

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	TPT-OL-021 Education Centre Open Days
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Assessment Date	25/07/22	Review Date (To be within 24 Months)	07/24
Work Area	Education Centre Open Days		
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: Centres and park open to the general public for activities that can include trails, games, pond dipping and bug hunting. Session run by ODL staff and volunteers.			
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
Howe Park Wood and Linford Lakes Nature Reserve Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites.	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. Bites, Stings Biohazards: Dog excrement, poisonous fungi Drug paraphernalia and rubbish Drowning Covid-19
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Different games require different equipment but can include: <ul style="list-style-type: none"> • Temporary posts for trail • Pond dipping equipment – nets, trays • Artefacts – animal remains and pellets • Bug hunting equipment - nets Tractor – if this is part of organised event	Slips/trips/falls. Injury from mis-use of equipment Injury/death from misuse

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3. METHOD STATEMENT	Associated Hazards
<p>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</p> <p>TPT staff to check local site (building and trail area) before activities start</p> <p>Brief volunteers of day and activities. Risk assessment should have been circulated but ensure read before session. HPW volunteers will have been inducted and have their own risk assessment.</p> <p>Set up trail and activities outside Centre. Gazebo set up if appropriate and wind conditions allow. Not to be used above speed of 18 mph (use judgement for gusts).</p> <p>Activities are set up to be self-guided with instructions to indicate how to use. Adults to stay with their children at all times. Map provided if doing trail at LLNR as a large site with numerous water bodies.</p> <p>Activities that include potential hazards (pond dipping, owl pellet dissection) covered in other risk assessments. Participants reminded by staff/volunteers/signage to wash their hands after use.</p> <p>Staff and volunteers to act as points of information and to encourage use of activities. They may also patrol the wider park.</p> <p>Hand washing facilities and hand sanitiser available on site. Personal hygiene main way of dealing with Covid-19.</p> <p>If tractor being shown as part of session: ODL staff to brief tractor team before activity. Tractor to be demonstrated at advertised times. Prior to using chipper/loud equipment, area must be roped off with barrier tape by tractor team to keep public back a suitable distance. TPT Operations staff to run the demonstration for short period. No public entry to the tractor. Tractor to be stationary during demonstration.</p>	<p>Lone working</p> <p>Manual handling. Injury from Gazebo blowing down.</p> <p>Getting lost, drowning</p> <p>Drowning, Biohazards</p> <p>Behaviour of Public</p> <p>Covid 19</p> <p>Injury/death through misuse of equipment</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)
Incorrect use of equipment causing injury	Participants TPT staff & volunteers Members of the public	TPT staff and volunteers on site to monitor use. Children accompanied by their guardians at all times.	1x2=2 LOW			
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. 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. Gazebo not to be used if wind speed above 18 mph.	1x3=3 LOW	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	Site to be checked as best as possible prior to start of session for any obvious or significant slip, trip, fall hazards. Hazards to be pointed out throughout the session. Appropriate action to be taken.	1x3=3 LOW			
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Report any antisocial/dangerous behavior of other park users to the police.	1x2=2 LOW			
Behaviour of attendees	Participants. TPT Staff and Volunteers	TPT staff and volunteers on site to monitor behavior and intervene in times of danger	2x2=4 MEDIUM			
Illness of staff or volunteers	Staff/Volunteers	Volunteers and staff to inform leader of the session of any medical issues that may be relevant to their safety. Staff and volunteers to carry charge mobile phone to report incidents.	1x2=2 LOW			

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		Staff to carry emergency contact details card on rucksack in case they become incapacitated.				
Participants/visitors getting lost on site	Participants	Lost child protocol activated (Safeguarding – document TPT-1038). Police called at maximum of 30 minutes. Staff to have completed Safeguarding training. Working mobile phone kept on site with leader.	1x3=3 LOW			
Illness/medical problems including bites and stings from insects; some people may experience allergic reaction	Participants TPT staff & volunteers	Staff and TPT staff to share medical information with lead if have allergy. First Aid box at Centre	1x3=3 LOW			
Biohazards and Drug paraphernalia	Participants TPT staff & volunteers	Site to be checked as best as possible prior to start of session for any biohazards/drug paraphernalia. Appropriate action to be taken. Rangers alerted if sharps etc. found and that part of site should not be used for trails. Staff to carry wipes/tissues.	1x3= LOW			
Drowning from entering a water body on site.	Participants, TPT staff/volunteers	Maps of site available and sign at HPW of site. Guardians are responsible for their children. Pond dipping risk assessment separate.	1x3=3 LOW			
Covid-19	Participants, TPT Volunteers and Public	Hand sanitiser station and hand washing facilities at both sites.	3x2=6			

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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)
Emergency Situations	Participants, Staff and volunteers	Separate group from danger Alert Emergency Services Keep calm and keep attendees calm	3x1			
Tractor - Injury and death	Participants, Staff and volunteers	Tractor to be stationary during demonstration. Operations staff briefed by ODL staff. Times for demonstration advertised. Public to be informed that chipper/equipment will be loud and barrier tape to be put in place by operations staff to keep participants back a suitable distance from machine. Equipment to be used for short period only.	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
24/03/21	5	Sarah Griffiths	Review due to Covid 19 regulations	Completed	
19/01/22	4	Kyra Turner	Add Emergency Situations as potential hazard	Completed	
25/07/22	4	Sarah Griffiths	Review Covid 19 regulations	Completed	
25/08/22	4	Sarah Griffiths	Tractor Demonstration added	Completed	

