



YMDDIRIEDOLAETH
CASTELL
BODELWYDDAN
CASTLE TRUST

Visitor Risk Assessment Report

Completed: February 2006

Updated: Sept 2007, March 2008, August 2012, June 2013

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

Part A

Risks to visitors to the Castle

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	Trip, slip or fall.	1	2	2	Pathways cleared of obstacles. Trees kept trimmed. Exterior lighting switched on when light levels are low.	Ongoing
Coach Park and Box Office	Outdoors	Collision	1	5	5	Additional traffic calming systems to be investigated. Signage to warn drivers that pedestrians may be crossing.	Warning signs fitted 2007. Road layout under consideration as part of long term development in 2014/15.
Box Office Toilets	Outdoors	Trip, slip or fall.	0	2	0	New floors fitted 2009. Toilets inspected and cleaned regularly.	Toilet replacement being considered as part of long term development.
Main Entrance to Bodelwyddan Castle	Outdoors	Trip, slip or fall.	1	4	4	White line painted on edge of step Jan 2007. Coconut mat in position.	Monitor situation closely. Staff to alert visitors.
Courtyard	Outdoors	Trip, slip or fall.	1	4	4	Steps are power washed to reduce slime growth. Slabs regularly checked and maintained.	Ongoing

Wheelchair ramp from courtyard to terrace	Outdoors	Trip, slip or fall.	1	4	4	Power washed to reduce slime growth.	Anti-slip surface and handrail to be installed 2013/14.
Wheelchair/pushchair entrance from terrace	Outdoors	Trip, slip or fall.	1	4	4	Entrance used under staff supervision.	Introduce safety warning and signage. Install handrail.
Entrance Hall (main door)	Ground	Entrapment	1	3	3	Staff to be alert to risk of children using the doors.	Investigate use of door hinge guards subject to listed building consent.
Entrance Hall (interior stone steps)	Ground	Trip, slip or fall.	0	3	0	Entrance Hall rearranged to improve visitor welcome and safety. Coconut mats to dry feet	Provide bag and coat storage facilities. Promote availability of entrance avoiding steps.
Watts Hall & Billiard Room	Ground	Trip, slip or fall/distress	1	1	1	Bodelwyddan curatorial staff monitoring light levels to ensure they do not fall below acceptable levels.	Light levels increased 2011 (Billiard Room) and 2012 (Watts Hall).
Dining Room (fire escape)	Ground	Trip, slip or fall.	1	2	2	Hazard tape in place. This exit route only used under staff supervision.	Monitor risk.

Library (display drawers open at 1.2-meter height)	Ground	Collision	0	2	0	Phase 1 signage improvement scheme completed. Portable steps provided. Group leaders and attendants to advise visitors of risk.	Monitor risk.
'Making Portraits' and special exhibitions galleries	1 st	Trip, slip or fall.	1	4	4	High visibility contrast floor colours at steps. Contrast texture on inclines. Lighting regularly checked. Staff training.	Occurrence of incidents is being monitored.
Victorian Inventions & Amusements	2 nd floor	Trip, slip or fall/Entrapment/Infection	0	3	0	Room is regularly tidied. Daily checks carried out. Film placed on windows. Hinge guards on play house. Antibacterial gel available. Water changed daily.	Take advice on fitting safety barriers across windows.
Lowther Gallery and 2 nd floor landing.	2 nd	Trip or fall	0	5	0	Windows fitted with film. Obstacles positioned in front of windows.	Minimum security requirements in place. Assess need for further intervention.
Main staircase	Ground, 1 st , 2 nd	Trip, slip or fall	1	5	5	Stairway kept clear of obstacles. Carpets checked. Lighting monitored. Staff supervision. Lift access available to 1 st floor.	Monitor risk.

Education room/materials cupboard/Sluice	1 st	Trip, slip or fall/Entrapment	1	3	3	Steps marked in contrast floor colour/texture. Barriers across windows. Printing press rollers disengaged when not in use.	Review lighting at room entrance. Fit finger hinge guards on door. Ensure floors are dried up after spills.
Workshop activities	All	Contact/Chemical/Scald	-	-	-	All workshop activities risk assessed separately.	
Café	Ground	Scald or burn.	0	3	3	Café staff only behind the counter/in the kitchen.	Door between public area and kitchen to remain closed.
Grey stone staircase (for staff use and emergency evacuation)	Ground, 1 st and 2 nd	Trip, slip or fall.	1	4	4	Steps painted with white to highlight edges. Handrail in place.	Ensure stairwell is lit when staff and visitors are in the building.
Public Toilets	Ground	Scald	0	2	0	Warning signs in place. Water heated only to low temperature.	Replace warning signs.
Public Toilets	Ground	Entrapment	1	3	3		Fit door hinge guards. Toilets to be upgraded Autumn 2013.
Public toilets	Ground	Trip, slip or fall	1	3	3	Floors to be kept clean and dry where possible.	Toilets to be upgraded Autumn 2013.
Tea Room Patio	Outside	Trip, slip or fall	1	3	3	Steps painted in contrast colour.	Repaint annually.

Undercroft/sweet shop	Ground	Trip, slip or fall	2	3	6	Floor mat in place during wet weather.	Monitor risk
Undercroft/sweet shop	Ground	Entrapment	1	3	3	Staff supervision.	Fit door hinge guards.
Gardens and woodland	Outdoors	Trip, slip or fall/Drowning/Stinging/Poisoning	1	5	5	Paths are maintained regularly. Pond has 1 meter high perimeter fence and lifebelts available. Groups with children alerted to the potential dangers of eating fungi, berries, etc. Warning signs fitted by bee hives.	
Adventure Playground	Outdoors	Trip, slip or fall	3	4	12	Daily inspection. 5-year maintenance contract with Play Quest. Warning signage in place. All visitors given written advice on arrival.	New play area installed 2011.