

	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	TPT-OL-022 Junior Park Rangers workshops / Events
		Page	1 of 9

Assessment Date	26/10/2022	Review Date (To be within 24 Months)	October 2024
Work Area	Junior Park Ranger Programme – 8-11yr olds - Workshops and Annual Sharing events held @ various Parks in MK		
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: General procedures as part of the free 3-5 times a year workshops and 1 Annual Sharing event for registered JPR's and accompanying adult member. There are separate risk assessments for the activities done in the workshops/ Annual Sharing event.			
Assessor(s): Amanda Bailey – Outdoor Learning Leader and 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
<p>Outdoor sessions can take place in any parks within Milton Keynes, all with public access Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites.</p> <p>The land may include water bodies and/or woodland. Ground surface may be bare earth, which can be boggy in wet conditions and cracked in extended periods of dry weather.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Slips/trips/falls.</p> <p>Injuries/drowning associated with entering water body</p> <p>Interaction/aggressive behaviour from other members of the public.</p> <p>Illness.</p> <p>1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards

	RISK ASSESSMENT	RA No.	<i>TPT-OL-022 Junior Park Rangers workshops / Events</i>
		Page	2 of 9

<p>Cold water, squash and biscuits/marshmallows may also be given during session.</p> <p>Depending on session activity may include use of tools such as loppers, secateurs, shears, rakes – separate risk assessment for specific Outdoor Learning activities</p>	<p>Scalds from hot drinks</p> <p>Allergic reaction</p> <p>Injury from incorrect tool use</p> <p>Minor cuts and grazes from brambles etc.</p>
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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>	

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 are required)	Residual Risk Rating (After further actions)
Adverse weather (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Staff Volunteers Participants	Forecast and location checked prior to session taking place. If unable to hold in the location due to weather conditions parents/guardians informed ahead of the session. This may include moving to an education centre if weather conditions mean it would be unsafe to be outdoors. Advise participants to dress appropriately for the weather and ground conditions. Advised to bring sun protection and drinking water in hot conditions. Site check carried out before group arrive. Staff to use common sense to judge weather, considering weather warnings and Beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	2x1=2 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.		
Illness during the session. May lead to complications due to being outside. Includes Covid-19	Staff Volunteers Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Emergency contact number of parents/carers to be collected at time of booking and be with the group leader in an event of an emergency. TPT staff to administer first aid. In the case of an emergency where a casualty cannot be moved, the first aid trained member of staff will remain with the student and the rest of the group. The volunteer will call the emergency services (this can be difficult due to patchy phone signal on	1x1=1 LOW	Staff and volunteers will be made aware of nearest AED location. Main staff are First Aid and/or Pediatric First Aid trained. All staff and volunteers given training in instructing emergency services to and around the site. All staff and volunteers are also to carry an instruction sheet for emergency services in their "happy bag" at all times.		

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		the site, so may require the volunteer to move around the site). In the case of an ambulance being required, the volunteer will be asked to wait at the entrance to the site to instruct the paramedics to the casualty. Good hygiene practiced by staff and volunteers. Hand washing facilities if available, or hand sanitiser. Most activities outside, but separate one if in building.				
Drowning from entering a water body on site.	Participants	If working where water is present, group informed during briefing that they are not to enter the water. Avoid working close to water's edge.	3x2=6 MEDIUM			
Injuries from incorrect tool use.	Staff Volunteers Participants	Tool talk given at start of session and repeated during session as new tools are introduced or participants change roles. Gloves provided.	2x2=4 MEDIUM			
Slips, trips and falls from the uneven ground.	Staff Volunteers Participants	Email sent prior to session reminding participants and volunteers to wear practical clothing and footwear suitable for the activity.	2x2=4 MEDIUM	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.		
Contact with other parks users.	Staff Volunteers Participants	Participants reminded to be respectful to members of the public. Report any antisocial/dangerous behaviour of other park users to the police. Site check carried out before group arrive.	1x2=2 LOW			

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Scalds caused by hot drinks or marshmallows and allergic reaction to ingredients.	Staff Volunteers Participants	Participants to be advised that drinks and marshmallows are hot. TPT staff notified of any allergies at time of booking. Separate instruction for fire safety given in a briefing before task (refer to TPT-OL-003)	2x2=4 MEDIUM	Drinks to be served in controlled, seated area with appropriate benches/tables for resting drinks. Participants advised to not walk around with drinks or pass closely to one another. Main staff members also hold a Food Hygiene certificate.		
Lost child if participant absconds from session.	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. Emergency contact numbers for participants provided at time of booking.	2x1=3 LOW	Group to remain in close contact and visible sightline at all times. If individuals need to leave the group in an emergency, they will be accompanied by a DBS checked member of staff or volunteer. Volunteer and staff members to remain in contact throughout using walky-talkies.		
Child not collected at end of session	Participants	If parent/guardian has not arrived 10 minutes after the agreed pick up time either the participant or TPT staff to call first number on emergency contacts list. Follow safeguarding procedure – document TPT-1038.	2x1=2 LOW			
1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers	Participants TPT staff & volunteers	A minimum of 2 trained persons are required to run any session – this may include 1 TPT staff and 1 volunteer, or 2 TPT staff. Staff and volunteers checked with the DBS where eligible. Activities organised whenever possible so that individuals are not left alone with young or vulnerable people.	2 x 2 = 4 MEDIUM	Refer to Safeguarding Policy TPT-1038 Group to remain in close contact and visible sightline at all times. If individuals need to leave the group in an emergency, they will be accompanied by a DBS checked member of staff or volunteer. Volunteer and staff members to remain in contact throughout using walky-talkies.		

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		During any activity, supervision will be provided to ensure instructions are understood and carried out. All staff and relevant volunteers given Safeguarding Training.				

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
28.11.22	1	Florie Bryant	Sarah Griffiths has checked it too?		

