

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	<i>TPT-OL-006-Foraging</i>
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Assessment Date	28/11/22	Review Date (To be within 24 Months)	November 2024
Work Area	Foraging and collecting natural materials activities		
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: Guided walks which involve foraging for food growing in the parkland			
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
Can take place in any parks within Milton Keynes, all with public access Habitats include long grass, bushes, woodland, wetland and meadow areas.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes. Stings/scratches from plants Slips/trips/falls. Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers. Some items may be poisonous if mis-identified and eaten Collection areas may be contaminated by previous land use and proximity of vermin Allergies to certain food stuffs
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Cutting tools such as secateurs/loppers may be required in certain circumstances. Gloves to be worn when using tools or collecting particularly prickly materials Making herbal teas from foraged materials may involve an open fire in a fire pit, using gas camping stoves or the Kelly Kettle	Injury from mis-use of tools Burns and scalds from cooking Poisoning/Tummy upset due to incorrect ID of herbs or allergies

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
<p>Safety briefing given by group leader to participants. This may be TPT staff member or tutor of a course, hired in by TPT to run the session.</p> <ul style="list-style-type: none"> • General points about Park Use – other users, dogs etc • Attendees not to eat anything that find unless told to by the group Leader • Gloves are available if appropriate – for pruning/cutting • If using tools for collection, safety briefing and demonstration of correct tools use given at start of session and gloves used for prickly plants. <p>If foraging:</p> <ul style="list-style-type: none"> • Attendees advised to go on a more in depth course before start to use in foodstuffs/drinks • No mushrooms to be picked • Session will focus on plants that can provide vitamins etc in teas • If allergic to any, please let us know • Recommend wash hands after activity <p>Guided walk around site – follow guided walk RA</p> <ul style="list-style-type: none"> • If foraging: Leader to be confident and competent in identifying wild foods. Only trained staff to lead (in house or outside training). Use of ID guides as required. TPT limited to easy to identify plants and only to use simple/easy to identify herbs and leaves for teas. • Pick food away from contamination areas, particularly at head height in areas where vermin or dogs may go to the toilet. • Cooking limited to boiling water and adding leaves/herbs unless led by external provider. • Water will be present if using fire pit/Kelly kettle. 	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Stings/scratches from plants</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Some items may be poisonous if mis-identified and eaten</p> <p>Collection areas may be contaminated by previous land use and proximity of vermin</p> <p>Allergies to certain food stuffs</p> <p>Injury from mis-use of tools</p> <p>Burns and scalds from cooking</p>

Assessors Signature(s) _____

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) [eg 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)
Poisoning and allergies from food eaten	Participants TPT staff & volunteers	'4 senses' identification. Use of standard english names of species where appropriate to avoid confusion. Use of Collins and other reputable field guides where appropriate to aid identification. Group leader to be competent in activity through demonstrable experience or training and is vetted and verified by TPT OL team. Participants to advise leader of any known allergies. Leader to warn group of any possible allergens at start of session.	2x2=4			
Poisoning from tea	Participants TPT staff & volunteers	Water heated to appropriate level Allergies asked about Lead staff trained	2x2=4			
Burns from fire and scalds from hot water	Participants TPT staff & volunteers	Full safety briefing given at start of session and participants always supervised. Water provided and first aid kit. Gloves used to feed fire.	2x2=4			
Incorrect use of equipment causing injury	Participants TPT staff & volunteers Members of the public	Safety briefing at start of session, showing correct use of equipment. TPT staff supervise session	1x2=2			

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) [eg 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)
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Participants advised to dress appropriately for the weather and site being visited. Water and hats advised in hot weather. 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.	1x3=3	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.		
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear.	1x3=3			
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	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 behavior of other park users to the police.	1x2=2			
Contamination from previous land uses and from vermin	Participants TPT staff & volunteers	Check past and present use of land to identify potential source and type of land contamination. Avoid picking roots if unsure. Pick around 15cm above the ground level, away from built up areas, bins or where vermin presence has been acknowledged. Boil or cook plants if unsure before eating.	2x1=2			

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) [eg 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)
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. This to be re-iterated to the leader at the beginning of the session. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4			
Illness/ medical problems of attendees (for sessions where there is a group leader/Parents/Guardian Present)	Participants	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 during the session if required. PT staff to intervene in times of emergency/potential danger	2x2=4			
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis) e.g. JPR, Youth Rangers and Youth Explorers	Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential danger	2x2=4			

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
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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
15/10/19	1	Sarah Griffiths	Reviewed	Edits made	15/10/19
28/11/2022	1	Sarah Griffiths	Reviewed and merged collecting materials with foraging	Share	28/11/22

