

	<h1 style="margin: 0;">RISK ASSESSMENT</h1>	RA No.	<i>TPT-OL-025 Tree Planting</i>
		Page	1 of 8

Assessment Date	28/08/22	Review Date (To be within 24 Months)	August 24
Work Area	The Parks Trust Parks Parks		
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: Tree planting Session with ODL Team for school and community groups			
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
<p>Outdoor sessions can take place in any parks within Milton Keynes, all with public access</p> <p>Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites.</p> <p>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>Biohazards</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p>Spades</p> <p>Trowels</p> <p>Wheelbarrow</p> <p>Gardening Fork</p> <p>Mallet for putting in stakes</p> <p>Basin with water and dis-infectant (suitable for wildlife)</p> <p>Water barrel</p>	<p>Injury from incorrect tool use</p> <p>Minor cuts and grazes from branches</p>

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>All participants details to be held by the school/community lead for H&S. Behaviour and medical issues are the responsibility of the school/community lead. 1 member of The Parks Trust staff attending is also First Aid trained. School informed that those attending must wear appropriate clothing for the weather, including footwear as the session will be outside for the duration and will not be cancelled in poor weather (only if dangerous).</p> <p>Any heavy manual or machinery-based activities being carried out by the Trust, or external/associate groups at the site will be coordinated before arrival of the students.</p> <p>TPT Staff organise all equipment allocation (may include loading heavier equipment into wheelbarrows). A site visit will also be carried out in advance of student arrival to assess suitability and safety of planned area use/routes. This may include assessing wind speed.</p> <p>Meet at designated meeting place. Safety briefing to be given at start of session by TPT staff about other park users and potential site dangers.</p> <p>There will be 1 member of Parks Trust staff at each session as a minimum and they will have a fully charged mobile. Preferably 1 or more volunteers or 1 other member of staff will also be present.</p> <p>TPT staff introduce the session including identifying hazards in the work area and surrounding location and tool talks as appropriate. Gloves available.</p> <p>Group to take part in activities to increase understanding of plants and then to carry out tree planting. Holes will be pre prepared by TPT if students very young/need support. Students to be informed how best to plant trees and demonstration given as appropriate. Students will plant tree, fill in with soil and cover with mulch. Stakes can be put in using a mallet if group judged capable. All activities to be supervised by The Parks Trust team.</p> <p>Water to be provided to wash hands at end of session if appropriate – rough wash. Advised to wash hands when return to school.</p> <p>Group to be accompanied back to meeting place.</p> <p>All equipment returned to correct storage facility at end of session.</p>	<p>Manual handling.</p> <p>Injuries from incorrect tool use.</p> <p>Slips/trips/falls.</p> <p>Cuts from brambles etc.</p> <p>Lost child.</p> <p>Covid 19</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/ 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 booking. PT staff to intervene in times of emergency/potential danger	2x2=4 MEDIUM			
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			

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)
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 available.	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			
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.		
Covid-19	Participants, Staff and Public	Hand sanitiser available. Water for rough wash of hands. Reminded to wash hands when return. Session outdoors.	3x2=6 MEDIUM			

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)
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 either in Centre or return home/school.	1x3= LOW			
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 re-iterated to the leader at the during the session if required. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4 MEDIUM			
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
---------------------	--------------------------------------	-----------------------------	------------------------------	----------------------------	-----------------------------	---------------------------

Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
13/10/21		Amy Jerome	Reviewed for covid measures		
08/11/21		S Griffiths	Reviewed to meet current Covid Guidelines		
19/01/22	4	K. Turner	Add Emergency Situations to Hazard List		
28/08/22	4	S Griffiths	Updated Covid Measures		
02/12/22	4	S. Griffiths	Updated Covid measures and numbering issue		

