

	<h1>RISK ASSESSMENT</h1>	RA No.	SL-106 Rev 1
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Assessment Date	March 2023	Review Date (To be within 24 Months)	March 2025
Work Area	Linear Parks across Milton Keynes		
Reason for Assessment (Tick appropriate boxes)			
Initial Assessment	<input type="checkbox"/>	Periodic Review	<input checked="" 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: Great Linford Manor Park			
Assessor(s): Michael Thomas (Health & Safety Manager)			

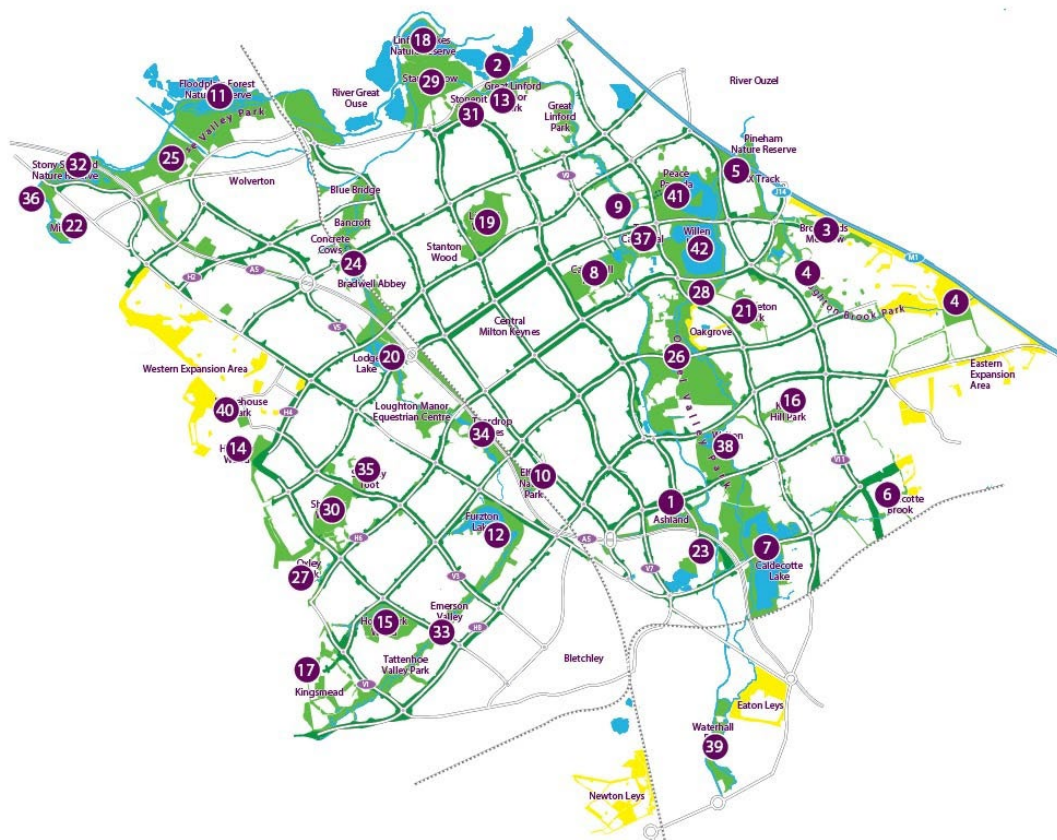
Hazard = Something with the potential to cause harm.
Risk = The likelihood of a hazard causing harm & its associated severity.

‘Concentrate on the significant, ignore the trivial’

Part 1 – Hazard Identification	
1. General Description of the Work Area	Associated Hazards
<p>Great Linford Manor Park is a unique site in Milton Keynes with a history stretching back to at least the Saxon times. Many features of the park, for example the Water Gardens and nearby Wilderness Garden date from the 17th and 18th centuries when the park was laid out to provide the setting to the impressive Manor House, which is now privately owned (please respect the resident's privacy).</p> <p>Many of the park's special historic features and historic design have been conserved and restored. Thanks to the National Lottery Heritage Fund we were awarded £3.1m in funding to 'Reveal, Revive & Restore' the important heritage at the park. Much of this work is now complete although some further projects are planned.</p> <ul style="list-style-type: none"> The park has water features and is bordered by the Grand Union Canal. There are areas of trees, including an arboretum. Within the park is situated Great Linford Memorial Hall and car park. A privately owned manor house sits within the park and has vehicle access. There are some areas in which there are abrupt changes in height, with walls and an historic ha-ha feature. There is an area of historic quarry. The Hine Spring runs into the first pond but it should be noted that this is not drinking water. <p>There may be various work programs taking place as part of the continuing project, and temporary closures of some areas</p> <p>A friends group takes part in practical tasks and participates in organised events.</p>	<p>Trees [Falling Debris, Falling Trees, slips / trips / Falls]</p> <p>Water [Drowning, disease, algae]</p> <p>Impact [Vehicles]</p> <p>Weather [Heat, Cold]</p> <p>Biological</p> <p>Litter</p> <p>Height</p> <p>Electricity</p>

2. Plant, Equipment and Vehicles in or adjacent to the work area

Associated Hazards



13. Great Linford Manor Park

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>To report issues to The Parks Trust:</p> <p>Phone: 01908 233600 (Office Hours) Email: info@theparkstrust.com</p> <p><u>GENERAL</u></p> <p>Each area of park is assigned to an Area Landscape Manager and / or Landscape Officer who have the overall responsibility for that area.</p> <p>Additionally, each area has a designated Community Ranger who will regularly patrol their areas and be a point of contact for members of the public.</p> <p>Few locations have any accessible public toilets or welfare facilities.</p> <p>Toilets, including an accessible toilet, can be found in Milton Keynes Arts Centre, open Monday-Wednesday and Saturday 10am-4pm.</p> <p><u>RESTORATION PROJECT</u></p> <p>Great Linford Manor Park has been subject to a major restoration project to 'Reveal, Revive & Restore' the 17th century landscape.</p> <p>Although largely completed, work may be taking place that means that parts of the park will be temporarily closed to public access.</p> <p>There may be vehicles on site at various times as well as contractors or Parks Trust landscape teams. Any areas of work will be managed to maintain public safety. Visitors should take note of any displayed temporary signage or directions given to them.</p> <p><u>TREES</u></p> <p>The park contains a variety of trees of different species. Trees are living and dynamic organisms that are affected by changes to the conditions in which they are growing, the climate, pests and diseases.</p> <p>Many factors can therefore lead to any individual tree becoming unstable and unpredictable, particularly as they age.</p> <p>It is not possible to completely remove all risk to the public and property of trees falling on them without removing all trees above a certain size.</p> <p>Therefore, The Trust's policy is to carefully and systematically assess all of our trees and manage and mitigate risk whilst maintaining its trees in good and healthy condition.</p>	

- Trees may be affected by numerous factors that affect their health & stability.
- Paths may be slippery & muddy. Wear suitable footwear.
- Never eat any part of a plant or fungi, or drink water from streams.
- Observe good hygiene - wash hands, or clean them with wipes, before then eating anything.
- Be aware what stinging nettles & brambles look like & take care around them.
- Be aware of weather conditions and avoid sheltering under trees during storms.

WATER SAFETY

- Stay out of the water unless taking part in an organised activity. You cannot be sure what is in the water.
- If you end up in water unintentionally, float on your back to survive – cold water shock is a major hazard. Once your body has had a chance to adjust you will be better able to rescue yourself.
- Don't go into the water to rescue pets.
- Stay off any ice – it probably will not support you.

WATER QUALITY

The natural spring, known as the Hine Spring, is not of drinking water quality.

EVENTS

Various events are organised and run within the park. Details of upcoming events can be found on The Parks Trust website <https://www.theparkstrust.com/whats-on-in-your-parks/> as well as contained in the published What's On Guide (available from The Trust's offices as well as many other outlets) and publicised in various media.

Prior to events, the team will conduct a sweep of the area to check for any drug related litter or other transient hazards. Liaison with police, MK Council and other agencies occurs regularly.

Each event is subject to its own risk assessment and (if appropriate) detailed events plan. Third party events are licensed and required to provide detailed risk assessments, planned and have appropriate insurance cover in place (min £5mil indemnity).

The Trust participates in the Milton Keynes Safety Advisory Group which coordinates for larger events within the city. (<https://www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events>)

ANTI-SOCIAL BEHAVIOUR

Members of the public who are subjected to anti-social behaviour, such as aggression, drunkenness or drugs related should report to the police using the 101 non-emergency number unless under direct threat in which case use 999.

The park is regularly checked and patrolled by The Trusts community ranger team and other staff members.

DOG WALKING

Code of Conduct for All Dog Walkers in Milton Keynes Parks;
<https://www.theparkstrust.com/media/8800/dog-walking-code-of-conduct-2023.pdf>

AED Locations

The nearest AED location can be found using an App such as that available from the South Central Ambulance Service called Save a Life. Also websites such as <https://www.defibfinder.uk/> or <https://www.heartsafe.org.uk/aed-locations>

Currently the nearest public access AED's are some way from the park;

- Great Linford Sports Pavilion, Marsh Drive, Milton Keynes, MK14 5HH
- Marsh Drive Sports Ground (Pavilion), Marsh Drive, Great Linford, Milton Keynes, MK14 5HH

Emergency Access

The Park has various points of access.

One possibility for defining exact location is by use of the app what3words that allows you to define an exact 3 metre square allocated a unique three word description.

<https://what3words.com/>

Assessors Signature(s) Michael Thomas (Health & Safety Manager)
James Cairncross (Operations Manager (Infrastructure & Projects))
Ellie Broad (Project Engagement Officer)

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) [e.g. 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)
Construction (Restoration Project)	Park Visitors	<ul style="list-style-type: none"> Restoration project managed as notifiable CDM project Chief Designer & Principal Contractor management of site. Supervised vehicle movements. Temporary closure of areas & fencing. 	3 x 1 = 3 LOW	Visitors to follow any specific signage or directions.		
Trees [Falling Branches; Slips, Trips & Falls]	Park Visitors	<ul style="list-style-type: none"> The Trusts Tree Safety Policy (Detailing the Trust's requirements for carrying out tree inspections & completing any remedial work) All trees inspected at frequency dependant on species / age / location / health The Trust employ professionally qualified arboriculturists Continuing program of landscape management Social Media warnings associated with extremes of weather / climate. 	3 x 1 = 3 LOW	<p>Visitors are encouraged to wear appropriate footwear and to take note of weather conditions.</p> <p>There are always likely to be natural slip / trip hazards in a wooded area, including roots, uneven ground, leaf debris, fallen or wind-blown wood debris etc.</p>		
Bridges, Paths, Signs, Seats, Fences [Injury from damaged structures, collapse of structure, Fall]	Park Visitors	<ul style="list-style-type: none"> Sites patrolled on a regular basis by staff and volunteers. Leisure route paths, bridges, boardwalks are on a 6-monthly recorded, checking regime. 	2 x 1 = 2 LOW			
Falls from Height	Park Visitors	<ul style="list-style-type: none"> Features maintained Changes in height obvious Signage where appropriate Safety & Visual inspection regime in place 	3 x 1 = 3 LOW	Visitors need to take own safety into account and supervise any children or vulnerable persons.		

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Landscape Operations [Maintenance Activities by The Trust or Contractors, including thinning, crown-lifting, felling etc.]	Park Visitors	<ul style="list-style-type: none"> Work carried out only by suitably trained persons Work planned & scheduled appropriately Signs to be placed giving warning of operations. Ground team members act as lookouts Work stopped if members of public enter working zone On site assessments to be completed. Contractors monitored by The Trust Landscape Officers. 	2 x 1 = 2 LOW			
Water [Drowning, Weils Disease, Algae]		<ul style="list-style-type: none"> Water Safety Policy TPT-1012 Water safety signage checked monthly – recorded in PSS System Swimming, general water play, ice play etc. not permitted and discouraged when known to be taking place Regular communication (via social media, Web site, press etc.) and educational initiatives undertaken to encourage responsible behaviour. Water activity monitored and recorded by Community Rangers. 	3 x 1 = 3 LOW	<p>The Trust will communicate messages about water safety in a variety of different ways.</p> <p>Where persons are found to be in the water, Community Rangers will explain the associated issues. (Unknown obstacles, cold water shock, health hazards).</p> <p>Follow good general hygiene principles. Wash hands after contact with water & before eating, drinking or smoking.</p> <p>Certain types of algae can be fatal to dogs – keep out of affected water</p>		
Impact [Vehicles]	Park Visitors	<ul style="list-style-type: none"> Car parks well laid out Restricted access for vehicles into park Authorised vehicles restricted to speed of 10mph, use of hazard lights and flashing beacon (if fitted) 	2 x 1 = 2 LOW	Signs to be placed in advance of any works in progress.		

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Adverse Weather [Rain, Wind, Heat, Cold]	Park Visitors	<ul style="list-style-type: none"> Trust staff make checks after high winds for damaged trees & debris. Appropriate warnings issued via web site & / or social media. 	2 x 2 = 4 MEDIUM	Public should remain vigilant at times of heavy rainfall & / or high winds. Public advised to dress appropriately for weather conditions.		
Biological [Animal Waste, Drugs Paraphernalia, Sharps, Human Body Fluids / Waste]	Park Visitors	<ul style="list-style-type: none"> Regular patrols of areas by Community Rangers, other staff & volunteers. Regular cleansing of areas by The Trust or their contractors. Licenced commercial dog walkers 	2 x 1 = 2 LOW	<p>Parish / Local councils provide dog waste bins.</p> <p>Public should be vigilant and avoid any such hazards.</p> <p>Report immediate threats to the police and of maintenance issues to The Parks Trust.</p>		
Litter [Cuts, Infection, Vermin]	Park Visitors	<ul style="list-style-type: none"> Litter cleansed to prescribed regime by contractors. Sites visited regularly by volunteers and staff who report on cleanliness. Arrangements in place (via contractors) for prompt removal of dangerous fly-tipped material. 	2 x 1 = 2 LOW			
Public Art Installations	Park Visitors	<ul style="list-style-type: none"> Art structures are inspected as part of 6 monthly Safety & Visual checks 	2 x 1 = 2 LOW			
Activities of Other Park Users [Events, Aggressive Behaviour / Animals, Anti-Social Activity]	Park Visitors	<ul style="list-style-type: none"> Regular patrols of areas by Community Rangers, other staff & volunteers. Known anti-social behaviour reported to police. Liaison with appropriate agencies to share information. 	2 x 1 = 2 LOW	Public advised to avoid confrontation and report anti-social behavior directly to police.		
Vermin [Disease, Damage]	Park Visitors	<ul style="list-style-type: none"> Monitoring & high levels investigated. Vermin control measures utilised as appropriate. 	2 x 1 = 2 LOW	Advice given regarding waterfowl feeding via website & Community Rangers.		

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Dogs [Uncontrolled, Excitable]	Park Visitors	<ul style="list-style-type: none"> Community Ranger Patrols Licensed commercial dog walkers 	2 x 1 = 2 LOW	The Trusts code of conduct for dog walkers available from website		
Rough Sleepers [Potential for anti-social behavior, drug use etc.]	Park Visitors	<ul style="list-style-type: none"> Location of any such encampments monitored Liaison with other applicable bodies Removal of any tents, litter etc once camp site vacated Public to avoid 	2 x 1 = 2 LOW			
Slips, Trips & Falls [Fracture, sprain etc.]	Park Visitors	<ul style="list-style-type: none"> Sites patrolled on a regular basis by staff and volunteers. Leisure route paths, bridges, boardwalks are on a 6-monthly recorded, checking regime. Any manhole covers which are seen with a visual problem will be reported to the service owner or MKC if owner not easily identified 	2 x 2 = 4 MEDIUM	<p>Continuing annual program of leisure route resurfacing.</p> <p>Reported issues assessed and action taken as needed.</p> <p>Park visitors should wear sensible footwear and be aware that many natural trip hazards may exist within the park land.</p>		
Emergency Situation [Fire, First Aid]	Park Visitors	<ul style="list-style-type: none"> Sites patrolled on a regular basis by staff and volunteers and any potential issues recorded. Maintenance on structures as necessary. In event of emergency, public should contact the relevant service by calling 999 or for non-emergency issues to the police using 101 	3 x 1 = 3 LOW			
Water Quality (Hine Spring)	Park Visitors	<ul style="list-style-type: none"> Height of spout discourages use of drinking vessels Water quality report obtained 	2 x 2 = 4 MEDIUM	<p>Information to be included on signboards at main park entrance points.</p> <p>Information to be added to website.</p>		

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
Dec 2020	1, 4	Michael Thomas	Regular review & change to structure of site risk assessments. Individual site risk assessments withdrawn & replaced by zoned / themed risk assessments.	N/A	N/A
March 2023	1	Michael Thomas	Part 1 General Description information updated as major project work concluded Section 3 updated to reflect conclusion of major project work and to add information about toilets and spring water quality. Link to Dog Walking Code of Conduct updated to 2023 version. Location of nearest AED's updated. Information regarding Save a Life app updated. Part 2 updated to include water quality		



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