

Assessment Date	22/03/2021	Review Date (To be within 24 Months)	July 2021
Work Area	Tree Tots – weekly parent and toddler group. Howe Park Wood		
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: Activities conducted as part of the weekly Tree Tots session. COVID-19 version.			
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>Designated areas of Howe Park Wood, either in the cleared area by the cross-roads, or under the Hornbeam trees by first left hand turn on the path from the centre.</p> <p>The land is surrounded by trees, with large, felled logs scattered around. Ground surface is bare earth, which can be boggy in wet conditions and cracked in extended periods of dry weather.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Illness</p> <p>Lost child</p> <p>Catching or spreading Covid 19</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p>Cold water used as an activity year-round.</p> <p>Bow saws (and gloves) used with work bench for sawing 'wood cookies'.</p> <p>Ropes used for keeping tarps in place and as a balance activity.</p>	<p>Allergic reaction</p> <p>Drowning from use of cold water in paddling pool</p> <p>Cuts from bow saw use</p> <p>Strangulation from loose hanging ropes</p>

out in the designated area too. Activities spaced with 2 meters between to enable social distancing.

Session:

Participants meet by the education centre, then walk up to the Tree Tots area of the wood.

COVID Extra Briefing Points for attendees:

- Remind attendees present that they should not partake in the session if they, their household or protective bubble have signs of Covid-19.
- Remind parents to stay at a safe social distance of 2 meters from the session leaders, members of the public and other attendees. Equipment has been set up with this in mind so they can explore in different areas
- All to be reminded to avoid touching faces and wash/sterilise hands often at site with hand sanitiser and when returning home.
- Any equipment will be cleaned before being set up and after the session.
- Hand sanitiser should be used regularly. Where there are hand-washing facilities, they can use these. Staff should encourage use at regular intervals.

At end of session 1, all equipment cleaned by volunteer and staff.

Repeat above for session 2.

At end of session 2, all cleaned and packed down into the designated trollies as described above. Leader and Volunteer to take this back.

All equipment packed away into store cupboard at Howe Park Wood. Any wet items to be left out to dry to avoid mildew.

Staff and volunteers to wash hands at end of session.

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. (See Table 1)	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 are required)	Residual Risk Rating (After further actions)
Adverse weather (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Staff Volunteers Participants	Forecast checked prior to session taking place. If unable to hold in the wood due to weather conditions, the classroom at the education centre will be used. Cancelled if at another site without indoor alternative. Advise participants to dress appropriately for the weather and ground conditions. Advised to bring sun protection and drinking water in hot conditions. Site check carried out before group arrive. 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.	2x1=2	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.		
Strangulation from loose hanging ropes	Staff Volunteers Participants	Bright coloured ropes used to be obvious in the woodland setting. All loose ropes tied up to ensure that nobody can trip or catch themselves on the ropes.	2x1=2			
Illness during the session. May lead to complications due to being outside	Staff Volunteers Participants	Emergency contact number of parents/carers to be collected at time of booking and be with the group leader in an event of an emergency. Leader of attending group/Parent/Accompanying Adult informed that medical aid is their responsibility on site at time of booking. This to be re-iterated to the group leader/Parent/Accompanying Adult at the beginning of the session.	1x1=1			

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		PT staff to intervene in times of emergency/potential danger Hand washing facilities available in the wood, and back at the education centre.				
Drowning from use of paddling pool in summer	Participants	All children to be accompanied by an adult. Paddling pool situated in an area where it easy to see it in use.	3x2=6	Small amount of water filling the pool, only a couple of inches.		
Cuts from bow saw use	Staff Volunteers Participants	Cutting area in a cordoned off zone to ensure only one child at a time near the saw. Staff to work with the child cutting, using a work bench. Gloves provided.	2x2=4			
Slips, trips and falls from the uneven ground, balancing on log or using the balance ropes.	Staff Volunteers Participants	Everyone always reminded to wear practical clothing and footwear. Children are not left unaccompanied and with their parent/carer at all times. Group leader to ensure all equipment is safe to use by regular visual checks at the beginning of each session. Participants shown safe ways to use the equipment. Balance ropes to be no more than 30cm off the ground to limit injury from falls.	2x2=4			
Contact with other parks users including dog walkers, horse riders	Staff Volunteers Participants	Participants reminded that when in public parks they are not the only park users and to be respectful to members of the public.	1x3=3			

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		Report any antisocial/dangerous behaviour of other park users to the police. Site check carried out before group arrive.				
Lost child/inappropriate adult supervision	Participants	All children to be accompanied by an adult. Staff to have completed Safeguarding training. Working mobile phone kept on site with leader. Emergency contact numbers for participants provided at time of booking.	3x2=6			
Covid-19	Participants, TPT Volunteers and Public	Safety briefing includes instructions about Covid-19 2m social distance to be maintained between staff and the family bubble. First Aid kit to include face mask to be worn if need to break 2m to attend to injury. Group size limited to 30 plus staff and volunteers to enable distancing at site. Track and Trace details through Digitickets. Attendees and staff advised not to attend if have symptoms of Covid-19 or anyone in their bubble has, or they have been contacted to self-isolate. Equipment cleaned with antibacterial spary between sessions and hand sanitiser used on entry. Hand sanitiser available at all times. Participants reminded to wach hands/use sanitiser after session.	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.

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
21/11/18	1	Nicky Saunders	Updated from old version form and content reviewed	none	21/11/18
02/02/20	1	Sarah Griffiths	Updated		
09/09/20	4	Sarah Griffiths	Covid 19 Updates		
22/03/21	4	Sarah Griffiths	Covid 19 Review		
15/06/21	4	Sarah Griffiths	Covid 19 Update – numbers increased to 30 plus staff		

