

<b>Assessment Date</b>	22/01/2019	<b>Review Date</b> (To be within 12 Months)	January 2020
<b>Work Area</b>	Across the Parks Trust Estate.		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input 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"/>
<b>Brief Description of Assessment:</b>			
<p>Volunteer wildlife surveyors carry out various surveys across the Parks Trust Estate including:</p> <ul style="list-style-type: none"> <li>- Bumblebee transect</li> <li>- Butterfly transect</li> <li>- Veteran tree surveys</li> <li>- Mammal surveys</li> <li>- Reptile surveys</li> <li>- Bird surveys</li> <li>- Moth surveys</li> <li>- Mink surveys</li> </ul>			
<b>Assessor(s):</b>			
Grace Burger			

- 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
<p>Surveys are carried out by volunteers across Milton Keynes on sites owned and managed by the Parks Trust. All sites have public access with the exception of Elfield Nature Park which is closed to the public and Linford Lakes Nature Reserve which is open to permit holders only. Surveys are carried out in amenity grassland, meadows, woodland, wetland, lakeside and riverine habitat.</p>	<p>Slips, trips and falls</p> <p>Weather</p> <p>Lone working</p> <p>Conflict situations</p> <p>Bites and stings</p> <p>Traffic</p> <p>Cuts and injury</p> <p>Biohazard</p> <p>Water</p> <p>Contact with Livestock</p>

2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Sweep nets Quadrats Measuring tape Small mammal traps (longworth, footprint tunnels, tennis ball nests) Camera traps ACOS (artificial cover objects – carpet, roofing felt, corrugated tin) Moth trap Mink rafts	Cuts/injury from broken equipment/ improper use

<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>Volunteer wildlife surveyors register their interest during volunteer registration process, and once accepted are given an induction, specific to their chosen role.</p> <p>Prior to carrying out surveys, training sessions are arranged for volunteers, covering associated hazards and risks within their role and are given written guidelines specific to their survey.</p> <p>Site visits are arranged with volunteers to discuss survey method, survey route and any site specific hazards.</p> <p>Volunteers are expected to provide frequent contact with TPT staff and are asked to regularly report data collected.</p> <p>Volunteers are advised not to survey in extreme weather conditions.</p> <p>Volunteers are expected to have fully charged mobile phones on their person when surveying and are requested to tell family or friends when patrolling alone.</p> <p>Wildlife surveyors may be working under the direction of Parks Trust staff or in some cases, such as those running moth traps, may be working quite independently. Those working independently will be expected to maintain contact with staff on a monthly basis.</p> <p>Hazard listed below before the greyed out break/row <b>apply to all surveys</b>, those listed afterwards apply to specific surveys carried out near water, cattle or surveys that require the handling of faeces.</p>	<p>Slips, trips and falls</p> <p>Weather</p> <p>Lone working</p> <p>Conflict situations</p> <p>Bites and stings</p> <p>Traffic</p> <p>Cuts and injury</p> <p>Biohazard</p> <p>Water</p> <p>Contact with Livestock</p>

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

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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)
<b>Slips/Trips/Falls</b>  from uneven ground	Volunteers	All surveyors receive site induction to show route/methodology and highlight any potential hazards. All participants must wear appropriate footwear	2x1=2 Low			
<b>Weather</b>  Exposure to weather conditions may lead to sun stroke and or hypothermia	Volunteers	Volunteers advised to wear appropriate clothing, and can be provided with uniform fleece, sun hat and other relevant personal protective equipment if necessary. Volunteers are advised to wear sun cream protection and carry sufficient drinking water. Volunteers advised not to survey for long periods in extreme hot weather.	2x1=2 Low			
<b>Weather</b>  Exposure to very cold or extreme wet weather may lead to hyperthermia	Volunteers	Volunteers are advised to wear lots of layers of clothing to retain body heat. Ensure volunteers have access to good quality waterproof clothing. Advise volunteers to take note of weather conditions and not work in extreme cold.	2x1=2 Low			
<b>Lone Working</b>  exposes volunteers to hazards that may lead to injury or make an injury worse	Volunteers	All volunteers to have a means of summoning medical assistance-Fully charged mobile telephones. All volunteers requested to tell family or friends when patrolling alone.	2x1=2 Low			
<b>Conflict situations</b>  Contact with the public may lead to conflict and injury.	Volunteers	Volunteer recruitment procedure seeks to ensure volunteers are suited to the role. All volunteers instructed to avoid conflict situations whenever possible and, if not possible, to	2x1=2 Low			

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		withdraw as soon as practical. Volunteers are not to work after dark. Volunteer induction provides clear guidelines when dealing with difficult situations.				
<b>Bites and stings</b>  Ill health caused by bite or sting from plant, insect or dog. Contact with some plants, fungi and some insects may lead to allergic reactions or illness	Volunteers	Volunteers are advised to wear appropriate clothing. Volunteers are explained the risk of tick bites and briefed on the symptoms of Lyme Disease. If volunteers suffer from allergies they are advised to carry their own anti-histamines. Volunteers handling small mammals to wear protective gloves provided.	3x1=3 Low	Volunteers allergic to bee stings are advised not to take part in the bumblebee surveys.		
<b>Traffic</b>	Volunteers	Volunteers shown survey route/method prior to carrying out survey alone and warned of survey routes that cross roads.	3x1=3 Low			
<b>Cuts/injury</b>  from broken equipment/ improper use	Volunteers	Condition of equipment is checked before it is loaned to volunteers. Volunteers are asked to report if breaks to TPT staff. Volunteers to wear gloves if handling tins and ACOs.	2x1=2 Low			
<b>Water</b>  Slips, trips and falls by waterside may lead to hypothermia, exposure to pathogens/ toxins and or drowning	Volunteers	Pre task brief including Weils disease and blue/green algae advice. No surveying to take place in extreme cold, wet stormy conditions or immediately after the same. Avoid surveys close to rivers during flooding	3x1=3 Low			

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		events. <b>Volunteers are not to survey alone.</b>				
<b>Contact with Livestock</b>  Surveying in areas where cattle are grazing – injuries arising from contact with cattle.	Volunteers	Avoid getting close to cattle when calves are present, as this may elicit aggressive behavior. Do not take dogs into fields containing cattle whilst carrying out survey.	2x1=2 Low			
<b>Bio-hazard</b>  Handling animal faeces may lead to infections and illness.	Volunteers	Pre task brief to include explanation of dangers of handling faeces. Provide latex gloves for handling faeces. If unsure, volunteers are advised to not touch it and to take a photograph instead.	2x1=2 Low			

## 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.  
**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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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed



