



Risk Assessment

Most accidents can be avoided by identifying the hazards present, assessing the associated risks and taking appropriate action to reduce risk to an acceptable level. This document sets out how to assess risk in order to ensure a safe working environment.

Terminology

- Risk Assessment - An assessment of the hazards and risks associated with an activity, workplace or system of work that can be reasonably foreseen. The identification and implementation of safety precautions to reduce those risks if possible.
- Hazard - Something with potential to cause harm (injury, ill health) to people. Hazards can either be created by a work process (such as tree felling or moving furniture) or can be inherent in the site (e.g. a river or stair case).
- Risk - The likelihood that a hazard will actually result in harm, the severity of that harm and the number of people affected.
- Control Measures - These are the steps we need to put in place to reduce risk.

Risk Level

Risk level can be calculated by using the table below. The higher the level of risk the greater the potential for harm and the greater the need to reduce it. When considering a task or activity, estimate the risk level for each hazard by assessing the probability of harm occurring, and the severity of the result.

Probability		Severity		Risk Level
1 Improbable	*	1 No harm	=	1-5 = Low 6-10 = Medium 11-25 = High
2 Infrequent		2 Minor injury to one or more persons		
3 Occasional		3 Major injury to one or more persons		
4 Common		4 Death to one person		
5 Certain		5 Death to several people		

If the calculated risk level for any hazard associated with a planned activity is higher than 5 control measures are required and the risk level should then be recalculated. If the risk level cannot be reduced to 5 or below after control measures are in place the activity cannot proceed.

Completing the Assessment



Risk Assessment

It is essential that a risk assessment is completed for each activity and that the person completing the assessment has it checked before the activity proceeds, usually by their line manager. Many of the Trust's sites and activities have standard risk assessments on file which you can use to help you. However, weather conditions and other factors change from day to day, so it is important you produce a separate assessment for each activity you undertake. It is also essential that any incidents or 'near misses' are recorded and reported. Use the space provided below to record information on incidents and near misses and bring them to the attention of Trust management as soon as possible after the event.

- 1 Complete the risk assessment form on page 3.
- 2 Have the assessment checked by a colleague – in most cases this will be your line manager.
- 3 When the assessment is approved save a copy in Common – Health and Safety – Risk Assessment. Use the following file naming protocol Department/Project (2 letter code – see below) – Date (ddmmyy)

Operations and Development – all recruitment activities and office based activities – OD

Rainton Meadows – all activities delivered by RM Assistant – RM

Low Barns - all activities delivered by LB Assistant - LB

Living Landscapes North – all activities on Northern reserves – LN

Living Landscapes South – all activities on Southern reserves – LS

Education and Engagement – all school and group visits and outreach activities - EE

Oak and Iron – all activities delivered as part of Oak and Iron – OI

Heart of Durham - all activities delivered as part of Oak and Iron – HD

Bright Water - all activities delivered as part of Bright Water – BW

Naturally Native - all activities delivered as part of Naturally Native – NN

- 4 Print off a copy of the form and take it with you.
- 5 If incidents or near misses occur, or the assessment needs amending due to changing circumstances or site conditions, add the additional information to the form by hand on site.
- 6 If additional information was added on site scan a copy of the amended form to Risk Assessment folder – use the same file name plus 'amended' e.g. OD010518amended
- 7 If information on a near miss or other incident has been added to the form email a copy to Trust management - jcokill@durhamwt.co.uk zhull@durhamwt.co.uk mdinning@durhamwt.co.uk pblack@durhamwt.co.uk



Risk Assessment

Date:	Location: Rainton Meadows
Activity: <ul style="list-style-type: none">• School Visit Persons at Risk: <ul style="list-style-type: none">• Up to 30 children and accompanying staff from one school• Two DWT staff members.	Names of Employees Involved: <ul style="list-style-type: none">• Education Leaders Activities: <ul style="list-style-type: none">• Pond dipping• Minibeast hunt• Wildlife walk
Nearest hospital: Uni Hospital Durham, North Rd, Durham DH1 5TW - 0191 333 2333 GR NZ325486 yard Emergency Information: 999 or 112	Site location : Rainton Meadows nature reserve, Chilton Moor, DH4 6PU

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Hazard	Likelihood (1 to 5)	Severity (1 to 5)	Risk Level (1 to 25)	Control Measures Required	Likelihood (1 to 5)	Severity (1 to 5)	Risk Level (1 to 25)
Contract Covid 19 by person to person transmission within the group	3	4	12	<p>No person exhibiting symptoms should attend a session. See https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance for current guidance on symptoms.</p> <p>The booking process explains that anyone with symptoms is unable to attend.</p> <p>The DWT leader must maintain 1m plus distance from visitors at all times and carry a face mask/shield for use if needed.</p> <p>Alcoholic hand gel should be used by all at the start and end of the session and if needed at other times.</p> <p>Equipment such as ID sheets or equipment should not be passed between the group and staff. If items do change hands they should be placed on the ground and hand gel used.</p> <p>Fresh equipment should be used by each school group and equipment cleaned at the end of the day.</p>	1	4	4



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				<p>Group sizes should be as small as possible and staggered timings wherever possible.</p> <p>Visitors should only use the toilets one at a time and queue outside away from the building/coffee shop queue.</p> <p>Wipes will be provided by DWT staff to clean equipment before and after use</p>			
<p>Contract Covid 19 by person to person transmission between group and members of the public passing by</p>	2	4	8	<p>DWT staff will talk with the group before setting out about maintaining social distancing within the group (between leader and group) and with the public. Look for passing places and stand back to allow others past at a safe distance. If distance is limited, turn your back to the person passing.</p> <p>Avoid touching hand rails or anything others may have touched. Ensure hand gel is available.</p>	1	4	4
<p>Access road and car park:</p> <ul style="list-style-type: none"> Injury by car 	3	4	12	<p>Keep class together and warn them about cars. Move groups away from car park as soon as possible. DWT to lead group across car park and ensure adults accompanying group are aware of risk.</p>	1	4	4

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<p>Centre buildings including Bird Hide:</p> <ul style="list-style-type: none"> • Trip, slip or bump injuries. • Trapped fingers in hide windows 	2	2	4	<p>Deliver safety talk on walking-only around buildings.</p> <p>Advise adults only to operate hide windows and children to stay well clear.</p> <p>Hides and indoor spaces will not be in use until covid regulations are updated. All activity will take place outdoors</p>	1	2	2
<p>Paths around the reserve:</p> <ul style="list-style-type: none"> • Trips and slips from slippery uneven ground and trip hazards. 	4	2	8	<p>Deliver safety talk advising to watch for slippery, uneven ground or obstacles on path. When appropriate keep to paths and walk (not run) around. Confirmation letter recommends appropriate footwear. Regular checks on boardwalk for areas where netting has been removed.</p> <p>DWT staff to check site before visit and address any obvious hazards</p>	2	2	4
<p>Insect stings (e.g. bees, wasps) and biting insects. Rashes / reactions from plants (e.g. nettles), nuts in bird feeders:</p> <ul style="list-style-type: none"> • Allergic reactions • Poisoning 	3	4	12	<p>Raise staff and children's awareness by pointing out hazardous plants such as giant hogweed, nettles and fungi. Designated school first aiders are responsible for any child with allergies. Booking form requests information of such allergies. Keep nut allergy pupils away from bird feeders and from touching any tree nuts (e.g. beech nuts).</p> <p>Advise against ingestion of any flora fauna or fungi. Advice about applying insect</p>	1	4	4

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				repellent contained in booking confirmation.			
<p>Hazardous litter e.g. broken glass:</p> <ul style="list-style-type: none"> Cuts 	2	2	4	Advise participants not to pick up any hazardous objects. Pre-visit check to remove hazardous litter or identify areas where there is some and avoid using these areas.	1	2	2
<p>Adverse weather:</p> <ul style="list-style-type: none"> Poor weather increases risk of accidents. Sunburn Hypothermia 	2	4	8	Confirmation letter recommends appropriate clothing and sun cream. Monitor weather conditions while working. Stop activity if winds are strong and/or it is cold and wet. Avoid woodland if windy.	1	4	4
<p>Ponds:</p> <ul style="list-style-type: none"> Drowning 	2	4	8	Check condition of pond dipping platform each week. Report any problems to Reserves staff. Children on the platform must be supervised by an adult. No more than 6 children on the platform at once.	1	4	4

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				Give safety talk on how to use nets, not leaning over or climbing on the barriers and not going close to pond edges. Education staff have poles or a throw line with them.			
<p>Collecting minibeasts on land and in ponds:</p> <ul style="list-style-type: none"> • Leptospirosis bacteria • Zoonosis • Eye injuries • Trip injuries • Crush injuries 	3	4	12	<p>Anyone with cuts and bruises to wear plastic gloves.</p> <p>Children must avoid putting hands in their mouths, nose or ears. Alcohol gel or wipes to be used after collecting. All hands to be washed on return to the Centre.</p> <p>Demonstrate proper use of equipment before use. Ensure children using nets spread out from each other. Tree shake nets only to be used with non-thorny trees and with branches under shoulder height. Ensure adequate adult supervision.</p> <p>Spread groups out so that each child with a net is away from anyone else. Warn against low branches and tree stumps in the woodland area. Detail the restrictions to collecting areas. Demonstrate correct procedure for looking under larger logs or stones (i.e. roll gently away and not lift).</p>	2	4	8

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<p>Playing games:</p> <ul style="list-style-type: none"> • Trip or bump injuries 	3	2	6	<p>Carry out games in safe, confined areas – within the woodland education area or in short grass. Restrict speed appropriate to the area. Give warnings of trip or bump hazards.</p>	2	2	4
<p>Child safety issues:</p> <ul style="list-style-type: none"> • Pupil physical and emotional welfare • Separation from group 	2	4	8	<p>Keep groups together in designated areas with appropriate adult to child ratios. Bird Hide to be closed to the public during the duration of visit. School staff to accompany children to Visitor Centre toilet facilities. All DWT education staff DBS checked and complete Child Safeguarding training.</p> <p>Ensure group accompanied by Ofsted child:adult ratios. School staff to count children following each activity before moving on. Children made aware they are to stick together with their groups. Allocate adults to oversee small groups during activity. Set boundaries for activities in woodlands.</p>	1	4	4
<p>Dog faeces:</p> <ul style="list-style-type: none"> • <i>Toxicara canis</i> 	2	2	4	<p>Check education areas for dog faeces before a school visit. Warn people to watch for dog poo. Ask children to report it to an adult. DWT staff to remove.</p>	1	2	2



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<p>Dogs being walked by members of the public:</p> <ul style="list-style-type: none"> • Dog bite 	2	4	8	Dogs should be kept on the lead when in the Nature Reserve. DWT Staff to ask dog owners to control their dogs.	1	4	4
<p>Proximity to swans:</p> <ul style="list-style-type: none"> • Attack by swans 	3	2	6	Warn children and adults to respect wildlife. Education Leaders to keep group safe distance from swans.	1	2	2

Assessment completed by: Dorinda Kealoha 25/03/21

Assessment approved by:



Risk Assessment

Incident or 'near miss' report:

Completed by:

Date