

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	<i>TPT-OL-23 School Based Sessions</i>
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Assessment Date	18/09/2021	Review Date (To be within 24 Months)	Sept 2023
Work Area	Session based at School		
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: Sessions based at school, including general and habitat creation sessions			
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
<p>Can take place in any school based in Milton Keynes. Session can take place indoors or in the school grounds.</p> <p>Habitats include grassland and by water bodies (small ponds). School will have their own risk assessments for the site.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Slips/trips/falls.</p> <p>Bites, Stings</p> <p>Biohazards: poisonous fungi</p> <p>Drowning</p>

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2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Range of basic equipment used for activities. Any identified as medium level of risk have own risk assessment.	<p>Slips/trips/falls.</p> <p>Injury from mis-use of equipment</p> <p>Injury, death</p>

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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>TPT to report to reception and sign in. School staff must be present with group at all times while on site.</p> <p>Activity to be held under supervision of school staff and they have responsibility for site check. School staff have responsibility for Health and Safety on site. This should be communicated at time of booking or before the session starts.</p> <p>TPT staff to ask if any potential dangers on site before session. Would be good to ask for fire exits if inside the building.</p> <p>Safety talk about equipment if necessary (specific risk assessments for any equipment that has a medium level of risk).</p> <p>Demonstration of game/activities by TPT staff, pointing out potential risks if appropriate.</p> <p>TPT staff to monitor the activities/game and ensure participants remain safe whilst playing.</p> <p>School will have their own appointed First Aider and will have medical information of attendees.</p> <p>Volunteers and staff have responsibility to share their own medical data if relevant – volunteer procedures detailed in volunteer handbook and risk assessments.</p>	<p>Site hazards Lone Working</p> <p>Slips/trips/falls.</p> <p>Injury from mis-use of equipment</p> <p>Illness of attendees, staff or volunteers</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	Safety briefing at start of session, showing correct use of equipment. TPT staff supervise session	1x2=2 LOW			
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 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	Safety briefing at start of session. Everyone always reminded to wear practical clothing and footwear at time of booking.	1x3=3 LOW	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. School responsible for site.		
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behavior is their responsibility on site at time of booking. This to be reiterated to the leader at the during the session if required. Clear rules and expectations given to the group at start of session. TPT staff to intervene in times of emergency/potential danger	2x2=4 MEDIUM			
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	2x2=4 MEDIUM			

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		booking. PT staff to intervene in times of emergency/potential danger				
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. Staff to carry emergency contact details card on rucksack in case they become incapacitated. Good hygiene practiced (Covid measures – hand sanitiser/washing hands).	1x2=2 LOW			
Attendees getting lost/wandering off	Participants	School has responsibility for this when on their site	1x3=3 LOW			
Bites and stings from insects; some people may experience allergic reaction	Participants TPT staff & volunteers	Group briefed in advance and told to avoid trying to collect certain species e.g. bees and wasps Participants advised to bring relevant medication such as EpiPen's	1x3=3 LOW			
Biohazards	Participants TPT staff & volunteers	Site to be checked as best as possible prior to start of session for any biohazards. Appropriate action to be taken. Staff to carry wipes/tissues. If collecting materials from outdoors, safety briefing to include not eating what find and washing hands after activities.	1x3= LOW			
Behaviour of Public - Lone Working	TPT staff	Stay Safe App set when lone working Set at 15 mins intervals if lone working in isolated area until other staff/volunteers or attendees arrive	2x1 = 3			

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Drowning	Participants, TPT Staff and Volunteers	Site visit by staff and hazards identified. Safe route decided before session. Hazards are part of introductory talk. Individual risk assessment for activities involving water.	3x1=3			
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
13/10/21	4	Amy Jerome	Reviewd for covid measures		
23/01/22	4	Kyra Turner	Emergency Situations added to Hazard List		
28/11/22	4	Sarah Griffiths	Covid measures reduced	Share RA	28/11/22

