

Risk Assessment Form

An updated factfile is available as part of the downloadable resources at www.heritageopendays.org.uk.
Alternatively, contact the HODs team for a paper copy to be posted to you.

Activity to be assessed:

Date of assessment:

Name of assessor:

Organisation:

| STEP 1 Activity/process/ occupation | STEP 2 What hazards to health and/or safety exist? | STEP 3a Precautions already taken? | STEP 3b Risk level achieved? (H, M or L) | STEP 4 Are additional measures necessary? |
|--|---|--|--|--|
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STEP 5 Please inform all your volunteers of the hazards you have identified and the measures you have taken to control potential risks. Keep this record of your assessment for future reference, review and implement it before and during your event.

Continued overleaf ►►

Risk assessment examples (Please remember your own assessment must be specific to your property/event.)

Activity to be assessed: *Walking tour of Dark Tunnel in Little Village over HODs*

Date of assessment:

Name of assessor:

Organisation:

| Activity / process / occupation | What hazards to health and/or safety exist? | What risks do they pose to volunteers/staff and visitors? | Precautions already taken? | Risk level achieved? (H, M or L) | Are additional measures necessary? |
|--|---|---|--|----------------------------------|---|
| Members of the public visiting the tunnel as part of HODs. | 1. Trip hazards: uneven ground – part tarmac/ part rough ground. | 1. Members of the public may trip on the uneven ground or where the tarmac changes to rough ground. | 1. Guide informed of rough ground and lighting issues. | M | 1. Guide will warn tour members of hazards as they are approached and instruct them to stay on the clear path. Tour will not pass the dripping ceiling. |
| | 2. Water dripping down from tunnel roof forms a pool of water approx 20m into the tunnel. | 2. Members of the public may slip in the puddles of water. | 2. Members of the public informed about rough ground and advised to wear stout shoes and bring a torch. | L | 2. Property owner/ authority in charge of maintenance to be reminded of tour and asked to ensure pathway is clear prior to event. |
| | 3. Viewing hazard: on entry the tunnel is quite dark and lighting quite dim, although it improves once warmed up. | 3. Darkness on entry may contribute to trip hazards. | 3. Lighting to be switched on in advance of tour group's arrival. 4. Stewards to accompany tour to warn tour members of hazards and to hold key to tunnel which will be open only for HODs. | L | 3. Key holder to remain by the entrance at all times to prevent members of the public not on the tour entering. |

H = High M = Medium L = Low

Activity to be assessed: *e.g. Open Day at Sculptor's Studio*

| Activity / process / occupation | What hazards to health and/or safety exist? | What risks do they pose to volunteers/staff and visitors? | Precautions already taken? | Risk level achieved? (H, M or L) | Are additional measures necessary? |
|--|---|---|--|----------------------------------|--|
| Visitors to private property for purpose of open studio event over HODs. | 1. Machinery/ equipment on view. | 1. If unattended, could cause injury. | 1. Any equipment not necessary for the weekend to be locked away. Other equipment not to be left unattended. | M | 1. Some equipment is needed for demonstrations, but will be locked away when not in use. Parents will be asked to keep an eye on their children. |
| | 2. Items for sale on view. | 2. If unattended could be stolen/ broken/damaged. | 2. Nothing will be left unattended at any time. | L | |
| | 3. Cash on premises. | 3. If unattended could be stolen. | 3. Money will be locked away in a cash box. | L | |