

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	TPT-ODL-001-Tree Tots
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Assessment Date	25/07/22	Review Date (To be within 24 Months)	October 2024
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.			
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
Designated areas of Howe Park Wood by the large oak tree towards the wildflower meadow. The land is surrounded by trees, with large, felled logs scattered around and mounted. Ground surface is grass and woodchip, which can be boggy in wet conditions and cracked in extended periods of dry weather.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes. Slips/trips/falls. Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers. Illness Lost child Catching or spreading Covid 19
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Cold water used as an activity year-round. Bow saws (and gloves) used with work bench for sawing ‘wood cookies’. Ropes used for keeping tarps in place and as a balance activity.	Allergic reaction Drowning from use of cold water in paddling pool Cuts from bow saw use Strangulation from loose hanging ropes

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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 outdoors 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.		
Biohazards, rubbish	Staff Volunteers Participants	Site check before start of session	1x2=2			
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			

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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			
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	Attendees and staff advised not to attend if have symptoms of Covid-19. Hand sanitiser available at all times.	3x2=6			

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

Monitor regularly to ensure that the risk does not grow.

4 – 6

Moderate Risk

Potentially serious. Long term issues anticipated. Plan ahead.

9

High Risk – Intolerable

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
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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		
13/10/21	4	Amy Jerome	Reviewed for covid measures		
19/01/22	4	Sarah Griffiths	Reviewed covid measures and added Emergency situation		
23/01/22	4	Kyra Turner	Emergency Situations added to Hazard List		
25/07/22	4	Sarah Griffiths	Covid updates	Re-shared	
26/07/22	5	Alison Harrell	Updated to specify new area		

