


	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	RA No.	SL-110 Rev 2
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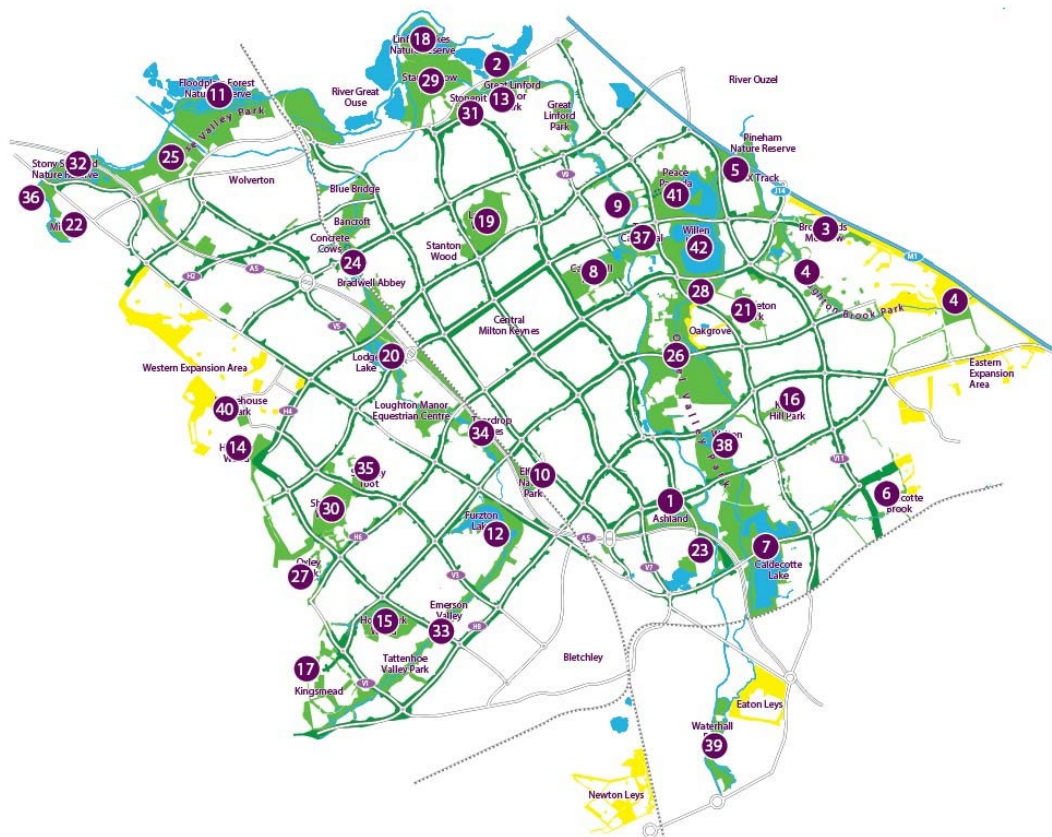
Assessment Date	March 2023	Review Date (To be within 24 Months)	March 2025
Work Area	Howe Park Wood Education Centre		
Reason for Assessment (Tick appropriate boxes)			
Initial Assessment	<input type="checkbox"/>	Periodic Review	<input checked="" type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	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: Howe Park Wood Education Centre Use of centre for outdoor learning, events, meetings and conferences.			
Assessor(s): Michael Thomas (Health & Safety Manager), Sarah Griffiths (Outdoor Learning & 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>Howe Park Wood Education Centre is a purpose built structure for The Trust.</p> <p>The buildings consist of;</p> <p>A large multi-purpose hall for activities, talks & small exhibitions. An associated utility area and storeroom used by Trust staff. Toilets. A café operated by a licence holder, with associated patio area. (Note: This patio is planned to be incorporated into enclosed café area). There is also a room used by the ambulance service as a crew layover point with no public access. (Note: This is currently not in active use but remains leased to ambulance service until end of lease period).</p> <p>Close by outside of the building there is a car park, a dipping pond, a play park, the musical frogs public art installation and Howe Park Wood itself.</p>	<p>Fire & Emergency</p> <p>Arson</p> <p>Electricity</p> <p>Slips, Trips & Falls</p> <p>Manual Handling</p> <p>Impact</p> <p>Welfare</p> <p>Food Hygiene</p> <p>Water</p> <p>Legionella</p>

2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p>Standard furniture items.</p> <p>Temporary electronic equipment (Computers, projectors, speakers etc.).</p> <p>Kitchen equipment (operated under licenced company who have responsibility for management of this area).</p> <p>Storage heaters.</p> <p>Electric Heaters</p> <p>Car park to front of building.</p>	<p>Burns [Kitchen Equipment]</p> <p>Fire & Emergency</p> <p>Impact [Vehicles]</p>
	



15. Howe Park Wood & Education Centre

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>The education centre is located from a Chaffron Way (H7) and situated on the edge of Howe Park Wood, an ancient woodland (pre 1600) of some 60 acres.</p> <p>The Parks Trust, who now manages and maintains the woodland and associated more modern landscape around it.</p> <p><u>USE</u></p> <p>The education centre is used by The Parks Trust for a number of activities, including;</p> <ul style="list-style-type: none"> • School activity sessions • Public Open Days • Public talks & activities <p>The centre is also used by a number of others to provide activities or events on behalf of The Trust. Other community groups may apply to the Outdoor Learning Manager and request use of the centre. OutdoorLearning@theparkstrust.com</p> <p>On occasions the centre is used by individual training providers presenting in relation to education & / or wildlife subjects.</p> <p>Groups & trainers using the centre must provide insurance & their own risk assessments.</p> <p><u>Fire & Emergency</u></p> <p>The building has a maintained fire alarm system and automatic detection and emergency lighting. It is regularly tested and maintained under contract. Fire Risk Assessments are completed by an independent consultant specialist company.</p> <p>Fire evacuation tests are periodically performed to test effectiveness of evacuation process.</p> <p>Rubbish is removed from site and the areas around the building are kept free from any litter etc. to lessen the opportunity for arson attacks.</p>	

For use by any external community groups the user must;

Ensure that layout & use of space does not compromise fire exits & escape routes. Fire exits to be kept unlocked during event.

Ensure that no additional hazards are introduced (e.g. flammable liquids, naked flames etc.).

Event host to make announcement at start of proceedings to explain emergency procedures & location of emergency exits.

Ensure that occupancy levels do not exceed capacity of space. Typically, the following amount of space is required per person;

Standing areas 0.3 M² per person

Seated areas 1.0 M² per person

The main room has an area of approximately 48 M².

Maximum capacity however is normally limited to;

- 30 Persons seated on chairs.
- 60 Persons standing.

Note: In some circumstances children may be seated on the floor with a number of adults standing. In such circumstances a mixture is possible of

30 to 40 children seated on floor

15 to 20 adults standing

Electricity

The building fixed wiring is subject to routine inspection and testing.

Portable equipment must have a valid PAT test sticker attached.

Any extension leads to be fully unwound and not overloaded . They must be safely routed and, where necessary taped down or covered to avoid tripping hazard.

Extension leads must not to be linked together and adaptor blocks not to be used in conjunction with them.

Slips, Trips & Falls

Cables to be safely routed and where necessary taped down or covered to avoid a tripping hazard.

The general housekeeping of the area including access routes to be checked prior to use for any activity.

The group leader to ensure that the room is set up and used in a way to reduce risk of slip/trip hazards.

All spills to be cleared as soon as possible

Food Hygiene

The café is run on a licence basis by an independent operator. They have full responsibility for the safety of the café service that they provide.

They are responsible for undertaking a Hazard Analysis Critical Control Point (HACCP) to identify the measures required for food hygiene and food safety.

Legionella

The building is managed under the current legislation for legionella control. This includes monitoring, servicing & maintenance of hot & cold water systems. Sampling with laboratory analysis is also periodically performed.

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>

Shenley Brook End & Tattenhoe Parish Council, 1 Wimborne Crescent, Westcroft, Milton Keynes, MK4 4DB (24 hours)

Westcroft Sports Pavilion Westcroft Recreational Field, Cranborne Avenue, Milton Keynes, MK4 4GB (24 hours)

Assessors Signature(s) Michael Thomas (Health & Safety Manager)

Sarah Griffiths (Outdoor Learning and Interpretation Manager)

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)
Fire & Emergency [Fire]	Staff Volunteers Members of Public Contractors	Fire alarm system fitted. Smoke detectors fitted. Alarm call out to monitoring company. Fire Warden appointed for building. Fire escape signage & emergency lighting. Fire extinguishers. Electrical testing completed on fixed wiring & PAT testing conducted.	3 x 1 = 3 LOW	Specific site location Fire Risk Assessment completed by independent consultant.		
Arson	Staff Volunteers Members of Public Contractors	Fire alarm system fitted. Smoke detectors fitted. Alarm call out to monitoring company. Fire Warden appointed for building.	3 x 1 = 3 LOW	Site regularly visited by Community Rangers & Outdoor Learning team. Check for any signs of vandalism or fly-tipping.		
Electrical [Fire, shock]	Staff Volunteers Members of Public Contractors	Electrical testing completed on fixed wiring & PAT testing conducted. Extension leads must not be daisy-chained together.	3 x 1 = 3 LOW	Any authorised community group to supply records of PAT testing or arrange to borrow equipment from The Trust		
Slips, Trips & Falls [Sprains, fractures]	Staff Volunteers Members of Public Contractors	Visual checks to ensure good housekeeping. Any cables to safely routed & taped down or covered. Spills to be cleaned up as soon as possible.	2 x 1 = 2 LOW	Event organizer to check premises prior to any event.		
Manual Handling [Musculoskeletal Injuries]	Staff Volunteers Members of Public Contractors	Staff receive manual handling training or awareness (dependent on role). Furniture inspected on ad-hoc basis. Wear appropriate footwear	2 x 1 = 2 LOW			
Asbestos	Staff Volunteers Members of Public Contractors	Asbestos Management survey completed. No asbestos containing materials found	1 x 1 = 1 LOW	Complete more detailed survey prior to any refurbishment project		

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Welfare [Drinking Water, Toilet Facilities]	Staff Volunteers Members of Public Contractors	Kitchen facility with drinking water Toilet facilities Lighting Heating First Aid Kit	2 x 1 = 2 LOW			
Food Hygiene [Contamination leading to illness, allergies]	Staff Volunteers Members of Public	Licenced operator for café. Any staff involved in food preparation to hold Food Hygiene Level 2 certificate at minimum	2 x 1 = 2 LOW	Any contractors engaged to provide catering must provide documentation of food safety standards and management		
Water [Drowning]	Staff Volunteers Members of Public	<ul style="list-style-type: none"> Water Safety Policy TPT-1012 Pond Dipping activities supervised 	3 x 1 = 3 LOW	Refer to separate activity RAMS TPT-OL-010-Pond dipping		
Impact [Vehicles]	Staff Volunteers Members of Public	<ul style="list-style-type: none"> Car parks well laid out Restricted access for vehicles into parks Authorised vehicles restricted to speed of 10mph, use of hazard lights and flashing beacon (if fitted) 	2 x 1 = 2 LOW			
Activities of Other Park Users [Events, Aggressive Behaviour / Animals, Anti-Social Activity]	Staff Volunteers Members of Public	<ul style="list-style-type: none"> Regular patrols of areas by Community Rangers, other staff & volunteers. Events licensed & separately risk assessed. 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.		
Landscape Operations	Staff Volunteers Members of Public	<ul style="list-style-type: none"> All work planned. On site assessments to be completed. 	2 x 1 = 2 LOW			

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		<ul style="list-style-type: none"> Signs to be placed giving warning of operations. Contractors monitored by The Trust Landscape Officers. 				
Vermin	Staff Volunteers Members of Public	<ul style="list-style-type: none"> Monitoring & high levels investigated. Vermin control measures utilised as appropriate. 	2 x 1 = 2 LOW			
Injury (Burns, Cuts, Grazes etc.)	Staff Volunteers Members of Public	<ul style="list-style-type: none"> Outdoor Learning staff First Aid Trained First Aid kit available Use mobile phone to contact emergency services 	2 x 2 = 4 MEDIUM	<p>Parks Trust Sessions to be led and participants supervised.</p> <p>Other third parties to risk assess their own activity.</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.

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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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TPT-1014

