

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	ODL-016-Talks and Assemblies
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Assessment Date	28/11/2022	Review Date (To be within 24 Months)	Nov 24
Work Area	In The Parks Trust buildings and external buildings (e.g. schools and community meeting spaces).		
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: Talks and assemblies carried out by The Parks Trust staff and volunteers on TPT sites and off site at community venues/schools or other inside venues:			
Assessor(s): Sarah Griffiths			

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
TPT Centres (buildings). Refer to specific risk assessments for building including: Howe Park Wood (SL110) Linford Lakes Nature Reserve (SL111) Campbell Park Cricket Pavilion – To be developed	See Site Risk Assessments Slips/Trips and Falls Members of the Public (aggressive behaviour, safeguarding issues) Lone working Unknown buildings – fire procedures, other dangers
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Kettles/Urns Computer, Projector, extension leads Driving to site/ Car Parks: See RAMS GEN0014	Scalding Electrocution See RAM

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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>For TPT sessions in our buildings:</p> <p>Before sessions:</p> <ul style="list-style-type: none"> Maximum numbers of attendees for each building determine group size (including speakers, staff and volunteers) Generally during out of hours, another member of staff/volunteers attend talk to help with setting up/closing and to stand in in case of issues. If lone working out of hours, follow lone working procedure. Should have a volunteer/another member of staff attending. For all talks: Wear uniform/ID badge <p>Set up room:</p> <ul style="list-style-type: none"> Chairs and projector set up – trailing wires pointed out and, where appropriate covered with the appropriate safety rug Where appropriate, doors or windows to be ajar to allow air circulation. Hand sanitiser/hand washing facilities available <p>End of Session Equipment/chairs sprayed/wiped with antiseptic wipes</p> <p>For talks off TPT sites</p> <ul style="list-style-type: none"> At time of booking or before the session goes ahead, TPT staff to check size of group At time of booking or before the session goes ahead, TPT staff to inform the bookers that their volunteer/TPT member should not be left alone with any vulnerable people and that the organiser/bookers is with the group at all times as the people booking will have responsibility for Health and Safety on their site. At time of booking or before the session goes ahead, TPT staff to check what presentation set up the group/bookers have. All electrical equipment brought by TPT to have been checked (PAT tested). All electrical equipment provided by the group/bookers are the responsibility of the group/bookers. Attend with plenty of time to set up Volunteers/TPT staff to follow protocol for lone working as detailed in the handbook & RA Volunteer/Staff to practice good hand hygiene 	<p>See risk assessment and policy for TPT building</p> <p>Electrocution Manual Handling</p> <p>Lone working Safeguarding Members of public – including vulnerable groups</p> <p>Lone working Safeguarding Members of public – including vulnerable groups Electricution</p>

Assessors Signature(s) Sarah Griffiths

ALL Those involved in making the Risk Assessment to sign

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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)
Lone Working	Staff Volunteers Members of Public	<p>Staff to follow the Safeguarding policy (document TPT-1043). Stay Safe App used by staff. Volunteers to follow Volunteer Lone Workers procedure (document: Volunteer Handbook)</p> <p>Relevant info: All volunteers to have a means of summoning medical assistance All volunteers to carry a fully charged mobile phone. Volunteer Lone Working procedure in place, Volunteer must inform either family member, friend or emergency contact of their patrol location and when they are expected back. All volunteers to have access to training in dealing with members of the public, particularly those who may be violent. TPT will put on one session per year and refresher training. All volunteers instructed to avoid conflict situations whenever possible and, if not possible, to withdraw as soon as practical.</p>	3x1=3 LOW			
Safeguarding Issues – reports of inappropriate behaviour	Staff Volunteers Members of Public	<p>Staff and volunteers to be DBS checked if doing talks for vulnerable people/assemblies 3 times of more in a 30 day period (see safeguarding document TPT-1038). Staff/volunteers to report to contact of organisation/reception Staff to wear uniform/ID badge</p>	3x1=3 LOW			

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		Staff/volunteers should not be left on own with vulnerable people. Schools informed at point of booking assemblies that staff/volunteers should not be left alone and should be met on arrival.				
Electrical [Fire, shock]	Staff Volunteers Members of Public	Electrical testing completed on fixed wiring & PAT testing carried out. Training on setting up equipment is offered Extension leads must not be daisy-chained together. If external organization providing equipment, they are responsible for PAT testing.	3 x 1 = 3 LOW			
Manual Handling [Musculoskeletal Injuries]	Staff Volunteers	Equipment is light and wheeled box is available if staff/volunteers require it Staff and volunteers receive manual handling training or awareness (dependent on role). Wear appropriate footwear	2 x 1 = 2 LOW			
Slips/Trips or falls	Staff Volunteers Members of Public	Follow Site Risk Assessments for TPT buildings Host responsible for leads to ensure not a trip hazard. If we are organising, tape down/place mat over if available, or point out to attendees if used as a route.	2x1=2 LOW			

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Covid-19	Participants, Staff and Public	TPT staff and volunteers to have good hygiene Windows/doors to be open if appropriate .	3x2=6			
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
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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
28/09/2021	4	Sarah Griffiths	Covid Updates and addition of information for external talks		
13/10/21	4	Amy Jerome	Reviewed for covid measures		
23/01/22	4	Kyra Turner	Emergency Situations added to Hazard List		
28/11/22	1	Sarah Griffiths	Some edits about covid	Re-share	28/11/22

