

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Team building games					Assessment Date: 25/08/15		
Establishment: Kent Country Parks					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
Weather	Group + Leader Hypothermia Sunburn	A general welfare and weather risk assessment completed				ER	Ongoing
Car Park	Group + Leader Collisions from traffic causing Injuries	Designated adults responsible for the behaviour of the group at all times. Education/Activity Ranger to show the designated adults a safe place for the children to stand whilst waiting for the group to congregate and the activity to begin.	LOW	Close supervision by designated adults.		ER	Ongoing
Drainpipe Game	Group + Leader Impact from ball Injury from pipe Trips/slips/falls Contact with other participants	Introduce activity and give verbal instruction Explain how to use equipment safely	LOW	Supervision of groups		ER	Ongoing

Magic Carpet Game	Group + Leader Contact with others Slips/trips & falls	Introduce activity and give verbal instruction	LOW	Supervision of groups		ER	Ongoing
Walk the plank	Group + Leader Contact with other participants Falling from planks Slips/trips/falls	Introduce activity and give verbal instruction Choose level ground for activity to take place	LOW	Supervision of groups		ER	Ongoing
Shelter building	Group + Leader Injury from falling timber poles Contact with others Injury from carrying timber	Introduce activity and give verbal instruction about how to construct the shelter Verbal instruction about how to lift/manoeuvre timber	LOW	Supervision of groups		ER	Ongoing
Fire lighting	Group + Leader Burns Scalds Fire spreading	Introduce activity and give verbal instruction Demonstrate how to light fire/use equipment Demonstrate how to extinguish fire	LOW	Supervision of groups		ER	Ongoing
Geocaching	Group Slips/Trips/ Falls	Introduce activity and give verbal instruction Demonstrate how to use	MED	Check in groups on return		ER	Ongoing

	Getting lost	GPS Provide phone no for visitor centre Collect contact no for at least one group member of each group					
Insects and plants	Group + Leader Stings/Bites Anaphylactic shock	Stinging nettles removed where possible. Areas where there are known to be stinging insects or plants avoided.	MEDIUM	Close supervision by visiting staff. Allergies/medical conditions to be reported to the Leader and a copy of these along with any medication to be held by the lead visiting member of staff.			
Fungi	Group + Leader Poisonous	Group to be shown what the fungi looks like and verbally warned not to touch it or put their hands near their mouths	MEDIUM	Close supervision by visiting staff			
Toxic plants	Group + Leader Poisoning	Access to areas containing toxic plants to be restricted or group to be shown + warned of the plants.	MEDIUM	Close supervision by visiting staff			
Uneven ground/slopes	Group + Leader Slips/Trips/Falls/Sprains	Verbal warning to ensure the group are told to watch out for trip/slip hazards before activity	LOW	Close supervision by visiting staff			

		commences.					
Low branches and trees	Group + Leader Banging and poking in eyes	Tree surveys of the site undertaken regularly. Hanging deadwood removed where deemed necessary. Verbal warning of any dangers that these hazards may pose.	LOW	Close supervision by visiting staff			
Litter and debris	Group + Leader Cuts, scratches etc	Litter removed during site check prior to session. Ensure the group are aware of potential hazards and investigate areas carefully if litter is observed. Inform the group not to touch it or remove.	LOW	Close supervision by visiting staff			
Dog/wild animal faeces	Group + Leader Infection and disease	Ensure the group are aware of this potential problem. The Group Leader will carry antibacterial wipes in case of contact with animal faeces	LOW	Close supervision by visiting staff			
Fishing lakes	Group + Leader Getting Wet Hypothermia	The Group Leader ensures the group know that water is present on site as part of their safety brief.		Close adult supervision			
Assessor Name(s): Sarah Belsey				Job Title: Education Ranger			
Signature				Review Date: 24/08/16			

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
<p>Spot hazards by:</p> <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	<p>Identify groups of people, consider:</p> <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	<p>List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:</p> <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	<p>Trivial, low, medium, high or stop (please see matrix below)</p>	<p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'.</p> <p>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.</p>	<p>Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.</p> <p>List:</p> <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed