

<b>Assessment Date</b>	12/11/2019	<b>Review Date</b> (To be within 24 Months)	November 2021
<b>Work Area</b>	Using natural materials for craft activities and tools		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input checked="" type="checkbox"/>	Periodic Review	<input type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	Change of Personnel	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	After an Accident / Incident	<input type="checkbox"/>
		Change of Equipment	<input checked="" type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
<b>Brief Description of Assessment:</b>			
Craft activities including, but not limited to: making bird boxes, wooden decorations, wreaths and using lard / coconut oil and bird seed to create a 'cake' for garden birds – an activity as part of an Outdoor Learning session. This may include use of tools.			
<b>Assessor(s):</b>			
Laura Davis – Outdoor Learning Leader			

**Hazard** = Something with the potential to cause harm.

**Risk** = The likelihood of a hazard causing harm & its associated severity.

**'Concentrate on the significant, ignore the trivial'**

## Part 1 – Hazard Identification

1. General Description of the Work Area	Associated Hazards
Can take place in any parks within Milton Keynes /education Centres all with full or restricted public access  Habitats include long grass, bushes, woodland and meadow areas. Some items may be toxic if eaten.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.  Stings/scratches from plants  Slips/trips/falls.  Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Gloves to be worn when required for allergens  Use of scissors to cut string  Use of needle to thread beads  Tools may include the following: <ul style="list-style-type: none"> <li>• Loppers</li> <li>• Secateurs</li> <li>• Bow saw</li> <li>• Drill</li> <li>• Screwdriver</li> <li>• Hammer/ nails</li> <li>• Staple gun</li> </ul>	Allergic reaction to natural materials and fats  Minor Cuts from inappropriate use of scissors  Injury through mis use of tools  Injury from poorly maintained tools

<b>3. METHOD STATEMENT</b>  <b>Description of the task / process to be carried out (step-by-step tasks). This section should describe exactly how the work will be done and by whom</b>	<b>Associated Hazards</b>
<p>Safety briefing to be given by TPT staff at start of session, including demonstration of correct use of tools.</p> <p>Attendees shown how to safely use natural materials - hands away from mouth, wash hands after activity.</p> <p>Step by step instructions given so participants are doing one part at a time.</p> <p>TPT staff to monitor tool use at all times as participants using tools</p> <p>Tools to be stored in the correct manner, as shown by the TPT staff member when not in use. They will be counted in and out by the TPT staff member.</p> <p>Tools to be maintained correctly by TPT staff and stored at Burners Lane depot between sessions.</p>	<p>Sickness from eating raw lard/coconut oil and bird seeds. Sickness resulting from injecting berries/eating part of Yew used for Wreaths.</p> <p>Injury through mis use of tools</p> <p>Injury from poorly maintained tools</p>

Assessors Signature(s) \_\_\_\_\_

ALL Those involved in making the Risk Assessment to sign

## Part 2 - Detailed Assessment of Risks

<b>Hazard.</b> <b>Potential harm and how caused</b> (List all hazards identified in part 1)	<b>Persons likely to be affected</b>	<b>Existing Control Measures.</b> (Describe all existing measures taken to reduce risk)	<b>Risk Rating.</b> <b>S x L</b> (See Table 1) <i>[eg 3 x 1 = 3 Low]</i>	<b>Action required to reduce / control risk.</b> (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	<b>Corrective Action Number</b> (If further control measures required)	<b>Residual Risk Rating</b> (After further actions)
Incorrect use of equipment causing injury	Participants TPT staff & volunteers Members of the public	TPT staff to deliver "tool talk" and demonstrate safe use of tool to helpers and participants with the introduction of each new tool. Copy of "tool talk" kept with printed version of risk assessment on site and in tool boxes. Supervision of participants when using tools at all times, by TPT staff. Ensure tools are maintained properly, through sharpening after each use and repair as necessary. Tools to be kept in a tool box when on site or in a safe place, away from view of the public. Storage areas to be kept away from main thoroughfares to avoid trips. Tools with covers to be kept covered when not in use and kept flat on the floor, next to the user. Bowsaws to be kept in the tool box with covers in place and handle at the bottom of the box, with covered blade towards the lid. Tools to be counted in and out for each session by the session leader	2x1=2 LOW			
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Participants advised to dress appropriately for the weather and site being visited. Water and hats advised in hot weather. Session curtailed or cancelled in heavy rain or high temperatures/winds. Site check carried out in advance of the session.	3x1=3 LOW			

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Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear. Site check carried out in advance of the session.	1x2=2 LOW			
Poisoning from ingestion of some plants/fungi, bird seed, fat	Participants TPT staff & volunteers	Participants warned to wash hands thoroughly before eating anything. participants told that nothing collected or used during session to be eaten.	2x2=4 MED	TPT staff first aid trained or act as appointed person (contact emergency services if necessary).		
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Participants reminded that when in public parks they are not the only park users and to be respectful to members of the public. Report any antisocial/dangerous behaviour of other park users to the police.	1x2=2 LOW			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. This to be re-iterated to the leader during session as appropriate. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4 MED	TPT staff to use StaySafe Lone Working app. TPT staff to cancel / abandon session if necessary.		
Illness/ medical problems of attendees (for sessions where there is a group leader/Parents/Guardian Present)	Participants	Leader of attending group/Parent/Accompanying Adult informed that medical aid is their responsibility on site at time of booking. PT staff to intervene in times of emergency/potential danger	2x2=4 MED	TPT staff wil contact emergency services if deemed necessary by nature of situation		
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis) e.g. JPR, Youth Rangers and Youth Explorers	Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Self-medication is stated as process on booking form	2x2=4 MED	TPT staff first aid trained or act as appointed person (contact emergency services if necessary).		

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		PT staff to intervene in times of emergency/potential danger				

## Part 2 - Detailed Assessment of Risks

### Table 1. Risk Rating

Risk rating = Severity x Likelihood

Risk Assessment		Severity (S) [Severity] & [Extent]		
		Slightly Harmful [Minor injury / illness, first aid treatment, minor equipment damage] [Affecting only one person] (1)	Harmful [Serious injury / illness, hospitalisation, equipment damage] (2)	Extremely Harmful [Fatality, loss of limb, permanent disability, equipment destroyed] [Several persons affected] (3)
Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)
	Unlikely (2) [Much interaction] [More likely] [Some possibility to avoid]	Low (2)	Medium (4)	Medium (6)
	Likely (3) [Intensive interaction] [Quite likely] [Little possibility of avoidance]	Low (3)	Medium (6)	High (9)

1 – 3 Tolerable Risk  
 4 – 6 Moderate Risk  
 9 High Risk – Intolerable

Monitor regularly to ensure that the risk does not grow.  
 Potentially serious. Long term issues anticipated. Plan ahead.  
**ACT NOW.**

## Part 3 - Review

<b>Category No:</b>	<b>1</b> Regular (24 monthly) review	<b>2</b> Result of accident	<b>3</b> Result of near miss	<b>4</b> Change of process	<b>5</b> Change of location	<b>6</b> Personnel change
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<b>Date:</b>	<b>Category No</b>	<b>Assessors/s</b>	<b>Comments</b>	<b>Action Required</b>	<b>Date Closed</b>
18/11/19	4	Laura Davis	New title and change of equipment. Updated for a session where participants make a bird box and a bird seed cake. Also to cover other similar activities so now called Craft Activities Using Natural Materials and Tools.		
06/12/19	4	Sarah Griffiths	Included specific reference to wreath making due to use of Yew which can poison if ingested.	Ensure staff updates	



**Part 4 - Briefing Sheet**

Use this sheet to record persons whom have been briefed on the contents of this risk assessment.

**RISK ASSESSMENT BRIEFING GIVEN BY:**

DATE	NAME	SIGNATURE