

RISK ASSESSMENT

LOCATION **Kilwinning Abbey Tower**

ACTIVITY / SITUATION

Title: Visitors to the Tower

1. Please ensure that the Existing Control Measures in Section 4 are identified before considering the Severity/Outcome, Likelihood and the Residual Risk Rating. Insert an "X" where appropriate.

IDENTIFIED HAZARDS	SEVERITY / OUTCOME						LIKELIHOOD						RESIDUAL RISK
	6	5	4	3	2	1	6	5	4	3	2	1	L/M/H
Fire in the Tower	X											X	L
Tripping on the stairs			X								X		L
Falling from the top of the Tower	X											X	L
Stress climbing stairs					X						X		L
Contractors' equipment					X							X	L

Please ensure the risk assessment process considers persons other than visitors, e.g. volunteers, contractors, school pupils, members of the public, etc.

2. Please identify the hazard and source.

Hazard No.	Hazard & Source
1	<p>Fire in the Tower. Fire may harm visitors. A fire on the ground floor would cause the Tower to act as a chimney.</p>
2	<p>Tripping on the stairs. A fall on the stairs could result in injury.</p>
3	<p>Falling from the top of the tower. This would certainly result in death.</p>
4	<p>Stress climbing stairs. Unhealthy, infirm or older visitors, or the very young, or special needs adults, may experience stress, breathlessness, vertigo or claustrophobia, causing panic attacks, and perhaps requiring medical attention.</p>
5	<p>Very occasionally, contractors' equipment is left during jobs lasting 2 or more days. (repointing, roof work, lightning conductors, etc). Trip hazards possible. Trips could cause minor injury/sprain</p>

3. Please detail existing controls and protective measures.

Existing Controls	Further Action Required ?
<p>1. No flammable gases or liquids are stored in the Tower. A no smoking policy is in place. Fire extinguishers are on site and are maintained.</p>	<p>No</p>
<p>2. All visitors who proceed up the stairs are always accompanied by a volunteer with a walkie-talkie, provided by A Baird, for immediate contact with the ground floor in case of emergency. The stairs are clear of trip hazards and are cleaned regularly. The stairs are well lit and the lights maintained. A rope banister runs from the bottom to the top of the stairs. Volunteer guides advise visitors who may find the stairs a challenge of their narrowness and how steep they are. A notice is displayed at the bottom of the stairs to warn visitors about the stairs. Visitors wearing high heels or carrying babies or children are not allowed to climb the stairs. A first aid kit is available on the ground floor.</p>	<p>Yes. On-going training of guides if new.</p>
<p>3. A battlement runs around the top of the tower. This prevents any accidental falls. No children under 16 years are allowed entry to the Tower or the stairs unless they have a responsible adult accompanying them. Organised parties of children or special needs adults are only allowed with extra adult helpers. No more than six adult visitors plus volunteer guide should be on the tower roof at any time. Parties of children and helpers may be allowed in slightly larger numbers. A notice is displayed at the bottom of the stairs advising visitors of these conditions of entry. A notice advising that access to the roof is not guaranteed and is at the discretion of guides on duty, and on age limits, is displayed at the main doorway of the Tower and on the freestanding outside noticeboard.</p>	<p>Yes. On-going training of guides if new.</p>
<p>4. Visitors are reminded there are 143 steps to the roof. Volunteer guides must assume that visitors take responsibility for their own health and capabilities. Guides stop on each floor to allow visitors to inspect exhibits, and to allow for rest if necessary. Guides inform those on duty on the ground floor of their progress, particularly when starting their descent. Torches are provided by KDPS for guides for extra/backup illumination.</p>	<p>Yes. On-going training of guides if new.</p>
<p>5. If contractors' equipment is left, it is moved to one side and visitors are made aware of it by guides.</p>	<p>No.</p>

4. Please detail what further actions are required to control the identified hazards.

Hazard No.	Actions Required	Target Date	Action By	Action Date
2	A notice warning visitors of the narrow and steep stairs is to be displayed. New KDPS volunteers are advised of safety procedures by Team Leaders or Office Bearers.	Before Easter 2011	Andrew Baird/ Mark Strachan	18/4/11 AB
3	A notice advising visitors of conditions of entry to the stairs is to be displayed.	Before Easter 2011	Andrew Baird/ Mark Strachan	18/4/11. AB

5. In association with this Risk Assessment, there may be "Special Category Assessments" that have already been conducted or are required as further action.

A non-exhaustive list has been provided for completion. Please confirm, where necessary using (X).

Associated Assessments							
Assessment	Not Applicable	Previously Completed	Not Completed	Hazard Ref. No.	Target Date	Action By	Action Date
Control of Substances Hazardous to Health (COSHH)	x						
Display Screen Equipment (DSE)	x						
Fire		x					
First Aid		x					
Hand Arm Vibration (HAVS)	x						
Lifting Operations and Lifting Equipment (LOLER)	x						
Moving/Manual Handling	x						
New and Expectant Mothers	x						
Noise at Work (NAW)	x						
Occupational ill health (other issues not included any of the above)	x						
Personal Protective Equipment (PPE)	x						
Work Equipment (PUWER)	x						
Young Persons		See section 3					
Others (please specify)							
ASSESSOR'S NAME: (PRINT Mark Strachan (NAC) Andy Baird	SIGNATURE:			JOB TITLE: Chair, KDPS		DATE : 18/8/11	
AUTHORISED BY: (PRINT)	SIGNATURE:			JOB TITLE:		DATE :	

RISK ASSESSMENT

SEVERITY / OUTCOME INDEX

- 1 Near Miss - No injury incident, minor property, vehicle or plant damage
- 2 Minor Injury - First Aid, Hospital, Return to work same day / following day
- 3 Non-Reportable time loss - Up to 3 day absence, property damage requiring re-instatement, vehicle or plant damage rendering such un-roadworthy
- 4 Reportable time loss - Fracture of minor bones, Temporary ill health with greater than 50% recovery within 6 months
- 5 Specified Major Injury - Fracture of major bone, Permanent ill health with less than 50% recovery expected, significant property, vehicle, plant damage beyond economical repair
- 6 Fatal Injury - Immediate or within 5 years following exposure to hazardous substance

LIKELIHOOD INDEX

- 1 Unlikely - not to be expected
- 2 Improbable - unusual, rare
- 3 Even Chance - could happen, 50 / 50
- 4 Probable - not a surprise
- 5 Likely - to be expected
- 6 Certain - no doubt, will occur

RISK LEVEL MATRIX

		SEVERITY / OUTCOME INDEX						
		6	5	4	3	2	1	
LIKELIHOOD INDEX	Certain	6	36	30	24	18	12	6
	Likely	5	30	25	20	15	10	5
	Probable	4	24	20	16	12	8	4
	Even chance	3	18	15	12	9	6	3
	Improbable	2	12	10	8	6	4	2
	Unlikely	1	6	5	4	3	2	1



HIGH



MEDIUM



LOW

