

Suggested guidance for Local Wildlife Groups (supported by North Pennines AONB Partnership's WildWatch North Pennines Project)

This risk assessment should be used to help identify generic risks and control measures for events of this kind. Site and time specific risks and their control measures need to be additionally assessed for each event.

**All control measures for each event must be recorded on a signed and dated Risk Control Sheet.**

<u>Code for Risk Rate:</u>	
0-6	Very low risk
7-16	Low risk
17-36	Medium risk
37-60	High risk
61-100	Very high risk

<u>Code for Results:</u>
A = Adequately controlled
N = Not adequately controlled

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Severity & Risk ratings based on DCC guidance:

<b>EVENT: Large event with multiple activities</b>	<b>LAST UPDATED:22-06-13</b>	<b>BY: S Wilson</b>	<b>APPROVED:</b>
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Activity	Hazards Identified	Sever.	Like.	Risk Rate	Who is at risk	Control Measures	Result
Arrival at/departure from meeting point	Traffic accidents from insufficient parking in busy/crowded area.	10	1	10	Participants, leaders & other road users	<ul style="list-style-type: none"> <li>Ensure venue has sufficient parking for attendees.</li> <li>If parking limited, control numbers through booking, car sharing from a safer location and/or encouraging car sharing from home.</li> <li>Clear directions on safe gathering point and crossing of the car park</li> <li>Point out where toilets are</li> </ul>	<b>A</b>
Event outdoors	Exposure to weather	6	2	12	Participants/leaders	<ul style="list-style-type: none"> <li>Check weather forecast leading up to the event and on the day</li> <li>In hot weather make sure sufficient water available on site.</li> <li>Make sure participants apply their sun cream and cover up in hot weather</li> <li>Event to be cancelled in extreme weather. Ensure clear pre-visit information on cancellation deadline, before coaches would leave.</li> </ul>	<b>A</b>
	Trips and falls.	6	2	12	Participants/leaders	<ul style="list-style-type: none"> <li>Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries etc) avoided or carefully assessed</li> <li>Check on the day participants have suitable footwear.</li> <li>Make group aware of any specific hazards relating to uneven or precipitous ground</li> <li>First aid to be provided by third party such as St John's ambulance to allow for large numbers</li> </ul>	<b>A</b>

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						<ul style="list-style-type: none"> <li>• First aid kit and fully charged mobile phone to be carried by at least one leader. Check mobile coverage for the site/area working in.</li> <li>• Nearest phone boxes, road heads &amp; hospitals noted on control checklist.</li> <li>• Procedures in place for injured party being accompanied to gathering point on site or to nearest A&amp;E hospital.</li> </ul>	
	<p>Medical emergency away from roads and landline phones.</p> <p>Still within half an hour of an ambulance driveable track</p>	10	1	10	Participants/leaders	<ul style="list-style-type: none"> <li>• At least one leader to have up-to-date first aid training qualification.</li> <li>• First aid kit and fully charged mobile phone to be carried by at least one leader. Check mobile coverage for the site/area working in.</li> <li>• Nearest phone boxes, road heads &amp; hospitals noted on control checklist.</li> <li>• Consider carrying group shelter on more remote routes.</li> <li>• Leaders are briefed and have planned emergency procedures for group.</li> </ul>	<b>A</b>
Working close to or in water courses/ bodies	Injury and drowning. Weil's disease and other water-borne diseases.	8	1	8	Participants/leaders	<ul style="list-style-type: none"> <li>• Read guidance "Group Safety at Water Margins" which is available G:\North Pennines\Health &amp; Safety\Risk Assessments\Events &amp; Activities</li> <li>• Check weather forecast leading up to event and forecast on the day re changing water levels. Be aware water levels can rise quickly</li> <li>• In periods of high rainfall ensure extra supervision. Cancel if in doubt. Make participants aware of danger of being taken by strong current.</li> <li>• Dry spare clothing and towel available</li> <li>• Each location must be individually risk assessed by leader. Use sites where: <ul style="list-style-type: none"> <li>• Easy access and exit from water</li> <li>• No significant hazards on banks e.g. (water flowing onto overhanging trees)</li> <li>• No immediate significant down stream hazards (waterfalls, etc)</li> <li>• Young people can stand easily in water to be entered and underwater surface suitable</li> <li>• Young people can be seen and supervised by staff</li> </ul> </li> </ul>	<b>A</b>

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						<ul style="list-style-type: none"> <li>Do not use obviously contaminated sites</li> <li>Take sensible hygiene precautions: cover wounds, grazes etc, do not drink river water, wash hands before eating</li> </ul>	
Wild plants and animals	Contracting disease from soil or waterborne organisms Consuming poisonous plant material Stings and bites	8	1	8	Participants/ leaders	<ul style="list-style-type: none"> <li>Participants warned of soil and waterborne diseases in respect of contamination through ingestion when eating and drinking</li> <li>Participants to be warned of dangers of eating wild berries and plants and only to eat those that are indicated as being safe and part of an activity.</li> <li>Nettles, umbellifers and other plants that can sting, scratch or cause irritation through contact should be pointed out to participants.</li> <li>Point on pre –visit information sheet for hayfever sufferers to bring their medication if appropriate.</li> <li>If working in an area of increased risk of insect bites and stings then this information will be a point on pre-visit information sheet. If people have a known allergic reaction then they will be advised to bring their medication.</li> <li>Instruction on how to react calmly if individuals are bothered by bees and wasps.</li> <li>Anti-bacterial handwipes or gel to be carried by leaders if event involves a meal break.</li> <li>If in an area where there might be ticks, advise individuals to check for ticks at the end of the day and remove them or seek advice.</li> </ul>	<b>A</b>
Camp fire	Burns	10	2	12	Participants/ Leaders	<ul style="list-style-type: none"> <li>All fire side activity to be supervised by staff at all times.</li> <li>Zoning of activity area using only established fire site.</li> <li>Only guardian supervised children.</li> <li>First aid kit and trained firstaider to be present.</li> <li>Fire gloves and equipment to be used at all times.</li> </ul>	<b>A</b>
Food	Contamination and health issues	10	1	10	Participants/ Leaders	<ul style="list-style-type: none"> <li>Food Hygiene certificate held by Leaders present.</li> <li>Clean equipment.</li> <li>Disposable consumables.</li> </ul>	<b>A</b>

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Indoor activity	Trips and bumps	4	2	8	Participants/ Leaders	<ul style="list-style-type: none"> <li>• Ensure no wires/equipment crossing walking routes.</li> <li>• Ensure venue has adequate space for planned activity beforehand.</li> <li>• Clear furniture if necessary and alert participants to sharp edges etc.</li> <li>• Ensure floor clear/clean before any activity.</li> </ul>	<b>A</b>
	Injury from craft activities	4	2	8	Participants/ Leaders	<ul style="list-style-type: none"> <li>• Control craft tools and material and give clear instruction on use</li> </ul>	<b>A</b>
Activity contracted by NP AONB Partnership and supplied by outside operator	Unsuitable activity	8	1	8	Participants/ Leader	<ul style="list-style-type: none"> <li>• Any activity to be discussed beforehand and on site if appropriate</li> <li>• Current site specific, group specific risk assessment to be supplied before the event</li> </ul>	<b>A</b>
Unsuitable operator contracted by NP AONB Partnership to deliver activity	Unsuitable behaviour and relationship with participants and leader	8	1	8	Participants / leader	<ul style="list-style-type: none"> <li>• Preferably operator to be known to officers in NP AONB Partnership partner organisations.</li> <li>• If unknown references sought</li> <li>• All outside contracted operators to hold an enhanced CRB disclosure (relevant to a current area of employment) or be listed on the Vetting and Barring register. Copies to be taken and held on file.</li> </ul>	<b>A</b>
Finishing the event	Children drifting to car park/ traffic					<ul style="list-style-type: none"> <li>• Make it clear as to when the session or event has finished and supervision is clearly back with the group leaders.</li> </ul>	