

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Sustainability/Architecture					Assessment Date: 24/08/17		
Establishment: Shorne Woods Country Park					Review Date: 23/08/18		
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
Car Park Used to look at the use of recycled materials – road planings.	Group and Leader Injuries from traffic collisions.	Leader gives verbal warning to be aware of vehicles. When crossing the the leader instructs the group to look left and right and to walk, not run.	LOW	Close supervision.	Monitor groups	ER	Ongoing
Walking around visitor centre area							
Uneven ground/debris/steps	Group and Leader. Slips/trips and falls	Area checked before the start of each session and potential hazards removed.	Low	Close supervision.	Monitor path conditions and liaise with VSO's when necessary	ER	Ongoing
Burns when looking at biomass boiler if on	Group and leader, burns from ash	Leader to check boiler prior to visit and before students look in, warn students to keep a safe distance back	Med	Close supervision			
Klargester	Leader – falling in/contact with	Check operation of lid prior to group	Med	Prior inspection	Liaise with VSO/Ranger re	ER	Ongoing

	sewage	coming			any issues, do not attempt if there are any problems		
Assessor Name(s): Sarah Belsey				Job Title: Education Ranger			
Signature:				Review Date: 23/08/17			