

<b>Assessment Date</b>	15/10/19	<b>Review Date</b> (To be within 12 Months)	October 2021
<b>Work Area</b>	Pond dipping		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
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"/>
<b>Brief Description of Assessment:</b>			
Using specialised equipment to hunt for aquatic invertebrates in the parks			
<b>Assessor(s):</b>			
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 most parks within Milton Keynes, all with public access Habitats include lakes, ponds, streams and rivers.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.  Stings/scratches from plants  Slips/trips/falls.  Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.  Illness due to exposure to water borne diseases  Drowning
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Plastic, long handled nets with trays and small pots	Injury from mis-use of equipment

<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>TPT staff to choose a suitable site with easy access to the water's edge.</p> <p>TPT staff will give safety briefing in relation to the proximity to the water body, keeping hands away from faces and correct use of the equipment.</p> <p>The participants are grouped in a maximum of three people per group, with one net, tray, ID sheet, pot and spoon for each group. The trays are situated away from the water's edge.</p> <p>Only the person with the net is allowed at the water's edge, to limit numbers.</p> <p>Latex-free gloves are provided for anyone who may have an open wound on their hand(s) or if they have specific allergies. These are to be disposed of at the end of the session by the participant.</p> <p>The small pots also contain water and the participants can use the spoon to move creatures from the tray to the pot to enable closer inspection/identification.</p> <p>At the end of the session, participants reminded to wash hands well once back at their base/home, if the session is not taking place at one of the education centres. Otherwise, handwashing takes place at the centre at the end of the session.</p>	<p>Illness due to exposure to water borne diseases</p> <p>Slips/trips/falls.</p> <p>Stings/scratches from plants</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Drowning</p>

Assessors Signature(s) \_\_\_\_\_

ALL Those involved in making the Risk Assessment to sign

## Part 2 - Detailed Assessment of Risks

<b>Hazard.</b> <b>Potential harm and how caused</b> (List all hazards identified in part 1)	<b>Persons likely to be affected</b>	<b>Existing Control Measures.</b> (Describe all existing measures taken to reduce risk)	<b>Risk Rating.</b> <b>S x L</b> (See Table 1) <i>[eg 3 x 1 = 3 Low]</i>	<b>Action required to reduce / control risk.</b> (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	<b>Corrective Action Number</b> (If further control measures required)	<b>Residual Risk Rating</b> (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			
Adverse weather conditions, including extremes of temperature and high winds	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	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.		
Illness caused from exposure to water borne diseases, including blue-green algae	Participants TPT staff & volunteers	TPT staff to brief group about potential for waterborne diseases at start of session. Ensure gloves are worn over open wounds. Groups warned not to put hands near mouth, nose or eyes. Instruct group to wash hands before eating or drinking. TPT Staff aware of signs of presence of blue green algae. Abort activity if blue green algae present or suspected of being present.	2x2=4			

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Drowning	Participants TPT staff & volunteers	Safety briefing given at start of session by TPT staff. Numbers limited at water's edge and monitored by TPT staff and volunteers. Site suitability checked prior to session taking place by TPT staff	3x2=6			
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear.	1x3=3			
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 behaviour of other park users to the police.	1x2=2			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. This to be re-iterated to the leader during the session if appropriate. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4			
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			
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.	2x2=4			

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		Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential danger				

## 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

Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
21/11/18	1	Nicky Saunders	Updated from old version form and content reviewed	none	21/11/18
15/10/19	1	Sarah Griffiths	Reviewed	Updated	15/10/19

