

<b>Assessment Date</b>	20/08/2021	<b>Review Date</b> (To be within 24 Months)	01/03/2022
<b>Work Area</b>	Youth Rangers during Covid 19 – monthly youth volunteering group. Various locations		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input type="checkbox"/>	Periodic Review	<input checked="" 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>			
General procedure as part of the monthly Youth Rangers session. There are separate risk assessments for the activities done in these sessions.			
<b>Assessor(s):</b> Laura Davis – Outdoor Learning Leader			

- 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>Sessions take place in various parks                      The land may include water bodies and/or woodland.                      Ground surface may be bare earth, which can be boggy in wet conditions and cracked in extended periods of dry weather.</p> <p>Session taking place during Covid 19 outbreak – restrictions in place                      Sessions to take place outside.                      Participants advised about social distancing measures in place, wearing face covering indoors, keep 2 meters apart and not to attend if feeling unwell.                      Participants advised regarding good hygiene practices, wash hands frequently (as soon as return home) and use portable sink and/or hand sanitiser during activity.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Slips/trips/falls.</p> <p>Injuries/drowning associated with entering water body</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Illness</p> <p>1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers</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>Participants to bring own refreshments for session.</p> <p>Participants advised to bring own gloves if possible, disposable gloves will be available for anyone unable to bring and wear own gloves.</p> <p>Antibacterial spray, Hand sanitiser, portable sink with handwash and blue-roll.</p> <p>Depending on session activity may include use of tools such as litter picking equipment, loppers, secateurs, shears, rakes, bow saws – separate risk assessment for specific activities</p> <p>May be on site when Direct Works are undertaking their activities, so larger plant machinery will be on site including chipper and chainsaws, but these will not be used by the participants themselves.</p> <p>Try to avoid using TPT vehicles but where this is necessary to transport equipment to and from sessions, one TPT member of staff in van and one in own car. If it is necessary for 2 members of staff to travel in a vehicle together, follow guidance in main Covid 19 RA regarding wearing face coverings, opening windows and cleaning of common touch points.</p>	<p>Scalds from hot drinks</p> <p>Allergic reaction</p> <p>Injury from incorrect tool use</p> <p>Minor cuts and grazes from brambles etc.</p> <p>Poor supervision leading to accident or injury from onsite machinery</p> <p>Covid 19 Virus – catching or spreading virus</p>
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<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>At the time of booking, medical information is required as part of the booking process and for children under 18 years, their parent must agree to the booking conditions and provide two emergency contacts for the young person.</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"> <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>Note:</b> 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. Portable sink to be available for regular handwashing if appropriate.</p> <p>Participants advised to bring own refreshments. If we provide drink/snack, remind participants not to share.</p> <p>ODL Session leader to give safety briefing at start of session;</p> <ul style="list-style-type: none"> <li>• Remind attendees that they should not partake in the session if they, their household or protective bubble have signs of Covid-19.</li> </ul>	<p>Manual handling.</p> <p>Injuries from incorrect tool use.</p> <p>Cuts from brambles etc.</p> <p>Scalds from boiling water.</p> <p>Allergies to drink/snack ingredients.</p> <p>Lost child.</p> <p>Child not collected at end of session.</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 portable sink/ hand sanitiser and when returning home.

Participants and staff must wear face coverings indoors unless exempt.

Participants and staff may wish to wear face coverings outdoors if they make a personal choice to do so. 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.

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.

Any equipment to be used in session to be sprayed with anti-septic spray before and after use by ODL leader.

If possible TPT staff to drive directly to site rather than meet and drive in van.

If van is required to transport equipment, follow guidance for shared vehicles. Staff load up van with tools and equipment needed for the session. All tools to be signed out and counted out and in at session.

Participants meet at designated meeting point and confirm collection point and time with parents/guardians. There will be 2 members of Parks Trust staff at each session as a minimum. If a child is booked on to session but has not arrived 5 minutes after session start time, call emergency contact to check if attending. If no answer, leave voicemail if possible. If child not arrived by 10 minutes after start time, begin session without this participant. This procedure is detailed on FAQ section of website.

TPT staff give an introduction to session including identifying hazards in the work area and surrounding location and tool talks as appropriate.

TPT staff and participants carry out task until break. Refer to risk assessment for specific activities.

Group stops for break. If tools being used - count back in and stored safely for duration of break. This will be in centre or van if group are moving away from work area for break. Each participant to identify location of their equipment so they continue using same piece of equipment after break.

Drink/snack break. Use portable sink and/or hand sanitiser. Remind participants not to share cups etc.

Group continue with task, tools counted out back to same participant and reminder tool talk given if judged necessary. Refer to risk assessment for specific activities.

At end of session, all equipment sanitised by ODL leader and packed down into the van/centre. Tools/equipment counted back in. Participants to help with this set down if this can be done whilst maintaining social distancing and avoiding cross contamination of equipment.

Return to agreed meeting point for collection. Leaders have list of participants who have permission to make their own way home from activity. If participant does not have permission to make own way home and parent/guardian has not arrived 10 minutes after the agreed pick up time either the participant or TPT staff to call first number on emergency contacts list. After 15 minutes, if no response try second number on emergency contact list. Continue to call both

numbers. Staff to follow the Safeguarding policy (document TPT-1038) the police should be called after all efforts have failed, after a maximum of 30 minutes or the event or site is closing for the day. The incident should be recorded, including the date, time, actions taken and the outcome. This should be agreed and signed by the parent or carer, the personnel involved and signed off by the member of staff in charge afterwards.

All equipment returned to TPT storage at storage depot and tools signed back in.

Assessors Signature(s) Laura Davis

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> (See Table 1)	<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 are required)	<b>Residual Risk Rating</b> (After further actions)
Adverse weather (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Staff Volunteers Participants	Forecast and location checked prior to session taking place. If unable to hold in the location due to weather conditions, a change of location will occur, and parents/guardians informed ahead of the session. This may include moving to an education centre if weather conditions mean it would be unsafe to be outdoors. 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, considering weather warnings and Beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	2x1=2 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.		
Illness during the session. May lead to complications due to being outside.	Staff Volunteers Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. 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. TPT staff to administer first aid.	1x1=1 LOW			
Drowning from entering a water body on site.	Participants	If working where water is present, group informed during briefing that they are not to enter the water. Avoid working close to water's edge.	3x2=6 MEDIUM			

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Cuts from incorrect tool use	Staff Volunteers Participants	Tool talk given at start of session and repeated during session as new tools and introduced or participants change roles. Gloves provided.	2x2=4 MEDIUM			
Slips, trips and falls from the uneven ground,	Staff Volunteers Participants	Email sent prior to session reminding participants and volunteers to wear practical clothing and footwear suitable for the activity.	2x2=4 MEDIUM	Site to be checked as best as possible prior to start of session for any obvious or significant slip, trip, fall hazards. Appropriate action to be taken.		
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. Report any antisocial/dangerous behaviour of other park users to the police. Site check carried out before group arrive.	1x3=3 LOW			
Scalds caused by hot drinks making station and allergic reaction to ingredients.	Staff Volunteers Participants	Participants to be advised that drinks are hot. TPT staff notified of any allergies at time of booking, on register.	2x2=4 MEDIUM			
Lost child if participant absconds from session.	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. Emergency contact numbers for participants provided at time of booking.	3x1=3 LOW			

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Child not collected at end of session	Participants	If participant does not have permission to make own way home and parent/guardian has not arrived 10 minutes after the agreed pick up time either the participant or TPT staff to call first number on emergency contacts list. Follow safeguarding procedure – document TPT-1038.	3x1=3 LOW			
1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers	Participants TPT staff & volunteers	2 members of TPT staff required for session to run. Staff and volunteers checked with the DBS where eligible. Activities organized whenever possible so that individuals are not left alone with young or vulnerable people. During any activity, supervision will be provided to ensure instructions are understood and carried out All staff and relevant volunteers given Safeguarding Training.	2 x 2 = 4 MEDIUM			
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 cleaned by ODL leader with antibacterial spray 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. 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 MEDIUM			

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Covid-19 Virus (Work Related Travel)	Parks Trust Employees	Use own vehicles where possible. If TPT vehicle required, follow guidance in RA17 Sanitise common touch points at least daily. Retain same person as driver throughout any day.	3 x 2 = 6 MEDIUM			



## 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.**



