

Assessment Date	24/03/21	Review Date (To be within 24 Months)	08/2021
Work Area	Open Day Activities and Pre-bookable Pond Dipping at Howe Park Wood of Linford Lakes Nature Reserve		
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:			
Centres and park open to the general public for activities that can include trails, games, pond dipping and bug hunting. Session run by ODL staff and volunteers.			
Assessor(s):			
Sarah Griffiths – Outdoor Learning and Interpretation Manager			

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
Howe Park Wood and Linford Lakes Nature Reserve Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites. Activity taking place during COVID 19 outbreak. Only pre-booked sessions will be run and Centre use is limited to use of toilet facilities.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes. Slips/trips/falls. Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers. Bites, Stings Biohazards: Dog excrement, poisonous fungi Drug paraphernalia and rubbish Drowning Covid 19 – spread and catching of the virus
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Different games require different equipment but can include: <ul style="list-style-type: none"> • Temporary posts for trail • Pond dipping equipment – nets, trays • Artefacts – animal remains and pellets • Bug hunting equipment - nets 	Slips/trips/falls. Injury from mis-use of equipment Covid 19 – spread and catching of the virus

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>TPT staff to check local site (building and trail area) before activities start</p> <p>Brief volunteers of day and activities. Risk assessment should have been circulated but ensure read before session. HPW volunteers will have been inducted and have their own risk assessment.</p> <p>Set up trail and activities outside Centre.</p> <p>Activities are set up to be self-guided with instructions to indicate how to use. Adults to stay with their children at all times. Map provided if doing trail at LLNR as a large site with numerous water bodies.</p> <p>Activities that include potential hazards (pond dipping, owl pellet dissection) covered in other risk assessments. Participants reminded by staff/volunteers/signage to wash their hands after use.</p> <p>Staff and volunteers to act as points of information and to encourage use of activities. They may also patrol the wider park.</p> <p>*COVID Changes:</p> <ul style="list-style-type: none"> • Booking system for activities where details taken for track and trace • All attendees informed at time of booking about COVID restrictions: • Staff member organising session to contact other participants and volunteers to remind that they must not attend if they, or anyone in their household or bubble are displaying any signs of Covid-19. • Be aware of the symptoms of Covid-19 , which are; <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest ○ or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ loss or change to your normal sense of smell – it can also affect your sense of taste at the two are linked. • Note: Many persons may have tested positive displaying none of above symptoms and participants should be aware of this as it does present a degree of risk. • Participants to be advised in advance to bring own hand sanitiser, food and drink as we will not be providing snacks etc. • Participants and staff may wish to wear face coverings if they make a personal choice to do so. These are usually recommended for use indoors situations where social distancing is less possible. The purpose is to inhibit the spreading of aerosol droplets by the wearer and not to protect against the likelihood of being infected by Covid-19 virus. <p>COVID measures for all activities and facilities:</p> <ul style="list-style-type: none"> • Sessions at intervals and separate stations for dropping off used equipment and booking in/picking up equipment • Centre classroom and open interactive artefacts/activities stopped. • Toilets are available at HPW and cleaned by Café. Toilets in LLNR building not accessible unless staff give access. Staff need to ensure only one bubble enters and is instructed to use toilets only. 	<p>Lone working</p> <p>Manual handling</p> <p>Getting lost, drowning</p> <p>Drowning, Biohazards</p> <p>Behaviour of Public</p> <p>Covid 19 – spread and catching of the virus</p>

- Staff and TPT volunteer to organise allocation of equipment and ensure cleaned before giving out and after use.
- Staff and TPT volunteer to monitor space used to ensure that there is not a concentration of people doing activities in one area
- Staff and volunteers to have access to hand sanitiser and disinfectant spray/cleaner. Wildlife friendly cleaner provided for cleaning equipment.
- Hides at LLNR have restricted numbers. Seating marked. Bubbles can enter together under staff supervision if hide is empty. Staff to ensure that this is followed when supervising activity.

COVID Extra Briefing Points for attendees:

- Remind attendees that they should not partake in the session if they, their household or protective bubble have signs of Covid-19.
- Ensure that participants reminded to stay at a safe social distance of 2 meters from the session leaders and members of the public.
- All to be reminded to avoid touching faces and wash/sterilise hands often at site with hand sanitiser and when returning home.
- Explain to attendees that they will be given equipment and that this must not be swapped or passed around. Any equipment will be cleaned before giving out and after. If they get confused which equipment it theirs, they need to ask staff for it to be re-cleaned.
- Hand sanitiser should be used regularly and there are hand-washing facilities in the Centre. Staff should encourage use at regular intervals
- If attendees are doing a self-led activity, once equipment collected, they are advised to find their own area to do an activity, away from other users.
- Remind attendees to follow guidance on site e.g. maximum three people in hides.

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 causing injury	Participants TPT staff & volunteers Members of the public	TPT staff and volunteers on site to monitor use. Children accompanied by their guardians at all times.	1x2=2 LOW			
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Staff to use common sense to judge weather, taking into account weather warnings and beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	1x3=3 LOW	If session in woods, or trees are overhanging area, beaufort scale of 7 or over would usually require cancellation/change of site/activity as appropriate. Staff to take anemometer with them on windy days to check local wind speed.		
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Site to be checked as best as possible prior to start of session for any obvious or significant slip, trip, fall hazards. Hazards to be pointed out throughout the session. Appropriate action to be taken.	1x3=3 LOW			
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Report any antisocial/dangerous behavior of other park users to the police.	1x2=2 LOW			
Behaviour of attendees	Participants. TPT Staff and Volunteers	TPT staff and volunteers on site to monitor behavior and intervene in times of danger	2x2=4 MEDIUM			
Illness of staff or volunteers	Staff/Volunteers	Volunteers and staff to inform leader of the session of any medical issues that may be relevant to their safety. Staff and volunteers to carry charge mobile phone to report incidents. Staff to carry emergency contact details card on rucksack in case they become incapacitated.	1x2=2 LOW			

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Participants/visitors getting lost on site	Participants	Lost child protocol activated (Safeguarding – document TPT-1038). Police called at maximum of 30 minutes. Staff to have completed Safeguarding training. Working mobile phone kept on site with leader.	1x3=3 LOW			
Illness/medical problems including bites and stings from insects; some people may experience allergic reaction	Participants TPT staff & volunteers	Staff and TPT staff to share medical information with lead if have allergy. First Aid box at Centre	1x3=3 LOW			
Biohazards and Drug paraphernalia	Participants TPT staff & volunteers	Site to be checked as best as possible prior to start of session for any biohazards/drug paraphernalia. Appropriate action to be taken. Rangers alerted if sharps etc. found and that part of site should not be used for trails. Staff to carry wipes/tissues.	1x3= LOW			
Drowning from entering a water body on site.	Participants, TPT staff/volunteers	Maps of site available and sign at HPW of site. Guardians are responsible for their children. Pond dipping risk assessment separate.	1x3=3 LOW			

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Covid-19	Participants, TPT Volunteers and Public	Safety briefing includes instructions about Covid-19 2m social distance to be maintained with staff and public, equipment allocated to individuals, and those used to be sterilised before given out and when collected in. First Aid kit to include face mask to be worn if need to break 2m to attend to injury. Numbers limited to 6 in group. Attendees and staff not to attend if have symptoms of Covid-19 or anyone in their bubble has, or they have been contacted to self-isolate. Booking system in place for track and trace. Access to buildings and hides limited to toilet use. Hand sanitiser station available and face masks to be worn inside (see building risk assessments)	3x2=6			

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.



RISK ASSESSMENT

RA No. *TPT-OL-020 Centre Open Days*

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Part 3 - Review

Category No: 1 Regular (24 monthly) review | 2 Result of accident | 3 Result of near miss | 4 Change of process | 5 Change of location | 6 Personnel change

Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
24/03/21	5	Sarah Griffiths	Review due to Covid 19 regulations	Completed	

