

Scolton Manor Museum Risk Assessment for Visiting Groups & Schools

Site Points	Main Site Activities	Hazard	Effect	Personnel to contact	Hazard Rating	Risk Rating	Precautions
As you enter the Gate	Main entrance to the museum and park, by all modes of transport.	Cars entering/exiting area to park. Delivery vans moving around site.	Physical injury, if not seen by driver, or not paying attention and being aware of other users of the premises	First Aider: Dave Wynn (House Attendant) 01437 731328	Medium - High	Medium – High	Making members of your party aware of moving vehicles. No running around near the car park or up the drive way slope towards the house.
	Grass cutting, tree trimming and general maintenance to park grounds.	Grass cutting, tree trimming and chain sawing being undertaken throughout the year by the park warden and contract companies, to maintain the park area.	Physical injury, if not seen by workmen carrying out the maintenance of the grounds.	First Aider: Dave Wynn (House Attendant) 01437 731328	Low	Low	Being aware that there are people with machinery onsite. Not running around when grass is being cut.
	Walking around the park site.	Possibility of tripping on the uneven and natural ground.	Physical injury.	First Aider: Dave Wynn	Low	Low	Being careful as you make your way around the park.
	Playing on the play equipment.	Possibility of injury as equipment is unsupervised.	Physical injury.		Low – Medium	Low - Medium	Supervising your party on the play equipment.

Site Points	Main Site Activities	Hazard	Effect	Personnel to contact	Hazard Rating	Risk Rating	Precautions
LPG compound near Visitor Centre	Gas supply for Visitor Centre.	Proximity to site users, car park, picnic and play areas. Vehicle collision. Public access possible. Smoking in proximity. Unsupervised as Park Warden not always in office.	Damage to tank from collision or vandalism. Leak or explosion.	Terina Wells (Park Warden) 01437 731328 Manor House staff if Warden unavailable 01437 731328	Medium – High	Medium – High	Hood locked. Warning sign in place.
Visitor Centre	This building is used by various clubs such as the gardening club, as well as members of the public. It houses the toilet facilities as well as a drinks machine.	Unsupervised at times, Warden in 5 days a week, not always in office but attending to grounds.	Physical injury.	Personnel in House if Warden not located – Scolton Manor telephone number: 01437 731328	Low	Low	Supervision to be provided by members of the visiting party.

Site Points	Main Site Activities	Hazard	Effect	Personnel to contact	Hazard Rating	Risk Rating	Precautions
Pathways leading up to Manor House and surrounding park land	Pathways in constant use by vehicles going to park in disabled parking bays near Manor House, as well as members of staff and any maintenance workers on site. Animal walkers and members of the public moving around on surrounding pathway land.	Moving vehicles. Possible slippery pathway's. Animals not on leads.	Physical injury, due to moving vehicles, surface of pathway's (uneven or slippery), or animals not on leads.	First Aider: Dave Wynn (House Attendant) 01437 731328	Medium –High	Medium - High	Being careful as you make your way around the park. Looking out for Moving vehicles. Taking care walking along pathways, especially after it has been raining.
Scolton Manor House	This building is in constant use as it is one of the main museum buildings. From Easter to October it is open to members of the public even while booked groups are being shown around.	Low light levels Uneven floors. Change in floor materials. Steep and uneven stairs. Workmen on premises. Possibility of items being moved.	Physical injury, possibly caused by tripping.	First Aider on site: Dave Wynn House Attendant on Duty.	Low – Medium	Low – Medium	Areas such as the stairs leading to the cellar being highlighted. Groups on guided tours being supervised. Areas with work being carried out roped off. All staff have been police checked.

Site Points	Main Site Activities	Hazard	Effect	Personnel to contact	Hazard Rating	Risk Rating	Precautions
Café & Shop	This building is in constant use, as it is where the tickets for the museum are purchased. The café is also open to the public separately from the museum.	Trip hazards. Slippery floors in all areas.	Physical injury, caused by slipping or tripping.	Attendants on duty in the shop or the Manor House attendants.	Low	Low	No running in the café or shop area. Bearing in mind that there are possibly other members of the public enjoying the amenities.
LPG compound Café	Gas supply for café and Manor House.	Area unsupervised by museum staff. Smoking in proximity.	Leak or explosion.	Manor House staff 01437 731328 Terina Wells (Park Warden) if Manor House unavailable 01437 731457	Medium	Medium	Compound locked. Hood locked. Warning sign on outside of compound. No smoking zone in proximity to compound.
Pathways leading to the Stable Block and Exhibition Hall	The pathways leading to the Stable Block and Exhibition Hall are used by members of the public, as well as members of staff and workmen.	Members of staff, workmen and volunteers driving along the pathway's to park behind museum buildings. Uneven surface.	Physical injury, caused by moving vehicles, camber and slippery nature of the pathway's.	Attendants on duty either in the Exhibition Hall or Manor House. First Aider: Dave Wynn	Medium – High	Medium – High	Looking out for moving vehicles. Taking care walking along pathway, especially after it has been raining.

Site Points	Main Site Activities	Hazard	Effect	Personnel to contact	Hazard Rating	Risk Rating	Precautions
Stable Block & Carriage House	Part of the museum complex, these are open to members of the public to look around.	Not individually attended, but supervised by the Exhibition Hall attendant. Uneven cobbled floor cover, risk of slipping. or tripping. Moving outside and inside buildings. Low light levels.	Physical injury.	Attendant on duty in Exhibition Hall or Manor House. First Aider: Dave Wynn	Low – Medium	Low – Medium	Walking carefully over the cobbled flooring, especially if it has been raining.
Railway Area	Part of the museum complex, these are open to members of the public to look around.	Uneven flooring, with change in levels, possible tripping hazard. Steep and slippery steps up to signal box.	Physical injury.	Attendant on duty in Exhibition Hall or Manor House. First Aider: Dave Wynn	Medium	Medium	Being aware of the difference on floor surface's and levels. Taking care on the steps up to the signal box.
Exhibition Hall	Part of the museum complex, housing the agricultural collection, Tufton shop, WWII exhibition, and science interactive.	Steep steps within Hall. Slippery flooring. Movable parts of objects. Trip hazards. Possibility of pests contaminating hall.	Physical injury.	Attendant on duty. First Aider: Dave Wynn	Medium	Medium	Being aware of floor surfaces, and steepness of stairs. No running in hall. More signage on the way denote no touching of objects.