

Assessment Date	05/11/2019	Review Date (To be within 24 Months)	Oct 2021
Work Area	Using natural materials for conservation & habitat activities		
Reason for Assessment (Tick appropriate boxes)			
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 type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Brief Description of Assessment:			
Using natural materials to build new/amend existing habitats for Outdoor Learning session			
Assessor(s):			
Amanda Bailey – Outdoor Learning Practitioner			

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 poisonous 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 Briefing for use of tools Safe manual handling and moving of natural materials	Allergic reaction to natural materials Follow tool guidelines/RA Follow manual handling RA

3. METHOD STATEMENT 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	Associated Hazards
<p>Full safety briefing given to group by TPT staff prior to activity starting.</p> <p>Attendees shown how to safely use natural materials and any tools.</p> <p>Follow manual handling guidelines</p>	<p>Accidents from inappropriate use of tools manual handling and natural materials</p>

Assessors Signature(s) _____

ALL Those involved in making the Risk Assessment to sign

Part 2 - Detailed Assessment of Risks

Hazard. Potential harm and how caused (List all hazards identified in part 1)	Persons likely to be affected	Existing Control Measures. (Describe all existing measures taken to reduce risk)	Risk Rating. S x L (See Table 1) <i>[eg 3 x 1 = 3 Low]</i>	Action required to reduce / control risk. (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	Corrective Action Number (If further control measures required)	Residual Risk Rating (After further actions)
Incorrect use of equipment /tools causing injury Manual Handling	Participants TPT staff & volunteers Members of the public	Safety briefing at start of session, showing correct use of equipment / tools. TPT staff supervise session	1x2=2			
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.	1x3=3			
Slips, trips and falls from the uneven ground / surrounding vegetation .	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear. Follow directions to avoid vegetation Site check carried out in advance of the session.	1x3=3			
Poisoning from ingestion of some plants/fungi	Participants TPT staff & volunteers	Participants warned to wash hands thoroughly before eating anything. participants told that nothing collected during session to be eaten.	2x3=6			
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			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. Clear rules and expectations given to the group at start of session. PT staff to	2x2=4			

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		intervene in times of emergency/potential danger				
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			
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 PT staff to have access to this information during session	2x2=4			

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.

