Assessment Date	22/03/21	**Review Date** (To be within 24 Months)	July 2021
Work Area	General Sessions in the Parks		

Reason for Assessment (Tick appropriate boxes)

Initial Assessment	x	Periodic Review		Change of Equipment	
Change of Work Process		Change of Personnel		Abnormal Activity	
Relocation		After an Accident / Incident		Other	

Brief Description of Assessment:
General Sessions, usually with children, as part of an outdoor learning activity. Can include school groups, community groups, youth groups and wider. Activities can include group games and orienteering.
UPDATED DUE TO COVID-19.

Assessor(s):
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 any parks within Milton Keynes, all with public access Habitats include grassland, woodland, meadow areas and by water bodies. See individual risk assessments for sites.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes. Slips/trips/falls. Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers. Catching or spreading Covid 19 Bites, Stings Biohazards: Dog excrement, poisonous fungi Drowning

2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Range of basic equipment used for activities. Any identified as medium level of risk have own risk assessment.	Slips/trips/falls. Injury from mis-use of equipment

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

Site checked by staff before session for obvious dangers and potential hazards. Stay Safe to be set if working on own. If working in isolated area and on own (e.g. Elfield Park, Linford Lakes Nature Reserve), Stay Safe to be set for 15 mins intervals while setting/packing up until other staff/volunteers/public arrive.
 	
Site of activity/game chosen by TPT staff to be away from hazards as appropriate.
 	
Pre Session COVID-19:
 	
• School staff informed at time of booking about COVID restrictions
• TPT Staff member organising session to contact school and volunteers to remind that they must not attend if they, or anyone in their household or bubble are displaying any signs of Covid-19. This can be done at time of booking. Information shared below:
  • Be aware of the symptoms of Covid-19 , which are;
  ○ **a high temperature** – this means you feel hot to touch on your chest
  ○ or back (you do not need to measure your temperature)
  ○ **a new, continuous cough** – this means coughing a lot for more than
  ○ an hour, or 3 or more coughing episodes in 24 hours (if you usually
  ○ have a cough, it may be worse than usual)
  ○ **loss or change to your normal sense of smell** – it can also affect
  ○ your sense of taste at the two are linked.
  • **Note:** Many persons may have tested positive displaying none of above symptoms and participants should be aware of this as it does present a degree of risk.
  • School advised in advance to bring own hand sanitiser, food and drink as we will not be providing snacks etc. We will have hand sanitiser available in case it is needed.
  • Participants and staff may wish to wear face coverings if they make a personal choice to do so. These are usually recommended for use indoors situations where social distancing is less possible. The purpose is to inhibit the spreading of aerosol droplets by the wearer and not to protect against the likelihood of being infected by Covid-19 virus.
  • Sizes of groups determined by school/group bubble as per Government guidance, with sessions usually split into groups of 15, plus staff.
 	
COVID measures for all activities and facilities:
• TPT Staff and TPT volunteer to organise allocation of equipment and ensure cleaned before giving out and after use.
• TPT Staff and volunteers to have access to hand sanitiser and disinfectant spray/cleaner. Wildlife friendly cleaner provided for cleaning equipment.
• Where toilets are available (HPW and LLNR only): Toilets are available at HPW and cleaned by Café. They are used by the public. Toilets in LLNR building not accessible unless staff give access. At LLNR staff need to ensure only one bubble enters and is instructed to use toilets only. Touch points regularly cleaned.
• Face masks for staff to be kept in First Aid Bag and to be used by staff if need to get close to attendee in times of medical emergency
	Site hazards
	Lone Working
	
	Covid 19 Virus – catching or spreading virus

COVID Extra Briefing Points for attendees: • Remind school staff present that they should not partake in the session if they, their household or protective bubble have signs of Covid-19. • Remind learners to stay at a safe social distance of 2 meters from the session leaders and members of the public. • All to be reminded to avoid touching faces and wash/sterilise hands often at site with hand sanitiser and when returning home. • Check school/group regulations at start of session, but where they are maintaining social distancing between individuals/groups, they will be given equipment for them to use for the activity. This must not be swapped or passed around. Any equipment will be cleaned before giving out and after. If they get confused which equipment it theirs, they need to ask staff for it to be re-cleaned. • Hand sanitiser should be used regularly. Where there are hand-washing facilities, they can use these. Staff should encourage use at regular intervals. • If learners are working in small bubbles, once equipment collected, they are advised to find their own area to do an activity, away from other users. Safety briefing to be given at start of session by TPT staff about other park users and potential site dangers. Participants informed to stay with group and stay within eye sight of TPT staff and their own teachers/staff. Safety talk about equipment if necessary (specific risk assessments for any equipment that has a medium level of risk). Demonstration of game/activities by TPT staff, pointing out potential risks if appropriate. TPT staff to monitor the activities/game and ensure participants remain safe whilst playing. Participants are usually school groups or youth groups that will have their own appointed First Aider and will have medical information of attendees. Volunteers and staff have responsibility to share medical data if relevant – volunteer procedures detailed in volunteer handbook and risk assessments. Sessions where children are booked onto our own courses have their own risk assessments (Youth Rangers, Youth Explorers).	Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers. Attendees wandering off/getting lost Slips/trips/falls. Injury from mis-use of equipment Illness of attendees, staff or volunteers

Assessors Signature(s) _____

_____

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) *[eg 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)
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 LOW			
Adverse weather conditions (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	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 beafort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	1x3=3 LOW	If session in woods, or trees are overhanging area, beafort 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.		
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Safety briefing at start of session. Everyone always reminded to wear practical clothing and footwear.	1x3=3 LOW	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 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 behavior of other park users to the police.	1x2=2 LOW			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behavior is their responsibility on site at time of booking. This to be re-iterated to the leader at the during the session if required. Clear rules and expectations given to the group at start of session. PT staff to intervene	2x2=4 MEDIUM			

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) *[eg 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)
		in times of emergency/potential danger				
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 MEDIUM			
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. Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential danger	2x2=4 MEDIUM			
Illness of staff or volunteers	Staff/Volunteers	Volunteers and staff to inform leader of the session of any medical issues that may be relevant to their safety. Staff and volunteers to carry charge mobile phone to report incidents. Staff to carry emergency contact details card on rucksack in case they become incapacitated.	1x2=2 LOW			
Attendees getting lost/wandering off	Participants	Leader of attending group/Parent/Accompanying Adult informed that behaviour is their responsibility on site at time of booking. Safety briefing at start of session informs attendees to stay with their group. TPT staff to manage session to ensure that partipants are in eye sight throughout session. Head counts done at intervals.	1x3=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) *[eg 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)
		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.				
Bites and stings from insects; some people may experience allergic reaction	Participants TPT staff & volunteers	Group briefed in advance and told to avoid trying to collect certain species e.g. bees and wasps Participants advised to bring relevant medication such as EpiPen's	1x3=3 LOW			
Biohazards	Participants TPT staff & volunteers	Site to be checked as best as possible prior to start of session for any biohazards. Appropriate action to be taken. Staff to carry wipes/tissues. If collecting materials from outdoors, safety briefing to include not eating what find and washing hands after activities either in Centre or return home/school.	1x3= LOW			
Behaviour of Public - Lone Working	TPT staff	Stay Safe App set when lone working Set at 15 mins intervals if lone working in isolated area until other staff/volunteers or attendees arrive	2x1 = 3	If at Elfeld Park and entrance has been tampered with, ring Duty Ranger phone to notify. If do not feel safe to enter, then wait for attendees/volunteers/other staff to attend before go on site.		

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) *[eg 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)
Covid-19	Participants, TPT Volunteers and Public	Safety briefing includes instructions about Covid-19 2m social distance to be maintained between staff and the family bubble. Handling equipment limited, and those used to be sterilised before given out and when collected in, First Aid kit to include face mask to be worn if need to break 2m to attend to injury. Group size limited to bubble – TPT to split into smaller groups of 15 students or less for activities to enable easier management of social distancing and equipment. Attendees and staff advised not to attend if have symptoms of Covid-19 or anyone in their bubble has, or they have been contacted to self-isolate.	3x2=6			
Drowning	Participants. TPT Staff and Volunteers	Site visit by staff and hazards identified. Safe route decided before session. Hazards are part of introductory talk. Individual risk assessment for activities involving water.	3x1=3			

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.**

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
20/02/2020	1	Sarah Griffiths	Amalgamating risk assessments into General overarching document where assessments repeat.Replaces Group Games:TPT-OL-007 and means new risk assessments do not need to repeat information.	Future risk assessments do not need to contain this information.	
24/08/2020	4	Sarah Griffiths	Added information about Stay Safe, Lone working and details about Elfield Park after person found on site.		24/08/20
25/08/2020	4	Sarah Griffiths	COVID-19 updates	Continue to review as guidance changes	
01/09/20	4	Sarah Griffiths	Covid-19 updates	Continue to review as guidance changes	
04/09/20	4	Sarah Griffiths	Covid-19 Group Size update	Continue to review as guidance changes	
22/03/21	4	Sarah Griffiths	Covid Review	Continue to review as guidance changes	

Part 4 - Briefing Sheet

Use this sheet to record persons whom have been briefed on the contents of this risk assessment.

RISK ASSESSMENT BRIEFING GIVEN BY:

DATE	NAME	SIGNATURE