghton Tower staff/ contractor and/or event organiser		Acceptable
	Personal injury: Cliff Edge, Steep Drop on North Side Walk to Gardens. Children near the fountain in Rose Garden or climbing on the Turret in Ramparts Garden	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Clear signage in place everywhere grounds and gardens.			Acceptable

	Difficult customers/ assault/ risk of injury to staff/ volunteers especially when handling cash	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	All staff and volunteers trained on how to deal with difficult customers. Volunteers given radios to use in times of difficulty. Staff & volunteers told not to put themselves at risk. Specific arrangements agreed in advance in case of large expected volumes of cash being taken. During private functions, security presence on site to support managing difficult situations.			Acceptable
	Personal Injury: accident caused by third party	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Vetting undertaken before working with new entertainer/ third party/ events organiser. Anybody working at Hoghton Tower required to be insured, have necessary professional qualifications and carry out own risk assessment			Acceptable
	Personal Injury: food poisoning by external catering company	Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents	Only work with agreed list of approved caterers. Approved caterers have been asked to provide copies of their H&S and Food management process documents. All caterers to have PLI of £5M and above. Any external caterers granted access who are not part of approved list to go through check			Acceptable

	<p>Personal injury: accidents may arise with large number of people on site</p>	<p>Staff/volunteers/visitors/ guests/ outside suppliers/ trustees/ residents</p>	<p>Some staff and contractors first aid trained. First Aid box in office. Accident book in office and moved to bar area for evening functions. Volunteers trained to use phone in office if staff unavailable to call emergency services if necessary. Postcode information printed visibly on office notice board.</p>			<p>Acceptable</p>
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