

|   |                                     |  |  |
|---|-------------------------------------|--|--|
| <b>Assessment Date</b>  | 9 <sup>th</sup> June 2020           | <b>Review Date</b><br>(To be within 24 Months) | To be reviewed regularly                       |
| <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 checked="" 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 checked="" type="checkbox"/>            |
|   |                                     | Other  | <input type="checkbox"/>                       |
| <b>Brief Description of Assessment:</b>   |                                     |  |  |
| <p><b>The Parks Trust Sites - Arrangements During Covid-19 Pandemic Crisis (Revision 9)</b></p> <p><b>UPDATED for England 'COVID-19 RESPONSE – SPRING 2021' Step 4 from 19<sup>th</sup> July 2021</b></p> <p>From Monday July 19<sup>th</sup> most legal restrictions associated with lockdown are lifted. However, the risk of infection by covid-19 to individuals remains high. Therefore, The Trust through this risk assessment continues with risk reduction measures remain in place, including;</p> <ul style="list-style-type: none"> <li>• Requesting that social distancing measures are respected.</li> <li>• Our offices have restricted access.</li> <li>• Requiring the use of face coverings in certain circumstances to protect others.</li> <li>• Advising that continuation of enhanced hygiene regimes, and in particular frequent washing or sanitising of hands.</li> </ul> |                                     |  |  |
| <b>Assessor(s):</b>   |                                     |  |  |
| Michael Thomas (H&S Manager)  |                                     |  | <b>Last Reviewed 21<sup>st</sup> July 2021</b> |

**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>The Parks Trusts open access sites across Milton Keynes.</p> <p>In general Parks will include many similar hazards. Some parks may have individual hazards, for example particular art installations, grazing cattle, bridges, electrical boxes etc. Refer to individual risk assessments.</p> <p>This risk assessment supplements existing site risk in order to allow public to determine hazards and risk associated with the Covid-19 pandemic.</p> | Covid-19 Virus                             |
| 2. Plant, Equipment and Vehicles in or adjacent to the work area   | Associated Hazards                         |
| <p>Infrastructure that may have common touchpoints (E.g. gates, seats etc.).</p> <p>Parks Trust Vehicles</p> <p>Parks Trust Contractors</p> <p>Power, hand tools, spraying equipment associated with landscaping operations</p>  | Refer to individual site risk assessments. |

| <b>3. METHOD STATEMENT</b><br><br><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>To report issues to The Parks Trust:</p> <p>Phone: 01908 233600.      Email: <a href="mailto:info@theparkstrust.com">info@theparkstrust.com</a></p> <p><b><u>GENERAL</u></b></p> <p>Each area of park is assigned to an Area Landscape Manager and / or Landscape Officer who have the overall responsibility for that area.</p> <p>Additionally, each area has a designated Community Ranger who will regularly patrol their areas and be a point of contact for members of the public.</p> <p>Few locations have accessible public toilets or welfare facilities. Currently public toilets at Willen Lake are open during opening hours with some restrictions.</p> <p><b><u>Covid-19</u></b></p> <p>In all cases refer to UK Government latest advice. This Risk Assessment is made in reference to:</p> <p><b>Working safely during coronavirus (COVID-19) <a href="#">LINK</a></b></p> <p><a href="#">HSE UK Guidance</a></p> <p>Be aware of the symptoms of Covid-19 , which are</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – 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)</li> <li>• <b>loss or change to your normal sense of smell</b> – it can also affect your sense of taste at the two are linked.</li> </ul> <p><b>If you have these symptoms, you must not leave your place of residence to visit Parks Trust spaces or facilities, including those at Willen Lake. It is essential that you are honest with yourself in evaluating any symptoms, protecting yourself and others.</b></p> <p><b>Self-Isolation <a href="#">LINK</a></b></p> <p>If you have symptoms of coronavirus, you'll need to <b>self-isolate for 10 days. (Self-isolate = stay away from all other people).</b></p> <ul style="list-style-type: none"> <li>• <b>Arrange for a test</b> – this can be booked online <a href="#">Link</a></li> </ul> | <p>Covid-19 virus</p> <ul style="list-style-type: none"> <li>- Catching virus</li> <li>- Spreading virus</li> </ul> |

## The Parks Trust – Parks & Facilities

The majority of our parkland is open access. See our website for details <https://www.theparkstrust.com/>

**Parks:** Open access excepting some nature reserves. Adhere to latest UK Government guidance.

**Education Centres:** Currently limited use with limited numbers.

Howe Park Wood café is operating and the toilet facilities are available.

**Outdoor Learning sessions:** Public sessions can be booked via the website. Session numbers are limited and typically have a maximum of up to 30 persons.

**Events / Activities:** Parks Trust events are run with a limited capacity up to 30 people and can be booked via the website. Third party events are subject to licence and any restrictions that may be operating locally.

**Willen Lake:** All activities are open and can be booked via web-site, or for boat hire may be booked at the Water Sports offices. Restrictions on number of available places apply.

**Play Parks and Fitness Trails:** Play parks & fitness trails are all fully open. For more details see website; Play Areas [Link](#) Trim Trails [Link](#)

It is recommended to continue with sensible covid-19 risk control measures, such as maintaining social distancing and practicing good hygiene.

All play areas and fitness trails maintained by The Trust are open access, with no restrictions on entry and are unstaffed. There are no paid for or ticketed play areas or fitness trails.

The Trust will not clean or sanitise any equipment, as this is impractical and would be ineffective unless it could be maintained very regularly. As all areas are outdoors and subject to UV light, rain and other weather that reduces the risk from contact transmission of Covid-19.

The Trust encourages supervising adults to bring hand sanitiser for their use and to ensure that children in their care regularly sanitise their hands. No hand sanitisation points are provided as due to the open nature of the open and unstaffed sites it would be impractical to keep topped-up and safe from vandalism.

The Trust advises that;

- Parents, guardians and responsible adults have responsibility to ensure safe use.
- Maintain Social Distancing.
- Regularly sanitise hands, before and after using equipment.
- Be aware of number using equipment & if necessary wait or return later.

**Parks Trust offices:** Closed to members of public. Firewood may be purchased from Campbell Park Pavilion.

**Volunteers:** Parks trust volunteer rangers and wardens may continue to operate, and you may see them in parks. They help with essential duties to ensure that the parks remain safe for all. Practical conservation groups of volunteers may be encountered assisting with specific landscape management tasks. Volunteers may also be assisting with Outdoor Learning Sessions.

## General Protective Measures to be Followed by All

**Main measures in all cases of use of parks & facilities within our care.**

**Social Distancing**      **Remain 2 metres apart wherever possible.**  
**If not possible, may reduce to 1 metre plus, but further measures may be necessary.**

**Hygiene**      **Wash hands regularly**

- **Social Distancing**

The Parks Trust carry out operational work in order to ensure the safety of open spaces and that they remain available for members of public to use.

While using the parks please continue with social distancing & respecting others. **Keep at least 2 metres distance from other people wherever possible.**

The Trust will make as many footpaths as possible accessible and cut grass at the side of paths more frequently to increase the width available for persons to pass each other.

The Trusts staff and volunteers make regular patrols of our parks and are able to assist with further information.

In situations where anti-social behaviour is observed, The Trust will report to the relevant authorities (Thames Valley Police or Milton Keynes council). Members of public encountering anti-social behaviour should report to the police using the non-emergency number 101.

If using a path that has gates or bridges, please as far as possible allow others to safely pass and give way in turn.

When using Trust car parks, take care when entering and exiting vehicles. Only park in designated places and do not park in hazardous positions on the public highways.

- **Hygiene**

Wash or clean hands regularly. If available always carry hand sanitiser whilst enjoying the outdoor spaces.

Clean hands (either with sanitiser or with soap & water) hands frequently, before and after eating / drinking & on leaving / returning home.

Take care not to touch your face, mouth, nose, eyes as far as possible.

Gates, bridges, seats and other infrastructure will not be sanitised by The Trust. Please make sure that you follow guidance and make your own hygiene arrangements to clean your hands for any such items you may need to touch.

**Litter**

Please be responsible and take all rubbish home with you. Be mindful that The Trust have experienced increased instances of criminal fly-tipping during this period of government restrictions.

**AED Locations**

The nearest AED location can be found using an App such as that available from the South Central Ambulance Service called Savealife.

<https://www.scas.nhs.uk/news/campaigns/savealife/>

**Emergency Access**

Most parks has various points of access.

One method for defining exact location is by use of the app what3words that allows you to define an exact 3 metre square allocated a unique three word description.

<https://what3words.com/>

Assessors Signature(s) Michael Thomas (H&S Manager)

ALL Those involved in making the Risk Assessment to sign

## Part 2 - Detailed Assessment of Risks

| <b>Hazard.</b><br><b>Potential harm and how caused</b><br>(List all hazards identified in part 1) | <b>Persons likely to be affected</b> | <b>Existing Control Measures.</b><br>(Describe all existing measures taken to reduce risk)   | <b>Risk Rating.</b><br><b>S x L</b><br>(See Table 1)<br><i>[e.g. 3 x 1 = 3 Low]</i> | <b>Action required to reduce / control risk.</b><br>(Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor) | <b>Corrective Action Number</b><br>(If further control measures required) | <b>Residual Risk Rating</b><br>(After further actions)      |
|---|--------------------------------------|--|---|---|---|---|
| Covid-19 Virus<br>(Social distancing)<br>[Cross infection from person to person]                  | Members of Public                    | Practice social distancing whenever possible. Keep 2 metre separation from others you do not live with.<br><br>Practice good hygiene and wash / sanitise hands frequently. | <b>3 x 2 = 6</b><br><b>MEDIUM</b>   | Follow government advice.<br><br>Keep social distance at all times from other members of public.<br><br>Report any anti-social behavior to TVP on 101.                  |   | Risk Remains Medium at this time due to nature of pandemic. |
| Covid-19 Virus<br>(Contact Contamination)<br>[Cross infection from touch points]                  | Members of Public                    | Practice good hygiene and wash / sanitise hands frequently.<br><br>Carry own hand saniser.   | <b>3 x 2 = 6</b><br><b>MEDIUM</b>   | Follow government advice.<br><br>Carry own sanitiser if possible.<br><br>After touching park infrastructure sanitise hands.   |   | Risk Remains Medium at this time due to nature of pandemic. |
|   |                                      |  |   |   |   |   |
|   |                                      |  |   |   |   |   |
|   |                                      |  |   |   |   |   |

## Part 2 - Detailed Assessment of Risks

### Table 1. Risk Rating

Risk rating = Severity x Likelihood

| Risk Assessment  |  | Severity (S)<br>[Severity] & [Extent]   |   |   |
|--|--|---|---|---|
|  |  | Slightly Harmful<br>[Minor injury / illness, first aid treatment, minor equipment damage]<br>[Affecting only one person]<br>(1) | Harmful<br>[Serious injury / illness, hospitalisation, equipment damage]<br>(2) | Extremely Harmful<br>[Fatality, loss of limb, permanent disability, equipment destroyed]<br>[Several persons affected]<br>(3) |
| Likelihood (L)<br>[Exposure to Hazard]<br>[Occurrence of Hazard]<br>[Possibility of Avoidance] | Very Unlikely (1)<br>[Minimal interaction]<br>[Remote possibility]<br>[Easily avoidable]     | Low (1)   | Low (2)   | Low (3)   |
|  | Unlikely (2)<br>[Much interaction]<br>[More likely]<br>[Some possibility to avoid]           | Low (2)   | Medium (4)  | Medium (6)  |
|  | Likely (3)<br>[Intensive interaction]<br>[Quite likely]<br>[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

|                     |                                      |                             |                              |                            |                             |                           |
|---------------------|--------------------------------------|-----------------------------|------------------------------|----------------------------|-----------------------------|---------------------------|
| <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 |
|---------------------|--------------------------------------|-----------------------------|------------------------------|----------------------------|-----------------------------|---------------------------|

| Date:    | Category No | Assessors/s    | Comments  | Action Required | Date Closed |
|----------|-------------|----------------|---|-----------------|-------------|
| 01/07/20 | 1,4         | Michael Thomas | Reviewed for latest guidance regarding social distancing.<br>Reflect re-opening of play areas and fitness trails from 4 <sup>th</sup> July.   |                 |             |
| 03/09/20 | 1           | Michael Thomas | Reviewed for latest guidance regarding social distancing.<br>Changed number from RA-1023 due to conflict with document number<br>Reflect restarting of some Outdoor Learning activities and Events.   |                 |             |
| 15/12/20 | 1, 4        | Michael Thomas | Reviewed for latest guidance and tier restrictions.<br>Removed detail of self-isolation. Public should use UK Government & NHS websites and other sources of information to follow latest guidance.<br>List of The Trust's play parks & fitness trails added to aide public in identifying ownership. |                 |             |
| 21/12/20 | 4           | Michael Thomas | Reviewed with change to Tier 4 status.<br>Added volunteering activity.<br>Added AED & Emergency Access general information.   |                 |             |
| 18/01/21 | 4           | Michael Thomas | Reviewed with change to national lockdown.<br>Added additional information regarding Willen Lake.   |                 |             |
| 12/04/21 | 4           | Michael Thomas | Reviewed with change to national lockdown legislation & guidance and in accordance with Step 2 of roadmap.  |                 |             |
| 18/05/21 | 4           | Michael Thomas | Reviewed with change to national lockdown legislation & guidance and in accordance with Step 3 of roadmap.  |                 |             |
|          |             |                |   |                 |             |
|          |             |                |   |                 |             |
|          |             |                |   |                 |             |
|          |             |                |   |                 |             |

