

<b>Assessment Date</b>	July 2022	<b>Review Date</b> <small>(To be within 24 Months)</small>	July 2024
<b>Work Area</b>	Campbell Park		
<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>  <b>Campbell Park</b>			
<b>Assessor(s):</b>  Michael Thomas (Health & Safety Manager), Julie Dawes (Events & Community Engagement 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>Campbell Park is located next to the city centre, accessed by a footbridge across the V8 in the western end of the park. There are also numerous other entrances to the park. Parks Trust car parks are located behind the cricket pavilion and by the canal off Overgate.</p> <p>The park is mainly grassed with formal gardens along the northern edge, along with areas of mature trees throughout. To the south there is a belt of woodland and to the east a cricket pitch and the pavilion building, which is the offices for The Parks Trust.</p> <p>There is also an amphitheatre with a permanent stage and The MK Rose (<a href="https://miltonkeynesrose.org.uk/">https://miltonkeynesrose.org.uk/</a>).</p> <p>A large events plateau stages numerous events run both directly by The Trust and by licenced third parties. This area is made up of a netlon surface to withstand heavy usage and concrete access circle.</p> <p>To the eastern side of the park, across the road Overgate, the park runs to the Grand Union Canal.</p> <p>There are a number of small rills and ornamental ponds, mostly to the northern side within the formal gardens. The canal bounds the park to the east. An off-road cycle trail runs throughout the park. Parts of the park are sloped with a reasonably steep gradient in places. A bridleway runs through much of the park.</p> <p>The park contains various pieces of artwork and some areas are used to graze sheep. Grass in some areas is also allowed to grow and harvested for hay.</p> <p>Parts of Campbell Park are steeply graded, particularly away from / towards the Beacon. The slopes in this area can sometimes be used informally for sledging / tobogganing after snowfall.</p>	<p>Trees [Falling Debris, Falling Trees, slips / trips / Falls]</p> <p>Water [Drowning, disease, algae]</p> <p>Impact [Vehicles / Bikes]</p> <p>Weather [Heat, Cold]</p> <p>Biological</p> <p>Litter</p> <p>Public Art Installations</p> <p>Events</p> <p>Park Landscaping</p> <p>Cricket</p> <p>Electricity</p> <p>Anti-Social Behaviour [Drugs, Rough Sleepers]</p> <p>Grazing Sheep</p>

There is an open use off-road bike trail situated in the western half of the park, with a start point close to the MK Rose. The track is mown into the long grass across the park or through woodland areas. Where there are turns, we have tried to make these more obvious with gravel markings. Each lap is 2.5km and has been created to be suitable for less experienced riders.

The track is intended for all riders with Mountain (MTB), Cyclo-cross (CX) or Gravel bikes and has been created to not be too technical although there are some steep gradients with riders climbing to 85m per lap.  
<https://www.theparkstrust.com/activities/cycling/off-road-cycle-trail/>

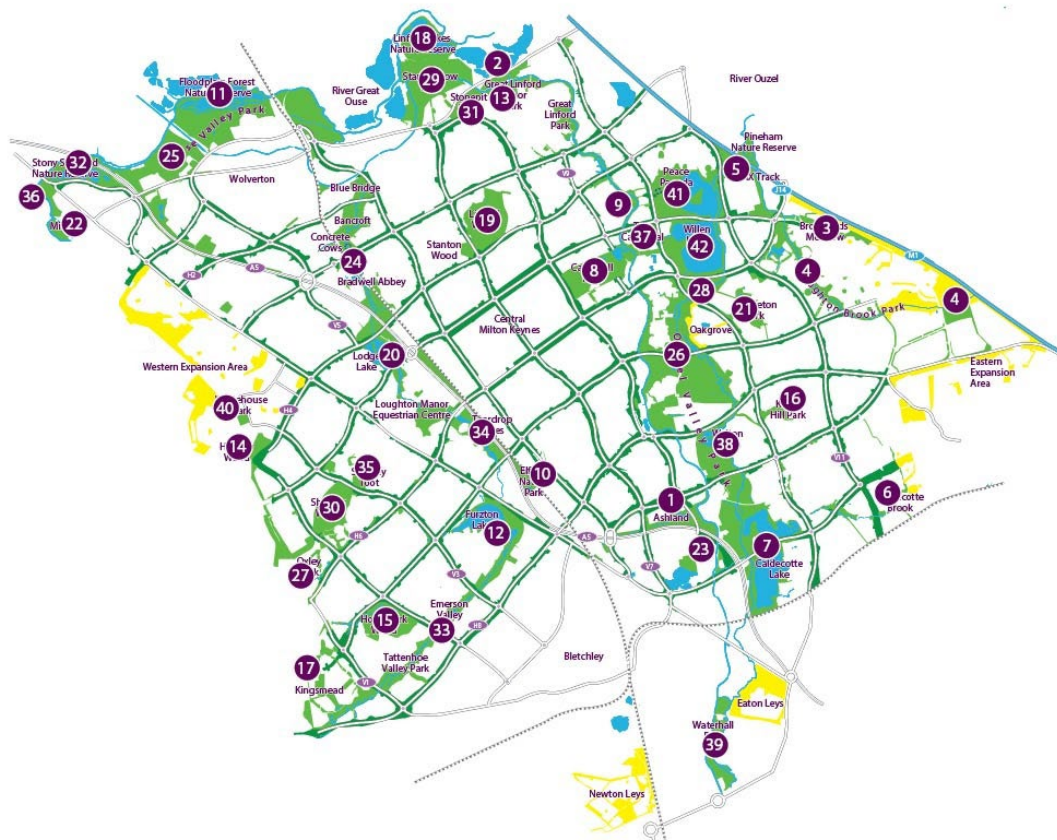
There are no bridleways in Campbell Park, but The Trust do allow for horse riding routes within the park.  
<https://www.theparkstrust.com/activities/horseriding/>

There are no facilities within the park, public toilets and numerous food outlets can be found in the nearby shopping centre.



## 2. Plant, Equipment and Vehicles in or adjacent to the work area

## Associated Hazards



8. Campbell Park



<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>To report issues to The Parks Trust:</p> <p>Phone: 01908 233600 (Office hours &amp; out of hours monitoring service) 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 any accessible public toilets or welfare facilities.</p> <p><b><u>EVENTS</u></b></p> <p>Numerous events are organised and run within the park. Details of upcoming events can be found on The Parks Trust website <a href="https://www.theparkstrust.com/whats-on-in-your-parks/">https://www.theparkstrust.com/whats-on-in-your-parks/</a> as well as contained in the published What's On Guide (available from The Trust's offices as well as many other outlets) and publicised in various media.</p> <p>Prior to events, the community ranger team will conduct a sweep of the area to check for any drug related litter or other transient hazards. Liaison with police, MK Council and other agencies occurs regularly.</p> <p>Each event is subject to its own risk assessment and (if appropriate) detailed events plan. Third party events are licensed and required to provide detailed risk assessments, planned and have appropriate insurance cover in place (min £5mil indemnity).</p> <p>The Trust participates in the Milton Keynes Safety Advisory Group which coordinates for larger events within the city. (<a href="https://www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events">https://www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events</a>)</p> <p><b><u>TREES</u></b></p> <p>The park contains a variety of trees of different species. Trees are living and dynamic organisms that are affected by changes to the conditions in which they are growing, the climate, pests and diseases.</p> <p>Many factors can therefore lead to any individual tree becoming unstable and unpredictable, particularly as they age.</p>	

It is not possible to completely remove all risk to the public and property of trees falling on them without removing all trees above a certain size.

Therefore, The Trust's policy is to carefully and systematically assess all of our trees and manage and mitigate risk whilst maintaining its trees in good and healthy condition.

- Trees may be affected by numerous factors that affect their health & stability.
- Paths may be slippery & muddy. Wear suitable footwear.
- Never eat any part of a plant or fungi, or drink water from streams.
- Observe good hygiene - wash hands, or clean them with wipes, before then eating anything.
- Be aware what stinging nettles & brambles look like & take care around them.
- Be aware of weather conditions and avoid sheltering under trees during storms.

## **PUBLIC ART**

There are a number of pieces of public art located throughout the park. Further details can be found on The Trusts website.

The art works have individual characteristics and have all been assessed for their suitability to be located in the park.

## **WATER SAFETY**

- Stay out of the water unless taking part in an organised activity. You cannot be sure what is in the water.
- If you end up in water unintentionally, float on your back to survive – cold water shock is a major hazard. Once your body has had a chance to adjust you will be better able to rescue yourself.
- If you see someone in the water in trouble,
  - Call the emergency services on 999 & ask for Fire & Rescue
  - Encourage the person(s) to float on their backs
  - Throw them something that floats
- Don't go into the water to rescue pets.
- In winter, stay off of ice – it probably will not support you.

## **GRAZING SHEEP**

Sheep are grazed within a large area of the park at certain times of the year. Notices will be placed advising when sheep are likely to be brought to the park to be grazed. The aerial view below shows the approximate area of the park in which sheep may be grazed.

- Always keep your dog under close control and always on a lead where livestock is present.
- Do not allow your dog to scare or disturb farm animals or wildlife. Don't allow your dog to bark at or chase livestock.



Code of Conduct for All Dog Walkers in Milton Keynes Parks;  
<https://www.theparkstrust.com/media/3443/dog-code-of-conduct-2019.pdf>

## **VEHICLES, BIKES, HORSES**

Occasionally vehicles associated with events, farming or operational activities will be found in the park. These are restricted to a maximum of 10mph and must use warning flashing beacons. Any use of plateau area for car parking at specific events will be individually controlled.

Both pedestrian, bike riders and horse riders using the park to be aware of the presence of others and act accordingly.

Users of the off-road cycle track must follow the code of conduct, and give way to other users of the park.

## **ANTI-SOCIAL BEHAVIOUR**

Members of the public who are subjected to anti-social behaviour, such as aggression, drunkenness or drugs related should report to the police using the 101 non-emergency number unless under direct threat in which case use 999.

The park is regularly checked and patrolled by The Trusts community ranger team and other staff members.

Prior to main events the park is checked for any drugs related material (needles, sharps etc.). Should any such items be discovered by members of the public, they should report to The Parks Trust or via the police non-emergency number 101.

## MK ROSE

The MK Rose's maintenance is managed by The Parks Trust and the area is regularly inspected.

The surface of the MK Rose area may become slippery when wet or in icy conditions. Pillars vary in height and are not intended to be climbed upon.

The pillars do not have any design features to encourage climbing and those who care for children should be aware that there is no fall attenuating surface under the pillars.

Pillars are securely fixed using the design method as stipulated by the artist. With prolonged misuse (i.e. pushing, deliberate attempt to destabilise, climbing etc.) some pillars have shown signs of a gentle degree of rocking. When detected, repairs are undertaken when needed.

## AED LOCATIONS

There is a public access AED located at the Cricket Pavilion. Other AED locations 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

Maps of the park with information are displayed are located at various points around the park.

Assessors Signature(s) Michael Thomas (Health & Safety Manager)

Julie Dawes (Events & Community Engagement Manager)

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) [e.g. 3 x 1 = 3 Low]	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)
Trees [Falling Branches; Slips, Trips & Falls]	Park Visitors	<ul style="list-style-type: none"> <li>The Trusts Tree Safety Policy (Detailing inspection &amp; remedial work required)</li> <li>All trees inspected at frequency dependant on species / age / location / health</li> <li>The Trust employ professionally qualified arboriculturists</li> <li>Continuing program of landscape management</li> <li>Social Media warnings associated with extremes of weather / climate.</li> </ul>	3 x 1 = 3 LOW	<p>Visitors are encouraged to wear appropriate footwear and to take note of weather conditions.</p> <p>There are always likely to be natural slip / trip hazards in a wooded area, including roots, uneven ground, leaf debris, fallen or wind-blown wood debris etc.</p>		
Bridges, Paths, Signs, Seats, Fences [Injury from damaged structures, collapse of structure]	Park Visitors	<ul style="list-style-type: none"> <li>Sites patrolled on a regular basis by staff and volunteers.</li> <li>Leisure route paths, bridges, boardwalks are on a 6-monthly recorded, checking regime.</li> </ul>	2 x 2 = 4 MEDIUM			
Landscape Operations [Maintenance Activities by The Trust or Contractors, including thinning, crown-lifting, felling etc.]	Park Visitors	<ul style="list-style-type: none"> <li>Work carried out only by suitably trained persons</li> <li>Work planned &amp; scheduled appropriately</li> <li>Signs to be placed giving warning of operations.</li> <li>Ground team members act as lookouts</li> <li>Work stopped if members of public enter working zone</li> <li>On site assessments to be completed.</li> <li>Contractors monitored by The Trust Landscape Officers.</li> </ul>	2 x 1 = 2 LOW			



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Water [Drowning, Weils Disease, Algae]		<ul style="list-style-type: none"> <li>Water Safety Policy TPT-1012</li> <li>Water safety signage checked monthly – recorded in PSS System</li> <li>Swimming, general water play, ice play etc. not permitted and discouraged when known to be taking place</li> <li>Regular communication (via social media, Web site, press etc.) and educational initiatives undertaken to encourage responsible behaviour.</li> <li>Water activity monitored and recorded by Community Rangers.</li> </ul>	3 x 1 = 3 LOW	<p>The Trust will communicate messages about water safety in a variety of different ways.</p> <p>Where persons are found to be in the water, Community Rangers will explain the associated issues. (Unknown obstacles, cold water shock, health hazards).</p> <p>Follow good general hygiene principles. Wash hands after contact with water &amp; before eating, drinking or smoking.</p> <p>Certain types of algae can be fatal to dogs – keep out of affected water</p>		
Impact [Vehicles]	Park Visitors	<ul style="list-style-type: none"> <li>Car parks well laid out</li> <li>Restricted access for vehicles into park</li> <li>Authorised vehicles restricted to speed of 10mph, use of hazard lights and flashing beacon (if fitted)</li> </ul>	2 x 1 = 2 LOW	<p>Signs to be placed in advance of any works in progress.</p> <p>NOTE: Overgate road has to be crossed to access the eastern edge of the park towards the Grand Union Canal</p>		
Adverse Weather [Rain, Wind, Heat, Cold]	Park Visitors	<ul style="list-style-type: none"> <li>Trust staff make checks after high winds for damaged trees &amp; debris.</li> <li>Appropriate warnings issued via web site &amp; / or social media.</li> </ul>	2 x 2 = 4 MEDIUM	<p>Public should remain vigilant at times of heavy rainfall &amp; / or high winds. Public advised to dress appropriately for weather conditions.</p>		
Biological [Animal Waste, Drugs Paraphernalia, Sharps, Human Body Fluids / Waste]	Park Visitors	<ul style="list-style-type: none"> <li>Regular patrols of areas by Community Rangers, other staff &amp; volunteers.</li> <li>Regular cleansing of areas by The Trust or their contractors.</li> <li>Licenced commercial dog walkers</li> </ul>	2 x 1 = 2 LOW	<p>Public should be vigilant and avoid any such hazards.</p> <p>Report immediate threats to the police and of maintenance issues to The Trust.</p>		

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) [e.g. 3 x 1 = 3 Low]	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)
Litter [Cuts, Infection, Vermin]	Park Visitors	<ul style="list-style-type: none"> <li>Litter cleansed to prescribed regime by contractors and by event organizers as a requirement of their licenses.</li> <li>Sites visited regularly by volunteers and staff who report on cleanliness.</li> <li>Arrangements in place (via contractors) for prompt removal of dangerous fly-tipped material.</li> </ul>	2 x 1 = 2 LOW			
Public Art Installations	Park Visitors	<ul style="list-style-type: none"> <li>Art structures are inspected as part of 6 monthly Safety &amp; Visual checks</li> </ul>	2 x 1 = 2 LOW			
Activities of Other Park Users [Events, Aggressive Behaviour / Animals, Anti-Social Activity]	Park Visitors	<ul style="list-style-type: none"> <li>Regular patrols of areas by Community Rangers, other staff &amp; volunteers.</li> <li>Events licensed &amp; separately risk assessed.</li> <li>Known anti-social behaviour reported to police.</li> <li>Liaison with appropriate agencies to share information.</li> </ul>	2 x 1 = 2 LOW	<p>Public advised to avoid confrontation and report anti-social behavior directly to police.</p> <p>Community Rangers will check area prior to events</p>		
Grazing Animals	Park Visitors	<ul style="list-style-type: none"> <li>Farming policy &amp; risk assessments</li> <li>Grazing animals managed by farming partner.</li> <li>Boundary fences inspected &amp; Maintained</li> </ul>	3 x 1 = 3 LOW	Entrances to grazed areas have cattle grids with pedestrian side gates. When no sheep are present the cattle grids are covered over.		
Vermin	Park Visitors	<ul style="list-style-type: none"> <li>Monitoring &amp; high levels investigated.</li> <li>Cleansing contracts in place.</li> <li>Vermin control measures utilised as appropriate.</li> </ul>	2 x 1 = 2 LOW	Advice given regarding waterfowl feeding via website & Community Rangers.		

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) [e.g. 3 x 1 = 3 Low]	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)
Dogs [Uncontrolled, Excitable]	Park Visitors	<ul style="list-style-type: none"> <li>Community Ranger Patrols</li> <li>Licensed commercial dog walkers</li> </ul>	2 x 1 = 2 LOW	The Trusts code of conduct for dog walkers available from website		
Sledging, Tobogganing [Impact, Cuts, Injury, Drowning]	Park Visitors	<ul style="list-style-type: none"> <li>If snow has fallen and when practicable, The Trust will fix straw bales at the base of trees at bottom of slopes from beacon. Check regularly</li> <li>Community Rangers to engage with members of public participating in such activity when encountered</li> </ul>	3 x 2 = 6 MEDIUM	<p>Not possible for The Trust to control or supervise. Risk is obvious to reasonable person.</p> <p>Infrequent as only hazard in certain weather conditions</p>		
Electricity [Electrocution, Shock, Fire]	Park Visitors	<ul style="list-style-type: none"> <li>Electrical distribution points secured by lock &amp; key</li> <li>Only qualified electricians used for any required work</li> <li></li> </ul>	3 x 1 = 3 LOW			
Events [Crowds, Fire & Emergency, Medical, Noise etc.]	Park Visitors	<ul style="list-style-type: none"> <li>All events planned &amp; separately risk assessed</li> <li>Only licenced third party or Parks Trust organised events are permitted</li> <li>Medical cover &amp; security provided as appropriate to event</li> <li>Liaison with other interested parties, such as MK Council/ Safety Advisory Group</li> <li>Noise checks in place for bigger events</li> </ul>	3 x 2 = 6 MEDIUM	Each individual event to be assessed and managed through the licensing process.		
Cricket [Impact, Medical]	Park Visitors Competitors	<ul style="list-style-type: none"> <li>AED located at cricket pavilion</li> <li>Easy access for emergency services</li> </ul>	2 x 1 = 2 LOW			

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) [e.g. 3 x 1 = 3 Low]	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)
		<ul style="list-style-type: none"> <li>Cricket matches obvious activity within defined area.</li> <li>Only matches coordinated through the Cricket Coordinator to take place.</li> </ul>				
Rough Sleepers [Potential for anti-social behavior, drug use etc.]	Park Visitors	<ul style="list-style-type: none"> <li>Location of any such encampments monitored</li> <li>Liaison with other applicable bodies</li> <li>Removal of any tents, litter etc once camp site vacated</li> <li>Public to avoid</li> </ul>	2 x 1 = 2 LOW			
Height / Falls [MK Rose Installation – Pillars]	Park Visitors	<ul style="list-style-type: none"> <li>Inspected as part of 6 monthly Safety &amp; Visual checks</li> </ul>	3 x 1 = 3 LOW	Risk of fall remains if supervising adults allow minors to climb on to pillars. As an installation there is no fall attenuating surface around pillars. To a 'reasonable adult' the risk of fall from a pillar and hard surface are obvious.		
Cyclists [Off-Road Track & Leisure – potential for falls and impacts to self and others]	Park Visitors	<ul style="list-style-type: none"> <li>Off-road track marked with signage and clear code of conduct</li> <li>Park area regularly patrolled and checked.</li> <li>Users should expect that the surface will have imperfections by very nature of being off-road track</li> </ul>	2 x 1 = 2 LOW	Other park users should also take normal general care for self and others in their charge.		
Horse Riders [Falls, impacts]	Park Visitors	<ul style="list-style-type: none"> <li>Follow any routes</li> <li>Be aware of other park users</li> <li>Follow codes of conduct</li> </ul>	2 x 1 = 2 LOW			



## 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

<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
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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
Feb 20	1, 4		Regular review & change to structure of site risk assessments. Individual site risk assessments withdrawn & replaced by zoned / themed risk assessments.	N/A	N/A
July 22	1	Michael Thomas Julie Dawes	Regular review Additional information regarding water safety (respect the water) added Additional information regarding MK Rose added Information about off-road cycle track added Actional Information about horse riding added References to Helipad removed as now decommissioned Reference to Glebe Roundabout car park removed as closed	N/A	N/A

