

<b>Assessment Date</b>	September 2020	<b>Review Date</b> (To be within 24 Months)	September 2022
<b>Work Area</b>	Elfield Park		
<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>			
Elfield Park – A restricted access nature reserve, not open to general public			
<b>Assessor(s):</b>			
Michael Thomas (Health & Safety Manager)			

**Hazard** = Something with the potential to cause harm.

**Risk** = The likelihood of a hazard causing harm & its associated severity.

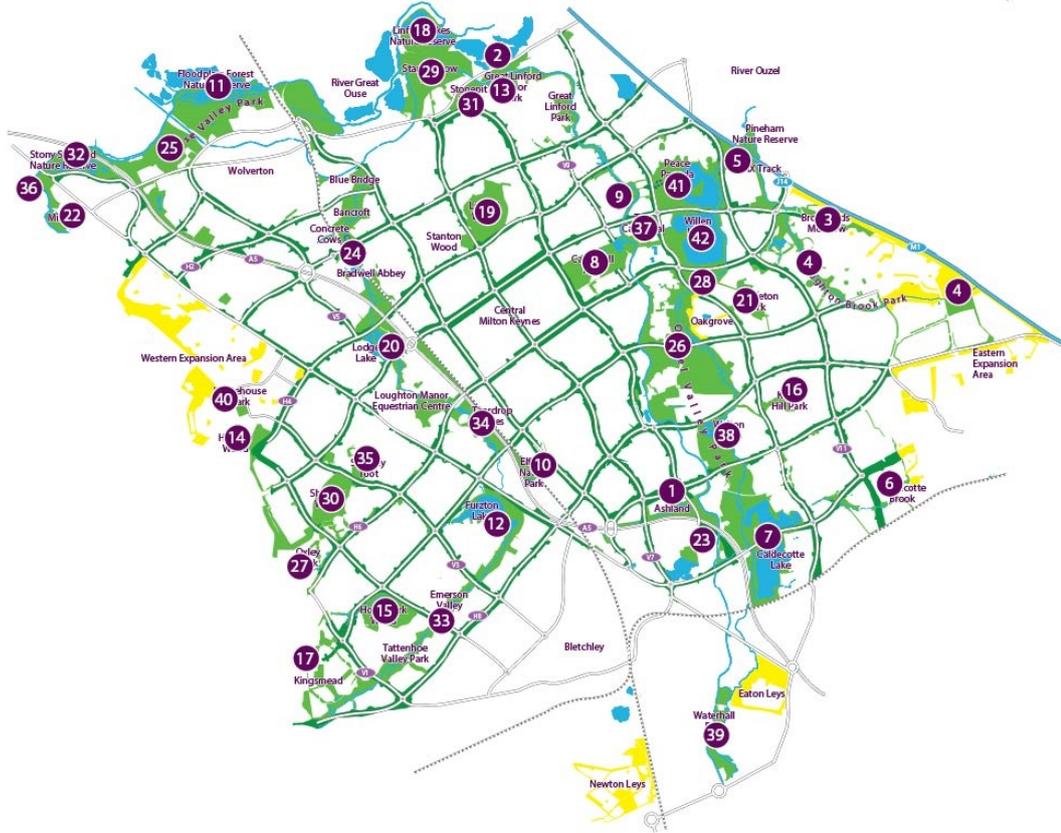
**‘Concentrate on the significant, ignore the trivial’**

## Part 1 – Hazard Identification

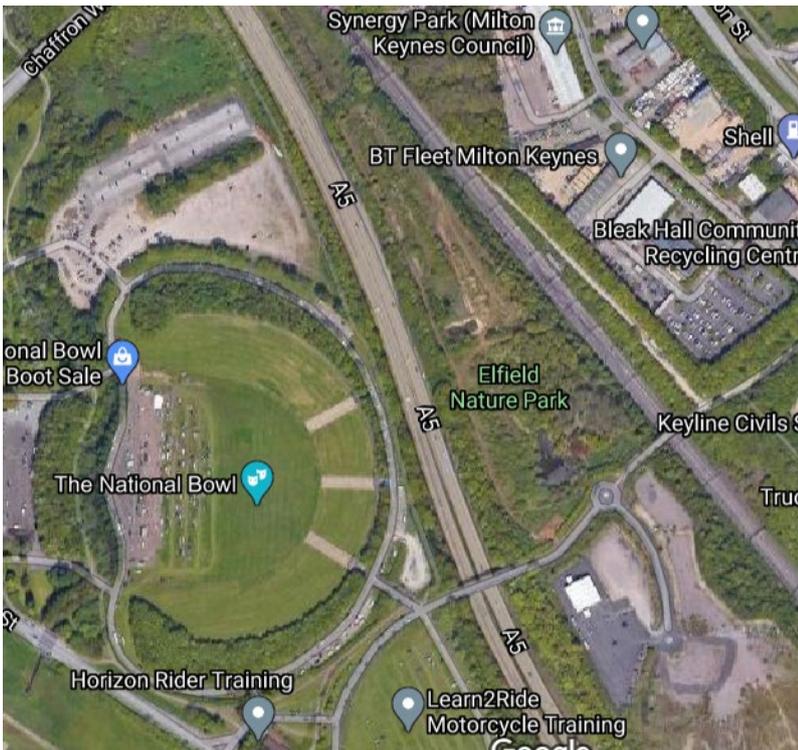
1. General Description of the Work Area	Associated Hazards
<p>Elfield Park is located in a triangle formed by the A5 Trunk Road, railway and waste ground (ex speedway track area) that currently houses a motor auction semi-permanent building.</p> <p><b>There is no general public access to the site.</b></p> <p>The site is used mainly for environmental education, with local schools and adult education groups visiting on an occasional basis. Elfield Park is sometimes opened up to the public during the summer months.</p> <p>The site is fenced and has a car park area within its boundary.</p> <p>A friend's group, Elfield Bushcraft, meet regularly at the site to carry out tasks and learn bush craft techniques.</p> <p>There is a semi-permanent camp area that is used by both The Trust and by the friend's group.</p> <p>Volunteer wildlife surveyors also carry out surveys within the park.</p> <p>The park is by its nature remote.</p> <p>As the site is located alongside the main West Coast Railway, trains pass at speed. Sudden and unexpected noise may be associated with this.</p>	<p>Trees [Falling Debris, Falling Trees, slips / trips / Falls]</p> <p>Water [Drowning, disease, algae]</p> <p>Weather [Heat, Cold]</p> <p>Anti-Social Behaviour [Aggression]</p> <p>Biological</p> <p>Litter</p> <p>Park Landscaping</p> <p>Wildlife</p> <p>Fire</p>

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

**Associated Hazards**



10. Elfield Park



<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><u>This is a closed site with no general public access.</u></b> The following hazards &amp; control measures identified within this risk assessment apply to Parks Trust Staff, Volunteers &amp; activities organised at Elfield Park.</p> <p><b><u>TREES</u></b></p> <p>The park 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.</p> <p>Many factors can therefore lead to any individual tree becoming unstable and unpredictable, particularly as they age.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Trees may be affected by numerous factors that affect their health &amp; stability.</li> <li>• Paths may be slippery &amp; muddy. Wear suitable footwear.</li> <li>• Never eat any part of a plant or fungi, or drink water from streams.</li> <li>• Observe good hygiene - wash hands, or clean them with wipes, before then eating anything.</li> <li>• Be aware what stinging nettles &amp; brambles look like &amp; take care around them.</li> <li>• Be aware of weather conditions and avoid sheltering under trees during storms.</li> </ul> <p>Elfield Park has a number of purposely dead standing trees to provide a wildlife habitat.</p>	

**WATER SAFETY**

There are areas of water within the park. No rescue equipment is provided.

- 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 of ice – it probably will not support you.

**WILDLIFE**

The site has a variety of wildlife.

Bee hives are located at the northern end of the site. Be aware of bees in this area accessing the hives. Only registered bee keepers should tend to the hives.

**VEHICLES**

A car park is situated immediately inside the gated area.

Occasionally vehicles associated with operational activities may be found in the park. These are restricted to a maximum of 10mph and must use warning flashing beacons.

**ANTI-SOCIAL BEHAVIOUR**

As a closed site, the area is sometimes prone to trespass. Incidents of individuals accessing the site and using the camp area for drinking and possible drug taking have been recorded. The lighting of fires has also been noted, particularly at the camp area.

The park is sporadically checked and patrolled by The Trusts community ranger team and other staff members.

Prior to activities taking place, the community ranger team may be contacted to carry out a visual patrol.

Staff & volunteers who are subjected to anti-social behaviour, such as aggression, drunkenness or drugs related should report to the police using the 101 non-emergency number unless under direct threat in which case use 999.

**LONE WORKING**

Parks Trust staff to follow Lone Working Policy and use the StaySafe app. The session time should be set to a short duration (for e.g. 15 minutes) so that the period of possible exposure is low.

Outdoor Learning Activities should whenever possible have two or more persons involved, of which one may be a volunteer.

Inform duty community ranger if at weekend or out of office hours.

**VOLUNTEERS**

Volunteer Lone Working policy on page 21 of [Volunteer Handbook](#) Volunteers should always attend this site a minimum of two people at a time.

**AED Locations**

There is no public access AED located in close proximity. Other AED locations can be found using an App such as that available from the South Central Ambulance Service called 'Savealife'.  
[\(https://www.scas.nhs.uk/news/campaigns/savealife/\)](https://www.scas.nhs.uk/news/campaigns/savealife/)

**Emergency Access**

Use What3Words to provide location of access point.

<https://w3w.co/guidebook.stickler.print>

Assessors Signature(s) Michael Thomas (Health & Safety Manager)

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>[e.g. 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)
Trees [Falling Branches; Slips, Trips & Falls]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>The Trusts Tree Safety Policy (Detailing inspection &amp; remedial work required)</li> <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>	3 x 1 = 3 LOW	Legitimate participants in organized activities are encouraged to wear appropriate footwear and to take note of weather conditions.  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.		
Bridges, Paths, Signs, Seats, Fences [Injury from damaged structures, collapse of structure]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Sites patrolled on a regular basis by staff and volunteers.</li> </ul>	2 x 2 = 4 MEDIUM	Consider adding formally recorded safety & visual checks for boardwalks & steps.		MEDIUM Due to nature of site & lower levels of maintenance
Landscape Operations [Maintenance Activities by The Trust or Contractors, including thinning, crown-lifting, felling etc.]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Work carried out only by suitably trained persons</li> <li>Work planned &amp; scheduled appropriately</li> <li>Signs to be placed giving warning of operations.</li> <li>Ground team members act as lookouts</li> <li>Work stopped if persons enter working zone</li> <li>On site assessments to be completed.</li> <li>Contractors monitored by The Trust Landscape Officers.</li> </ul>	2 x 1 = 2 LOW			

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Water [Drowning, Weils Disease, Algae]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Water Safety Policy TPT-1012</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> <li>Water activity monitored and recorded by Community Rangers.</li> </ul>	3 x 1 = 3 LOW	The Trust will communicate messages about water safety in a variety of different ways.  Where persons are found to be in the water, Community Rangers will explain the associated issues. (Unknown obstacles, cold water shock, health hazards).  Follow good general hygiene principles. Wash hands after contact with water & before eating, drinking or smoking.		
Impact [Vehicles]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Car park 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.		
Adverse Weather [Rain, Wind, Heat, Cold]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Trust staff make checks after high winds for damaged trees &amp; debris.</li> <li>Appropriate warnings issued via web site &amp; / or social media.</li> </ul>	2 x 2 = 4 MEDIUM	Those visiting Elfield Park should remain vigilant at times of heavy rainfall & / or high winds. Postpone any organised activity if wind speed or adverse weather make that the sensible course of action. All advised to dress appropriately for weather conditions.		2 x 1 = 2 LOW
Biological [Animal Waste, Drugs Paraphernalia, Sharps, Human Body Fluids / Waste]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Regular patrols of areas by Community Rangers, other staff &amp; volunteers</li> </ul>	2 x 1 = 2 LOW	Be vigilant and avoid any such hazards.		
Litter [Cuts, Infection, Vermin]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>Closed site to public, litter issue is low.</li> <li>Sites visited regularly by volunteers and staff who report on cleanliness.</li> </ul>	2 x 1 = 2 LOW	Be aware of any litter / debris left by trespassers. Report to office and police if necessary.		

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		<ul style="list-style-type: none"> <li>• Arrangements in place (via contractors) for prompt removal of dangerous fly-tipped material.</li> </ul>				
Activities of Other Park Users [Events, Aggressive Behaviour / Animals, Anti-Social Activity]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>• Regular patrols of areas by Community Rangers, other staff &amp; volunteers.</li> <li>• Activities to have at least 2 persons (1 staff).</li> <li>• Staff to check in with on duty community ranger out of hours.</li> <li>• Staff to use StaySafe Lone working app.</li> <li>• Known anti-social behaviour reported to police.</li> <li>• Liaison with appropriate agencies to share information.</li> </ul>	<b>2 x 2 = 4 MEDIUM</b>	Avoid confrontation and report anti-social behaviour directly to police.  Ask Community Rangers to check area prior to hosting an organised activity.  If staff / volunteers face immediate threats, report to the police if safe to do so.		<b>MEDIUM</b> Due to remote nature of site & lower level of use
Animals [Wildlife, biological, bee stings]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>• Avoid lone working &amp; / or use StaySafe lone worker app.</li> <li>• Wear appropriate clothing.</li> <li>• Practice good hygiene.</li> </ul>	<b>2 x 1 = 2 LOW</b>	Unless taking part in an organised survey, avoid handling wild animals.  Only registered bee keepers to manage hives.		
Vermin	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>• Any high levels investigated.</li> <li>• Vermin control measures utilised as appropriate.</li> </ul>	<b>2 x 1 = 2 LOW</b>			
Rough Sleepers [Potential for anti-social behaviour, drug use etc.]	Staff, Volunteers, Organised Groups	<ul style="list-style-type: none"> <li>• Location of any such encampments monitored</li> <li>• Liaison with other applicable bodies</li> <li>• Removal of any tents, litter etc once camp site vacated</li> </ul>	<b>2 x 1 = 2 LOW</b>	Staff & Volunteers should report to community rangers.		

## 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.**



