

Assessment Date	1/6/23	Review Date (To be within 12 Months)	June 2024
Work Area	Events & Marketing		
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:			
<p>MK Health Walks have been adopted by The Parks Trust from MK City Council. A series of Walks across MK that occur on a scheduled Weekly basis with the potential for expanding the number of walks and locations in the future.</p> <p>Some walks follow a fixed route, and others change start location and route on a rotating basis. All volunteers to follow required guidance on route recce, and dynamic risk assessment throughout the events. Other walks involve Nordic Walking (walking poles) and individuals must have attended a separate beginners course to attend.</p> <p>Some of the groups have been in existence approaching 20 years and are long established. The handover is due to commence May 2023 and complete by July 2023, by which point all walks will be under The Parks Trust insurance, support and volunteer management.</p> <p>The walks were set up with the stated aim to - "Enjoy Milton Keynes hidden parks and spaces and feel safe in a group with Milton Keynes health walks".</p> <p>The guided walks for the public are led by The Parks Trust Volunteers with support from The Parks Trust team on occasion or when required.</p> <p>The aim is to make the event safe, secure, and low risk as per The Parks Trust Health and Safety policy. Our response to identified risk will be sensible, proportionate and based on recognised good practice. It will consider our experience of running similar events in various locations over many years.</p>			
Assessor(s): David Lewis, Events & Recreation Asst.			

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>Organised walks taking place in across the parks within Milton Keynes, all with public access, areas include long grass, bushes, woodland, wetland and meadow areas.</p> <ul style="list-style-type: none"> Road Crossings Shared Path Usage Footpath Usage Other walking surfaces – Grass. Mud etc 	<p>Road Traffic, Other Path Users – Scooters, Bikes, Other Groups etc</p> <p>Trees/branches affected by weather conditions.</p> <p>Stings/scratches from plants.</p> <p>Uneven Surface</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards

<p>First aid kits Hi-Visibility Jackets</p>	
3. Method Statement	Associated Hazards
<p>Walk leader to have performed route recce in advance.</p> <p>Generic information to be shared on Website and during bookings about suitable equipment, drinks, clothing, guidance for attendance, and rules for leaving the group.</p> <p>Walk leader to brief volunteer team as required – roles, responsibilities, route, and rules</p> <p>Walk participants will take part at their own risk and are responsible for their own safety. This is to be made clear during walk leader’s briefing.</p> <p>Walk leader to give safety briefing at start of walk:</p> <ul style="list-style-type: none"> • General welcome/intros. • Ask that participants aim to stay together and let walk leader know if pace is too fast • If walker gets separated to stay put and call The Parks Trust. Parks Trust will liaise with walk leaders. • Let walk leader know if they leave the group early • Length of route, and any other associated warnings – including livestock en-route • Please be mindful and considerate of other park users • No dogs allowed with the exception of assistance dogs • Any walks involving Nordic Poles should include additional required safety briefing <p>Should participants arrive with a dog – walk leaders to talk to them and advise that they can attend as long as they are on a short lead and walk at the back of the group.</p> <p>Walk Leaders (and other leaders e.g. Back Marker) to wear provided Hi-Vis jackets.</p> <p>Walk leaders to agree participant count before setting off and to re-count during and at the end of the walk.</p> <p>If an incident is to occur, participant details to be collected and recorded on incident form for follow up.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Stings/scratches from plants</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Participants getting Separated from group</p>

Assessors Signature(s)

David Lewis, Katie Dean, Julie Dawes

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. (See Table 1)	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)
Participants getting separated from group	Participants	<p>Walkers will all be adults and responsible for their own safety, with guidance of the route from volunteer walk leaders. Any under 18's will be accompanied at all times by a supervising adult. Walk leaders to ensure group kept together. Advise participants to let leaders know if they leave early. Larger groups to re-group regularly along route Leaders to carry mobile phones and map/access to a digital map. Number of walkers to be counted at start during and after. Leaders to call TPT office or Duty Ranger if concerned that a walker is lost and take guidance</p>	2	N/A	N/A	2

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. (See Table 1)	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)
		while keeping rest of the group together. Participants advised to stay put and wait for assistance if they are lost and to call MKTPT office to help.				
Adverse & extreme weather conditions	Participants TPT staff & volunteers	Weather forecast monitored. Participants advised to dress appropriately for the weather & site being visited. Water & hats advised in hot weather. Walk leaders to use common sense to judge weather, allowing for weather warnings & beaufort scale for windy conditions. Walk to be curtailed or cancelled in very heavy rain, stormy conditions, strong winds or very high temperatures.	3	If the route takes in woods, or trees are overhanging part of the route, beaufort scale of 7 or over would usually require cancellation/change of site/activity as appropriate. Walk Leaders to check local weather forecast. Dynamic Risk assessments to be carried out during the walk if conditions change.	N/A	3

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Slips, Trips & Falls	Participants TPT staff & volunteers	Participants advised of particular hazards in briefing. Steps, kerbs etc. Everyone reminded to wear practical clothing & footwear. Walk leader/Backmarker to have access to water & mobile phone to call for emergency response. Volunteers to use emergency procedure as outlined in Volunteer Handbook. An incident report to be completed and sent to the Events Team after the event.	3	N/A	N/A	3
Contact with other parks users including dog walkers, horse riders, bicycles, scooters etc	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 anti-social/dangerous behavior of other park users to the police and TPT EO's.	2	N/A	N/A	2

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		Walk leader to ensure that group stops/moves when cyclists and horse riders are present on route.				
Behaviour of attendees	Participants. TPT Staff and Volunteers	Walk Leader to escalate as appropriate – either to Police, or to Duty Ranger / TPT Staff	2	N/A	N/A	2
Livestock in Parks Trust locations	Participants. TPT Staff and Volunteers	Parks Trust adhere to HSE policies and Volunteers made aware of guidance. Walk leaders to brief attendees before the walk commences	3	N/A	N/A	3
Safeguarding	TPT Staff and Volunteers	Volunteers had guidance on Safeguarding during induction and signposted to policies in the volunteer area of website. Further training to follow as required.	1	N/A	N/A	1
Illness/ medical problems of attendees	Participants	Walkers walk at own risk. For longer/faster walks walkers advised to seek medical advice if not used to regular exercise.	4	N/A	N/A	4

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		Signposting to be done on TPT Website about suitability and other potential walks.				
Lone Working	Walk Leaders	Lone working policy from the Volunteer Handbook	4	N/A	N/A	4

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.

