

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	TPT-OL-008-Guided Walks with ODL
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Assessment Date	28/11/22	Review Date (To be within 24 Months)	October 2024
Work Area	Guided Work organised by ODL Team		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
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"/>
<b>Brief Description of Assessment:</b> Guided walk around park identifying species/learning about site.			
<b>Assessor(s):</b> 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
<p>Can take place in any parks within Milton Keynes, all with public access            Habitats include long grass, bushes, woodland, wetland and meadow areas.</p> <p>Maybe water hazards present.</p> <p>Session taking place during Covid 19 outbreak – restrictions in place</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Stings/scratches from plants</p> <p>Drowning</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</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>Laminated printed sheets with information</p> <p>Containers with example if required</p> <p>Magnifying glasses if required</p> <p>First aid kit (including face mask and gloves)</p> <p>Staff in uniform for easy Identification</p> <p>Mobile Phones</p>	<p>Covid 19 Virus – catching or spreading virus</p>

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3. METHOD STATEMENT	Associated Hazards
<p><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></p> <p>ODL leader to have checked area in advance for major hazards. One staff in attendance should have first aid training.</p> <p>Participants advised in advance to wear suitable clothing &amp; footwear for the weather and location ground conditions. Also, if children, to be reminded to bring drinking water &amp; use appropriate sunscreen in hot weather. Meeting place and site location explained.</p> <p>ODL session leader to use register on own phone if open to the public and requires booking online.</p> <p>ODL Session leader to give safety briefing at start of walk;</p> <ul style="list-style-type: none"> <li>• Describe route – length, surfaces and ask the</li> <li>• Participants to let leader know if they leave the group early.</li> <li>• Participants advised of any hazards on route.</li> <li>• Back marker for large groups (15 and over) and in dark (should wear high viz if the case)</li> <li>• If dark, leader and back marker to have emergency torches</li> </ul>	<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>Participants getting lost</p>

Assessors Signature(s) Sarah Griffiths

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)
Lost participants	Participants	ODL Leader to brief participants about the site and a meeting point. Advise participants to let leader know if they leave early. Use of register with public groups to check participants in and out. Back marker if large group	1x2=2			
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 windy conditions. Session curtailed or cancelled in very heavy rain, stormy conditions, strong winds or very high temperatures.	3x1=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	Participants advised of particular hazards in briefing. Everyone always reminded to wear practical clothing and footwear. ODL leader to have access to basic first aid kit, water and mobile phone to call for emergency response.	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	Remind participants that during Covid-19 precautions to remain socially distant at all times.		

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Behaviour of attendees	Participants. TPT Staff and Volunteers	PT staff to intervene in times of emergency/potential danger.	2x1=2			
Drowning	Participants. TPT Staff and Volunteers	Site visit by staff and hazards identified. Safe route decided before session. Hazards are part of introductory talk.	3x1=3			
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis	Participants	Booking conditions state that participants should only attend if fit to do so. PT staff to intervene in times of emergency/potential danger ODL Lead to have First Aid Kit	2x2=4			
Covid-19	Participants, Staff and Public	Lead to have hand sanitiser Attendees reminded to practice good hygiene Walks to take place outdoors	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			

## 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
08/07/20	4	Sarah Griffiths	Bespoke session RA for Covid 19 Pandemic	Updates shared	08/07/20
07/04/21	4	Sarah Griffiths	Reviewed against Covid 19 Regulations	None	07/04/21
13/10/21	4	Amy Jerome	Reviewed for covid measures		
23/01/22	4	Kyra Turner	Emergency Situations added to Hazard List		
28/10/22	1	Sarah Griffiths	Reviewed with covid updates	Re-share	28/10/22

