

	<h1>RISK ASSESSMENT</h1>	RA No.	SL-111 Rev 3
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Assessment Date	January 2024	Review Date (To be within 24 Months)	January 2025
Work Area	Linford Lakes 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: Linford Lakes 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>NOTE: The centre is currently closed for refurbishment and is due to open again late 2024.</p> <p>Currently the whole centre and part of the car park is fenced off. There is CCTV in operation. There is no public access to the education centre site, but the nature reserve is still in operation.</p> <p>Linford Lakes Nature Reserve Education Centre is a purpose built structure. It was purchased by The Trust in 2015 from Milton Keynes Council.</p> <p><i>The buildings consist of,</i></p> <p><i>A main building containing an open area, viewing balcony, lab area, kitchen, toilets, office, workshop. (There is a small mezzanine level accessed from the workshop that is out of use and not in a safe state of repair for use).</i></p> <p><i>An attached property let as a residential unit and managed by The Parks Trust property team.</i></p> <p>A number of outbuildings.</p> <p>A separate classroom building.</p> <p>Outside of the building there is a car park and a dipping pond.</p>	<p>Fire & Emergency</p> <p>Arson</p> <p>Electricity</p> <p>Slips, Trips & Falls</p> <p>Manual Handling</p> <p>Impact [Mezzanine Level Windows]</p> <p>Asbestos</p> <p>Welfare</p> <p>Food Hygiene</p> <p>Water</p>

2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p><i>Standard furniture items.</i></p> <p><i>Temporary electronic equipment (Computers, projectors, speakers etc.).</i></p> <p><i>Kitchen equipment (cooker, microwave, kettle etc.).</i></p> <p><i>Storage heaters.</i></p> <p><i>Electric Heaters</i></p> <p><i>Laboratory equipment (microscopes etc.).</i></p> <p><i>Car park to front of building.</i></p>	<p>Burns [Kitchen Equipment]</p> <p>Fire & Emergency</p> <p>Impact [Vehicles]</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>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 private road and situated on the edge of the nature reserve which covers some 37 hectares.</p> <p>The reserve started life as gravel pits in the 1940's, with much of what was extracted going into the concrete used to build Milton Keynes. In 1970, the quarrying company ARC Ltd (subsequently part of Hanson Plc) approached the Game Conservancy (now the Game and Wildlife Conservation Trust), and together they instigated the "Wildfowl Research Project" at the site. By studying the ecology of water birds, they set out to find how best to manage new water bodies for shooting, with the effects of fish on the availability of food for ducklings being of prime concern.</p> <p>When the gravel pits finally ceased to be worked in the 1980's, Milton Keynes Council took over the reserve and its buildings, known as the Hanson Environmental Centre. In March 2015, the Council sold both to The Parks Trust, who now manages and maintains them to improve biodiversity and to promote education.</p> <p><u>Access</u></p> <p>Access to the site is through a padlocked gate from Wolverton Road, then along the driveway that passes through privately owned land . There are two gates, one of which is for access by Parks Trust authorised users. This is the gate on the left as viewed from Wolverton Road and it opens outwards towards Wolverton Road.</p> <p>The other gate is for the private landowner and his users. Keeping these gates locked is necessary because the site is vulnerable to unauthorised access, particularly by fly-tippers.</p> <p>The padlock is opened with a combination number code which is made available to all legitimate users.</p> <p>In the event of an emergency users should if possible make emergency service call handler aware of the lock combination. However the following specific arrangements should also apply.</p>	

Ambulance: the code for the combination padlock has been made available to the South Central Ambulance Service. It should be tagged in their control room system against any calls to the site.

Fire Service: The fire service carry cutting equipment and would gain entry as required.

Police: Would either contact The Trust, make access on foot or would contact fire service to gain entry.

The gates are located at;

<https://w3w.co/vans.silent.dynasties>

Use

The education centre is used by The Parks Trust for a number of activities, including,

- School activity sessions
- Public Open Days (See risk assessment 'TPT LLNR Open Days')

The centre is also used by a number of other groups, in particular The Friends of Linford Lake Nature Reserve (FLLNR). Other community groups may apply to the Outdoor Learning Manager and request use of the centre. OutdoorLearning@theparkstrust.com

On occasions the centre is used by individual training providers presenting in relation to education & / or wildlife subjects.

Groups & trainers using the centre must provide insurance & their own risk assessments.

Fire & Emergency

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 Lounge 1.0 M2 per person*

The main room has an area of approximately 60 M2.

Maximum capacity however is normally limited to;

30 Persons seated at tables with chairs.

50 Seated or standing.

Open day events with free flow of participants may exceed this up to a maximum of 200 in total within the main building (main room & lab classroom area).

Mezzanine Floor Windows

There is a viewing gallery mezzanine level accessed by stairs from the main open area. The windows within this gallery open inwards and could lead to an impact injury if used incorrectly.

Staff and volunteers alerted to issues around opening windows on mezzanine. Only staff to open windows if necessary.

Signage alerting general public to mind their heads if windows are open.

Children to be accompanied by supervising parent/guardian

Separate Classroom Building (Forest School)

The separate forest school classroom building has a single point of access / egress.

For security the windows are normally locked with metal shutters across them.

During use, at a minimum, the metal shutter and window on the wall opposite the door are to be unlocked so that if necessary the window could be used as a supplementary means of egress.

The landscape at the rear of the building is to be managed so that in the event of an emergency the window is unobstructed.

The classroom is fitted with domestic type smoke detectors. These must be tested before use of the forest school building.

AED Locations

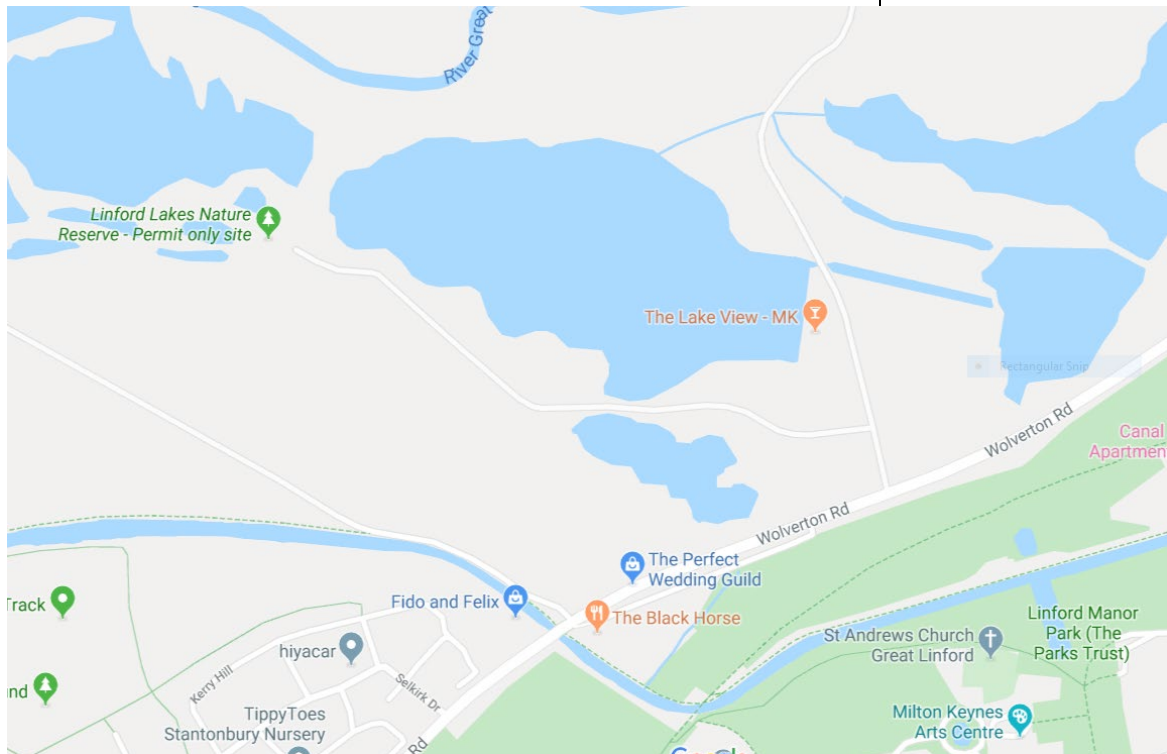
The nearest AED location can be found using an App such as that available from the South Central Ambulance Service called Save a Life. Also websites such as <https://www.defibfinder.uk/> or <https://www.heartsafe.org.uk/aed-locations>

Great Linford Sports Pavilion, Marsh Drive, Milton Keynes, MK14 5HH

Emergency Access

Linford Lakes Nature Reserve
Wolverton Road
Milton Keynes
MK14 5AH

Padlocked gate located at; <https://w3w.co/vans.silent.dynasties>



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 carried out.	3 x 1 = 3 LOW	Specific site location Fire Risk Assessment completed by independent consultant. Use of Forest School classroom requires window shutter & window on wall opposite door to be unlocked to provide a supplementary egress route. Domestic type smoke detectors fitted.		
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 carried out. 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			
Impact (Opening Windows)	Staff Volunteers Members of Public Contractors	Staff & volunteers alerted to issues around opening windows on mezzanine. Only staff to open windows if necessary.	2 x 1 = 2 LOW			

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		Sign alerting general public to mind their heads if windows are open. Children to be accompanied by supervising parent/guardian				
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		
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	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	Crossing to pond dipping area to be supervised & / or warning signs displayed at open days. Signs to be placed in advance of any works in progress.		
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. 	2 x 1 = 2 LOW	Public advised to avoid confrontation and report anti-social behavior directly to police.		

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)
		<ul style="list-style-type: none"> Known anti-social behaviour reported to police. Liaison with appropriate agencies to share information. 				
Landscape Operations	Staff Volunteers Members of Public	<ul style="list-style-type: none"> All work planned. On site assessments to be completed. Signs to be placed giving warning of operations. Contractors monitored by The Trust Landscape Officers. 	2 x 1 = 2 LOW			
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	Parks Trust Sessions to be led and participants supervised. Other third parties to risk assess their own activity.		

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

Monitor regularly to ensure that the risk does not grow.

4 – 6

Moderate Risk

Potentially serious. Long term issues anticipated. Plan ahead.

9

High Risk – Intolerable

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

TPT-1014

