

**HEALTH & SAFETY
RISK ASSESSMENT FORM (RA1)**



Service team: Leisure and Economic Development	Name (of person carrying out the activity) Dominic Lamb
Location of activity Wallingford Castle Meadows	Job position Countryside Officer

Description of activity:

Risk assessment for public use of Wallingford Castle Meadows.

The site is 16.6 hectares (41 acres) of parkland, meadow, ditches, a pond and the remains of Wallingford castle. The site is open to the public for informal use. The site is managed by SODC and wardening services are provided under a contract with the Northmoor Trust. Certain paths around the site are mown in the summer months under contract.

Hazards identified and the risks posed by them	With existing controls			After additional controls		
	L	M	H	L	M	H
1. Uneven surfaces. Slips trips and falls are a risk for visitors arising as a result of uneven and sloping ground, natural undulations, logs and rabbit excavations.	✓			✓		
2. Deep water by pond, ditches and scrapes: Risk of drowning.	✓			✓		
3. Cattle grazing the site: Risk of trampling and dogs worrying stock.	✓			✓		
4. Fences and access furniture: If not maintained could cause injury to site users. Also needed to contain cattle inside the site.	✓			✓		
5. Fire: In dry weather there is a risk of grass fires which could pose a threat to neighbouring properties and site users.	✓			✓		
6. Trees: Risk of falling trees and limbs. Could pose a risk to site users and cattle.	✓			✓		

7. Volunteers working on site: Volunteers working on the site pose a potential risk to themselves and other site users.	✓			✓		
8. Contractors working on site: Contractors working on the site pose a potential risk to themselves and other site users	✓			✓		
9. Remains of castle: Danger to the public from crumbling masonry. Danger to people trying to climb remains.		✓		✓		

Who may be exposed and how

Public using the site, contractors, volunteers and council staff

Findings

1. There is a small area of rot on the dipping platform although this poses no immediate hazard to site users. Platform is due to be removed and eventually replaced with a recycled plastic version. The rotten plank will be monitored weekly to check for further deterioration.

Otherwise, the site has been inspected and has found to be in good condition with control measures in place for identified risks.

This risk assessment will be updated every six months following a site inspection or more regularly if further risks are identified.

	Control measures	Deadline	Tick when implemented
1	Uneven surfaces: Signs are maintained around the site and at all entrances to warn visitors. A leaflet is available at entrances which includes a warning. The site is inspected twice a week by the warden who will look for any obvious dangers including newly excavated rabbit burrows that coincide with paths, if found they will be filled in, or a warning notice erected.		✓
2	Deep water: Warning signs on gates to pond area. Ditches are fenced off to prevent access by the public.		✓
3	Cattle grazing the site: Warning signs on site entrances asking people to be aware of cattle and to keep dogs under control and on a lead.		✓
4	Fences and access furniture: Boundaries inspected regularly for damage or potential dangers. Any identified risks to be removed once identified (see finding 1 above)	Summer 09 for dipping platform	
5	Fire: Warnings on signs at all entrances asking people not to have fires. Access is available for emergency services through field gate in Castle Street and from Riverside Mansions.		✓
6	Trees: All trees are inspected every three years and safety works implemented. Obvious risks caused by wind,		✓

	<p>other environmental damage or natural deterioration will be identified by site warden during twice weekly checks and remedial measures taken. During severe weather the site can be closed to prevent public access.</p>		
7	<p>Volunteers working on site: The main voluntary group working on the site is the Wallingford Green Gym (WGG). This is an independently constituted group with its own health and safety requirements, insurance and working practices. When the WGG is working on the site they will be briefed by the site warden as to the task involved. In order for the WGG to work on the site they are required to follow the following rules:</p> <ul style="list-style-type: none"> • Each task will have a risk assessment completed and volunteers will be made aware of the contents of that risk assessment. A copy of which will be given to the Council before the task commences. • Each task will have a qualified first aider available in the event of an accident. • Task leaders will be responsible for providing appropriate PPE and for ensuring tools are safe to use. • Prior to the start of each task a health and safety and tools talk will be given by the task leader. • Each task will have a designated leader who will take responsibility for ensuring safe working practices are maintained at all times. • Adequate signage and protection measures will be in place to prevent risk to site users. <p>In the event that any of these requirements are not met to the satisfaction of the Council the WGG will not be allowed to work on the site.</p>		✓
8	<p>Contractors working on site: Contractors working on site will be briefed by the Council or the Warden prior to the commencement of works. The Council will be responsible for ensuring that all contractors are appropriately qualified to carry out the task and that they carry adequate public liability insurance.</p> <ul style="list-style-type: none"> • Contractors will be responsible for undertaking risk assessment for works. A copy of which will be given to the Council before the contract commences. • Contractors will be responsible for their own health and safety and that of site users when works are in progress. 		✓
9	<p>Remains of castle: Castle fragments are fenced off to prevent public access and signs warning of dangers will be erected as part of interpretation.</p> <p>The remains are inspected annually for signs of deterioration and remedial works will be undertaken as necessary. Comprehensive stabilisation works were undertaken in 2005.</p>		✓

Conclusion (are the control measures adequate?)

Yes

Further Action	Deadline	Responsibility
See above for further measures.		

Risk assessment carried out by	Date
Dominic Lamb	26th September 2008

**Review date:
26th March 2009**

Signature of Head of Service:

Not to be signed until all control measures have been implemented

Entered onto Risk Register Yes No

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Table A: Risk Assessment Matrix

Likelihood x Severity = Risk Rating Number (RRN)

Risk Assessment Matrix				
Likelihood of the potential harm from the hazard being realised		Impact if hazard realised		
		Minor 1	Serious 2	Major 3
Low	1	1	2	3
Medium	2	2	4	6
High	3	3	6	9

For guidance the likelihood of harm occurring may be rated as follows:

1	Low	Where harm will seldom or is unlikely to occur.
2	Medium	Where harm will often occur.
3	High	Where it is certain or near certain that harm will occur.

Hazard the potential to cause **harm**, including ill-health; damage to property, services, increased liabilities.

For guidance the severity of the hazard may be rated:

1	Minor	All other injuries or illnesses. Minor injury or ill-health no incapacity.	Minor property damage – no interruption of service.
2	Serious	Significant injury or ill-health causing short-term disability. Medical intervention necessary.	Moderate property damage – minimal interruption of service.
3	Major	Death or major injury (as defined by RIDDOR) or illness causing long-term disability.	Major property damage

Actions to be taken based on RRN

RRN	Risk Rating	Action to Reduce RRN
1	Low	<ul style="list-style-type: none"> No further action Monitor to ensure controls maintained
2 - 4	Medium	<ul style="list-style-type: none"> Warden together with Countryside Officer to take action within a specified and reasonable timescale to reduce risks
6 – 9	High	<ul style="list-style-type: none"> Countryside Officer together with head of service to take action within a specified and reasonable timescale to reduce risks Inform management team and place on risk register