

Assessment Date	20/04/2022	Review Date (To be within 24 Months)	October 2023
Work Area	Youth Explorers – 5 week course – Linford Lakes Nature Reserve/ Howe Park Wood		
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:			
General procedure as part of the weekly Youth Explorers session. There are separate risk assessments for the activities done in these sessions.			
Assessor(s): Laura Beechey – Outdoor Learning Leader, and Sarah Griffiths			

- 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>Sessions usually take place in Linford Lakes Nature Reserve – an enclosed park which is supposed to be accessible by authorised personnel and permit holders only, but in practice could be accessed by the general public. Risk assessment for centre available separately (see document SL-111).</p> <p><i>N.B.: As of October 2021, sessions will take place at Howe Park Wood whilst renovations take place at LLNR. Therefore enhanced risk of meeting members of the public, dogs, horses etc.</i></p> <p>The land includes water bodies and woodland. Ground surface may be bare earth, which can be boggy in wet conditions and cracked in extended periods of dry weather. Most of the pathways are scraped for accessibility and/or activities are taking place in the paved area out the front of the centre. The study centres will be used for toilet and hand washing facilities and indoor-based activities.</p>	<p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Slips/trips/falls.</p> <p>Injuries/drowning associated with entering water body</p> <p>Interaction/aggressive behaviour from other members of the public.</p> <p>Illness.</p>
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
<p>Depending on session activity may include use of tools such as loppers, secateurs, shears, rakes – separate risk assessment for specific Outdoor Learning activities</p>	<p>Allergic reaction</p> <p>Injury from incorrect tool use</p> <p>Minor cuts and grazes from brambles etc.</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>At the time of booking, medical information is required as part of the booking process and a parent must agree to the booking conditions and provide two emergency contacts for the young person.</p> <p>TPT Staff organise all equipment allocation (may include loading heavier equipment into wheelbarrows). A site visit will also be carried out in advance of student arrival to assess suitability and safety of planned area use/routes. This may include assessing wind speed and will be carried out before each of the 5 sessions.</p> <p>Staff and volunteers are Loci Parentis – parents leave children for session. Participants meet at designated meeting point and confirm collection point and time with parents/guardians – these will be the same each week and parents are informed of this on booking. There will be 1 member of Parks Trust staff at each session as a minimum, and either 1 or more volunteers or 1 other member of staff.</p> <p>If a child is booked on to session but has not arrived 5 minutes after session start time, call emergency contact to check if attending. If no answer, leave voicemail if possible. If child not arrived by 10 minutes after start time, begin session without this participant.</p> <p>TPT staff give an introduction to session including identifying hazards in the work area and surrounding location and tool talks as appropriate. One activity may include the provision of hot drinks and marshmallows/biscuits. At time of registration, parents/guardians state whether there are any allergies and alternative drinks and snacks provided as required. Marshmallow toasting will include the use of fire equipment – covered in separate risk assessment [TPT-OL-003]. Children will also be asked about any allergies/intolerances before food being allocated.</p> <p>Activities carried out through the course will include a variety of games, challenges and skill building. Risk assessments are available for all tasks in the RAMS folder on the company server.</p> <p>Return to agreed meeting point for collection. If parent/guardian has not arrived 10 minutes after the agreed pick up time either the participant or TPT staff to call first number on emergency contacts list. After 15 minutes, if no response, try second number on emergency contact list. Continue to call both numbers. Staff to follow the Safeguarding policy (document TPT-1038) the police should be called after all efforts have failed, after a maximum of 30 minutes or the event or site is closing for the day. The incident should be recorded, including the date, time, actions taken and the outcome. This should be agreed and signed by the parent or carer, the personnel involved and signed off by the member of staff in charge afterwards.</p> <p>All equipment returned to correct storage facility.</p> <p>Any manual or machinery-based activities being carried out by the Trust, or external/associate groups at the site will be coordinated before arrival of the students. Parks Trust staff are unlikely to be carrying out work on the area as the course is run after work hours. All staff and volunteer groups will be made aware of the presence of the group through use of a shared electronic calendar.</p>	<p>Allergies to drink/snack ingredients and medical problems</p> <p>Manual handling.</p> <p>Injuries from incorrect tool use.</p> <p>1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers Slips/trips/falls.</p> <p>Lost child.</p> <p>Child not collected at end of session.</p>

Assessors Signature(s) Laura Beechey

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) <i>[eg 3 x 1 = 3 Low]</i>	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)
Adverse weather (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Staff Volunteers Participants	Forecast and location checked prior to session taking place. If unable to hold in the location due to weather conditions parents/guardians informed ahead of the session. This may include moving to an education centre if weather conditions mean it would be unsafe to be outdoors. Advise participants to dress appropriately for the weather and ground conditions. Advised to bring sun protection and drinking water in hot conditions. Site check carried out before group arrive. Staff to use common sense to judge weather, considering weather warnings and Beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	2x1=2 LOW	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 during the session. May lead to complications due to being outside.	Staff Volunteers Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Emergency contact number of parents/carers to be collected at time of booking and be with the group leader in an event of an emergency. TPT staff to administer first aid. In the case of an emergency where a casualty cannot be moved, the first aid trained member of staff will remain with the student and the rest of the group. The volunteer will call the emergency services (this can be difficult due to patchy phone signal on	1x1=1 LOW	Staff and volunteers will be made aware of nearest AED location. Volunteers and staff to remain in contact using walky-talkies during any emergency situation. Main staff are First Aid and/or Pediatric First Aid trained. All staff and volunteers given training in instructing emergency services to and around the site. All staff and volunteers are also to carry an instruction sheet for emergency services in their "happy bag" at all times.		

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		the site, so may require the volunteer to move around the site). In the case of an ambulance being required, the volunteer will be asked to wait at the entrance to the site to instruct the paramedics to the casualty.				
Drowning from entering a water body on site.	Participants	If working where water is present, group informed during briefing that they are not to enter the water. Avoid working close to water's edge.	3x2=6 MEDIUM			
Injuries from incorrect tool use.	Staff Volunteers Participants	Tool talk given at start of session and repeated during session as new tools are introduced or participants change roles. Gloves provided.	2x2=4 MEDIUM			
Slips, trips and falls from the uneven ground.	Staff Volunteers Participants	Email sent prior to session reminding participants and volunteers to wear practical clothing and footwear suitable for the activity.	2x2=4 MEDIUM	Site to be checked as best as possible prior to start of session for any obvious or significant slip, trip, fall hazards. Hazards to be pointed out throughout the session. Appropriate action to be taken.		
Contact with other parks users.	Staff Volunteers Participants	Participants reminded to be respectful to members of the public. Report any antisocial/dangerous behaviour of other park users to the police. Site check carried out before group arrive.	1x2=2 LOW			
Scalds caused by hot drinks or marshmallows and allergic reaction to ingredients.	Staff Volunteers Participants	Participants to be advised that drinks and marshmallows are hot. TPT staff notified of any allergies at time of booking. Separate instruction for fire safety given in a briefing before task (refer to TPT-OL-003).	2x2=4 MEDIUM	Drinks to be served in controlled, seated area with appropriate benches/tables for resting drinks. Participants advised to not walk around with drinks or pass closely to one another. Main staff members also hold a Food Hygiene certificate.		

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Lost child if participant absconds from session.	Participants	Lost child protocol activated (Safeguarding – document TPT-1038). Police called at maximum of 30 minutes. Staff to have completed Safeguarding training. Working mobile phone kept on site with leader. Emergency contact numbers for participants provided at time of booking.	2x1=2 LOW	Group to remain in close contact and visible sightline at all times. If individuals need to leave the group in an emergency, they will be accompanied by a DBS checked member of staff or volunteer. Volunteer and staff members to remain in contact throughout using walky-talkies.		
Child not collected at end of session	Participants	If parent/guardian has not arrived 10 minutes after the agreed pick up time either the participant or TPT staff to call first number on emergency contacts list. Follow safeguarding procedure – document TPT-1038.	2x1=2 LOW			
1:1 situation leading to accusations of inappropriate behaviour against staff/volunteers	Participants TPT staff & volunteers	A minimum of 2 trained persons are required to run any session – this may include 1 TPT staff and 1 volunteer, or 2 TPT staff. Staff and volunteers checked with the DBS where eligible. Activities organised whenever possible so that individuals are not left alone with young or vulnerable people. During any activity, supervision will be provided to ensure instructions are understood and carried out. All staff and relevant volunteers given Safeguarding Training.	2 x 2 = 4 MEDIUM	Refer to Safeguarding Policy TPT-1038 Group to remain in close contact and visible sightline at all times. If individuals need to leave the group in an emergency, they will be accompanied by a DBS checked member of staff or volunteer. Volunteer and staff members to remain in contact throughout using walky-talkies. If toilet needed, whole group to move back to the Centre.		

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Emergency Situations	Participants, Staff and volunteers	Separate group from danger Alert Emergency Services Keep calm and keep attendees calm	3x1 = 3 LOW			

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.

