

Risk Assessment Form:

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| Place | Stonor Park |
| Activity / Location | Visitor Access to House, Gardens & Park |
| Risk Owner | General Manager |
| Assessment date | 15/01/2024 |
| Review date | 15/01/2027 |

| Ref | Description of Risk | Who could be harmed | Risk Analysis # | | | Existing Risk Controls | Additional Risk Controls required | Controls Completion Date | Control Owner |
|-----|---|---------------------|-----------------|------|-------|---|-----------------------------------|------------------------------|-----------------|
| | | | Imp | Prob | Score | | | | |
| 01 | Trips, slips & falls <ul style="list-style-type: none"> Access to House from car park is c.200 metres. Both car park and path are gravel and uneven surfaces. The House is a collection of medieval buildings behind a Georgian façade and there are changes of level throughout the ground floor. To see the first floor there are flights of stairs - one up and another down. The House and grounds are not suitable for wheelchair users. Gardens are terraced with some paths steep and uneven. Parkland is hilly and a mixture of woodland and open grassland. | Visitors | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff and volunteers are shown the layout of the House, Gardens and Park as part of their induction. Visitors are informed as to the nature of the access route around the House, Gardens and Park via Stonor's website, leaflet, group booking information and on arrival. Visitor route around House is checked for any obstructions prior to opening. All steps on the visitor route around the house are edged with tape. Visitor route around house is well lit. Light bulbs are replaced as required. Gardens are maintained and kept clear of obstructions by the gardener. Paying visitors to House Gardens and Park asked to keep to a defined area indicated on a welcome leaflet. Footpath users are asked to keep to the footpath. Obstructions on footpath and public access areas are identified and cleared. | | 15/01/2024 Annual thereafter | General Manager |

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| 02 | Fire Risk of fire and visitors not knowing how to evacuate the building in an emergency. | Visitors | 5 | 2 | 10 | <ul style="list-style-type: none"> • A full fire risk assessment has been conducted and is reviewed annually. • Evacuation procedures have been produced. New staff are made aware of fire evacuation routes and procedures during their induction. Stewards and Guides receive pre-season fire evacuation training. • Green-man running signs in place for cloister door. In other areas risk is mitigated by Stewards and Guides who are responsible for evacuation of visitors on free-flow and group visit days. • Contractors working in House are supervised by the Administrator. • A monitored fire alarm system with smoke detectors and call points is installed and serviced every six months. • Fire extinguishers available for use, serviced annually. • Emergency lighting installed and serviced annually. • Portable appliances are tested annually. | | 15/01/24 Annual thereafter | General Manager |
| 03 | Theft of collections, family items and other personal belongings Risk from visitors to family and staff belongings and to other visitors | Family, staff, volunteers, visitors | 1 | 3 | 3 | <ul style="list-style-type: none"> • CCTV located on front gate and Dairy Offices • House locked when not open to visitors. • Monitored intruder alarm set over night and serviced every six months. • Collections are listed and have Identor dots. • Ropes used to keep visitors to visitor route. | <ul style="list-style-type: none"> • Private family area and locked when house open to visitors. Lockable cabinets are available for staff to leave | 15/01/2024 Annual thereafter | General Manager |

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| | | | | | | <ul style="list-style-type: none"> • Stewards located in rooms during free-flow times and trained to keep an eye on collections and visitors. • Groups tours are accompanied by a Guide. • Large bags are not allowed around visitor route and are supervised by the Old Hall Steward. • Altar alarm always on apart from during Mass and if any work is being conducted in the altar area. • Contractors are supervised by the Administrator. | personal items when house is open. | | |
| 04 | Threatening Behaviour Threatening Behaviour from visitors towards Staff, volunteers, family other visitors. | Family, staff, volunteers, other visitors | 5 | 1 | 5 | <ul style="list-style-type: none"> • Incidents of aggressive behaviour to be reported to the Administrator to deal with • Remain calm and politely ask the person to leave. Do not confront if person is violent. • Call 999 if required. | | 15/01/24 Annual thereafter | General Manager |
| 05 | Trees in Park and Gardens Falling trees and branches. | Visitors | 5 | 3 | 15 | <ul style="list-style-type: none"> • Tree health survey along footpath, drive and gardens conducted annually by reputable tree surgeons and any actions required are followed through. • Trees along footpath, drive and gardens checked for damage and hanging branches following severe weather. | | 15/01/24 Annual Thereafter | General Manager |
| 07 | Legionella Risk from contracting legionella. | Visitors | 5 | 3 | 15 | <ul style="list-style-type: none"> • Visitor Centre, Pantry and Lavatories are on mains water and used regularly. • Visitors are not exposed to water vapour, sprays or mists | <ul style="list-style-type: none"> • Administrator to re-check legislation regards legionella | 15/01/2024 Annual thereafter | General Manager |

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| 08 | First Aid First Aid may be required for accidents and health issues. | Visitors | 5 | 2 | 10 | <ul style="list-style-type: none"> First Aid box available, contents check and renewed. | <ul style="list-style-type: none"> Awaiting advise from Insurers as to level of First Aid Training required. | 15/01/2024 Annual thereafter | General Manager |
| 09 | Accident Reporting / Investigation | Visitors | 5 | 2 | 10 | <ul style="list-style-type: none"> Accident report forms available in Administrator's Office. Reviewed and filed or reported through RIDDOR as required. | | 15/01/2024 | General Manager |
| 10 | Safeguarding young persons and vulnerable adults visiting Stonor Park | Young persons and vulnerable adults | 5 | 2 | 10 | <ul style="list-style-type: none"> Young persons and vulnerable adults come as part of a family or group. Children and vulnerable adults not to be left with staff or volunteers. Any lost children or vulnerable adults to be supervised in a public area by more than one member of staff/volunteer until returned to the adult responsible for them. | | 15/01/2024 | General Manager |
| 11 | Temperature / Ventilation Excessive warm or cold weather | Visitors | 2 | 4 | 8 | <ul style="list-style-type: none"> Stonor is open to visitors April to September so they are not usually exposed to extremely cold weather. Central heating can be turned on if required. Extra mobile heating is provided in the Old Hall in Spring and Autumn. Excessive high temperatures not usually a problem. Window in Edmund Campion room can be opened if required. | | 15/01/2024 | General Mannager |

Hazard

Occurrence of Harm

1 – Non-injury
2 – Less than a 3-day injury

1 – Remote
2 – Unlikely

3 – Over 3 day injury
4 – Major injury (RIDDOR)
5 – Death

3 – Possible
4 – Likely
5 – Certain or near certain

Low – Acceptable (1 or 2)

Moderate – Monitor Controls (3 or 4)

Significant – Take action to reduce risk (5,6,8,9 or 10)

Severe – Take urgent action to reduce risk (12,15 or 16)

Catastrophic – Take immediate action (20 or 25)