

# KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Pond Pioneers					Assessment Date: 25/08/15		
Establishment: Kent Country Parks (Excludes Brockhill Country Park)					Review Date: 24/08/16		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk Rating <small>Trivial/ low / medium / high / stop</small>	Step 4 Is anything further needed?	Step 5 Action & Review		
					Action required	Responsible person	Date completed
<b>Walking to the pond</b> 1. Slips/trips/falls	Group + Leader	<ul style="list-style-type: none"> <li>Check paths before activity</li> <li>No running allowed</li> <li>Carry first aid kit</li> <li>Bridges to be kept well maintained and free of debris</li> <li>Carry mobile phone/radio</li> </ul>	LOW	Monitor path conditions and vegetation growth	Regular inspections of platform/bridge	Education Ranger	Ongoing
					Ongoing monitoring	Education Ranger	Ongoing
2. Insect bites & stings/plant stings (may have potential to lead to anaphylactic shock)	Group + Leader	<ul style="list-style-type: none"> <li>Advise to wear long trousers/wellington boots/stout shoes</li> <li>Carry mobile phone/ radio</li> </ul>	LOW	Verbal warning if there are nettles/brambles present	Ongoing monitoring, liaise with rangers.	Education Ranger	Ongoing
<b>Sampling from the pond</b> 1. Falling in pond	Group	<ul style="list-style-type: none"> <li>Verbal instruction of safe sampling techniques</li> <li>No running allowed</li> <li>Work in small,</li> </ul>	MED	Check equipment for defects before/after each group.  Inform of group sizes prior to visit,	Regular equipment checks	Education Ranger	Ongoing

		supervised groups		teachers/carers in <i>loco parentis</i>			
2. Drowning	Group	<ul style="list-style-type: none"> <li>All children to be supervised</li> </ul>	LOW	<p>Monitor group constantly</p> <p>Visiting staff in <i>loco parentis</i></p>	Inform of group sizes prior to visit, teachers/carers in <i>loco parentis</i>	Education Ranger/ visiting staff	Ongoing
3. Injury from using equipment	Group participants	<ul style="list-style-type: none"> <li>Demonstrate how to use equipment safely</li> <li>Participants in small supervised groups</li> <li>Leader to carry First Aid kit</li> </ul>	LOW	Check equipment for defects before/after each group.	Regular equipment checks	Education Ranger	Ongoing
4. Infection from water (Leptospirosis)	Group + Leader	<ul style="list-style-type: none"> <li>Check for open cuts prior to session start, instruct to cover</li> </ul>	LOW	ER to have supply of vinyl gloves/plasters to cover any open cuts/wounds	Monitor stock levels of gloves/plasters	Education Ranger	Ongoing
<b>Adverse weather conditions</b>	Group + Leader	<ul style="list-style-type: none"> <li>Advised to wear appropriate clothing – sunhats if warm, waterproofs if wet etc</li> </ul>	LOW	In extreme conditions it may be necessary to amend/cancel activity	Monitor forecasts/weather conditions	Education Ranger	Ongoing
<b>General security</b>	Participants	<ul style="list-style-type: none"> <li>Group instructed not to leave pond dipping area</li> <li>Boundaries set as to the area to work in</li> <li>Leader to carry mobile</li> </ul>	LOW	Inspect area before visit	Inform of group sizes prior to visit, teachers/carers in <i>loco parentis</i>	Education Ranger	Ongoing

phone/radio

Assessor Name(s): Sarah Belsey

Job Title: Education Ranger

Signature:

Review Date: 24/08/16

## KCC Risk Assessment Form – The 5 steps approach explained

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & Review
Spot hazards by: <ul style="list-style-type: none"> <li>▪ walking around your workplace</li> <li>▪ asking those doing the task what they think</li> <li>▪ checking manufacturers' instructions</li> <li>▪ considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>▪ employees</li> <li>▪ temporary / agency staff</li> <li>▪ contractors</li> <li>▪ volunteers</li> <li>▪ members of the public</li> <li>▪ children (including work experience)</li> <li>▪ lone workers</li> <li>▪ pupils</li> <li>▪ service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>▪ guarding</li> <li>▪ training</li> <li>▪ procedures, safe systems of work</li> <li>▪ personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.  List: <ul style="list-style-type: none"> <li>▪ actions required</li> <li>▪ who needs to do them</li> <li>▪ by when</li> <li>▪ Check actions completed</li> </ul>

### Risk rating

	<b>Slightly harmful</b>	<b>Harmful</b>	<b>Extremely harmful</b>
<b>Highly unlikely</b>	Trivial risk	Low risk	Medium risk
<b>Unlikely</b>	Low risk	Medium risk	High risk
<b>Likely</b>	Medium risk	High risk	<b>STOP</b>

Risk level	Action and Timescale
Trivial	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.

<b>Medium</b>	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
<b>Stop</b>	Work should not be started or continued until the risk has been reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.