

RISK ASSESSMENT	Site Risk Assessment
LOCATION	

Assessment of hazards associated with being in a park/open space, irrespective of activity. To be used in conjunction with appropriate task risk assessment, depending upon activity/event.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
General emergency	Injury	Supervisor Participant Public	Supervisors to be aware of nearest Accident and Emergency hospital; A first aid kit must be on site at all times; A mobile phone should be available at all times (if no/poor signal, all supervisors should know the location of the nearest landline); A safety plan should be completed for all sessions; All incidents and near misses to be recorded in an accident book and reported to BDBC	1	4	4	Supervisor
Inclement weather	Hypothermia Hyperthermia Fainting Sunburn Sunstroke Discomfort	Supervisor Participant Public	Appropriate clothing to be worn for the weather (layers of warm, waterproof clothing in winter, or thin, light clothing, preferably with sleeves and a sunhat, in summer); Suncream available; Drink plenty of fluids and take regular breaks; Stop activity if heavy rain/strong wind and site/task becomes dangerous, or participants experience discomfort.	2	3	6	Supervisor Participants

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Lone working	Injury Personal attack	Supervisor Participant	Lone working should be discouraged where possible; Always carry a charged mobile phone; Ensure others know where you are working and when to expect you back; Avoid confrontation and attempt to leave the scene of any potential aggressive situation; Keep personal valuables out of sight; Violent or aggressive incidents should be reported immediately to BDBC and/or the Police.	1	4	4	Supervisor Participants
Uneven terrain	Slips trips and falls	Supervisor Participant Public	Discuss the terrain during the safety talk; Participants to wear sensible, sturdy footwear; Ensure arisings and unused tools are left in a designated place, stored neatly; Mark, or cordon off, any major trip hazards that cannot be removed.	2	3	6	Supervisor Participants
Sharps	Puncture wound Blood-borne diseases	Supervisor Participant Public	Brief participants before work starts; No untrained people to handle syringes; Supervisor to deal with hazardous waste, or cordon off area if unsafe; Sharps kit on site; Supervisor trained in sharps awareness, or BDBC alerted; Wear PPE.	1	4	4	Supervisor
Litter	Cuts Diseases	Supervisor Participant Public	Brief participants about possibility of finding litter; Wear PPE/gloves when working at ground level in vegetation; Have bin bags and litter pickers on site in order to collect any litter found.	2	3	6	Supervisor Participants
Fly Tip (Asbestos)	Serious illness Death	Supervisor Participant Public	Fly tipped materials must not be disturbed due to the potential likelihood of asbestos containing materials. The surrounding area must be cordoned off and BDBC Operations Team, who have received Asbestos Awareness Training, informed.	1	4	4	Supervisor
Dog faeces	Toxocariasis and general infection	Supervisor Participant Public	Brief participants before work starts; Clear any faeces found on site using disposable gloves and a dog poo bag; Use wipes/ anti-bac hand gel after handling any faeces and before eating and drinking.	1	3	3	Supervisor Participants

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Water courses	Drowning	Supervisor Participant Public	Unless task specifically states and RA has been carried out, no work to be undertaken in water courses; No lone-working close to water courses – use a buddy system; Refer to specific RA for more information.	1	4	4	Supervisor Participants
Tetanus	Serious illness Death	Supervisor Participant Public	All volunteers should have up to date anti-tetanus injections; PPE to be worn; Plasters to be worn on existing wounds under gloves; Treat all cuts immediately & cover adequately; Seek medical attention if symptoms occur.	1	4	4	Supervisor Participants
Leptospirosis	Weil's disease	Supervisor Participant Public	In areas potentially soiled by rat/cow urine, e.g. urban stream banks/farms, avoid water contact; If contact is made, wash area thoroughly with clean water before eating, drinking or smoking and prior to leaving the site; Use anti-bacterial gel after practical tasks; Seek medical attention if symptoms occur.	1	4	4	Supervisor Participants
Ticks	Lyme disease	Supervisor Participant Public	Participants to be aware that Lyme Disease can be contracted from ticks, especially amongst bracken or within meadows during spring and summer; Wear long trousers and sleeves; Brush clothes down regularly; Check skin for ticks at the end of work; If bitten, monitor for any signs of 'bullseye' rash.	1	4	4	Supervisor Participants
Trees/ Falling branches	Head injury Death	Supervisor Participant Public	Woodland sites assessed annually by the BDBC Tree team for H&S concerns; When walking or working in wooded areas, safety check to be undertaken by supervisor (more thorough check after high winds); If working under mature trees for long periods, hard hats should be worn; Cancel woodland work parties in the event of strong winds or lightning; Any concerns reported to BDBC Tree Team.	1	5	5	Supervisor Participants

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Plants	Scratches Puncture wounds Skin irritation	Supervisor Participant Public	PPE to be worn with long sleeves/trousers to avoid injury when working amongst thorny vegetation; Gauntlet gloves to be worn when handling thorny vegetation, particularly blackthorn; Avoid working in areas with toxic plants (i.e. wild parsnip); If working in eye-level vegetation, wear goggles; If injury occurs, wash the infected area and do not expose to sunlight; Seek medical attention if required and monitor blackthorn puncture wounds, which may lead to infection.	3	2	6	Supervisor Participants
Dead animals	Disease	Supervisor Participant Public	Dead animals on highways should be reported to BDBC; Dead animals on site should only be touched when absolutely necessary and with extreme caution wearing nitrile gloves; Wash hands and arms immediately afterwards with anti-bacterial soap; Disinfect all protective clothing that may have come into contact with the corpse; If suspicious, inform Environment Agency or equivalent agency before disposing of the corpse.	1	3	3	Supervisor
Snakes	Bite	Supervisor Participant Public	Do not handle snakes; Wear suitable footwear and long trousers; Wear gloves when working in vegetation; Avoid entering areas of risk unnecessarily; Be aware of First Aid procedures when working in adder habitat.	1	3	3	Supervisor Participants
Other animals (insects etc)	Bites Stings Allergic reaction	Supervisor Participant Public	In damp or wooded areas, especially at dusk/dawn, wear long sleeves, trousers and additional insect repellent if necessary; Known allergies to stings to be declared at all work parties and the location and use of epipens known; Seek medical attention if symptoms persist.	1	4	4	Supervisor Participants

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Dogs	Bite Attack	Supervisor Participant Public	Participants to be weary of dogs on site; Approach a dog cautiously and only if necessary (stray/without owner); Call Dog Warden if concerned.	1	4	4	Supervisor Participants
Underground services	Damage to services Electrocution	Supervisor Participant	Any work requiring digging more than 50cm depth to be undertaken by BDBC Operations team, not volunteers.	1	4	4	Supervisor
Overhead services	Damage to services Electrocution	Supervisor Participant Public	Identify all overhead lines that may affect planned work. Any work to be undertaken within proximity of overhead cables to be carried out by BDBC Operations, not volunteers; Refer to Operations Manager if more information required.	1	4	4	Supervisor
Vehicles	Injury Death	Supervisor Participant Public	No sites have general vehicle access; Be vigilant if contractors or emergency services are driving through site – make yourself seen and stay still to enable access where required; Caution when parking/unloading and walking through carparks on site; Report any unauthorised vehicles driving on site.	1	5	5	Supervisor Participants
Fire	Burns Death	Supervisor Participant Public	Participants briefed about what to do and where to go if a fire starts on site; Supervisors to be vigilant in hot weather; Call Fire & Rescue Service immediately and evacuate to the muster point if smoke/flames are seen.	1	5	5	Supervisor Participants

RISK ASSESSMENT FOR: Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	ASSESSMENT UNDERTAKEN BY: NAME: Charlie Cutt SIGNED: CC DATE: 23/04/20	LAST UPDATED ON: DATE: DATE: DATE:
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RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.