

NEWBY HALL ESTATE
RISK ASSESSMENT RECORD SHEET

Dept:

Completed by: Stuart Gill

Date:24.3.16

LOCATION OR TASK	HAZARD Potential to cause harm	RISK Likelihood of potential being realised	RANKING OF RISK		LEGISLATION APPLYING	ACTION NECESSARY & RECORD OF OUTCOME
			Degree of Injury	Type & No. of people injured		
Adventure Gardens:- Swings, slides and play equipment including zip slides.	Falling, trapping fingers etc, and getting knocked.	3	M	C		<ol style="list-style-type: none"> 1. Safety surfaces in place and checked daily. 2. Equipment safety checks done daily. 3. Advice signs up and visible. 4. Ensure parents/ teachers supervise children
Adventure Gardens:- Sandpit Swing Boats.	Risk of swing boats knocking into passers by or people waiting.	3	H/M	V/C		Ensure fence is in place and signage is displayed.
Pedaloe Pool	Risk of falling in and drowning.	3	H	V/C		Lifebuoy rings in place and station manned if operational.
Pedaloe Boats	Risk of falling out and drowning.	2	H	V/C		<ol style="list-style-type: none"> 1. Lifebuoy rings in place and checked daily. 2. Pedaloe boats are manned and in radio contact. 3. Weight limit for boats is advised.

NEWBY HALL ESTATE
RISK ASSESSMENT RECORD SHEET

Garden Paths	Tripping / slipping on uneven paths.	3	M	V/C		<p>1. Paths checked weekly for new hazards and remedial action taken.</p> <p>2. Stone Paths power washed yearly to remove green algae.</p> <p>3. Pruning and plant management to ensure “rustic” paths are obvious to visitors.</p>
Garden All	Falling debris branches or trees in extreme weather.	1	H	V/C		<p>1. Trees inspected at least yearly for signs of decay or potential danger. As all trees show some signs of decay professional assistance should be sought if in doubt.</p> <p>2. Inspection is by an independent expert.</p> <p>3. In extreme weather, particularly winds clear gardens, and Woodland Walk of visitors.</p>
Garden: Riverside	Risk of falling in and drowning.	1	H	V/C		<p>1. Ensure map shows location of river and is displayed.</p> <p>2. Ensure signage is in place.</p> <p>3. Ensure lifebuoy rings are in place at Jetties.</p>
Miniature Railway Visitor Use:- · Station	Tripping getting in or out of carriages.	2	M	V/C		Check carriages and station surface daily for trip hazards.
Miniature Railway · Whilst train moving	Falling out of carriages.	2	M/H	V/C		<p>1. Ensure everybody is seated and bags etc are not overhanging carriages.</p> <p>2. Do not exceed max passenger nos.</p>

NEWBY HALL ESTATE
RISK ASSESSMENT RECORD SHEET

Miniature Railway	Run over by train.	2	M/C	V/C		<ol style="list-style-type: none"> 1. Do not exceed speed limit. 2. Sound horn on blind corners/stretches i.e. tunnel, borders and station. 3. Ensure track warning signs are in place through garden daily.
Miniature Railway	Derailment due to track fault.	2	M/H	V/C		<ol style="list-style-type: none"> 1. Track to be independently surveyed at start of season and daily by engine driver. If excessive wear or damage is found, railway may be closed for remedial work. 2. Ensure points are working effectively and are clean, particularly in hot weather. 3. Points should be lubricated weekly.
Woodland Walk	Tripping.	3	M	V/C		<ol style="list-style-type: none"> 1. Check woodland walk for hazards daily. 2. Remove unnatural trip hazards. 3. Woodland walk by definition warns people that surfaces are uneven.
Woodland Walk	Falling tree limbs.	1	H	V/C		<ol style="list-style-type: none"> 1. Check overhanging trees for rotten/dead branches over winter each year. 2. Ongoing maintenance and clearing. 3. High winds evacuation policy.
Woodland Walk	Falling sculptures.	1	H	V/C		<ol style="list-style-type: none"> 1. All sculptures pinned from below to prevent falling. 2. Area manned at all times to prevent misuse. 3. Unsecure pieces either small or roped off.

NEWBY HALL ESTATE
RISK ASSESSMENT RECORD SHEET

Sculpture Trail -Outdoor Pieces – Woodland walk and around Gardens	Falling sculptures damaging visitors.	2	H/M	V/C		<ol style="list-style-type: none"> 1. Sculptures installed by professional, experienced team. 2. Checked visually each day to ensure safe and secure. 3. Any loose or insecure sculptures to be roped off where possible. 4. Reports of loose or damaged sculptures to be rectified ASAP. If not able to be fixed immediately then rope off.
Sculpture Trail	Visitors running in to sculptures, bits of which may be sharp.	3	H/M	V/C		Aware of risk when installing. Rope off if in doubt.
Sculpture Trail	Children/Adults climbing on sculptures.	3	M	V/C		Sculptures that are likely to be attractive to children need to be roped off or made safe through safety surfacing (ref Ad Gardens RA).
Matombo	Tripping or slipping.	3	M	V/C		<ol style="list-style-type: none"> 1. Check site for hazards daily. 2. Remove unnatural trip hazards 3. Apply bark chippings if slippy
Matombo	Falling sculptures.	1	H	V/C		All sculptures pinned from below to prevent falling. Area manned at all times to prevent misuse. Unsecure pieces either small or roped off.

NEWBY HALL ESTATE
RISK ASSESSMENT RECORD SHEET

Matombo	Fingers/hands hurt using hammers and chisels.	3	M	V/C		1. Tools used under supervision, numbers participating limited by staff supervisors. Eye protection used by all participants.
	Eyes damaged by chips of stone.	2	H	V/C		
	Grading of HAZARDS & RISKS	Rare 1 Unlikely 2 Possible 3 Common 4 Regular 5	Serious H Minor M Minimal L Cumulative C	Visitors V Children C		