

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: River Rangers					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 Trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & Review		
					Action required	Responsible person	Date completed
Walking through car park 1. Traffic 2. Reversing cars	Group + Leader	<ul style="list-style-type: none"> Warning children before activity Lead children in single file 	LOW	Advise visiting staff of route.	Ongoing monitoring	Education Ranger	Ongoing
Sampling from river	Group + Leader Falling in to river Drowning Leptospirosis (Weil's disease)	<ul style="list-style-type: none"> No running All children to work in small, supervised groups ER to carry lifeline Warn to cover all open wounds Avoid hand-mouth contact until hands are washed 	LOW	Close adult supervision. Provide vinyl gloves and/or plasters Ensure hands are washed after session.	Maintain equipment Observation of groups Prior instruction to visiting staff	Education Ranger, visiting staff	Ongoing
Walking alongside river	Group + Leader Slips, trips & falls Insect bites & stings	<ul style="list-style-type: none"> No running Carry first aid kit Carry mobile phone Advise to wear 	MED	Close adult supervision	Instruction prior to and at beginning of session	Education Ranger	Ongoing

		long trousers & sleeves and wellington boots					
General security	Participants	<ul style="list-style-type: none"> Group instructed not to leave pond dipping area Boundaries set as to the area to work in Leader to carry mobile phone/radio 	LOW	Inspect area before visit	Inform of group sizes prior to visit, teachers/ca rers in <i>loco parentis</i>	Education Ranger	Ongoing

Assessor Name(s): Donna Norton	Job Title: Education Ranger
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Signature:	Review Date: 30/08/18
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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