



# Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)      Generic – all educational activities/events A17

Service	Communities	Team / Section	Country Parks		
Assessment Date	30/11/2022	Review Date	30/11/2023	Reference Number	A17

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
Misunderstanding of the events and activities that have been booked  Lack of site geography.	Any participant – not prepared for activity – distress/injury/wellbeing  Participants may become lost leading to distress/injury	Pre-visit information sent out to all schools and organisations, giving details of ratios and activities. All details of events provided at time of booking  Preliminary visit is offered to schools ‘responsible person’, so they can become familiar with the site. Map of site available on the ground.	L  L			
Physical, sexual, and verbal abuse	Anyone can be a victim	Staff are instructed not to be alone with children, and to behave appropriately. Staff all made aware of the safeguarding policy and the green	L			

		<p>form reporting system. Staff are aware of signs of abuse</p> <p>All staff undergo safeguarding training at WCC required intervals</p> <p>Staff are aware of the need to be vigilant regarding the public nature of the site.</p>				
Mixed traffic and pedestrian areas	All participants. Personal injury to all	<p>Disembarkation of coaches for school visits to take place under direction of teachers and ranger staff.</p> <p>Ranger to meet group, adults to marshal when crossing any roads/ car parks.</p> <p>Participants on events follow site / road signage.</p>	L			
Lack of sufficient toilets/ hand washing facilities for visitors.	Anyone - poor public hygiene, infection, queues	<p>Regular cleaning and maintenance of onsite facilities.</p> <p>Number of facilities acceptable for numbers of visitors.</p> <p>Bring in serviced portaloos with disabled provisions for large events.</p>	L			
Insufficient ratio of adults to pupils on school visits	Pupils - lack of adequate supervision may lead to several risks identified in this document (accidents, getting lost, psychological distress)	<p>Information provided to schools is explicitly clear on ratios. Staff leading the event should ensure that there are sufficient adults to accompany the children in the park.</p> <p>If the school doesn't meet the ratios, staff are empowered to carry on with the visit on a discretionary basis. We expect staff to use their judgement experience and to monitor group behaviour at all times.</p>	M	Staff are empowered to refuse to lead any group who do not comply with the ratio requirements.	All leaders	When necessary

Disruptive / violent individual	Injury to themselves and other	Supervision, instruction, and ratios of schools and events. Behaviour of school groups is the responsibility of the school staff.  Staff leading education / events carry out dynamic risk assessment during the event – radios in use, move groups to safe areas and call for help if necessary.	L			
Emergency situation. e.g. Fire, public disorder, explosion, toxic spillage	Any one on the site – risk of injury caused by the incident or as the emergency services enter the site.  Entrance, approach road blocked by cars or visitors.	Sufficient information provided to Police, Fire & Ambulance Service Emergency plan: Evacuation procedure Sufficient fire extinguishers, by type and number First aid provision and phones/radios.  Entrance and approach roads kept clear of parked cars etc. Staff to meet emergency services	L			
Biological hazards e.g., Weils disease, Tetanus.	Risk to health to all participants	On site instruction. All participants children to wash hands after activities. No eating and drinking during activities	L	Leaders aware of risk assessment “working near water”		
Water	Any participant - drowning	On site instruction Supervision Inspection of structures near water Throw lines & first aid kits carried on all events	L	Leaders aware of risk assessment “working near water”		
Dog faeces	Any participant Infection nuisance	Site inspection; on site instruction and supervision. Cleaning materials and hand washing available Dog owners code of conduct.	L			

Ingestion of poisonous plants	Poisoning – anyone but particularly young people	Site inspection, instruction, and supervision. Also, hand washing after all activities. Radio or mobile phone to summon help quickly.	L			
Contact with irritant plants	Allergic reaction	All control measure above and inspection of areas for known irritants.				
Discarded needles	Anyone Needle stick injury/infection and personal health.	On-site inspection. Appropriate supervision levels. Needle collection kit on site.	L			
Educational equipment	Personal injury. Inhalation of fumes Allergic reactions	On site instruction on use of age-appropriate equipment. Keep equipment stored tidily when in use and not in use. Guidance and supervision	L			
Nettle and thistle stings & insect bites.	Allergic reaction. Distress. Personal injury, anaphylaxis	Onsite inspection, instruction, and supervision. Mobile phone/ radio and first aid kit. All personal EpiPens and medication to be carried by participants	M			
Extreme weather.	Hypothermia, sun burn or dehydration	Information to participants about need for suitable clothing, footwear. Sun cream and insect repellent. Water refill available. Weather warning protocols in place	M	Dynamic RA on day regarding conditions		
Animals -dogs	Anyone Bites / slips and trips	Instruction not to touch / approach dogs Technique to avoid attention from dogs Staff vigilance	M	Dog owner's code of practice		
Trips, slips and falls	Any participant  Personal injury, particularly sprains, strains, fractures, cuts and grazes.	Outdoors On site main checks/inspection. On site supervision. All group leaders carry a first aid kit, mobile phone and radio for assistance. schools instructed to bring own first aider and kit on visits –	M			

		<p>rangers will step in if necessary and manage the situation</p> <p>Indoors All equipment/furniture stored tidily All materials stored tidily Cables should not trail across room; if no alternative, they must be covered with rubber cable protector strips.</p>				
Fire inside building	Anyone involved Burns, smoke inhalation, death	<p>Brief leaders on fire assembly point.</p> <p>Store any flammable substances out of reach of visitors.</p> <p>fire extinguishers (foam and water) to be kept in classrooms.</p> <p>Both doors to classrooms to be unlocked whilst visitors are in the classroom.</p> <p>All fire extinguishers inspected as necessary</p> <p>Staff undertake regular training at WCC required intervals.</p> <p>Fire wardens responsible for regular necessary checks</p>	L			
Improper storage of cleaning materials	Anyone, but primarily children Poisoning by ingestion Skin/eye irritation from splashes Breathing difficulties from fumes	<p>All cleaning materials to be locked away (store cupboard).</p> <p>Supervision</p> <p>All cleaning materials as specified by WCC</p>	L			
Low level electrical sockets	Anyone, but primarily children	Supervision	L			

	Tampering/playing with sockets. Electric shock causing personal injury or fatality,					
Boiling kettle or hot water urn	Anyone Burns /scalds from boiling water if kettle or urn tips over	Equipment stored away from edge of worksurface–use room checks	M			

<b>Name of Assessor</b>	<b>T Jones J Hughes</b>	<b>Signature</b>	<b>T Jones J Hughes</b>
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<b>Name of Manager responsible for activity / process</b>	<b>Marcus Ferguson</b>	<b>Signature</b>	
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## Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise, an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	

Signature of Responsible Manager		Date:	
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Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

