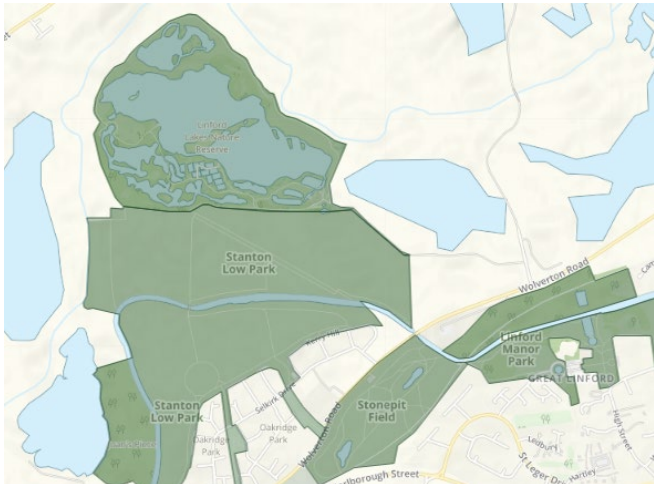


<b>Assessment Date</b>	Oct 2022	<b>Review Date</b> (To be within 24 Months)	Oct 2024
<b>Work Area</b>	Linford Lakes Nature Reserve		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input type="checkbox"/>	Periodic Review	<input checked="" type="checkbox"/>
Change of Work 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"/>
<b>Brief Description of Assessment:</b>  Site Risk Assessment for Linford Lakes Nature Reserve			
<b>Assessor(s):</b>  Michael Thomas (H&S Manager), Martin Kincaid (Biodiversity Officer), Carla Boswell (Biodiversity Officer)			

**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

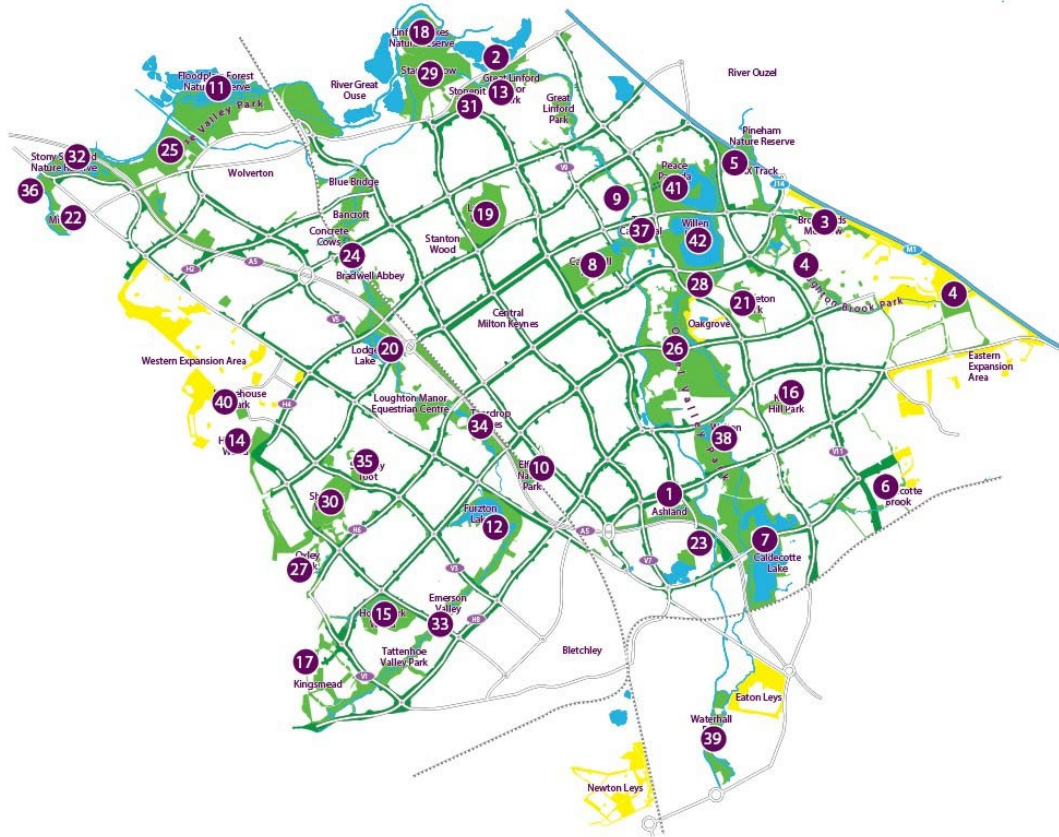
1. General Description of the Work Area	Associated Hazards
<p>The site was established as a wildfowl research centre in 1970 following decades of mineral extraction in the area. Previously known as Hanson Environmental Study Centre, The Parks Trust purchased the site in 2015 and it is now known as Linford Lakes Nature Reserve and Study Centre. The site continues to be used as a nature reserve and a base for environmental education. It is widely regarded as the most biodiverse site in Milton Keynes</p> <p>The 37 hectare site consists of a large lake, reedbeds, wet woodland and several small meadows interlaced with a number of smaller lakes and ponds. Four bird watching hides are located giving fine views of the wildlife and beautiful scenery.</p> <p><b>Access to the site is by annual permit only.</b></p> <p>Friends of Linford Lakes (FoLLNR) run open Sunday events monthly so members of the public can visit the site for free. They also carry out practical tasks under guidance from The Parks Trust. Other groups also use the centre and carry out conservation tasks on behalf of the Trust.</p> 	<p>Water [Drowning, Leptospirosis, Blue-Green Algae, Weirs &amp; / or flood control structures]</p> <p>Slips, Trips &amp; Falls</p> <p>Trees [Falling Debris, Falling Trees, slips / trips / Falls]</p> <p>Impact [Vehicles]</p> <p>Weather [Heat, Cold]</p> <p>Biological</p> <p>Litter</p> <p>Events</p> <p>Grazing Cattle</p>

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

## Associated Hazards

A variety of tools may be used.

Occasional use of boats to access islands and bund for practical work



18. Linford Lakes Nature Reserve

<b>3. METHOD STATEMENT</b>  <b>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</b>	<b>Associated Hazards</b>
<p>To report issues to The Parks Trust:</p> <p>Phone: 01908 233600 (Office hours &amp; out of hours monitoring service) Email: <a href="mailto:info@theparkstrust.com">info@theparkstrust.com</a></p> <p><b><u>GENERAL</u></b></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><b>NOTE:</b> Linford Lakes Nature Reserve is a private site and a permit is required to access. For further information see <a href="https://www.theparkstrust.com/parks/linford-lakes-nature-reserve">https://www.theparkstrust.com/parks/linford-lakes-nature-reserve</a></p> <p><b><u>STUDY CENTRE</u></b></p> <p>The education centre is subject to a separate risk assessment. See SL-111</p> <p><b>NOTE:</b> The centre is currently closed for refurbishment and is due to open again late 2022.</p> <p><b><u>USE OF BOAT BY PARKS TRUST STAFF &amp; VOLUNTEERS</u></b></p> <ul style="list-style-type: none"> <li>• General adherence to Parks Trust water safety policy and generic control measures for water safety in parks.</li> <li>• Only Parks Trust staff holding relevant Level 2 certification to use boat and outboard motor.</li> <li>• All staff and volunteers to wear buoyancy aids if entering a boat for any period of time.</li> <li>• Carry throw lines in boats when crossing water.</li> <li>• At start of activity, group and adult helpers briefed of possible hazards including water and flood potential of lakes.</li> <li>• Water safety signage, safety equipment and “nag points” in place</li> </ul>	

## WATER SAFETY

### General

- 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 ice – it probably will not support you.
- All features such as pond dipping boards, boardwalks and bridges to be regularly inspected and maintained in good condition.
- Children supervised at all times.
- Swimming not permitted. Patrols by Parks Trust community rangers to ensure that no one is visiting the site in warm weather with the intention of swimming.
- Walking across ice when lakes are frozen forbidden. Provide signs warning of dangers of ice during extreme cold weather.
- Pre-visit checks completed. In times of prolonged heavy rainfall, if the water levels are causing flood, the educational visit may have to be cancelled and re-arranged. This will be the decision of the Environmental Education Coordinator.

## TREES

The nature reserve 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.

Many factors can therefore lead to any individual tree becoming unstable and unpredictable, particularly as they age.

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.

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.

- 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.

## GRAZING SHEEP

Sheep are grazed within areas of the reserve at certain times of the year. Notices will be placed advising when sheep are likely to be brought to the park to be grazed.

Dogs are not allowed at this site

## AED Locations

The nearest AED location can be found using an App such as that available from the South Central Ambulance Service called Savealife. (<https://www.scas.nhs.uk/news/campaigns/savealife/>)

New Bradwell County Combined School, Bounty Street, MK13 0BQ  
Stantonbury Leisure Centre, Stantonbury Campus, MK14 6BN

## Emergency Access

Linford Lakes Nature Reserve  
Wolverton Road  
Milton Keynes  
MK14 5AH



Assessors Signature(s) Michael Thomas (Health & Safety 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)
Activities of Other Users [Aggressive Behaviour /, Anti-Social Activity]	<ul style="list-style-type: none"> <li>Permit Holders</li> <li>Parks Trust Staff &amp; Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Regular patrols by Community Rangers &amp; members of Friends Groups to deter intruders.</li> <li>Follow-up actions by reporting to Thames Valley Police if anti-social activities occur or if reports of ASB received.</li> <li>Authorised visitors familiar with Trust policies and aware of reporting procedures.</li> </ul>	2 x 1 = 2 Low			
Use of Hand Tools (Various injuries - cuts, scratches, lacerations, broken bones, twists and sprains)	<ul style="list-style-type: none"> <li>Parks Trust Staff &amp; Volunteers</li> <li>Friends of Linford Lakes Nature Reserve</li> <li>Green Gym</li> <li>RSPB Phoenix</li> </ul>	<ul style="list-style-type: none"> <li>All conservation works to have a minimum of one First Aid qualified member and First Aid kit.</li> <li>All groups to have their own Risk Assessment and be aware of Emergency Access points.</li> <li>All groups to update Practical Work diary in study centre and also complete an Incident Report Form if necessary.</li> <li>All participants encouraged to take breaks and work within their own capacities.</li> <li>All groups either covered by Parks Trust Public Liability insurance or hold own insurance for when working on nature reserve.</li> <li>Appropriate PPE &amp; workwear to be used</li> </ul>	2 x 1 = 2 Low			
Trees [Falling Branches; Slips, Trips & Falls]	<ul style="list-style-type: none"> <li>Park Visitors</li> </ul>	<ul style="list-style-type: none"> <li>The Trusts Tree Safety Policy (Detailing inspection &amp; remedial work required)</li> </ul>	3 x 1 = 3 LOW	Visitors are encouraged to wear appropriate footwear and to take note of weather conditions.		

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"> <li>All trees inspected at frequency dependant on species / age / location / health</li> <li>The Trust employ professionally qualified arboriculturists</li> <li>Continuing program of landscape management</li> <li>Social Media warnings associated with extremes of weather / climate.</li> </ul>		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.		
Structures - Bridges, Paths, Signs, Seats, Fences, Bird Hides [Injury from damaged structures, collapse of structure]	Park Visitors	<ul style="list-style-type: none"> <li>Sites patrolled on a regular basis by staff and volunteers.</li> <li>Leisure route paths, bridges, boardwalks are on a 6-monthly recorded, checking regime.</li> </ul>	2 x 2 = 4 MEDIUM			
Landscape Operations [Maintenance Activities by The Trust or Contractors, including thinning, crown-lifting, felling etc.]	Park Visitors	<ul style="list-style-type: none"> <li>Work carried out only by suitably trained persons</li> <li>Work planned &amp; scheduled appropriately</li> <li>Signage displayed</li> <li>Ground team members act as lookouts</li> <li>Work stopped if members of public enter working zone</li> </ul>	2 x 1 = 2 LOW			
Water [Drowning, Weils Disease, Algae]	•	<ul style="list-style-type: none"> <li>Water Safety Policy TPT-1012</li> <li>Water safety signage checked monthly – recorded in PSS System</li> <li>Swimming, general water play, ice play etc. not permitted and discouraged when known to be taking place</li> <li>Regular communication (via social media, Web site, press etc.) and educational initiatives undertaken to encourage responsible behaviour.</li> </ul>	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 &amp; before eating, drinking or smoking.</p>		

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"> <li>Water activity monitored and recorded by Community Rangers.</li> <li></li> </ul>		Certain types of algae can be fatal to dogs – keep out of affected water		
Grazing Animals (Impact, secondary injuries in avoiding contact, cause of traffic accidents if escape to road)	<ul style="list-style-type: none"> <li>Permit Holders</li> </ul>	<ul style="list-style-type: none"> <li>Advance notification of introduction grazing animals given to permit holders, FoLLNR &amp; neighbouring landowners.</li> <li>Selection of animals to include only non-aggressive species/breeds; any individual animals displaying aggressive or risky behaviour to be removed.</li> <li>Separation of visitors from grazing stock enclosures. Visitors are not allowed to northern side of nature reserve where most grazing will be concentrated.</li> <li>Gates for introducing livestock into reserve sited away from bird hides to minimise contact between animals and people/dogs.</li> <li>No dogs are allowed on the nature reserve at any time.</li> <li>Provide appropriate signage reminding people to leave gates closed when livestock is present.</li> <li>Regular fence and gates inspections carried out by Community Rangers to ensure these are in good working order.</li> </ul>	2 x 1 = 2 Low			
Biological (Weils disease, blue-green algae, sharps)	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity participants</li> <li>Permit Holders</li> </ul>	<ul style="list-style-type: none"> <li>Pre-visit checks completed</li> <li>At start of activity, group and adult helpers briefed of possible hazards including Weils disease, blue green</li> </ul>	2 x 1 = 2 Low			



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"> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>algae toxins, sharps, animal droppings.</li> <li>If Blue green algae toxins suspected or present abort all water activities with children.</li> <li>Car park contract litter picked on a weekly basis, site visited regularly by staff and volunteers who report on safety and cleanliness. Sharps collected and disposed of using appropriate equipment by Community Rangers only.</li> <li>Ensure pupils wash their hands properly before eating and drinking.</li> </ul>				
Slips, Trips & Falls (Various Injuries)	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Pre-visit checks completed.</li> <li>At start of activity, group and adult helpers briefed of possible hazards including surfaces.</li> <li>Children and young people supervised</li> <li>Activity location checked for obstacles before start of the event</li> <li>Site cleaned by an organiser after the event</li> <li>Site maintained, paths cleared.</li> </ul>	2 x 1 = 2 Low			
Weather	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Consideration given to weather conditions, ensuring that the appropriate clothing and footwear are worn, and sun protection applied as appropriate.</li> <li>Abort activity in severe weather.</li> </ul>	2 x 1 = 2 Low			
Fire & Emergency	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> </ul>	<ul style="list-style-type: none"> <li>Regular patrols by Community Rangers &amp; members of Friends Groups to check for any developing issues.</li> </ul>	3 x 1 = 3 Low			

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"> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Much opportunity to escape developing situation.</li> </ul>				
Medical  Delay in getting help in the case of an emergency may lead to medical complications	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Pre-visit checks completed.</li> <li>Leader to carry a laminated map showing route and emergency access points.</li> <li>Ensure there is a working mobile telephone, trained first aider and a stocked first aid box with each group.</li> <li>Ensure adequate supervision</li> </ul>	3 x 1 = 3 Low			
Petrol & Oil Storage	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Fuel &amp; Oil to store in suitable containers only.</li> <li>Flammables safe used to store containers</li> <li>Only small amounts to be kept on site.</li> <li>Refuelling of petrol driven tools to be carried out in accordance with manufacturer's instructions.</li> <li>No smoking.</li> </ul>	3 x 1 = 3 Low			
Allergic Reaction	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Pre-visit checks completed.</li> <li>At start of activity, group and adult helpers briefed of possible hazards including presence of prickly/inedible plants and inedible fungi.</li> <li>Liaise with teacher/group leader to ascertain numbers in group, any medical issues, allergies and/or behavioural issues.</li> </ul>	2 x 1 = 2 Low			

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"> <li>Competent First Aider or at least Appointed Person to be present on-site during group activities</li> </ul>				
Machinery	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Activity Participants</li> <li>Permit Holders</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Dates of heavy work to be promoted to permit holders and Friends Group in advance so can chose to avoid the site.</li> <li>Provision of adequate signs warning of vehicles on site and tree felling as applicable.</li> <li>Place signs on entry gate to nature reserve to notify visitors when Direct Works or contractors are working on site.</li> <li>Only competent staff/contractor to carry out the task</li> <li>Tasks risk assessed and control measures in place.</li> </ul>	2 x 1 = 2 Low			
Vermin	<ul style="list-style-type: none"> <li>Park Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring &amp; high levels investigated.</li> <li>Cleansing contracts in place.</li> <li>Vermin control measures utilised as appropriate.</li> </ul>	2 x 1 = 2 LOW	Advice given regarding waterfowl feeding via website & Community Rangers.		
Impact [Vehicles]	Park Visitors <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Car parks well laid out</li> <li>Restricted access for vehicles into park</li> <li>Authorised vehicles restricted to speed of 10mph, use of hazard lights and flashing beacon (if fitted)</li> </ul>	2 x 1 = 2 LOW	Signs to be placed in advance of any works in progress.		

## 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.**



SL-107 Rev 1

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<b>Category No:</b>	<b>1</b> Regular (24 monthly) review	<b>2</b> Result of accident	<b>3</b> Result of near miss	<b>4</b> Change of process	<b>5</b> Change of location	<b>6</b> Personnel change
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[illegible]

