

Assessment Date	13/07/2020	Review Date (To be within 24 Months)	06/2021
Work Area	Guided Work organised by ODL Team		
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: Guided walk around park identifying species/learning about site.			
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
<p>Can take place in any parks within Milton Keynes, all with public access Habitats include long grass, bushes, woodland, wetland and meadow areas.</p> <p>Maybe water hazards present.</p> <p>Session taking place during Covid 19 outbreak – restrictions in place</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Stings/scratches from plants</p> <p>Drowning</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Covid 19 Virus – catching or spreading virus</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p>Laminated printed sheets with information</p> <p>Containers with example if required</p> <p>Magnifying glasses if required</p> <p>First aid kit (including face mask and gloves)</p> <p>Staff in uniform for easy Identification</p> <p>Mobile Phones</p>	<p>Covid 19 Virus – catching or spreading virus</p>

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>Pre Session:</p> <p>Participants pre booked and contract tracing details taken at this stage. Groups limited to six.</p> <p>ODL leader to have checked area in advance for major hazards.</p> <p>Staff to have read and to follow guidance of PT Risk Assessment for Covid-19: RA-1017</p> <p>Staff member leading session to contact other staff member, 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.</p> <p>Be aware of the symptoms of Covid-19 , which are;</p> <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. <p>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.</p> <p>Participants to be advised in advance to bring own hand sanitiser.</p> <p>ODL leader to go through risk assessment with other staff and ensure that proper equipment is on site: gloves, anti-septic spray, hand sanitiser, first aid kit with facemask.</p> <p>All equipment (magnifying glasses, laminated sheets and display containers) to be sprayed with anti-septic spray before and after use [MT1]by ODL leader.</p> <p>If information sheets used, these can be sent via email to participants so that they can use their phones to avoid use of laminates if preferred.</p> <p>ODL session leader to use register on own phone if open to the public and requires booking on-line.[MT2]</p> <p>ODL Session leader to give safety briefing at start of walk;</p> <ul style="list-style-type: none"> • Remind attendees that they should not partake in the session if they, their household or protective bubble have signs of Covid-19. 	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Covid 19 – catching or spreading the disease</p> <p>Stings/scratches from plants</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Participants getting lost</p>

- Ensure that participants reminded to stay at a safe social distance of 2 meters from other non-family/bubble participants, including 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.
- Inform attendees that display containers will be put out to show specimens but should not be touched. Equipment handed out will be sterilised and re-sterilised once collected back in.

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.

General

Participants to let leader know if they leave the group early.

Participants advised in advance to wear suitable clothing & footwear for the weather and location ground conditions. Also, to be reminded to bring drinking water & use appropriate sun screen in hot weather.

Participants advised of any hazards on route.

Meeting place and site location explained

Any specimens shown to be put at height to enable people to look without touching.

The 2 metre social distancing to be maintained as explore and identify. If people are unsure of an ID, participants to move away from area before Simon moves in, or participants can take a photo and image can be shown on phone when it is placed down (i.e. not touched).

Assessors Signature(s) *Sarah Griffiths* (Outdoor Learning and Interpretation Manager)

Amanda Bailey (Outdoor Learning Practitioner) | *MT3* | *Alison Harrell* (Outdoor Learning Leader)

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)
Lost participants	Participants	ODL Leader to brief participants about the site and a meeting point. Advise participants to let leader know if they leave early. Use of register with public groups to check participants in and out.	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. Staff to use common sense to judge weather, taking into account weather warnings and beaufort scale for windy conditions. Session curtailed or cancelled in very heavy rain, stormy conditions, strong winds or very high temperatures.	3x1=3	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	Participants advised of particular hazards in briefing. Everyone always reminded to wear practical clothing and footwear. ODL leader to have access to basic first aid kit, water and mobile phone to call for emergency response.	1x3=3			
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 behavior of other park users to the police.	1x2=2	Remind participants that during Covid-19 precautions to remain socially distant at all times.		

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Behaviour of attendees	Participants, TPT Staff and Volunteers	PT staff to intervene in times of emergency/potential danger.	2x1=2			
Drowning	Participants, TPT Staff and Volunteers	Site visit by staff and hazards identified. Safe route decided before session. Hazards are part of introductory talk.	3x1=3			
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis)	Participants	Booking conditions state that participants should only attend if fit to do so. PT staff to intervene in times of emergency/potential danger ODL Lead to have First Aid Kit	2x2=4			
Covid-19	Participants, Staff and Public	Safety briefing includes instructions about Covid-19 2m social distance to be maintained, Handling equipment limited, 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 (plus staff, volunteers). 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.	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.

