

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Settlements					Assessment Date: 30/08/17		
Establishment: Lullingstone Country Park					Review Date: 30/08/18		
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
Country Park site	Group + Leader	Country Park site specific risk assessment completed					
Collecting natural materials	Group + Leader	Collecting natural materials risk assessment completed					
Making clay round houses	Group + Leader Cuts/Scratches /Stings/being poked in the eye from/by natural materials	Illness/infection from ingesting clay Collecting natural materials risk assessment completed	Low Low	Close supervision by visiting staff			
Sharp objects in the clay	Cuts/Scratches	Education Ranger to check the clay if it is taken from the ground	Low	Close supervision by visiting staff			
If natural clay/mud taken from the ground – contact with dog/wild animal	Illness or infection from dog/wild animal faeces	Education Ranger to carry antibacterial gel and/or hand wipes.	Low	Close supervision by visiting staff			

faeces.							
Walking through meadow to carry out work sheets	Group + Leader Hit by a car in cart park	General weather and welfare risk assessment					
	Group + Leader	Ranger to give clear direction before leaving the classroom and give close supervision from Ranger whilst crossing the car park	Low	Close supervision by visiting staff			
Assessor Name(s): Donna Norton				Job Title: Education Ranger			
Signature:				Review Date: 30/08/18			

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