



Risk Assessment Report

Subject: visitors to Bodelwyddan Castle, including schools, colleges and other organised groups.

Completed: February 2006

Updated: September 2007

Updated: March 2009

Updated: March 2010

Date of next review: March 2011

Key to Risk Assessment Scoring System

Score	Level of risk and likelihood of an incident occurring
0	None
1	Remote possibility based upon risk and historical evidence
2	Possibility worth modest intervention
3	Likely – regular occurrence (monthly) according to historical evidence
4	Frequent occurrence – (weekly) according to historical data
5*	Inevitable without due care

Score	Degree of danger
0	No injury
1	Could cause mild distress
2	Could cause cuts and/or bruises to the skin
3	Could cause pain and injury
4	Could cause trauma or emergency intervention
5*	Could result in serious injury or death

* All 5 scores require immediate attention

Level of risk and likelihood x Degree of danger = Impact score

An impact score of 10 or more requires immediate attention

Notes for group leaders

- Bodelwyddan Castle shares the site with a hotel. Proceed with caution from the Coach Park using the paths and verges available and alert children to the dangers of moving vehicles.
- Advise children during pre-visit preparation that running and climbing on displays in the Castle is not permitted; this is for the children's safety and the preservation of the historic artefacts.
- Attendant staff are on duty to support your visit, please ask them for help if required.
- All workshop and tour leaders have received Criminal Records Bureau clearance. Please note that other Castle staff may not have undergone the same disclosure process.
- The grounds, woodland and play area are for your enjoyment. Please advise children to behave responsibly for their own safety and that of those around them.

A copy of this risk assessment is made available to all pre-booked educational groups as part of your pre-visit preparation. If you would like to discuss any concerns you have regarding your visit to Bodelwyddan Castle, please contact Laura Whitley or Morrigan Mason on 01745 584060 or e-mail education@bodelwyddan-castle.co.uk

Location	Floor	Description of Risk	Likelihood 1- 5	Degree of danger 1- 5	Impact factor	Action taken to reduce risk	Further action required?
Car park and Coach park	Outdoors	Uneven ground. Risk of trip, slip or fall.	1	2	2	Pathways are checked regularly and maintained. Exterior lighting is switched on when light levels are low.	Ongoing
Coach Park and Box Office	Outdoors	Motorists unaware of pedestrians crossing.	2	5	10	Additional traffic calming systems to be investigated. Signage has been added July 2009.	Review of vehicular approach and developing separate access for hotel traffic to be completed by Sept 2010.
Exterior toilets (by Box Office)	Outdoors	Floor surface may become slippery when wet.	1	2	2	Cleaning procedures now in place and toilets inspected daily and cleaned regularly. New floor surface installed June 2009	
Main Entrance to Bodelwyddan Castle	Outdoors	Stone step from drive to walkway. Risk of trip, slip or fall.	2	4	8	White line painted on edge of step Jan 2007.	Monitor situation closely. Staff available to assist visitors with additional needs.
Courtyard	Outdoors	Uneven surface. Risk of trip, slip or fall.	1	2	2	Surface covering maintained and raked regularly.	Ongoing

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Entrance Hall	Ground	Risk of trapped fingers in door.	2	3	6	Staff supervising main entrance during opening hours. Group leaders asked to ensure children are not left unattended.	Investigate use of door hinge guards in this situation
Billiard Room	Ground	Low light levels may cause distress or lead to collision with exhibits/trip or fall.	1	1	1	Bodelwyddan curatorial staff monitoring light levels to ensure they do not fall below acceptable levels. Group leaders asked to advise children not to run indoors.	Replace darkened light shades to improve visibility by April 2010.
Dining Room	Ground	Trip hazard, small step at emergency fire exit.	1	2	2	Black and yellow tape in place to alert users to the hazard. This exit route only used under staff supervision.	Monitor risk.
Library	Ground	Display drawers open at 1.2-meter height.	2	2	4	Phase 1 signage improvement scheme completed. Group leaders to advise children not to run indoors. Attendant staff to alert visitors.	Monitor risk.
Ladies' Drawing Room	Ground	Plinth not secured to the floor, danger of falling if pushed/pulled.	2	2	4	Sculpture is permanently positioned in the far corner of the room behind a security barrier. Attendant staff alerted to be vigilant.	

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Making Portraits: interactive computer room	1 st	Step from corridor at room entrance.	3	3	6	Black and Yellow hazard tape in place. Signage in place. Wheelchair accessible ramp in place. Additional lighting introduced May 2009. Lighting regularly checked.	Review signage and seek further advice.
Temporary exhibitions galleries	1 st	Slight incline in floor level may cause stumble or fall.	1	3	3	Black & yellow hazard tape used to mark incline.	
Education room	1 st	Falling from window	1	5	5	Security barriers in place. Small panes of glass with film covering. Windows sealed shut. Workshop staff alerted to the risk.	
Workshop activities	All	Use of art-making materials and equipment.	-	-	-	All workshop activities individually risk assessed.	

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Kitchen and Tea Room	Ground	Scald or burn.	1	2	2	Tea Room personnel only permitted in the kitchen. Group leaders to advise children to behave in a responsible manner.	Door between public area and kitchen to remain closed.
Grey Stone Staircase	Ground, 1 st and 2 nd	Narrow staircase with some wear.	2	3	6	Used as an emergency escape route only with staff supervision. Alternate routes available.	
Public Toilets	Ground	Scald from hot water.	1	2	2	Warning signs in place. Water heated only to low temperature. Group leaders to supervise use by children.	Investigate use of door hinge guards in this situation
		Trapped fingers in doors.	2	3	6		
Tea Room Patio	Outside	Low visibility steps on wooden decking.	1	2	2	Steps have been painted in contrast colours.	To be re-painted April 2010

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Lowther Gallery and 2 nd floor corridor.	2 nd	Windows at floor level. Risk of falling from window.	2	5	10	Windows have small panes of glass with film fitted. Obstacles currently positioned in front of windows.	Minimum security requirements in place. Assess need for further intervention.
Undercroft: Education Room	Ground	Slippery floor when wet.	1	1	1	No longer used for groups. Alternative entrance opened from shop. Room now used as second hand bookshop	
		Fingers trapped in door hinges.	2	3	6		
Formal gardens: Fish pond	Outdoors	Drowning	1	5	5	Pond has 1 meter high perimeter fence and lifebelts available. Children should be supervised at all times and alerted to the potential dangers.	
Formal Gardens: Maze	Outdoors	Uneven surface	1	1	1	Use by school groups to be supervised by a responsible adult.	Paths regularly maintained.

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Adventure Playground	Outdoors	Uneven surface. Injury from falling	3	3	6	Wood chippings in place. Daily safety inspection carried out. Group leaders not to leave children unattended.	Review of play area equipment due May 2010
Orienteering Course	Outdoors	Paths overgrown. Course requires climbing over styles that may be slippery if wet.	1	2	2	Orienteering routes, including styles and gates regularly checked and maintained. Groups advised to wear suitable clothing and footwear.	Review maintenance procedures on a 3-monthly basis.
Woodland Walk	Outdoors	Uneven surface; naturally occurring trip hazards. Eating poisonous plants. Bitten/stung by wild animals.	2 1 1	2 4 2	4 4 2	Paths are maintained regularly. Groups are advised to wear suitable footwear for outdoor activities. Group leaders to warn pupils of the dangers of touching and/or eating poisonous plants. Group leaders to warn pupils of the dangers of trying to touch wild animals.	