

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Love literacy outdoors					Assessment Date: 24/08/17		
Establishment: Kent Country Parks					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 Trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & Review		
					Action required	Responsible person	Date completed
Walking to and working in designated area 1. Slips/trips & falls	Group + Leader	<ul style="list-style-type: none"> • Check paths before activity • No running allowed • Carry first aid kit • Bridges to be kept well maintained and free of debris • Carry mobile phone/radio 	LOW	Monitor path conditions and vegetation growth	Regular inspections of paths	Education Ranger	Ongoing
					Ongoing monitoring	Education Ranger	Ongoing
2. Insect bites & stings/plant stings/thorns (may have potential to lead to anaphylactic shock)	Group + Leader	<ul style="list-style-type: none"> • Advise to wear long sleeves & trousers/ wellington boots/ stout shoes • Carry mobile phone/ radio 	LOW	Close adult supervision. Supervising staff to carry list of medical conditions at all times.	Advise visiting staff of clothing prior to visit.	Education Ranger, visiting staff	Ongoing
3. Ticks	Group + Leader (Limes disease)	<ul style="list-style-type: none"> • Group leader to notify visiting staff if they find any ticks in the grass 	MED	Close adult supervision		Education Ranger	Ongoing

Making a smelly cocktail/Creating a character	Group + Leader Drinking cocktail – glitter included with water Stomach upset	Verbal warning not to drink. Close adult supervision.	MEDIUM	Close adult supervision	Keep bottle away from drinks bottles	Education Ranger	Ongoing
	Stinging/scratching hands on plants.	Identify problem plants and warn of dangers. Close adult supervision.	LOW	Monitor vegetation Carry first aid kit		Education Ranger	Ongoing
	Poisoning from berries/mushrooms/ poisonous plants	Warn not to touch berries, mushrooms etc not to put anything in mouth. Wash hands before eating. Close adult supervision.	LOW	Close adult supervision	Monitor site to be used, move if necessary	Education Ranger	Ongoing
2. Injury from using equipment	Group + Leader (Injury to eyes/fingers)	Group leader to give verbal instruction as to safe sampling techniques and safe use of equipment	LOW	Close adult supervision	Regular equipment checks	Education Ranger	Ongoing
Adverse weather conditions	Group + Leader	<ul style="list-style-type: none"> Advised to wear appropriate clothing – sunhats if warm, waterproofs if wet etc 	LOW	In extreme conditions it may be necessary to amend/cancel activity	Monitor forecasts/weather conditions	Education Ranger	Ongoing
General security	Participants	<ul style="list-style-type: none"> Group instructed not to leave 	LOW	Inspect area before visit	Inform of group sizes	Education Ranger	Ongoing

		pond dipping area <ul style="list-style-type: none"> • Boundaries set as to the area to work in • Leader to carry mobile phone/radio 			prior to visit, teachers/careers in <i>loco parentis</i>		
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Assessor Name(s): Sarah Belsey	Job Title: Education Ranger
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Signature:	Review Date: 23/08/18
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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"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	Identify groups of people, consider: <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 	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"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	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"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed