

Assessment Date	13/10/2022	Review Date (To be within 24 Months)	October 2024
Work Area	General School Sessions in the 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:			
General Sessions, usually with children, as part of an outdoor learning activity. Can include school groups, community groups, youth groups and wider. Activities can include group games and orienteering.			
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
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.	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. Catching or spreading Covid 19 Bites, Stings Biohazards: Dog excrement, poisonous fungi, bluegreen algae Drowning
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. Operations work happening in the park: mowers, tractors, other operation activity. The Parks are constantly being managed.	Slips/trips/falls. Injury from mis-use of equipment Injury, death

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>For Staff & volunteers:</p> <ul style="list-style-type: none"> Stay Safe to be set if working on own. If working in isolated area and on own (e.g. Elfield Park, Linford Lakes Nature Reserve), Stay Safe to be set for 15 mins intervals while setting/packing up until other staff/volunteers/public arrive. Volunteers and staff have responsibility to share medical data if relevant – volunteer procedures detailed in volunteer handbook and risk assessments. <p>Pre-session:</p> <ul style="list-style-type: none"> Organiser reminded at time of booking that behaviour is their responsibility. Participants are usually school groups or youth groups that will have their own appointed First Aider and will have medical information of attendees. Site checked by staff before session for obvious dangers and potential hazards – including work on site by operations team. Site of activity/game chosen by TPT staff to be away from hazards as appropriate. <p>In session:</p> <ul style="list-style-type: none"> Safety briefing to be given at start of session by TPT staff about other park users and potential site dangers. Participants informed to stay with group and stay within eye sight of TPT staff and their own teachers/staff. Safety talk about equipment if necessary (specific risk assessments for any equipment that has a medium level of risk). Demonstration of game/activities by TPT staff, pointing out potential risks if appropriate. TPT staff to monitor the activities/game and ensure participants remain safe whilst playing. <p>Sessions where children are booked onto our own courses have their own risk assessments (Youth Rangers, Youth Explorers).</p>	<p>Site hazards</p> <p>Lone Working</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Attendees wandering off/getting lost</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) _____

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) <i>[eg 3 x 1 = 3 Low]</i>	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.	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.		
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Participants reminded that when in public parks they are not the only park users and to be respectful to members of the public. Report any antisocial/dangerous behavior of other park users to the police.	1x2=2 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 reiterated 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	2x2=4 MEDIUM			

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		in times of emergency/potential danger				
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			
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis) e.g. JPR, Youth Rangers and Youth Explorers	Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential 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. Staff to carry emergency contact details card on rucksack in case they become incapacitated.	1x2=2 LOW			
Attendees getting lost/wandering off	Participants	Leader of attending group/Parent/Accompanying Adult informed that behaviour is their responsibility on site at time of booking. Safety briefing at start of session informs attendees to stay with their group. TPT staff to manage session to ensure that participants are in eye sight throughout session. Head counts done at intervals.	1x3=3 LOW			

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		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.				
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. If Blue Green algae suspected in water body, torch used to check. Staff to carry wipes/tissues. If collecting materials from outdoors or pond dipping, safety briefing to include not eating what find and washing hands after activities either in Centre or return home/school.	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	If at Elfled Park and entrance has been tampered with, ring Duty Ranger phone to notify. If do not feel safe to enter, then wait for attendees/volunteers/other staff to attend before go on site.		

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Covid-19	Participants, TPT Volunteers and Public	Safety briefing includes instructions about Covid-19 1-2m social distance to be maintained between staff and the family bubble. Handling equipment limited, and those used to be sterilised before given out and when collected in, First Aid kit to include face mask to be worn if need to break 1-2m to attend to injury. Group size limited to bubble to enable easier management of social distancing and equipment. Attendees and staff advised not to attend if have symptoms of Covid-19 or anyone in their bubble has, or they have been contacted to self-isolate.	3x2=6			
Drowning	Participants, TPT Staff and Volunteers	Site visit by staff and hazards identified. Safe route decided before session. Hazards are part of introductory talk. If doing Rivers session, safe areas for throwing dog biscuit in water and measuring flow identified and attendees advised to stay away from edge of bank.	3x1=3			
Injury and Death from Operations work	Participants, TPT Staff and Volunteers	Operations area managers to check Events calendar for potential clashes ODL team to contact Area Managers if significantly large event/have concerns over an activity when activity booked and remind before event ODL team to be on site before session to check area safe and look for operations in area. If we are on site and see operations that may affect the session, ODL	3x1=3			

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		team to contact Area Manager to alert them and ODL team to change locations within the park if appropriate/possible. Operations to use signage to alert public and groups if carrying out tree work If machinery is approaching group, and ODL lead feels safe to do so, ODL lead to wave driver down and ask them to reroute/pause. If ODL lead does not feel safe to approach, they are to move the group to an alternative area.				
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
20/02/2020	1	Sarah Griffiths	Amalgamating risk assessments into General overarching document where assessments repeat.Replaces Group Games:TPT-OL-007 and means new risk assessments do not need to repeat information.	Future risk assessments do not need to contain this information.	
24/08/2020	4	Sarah Griffiths	Added information about Stay Safe, Lone working and details about Elfield Park after person found on site.		24/08/20
25/08/2020	4	Sarah Griffiths	COVID-19 updates	Continue to review as guidance changes	
01/09/20	4	Sarah Griffiths	Covid-19 updates	Continue to review as guidance changes	
04/09/20	4	Sarah Griffiths	Covid-19 Group Size update	Continue to review as guidance changes	
22/03/21	4	Sarah Griffiths	Covid Review	Continue to review as guidance changes	
12/05/21	4	Sarah Griffiths	Reviewed communications with Operations team about large machinaery and work taking place in parks	Share updates with staff and volunteers	12/05/21
06/09/21	4	Sarah Griffiths	Covid Review	Continue to review as guidance and internal policy changes	
13/10/21	4	Amy Jerome	Reviewed for covid measures		
23/01/22	4	Kyra Turner	Emergency Situations added to Hazard List		
28/11/22	1	Sarah Griffiths		Re-share	28/11/22
03/04/23		Sarah Griffiths	Extra information about Rivers and Ponds sessions due to integration of risk assessments	Re-share	05/04/23



RISK ASSESSMENT

RA No.

Reference Number Here

Page

10 of 10

Part 4 - Briefing Sheet

Use this sheet to record persons whom have been briefed on the contents of this risk assessment.

RISK ASSESSMENT BRIEFING GIVEN BY:

DATE	NAME	SIGNATURE