

Assessment Date	21/07/2022	Review Date (To be within 24 Months)	21/07/2024
Work Area	Youth Rangers – monthly youth volunteering group. Various locations		
Reason for Assessment (Tick appropriate boxes)			
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"/>
Brief Description of Assessment:			
General procedure as part of the monthly Youth Rangers session. There are separate risk assessments for the activities done in these sessions.			
Assessor(s): 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>Sessions to take place outside. Participants advised 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>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards

Participants bring own drink for session. We may provide biscuit, checking dietary requirements/allergies on contacts sheet.

Participants advised to bring own gloves if possible, gloves will be available for anyone unable to bring and wear own gloves.

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.

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.

Scalds from hot drinks

Allergic reaction

Injury from incorrect tool use

Minor cuts and grazes from brambles etc.

Poor supervision leading to accident or injury from onsite machinery

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

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.

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 hand sanitiser.

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 packed down into the van/centre. Tools/equipment counted back in. Participants to help with this set down if does not involve heavy lifting.

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

Manual handling.

Injuries from incorrect tool use.

Cuts from brambles etc.

Scalds from boiling water.

Allergies to drink/snack ingredients.

Lost child.

Child not collected at end of session.

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 Beechey

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 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			

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Emergency Situations	Participants, Staff and volunteers	Separate group from danger Alert Emergency Services Keep calm and keep attendees calm	3x1			

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
20/08/2021	4	Laura Davis	Change to refreshments – we can provide these as long as participants are reminded not to share.	none	20/08/2021
19/01/22	4	K. Turner	Add Emergency Situations to Hazard List		
05/04/22	4	S Griffiths	Covid Update		
21/07/2022	1	L.Beechey	Review and removal of Covid guidelines		

