

KCC Risk Assessment Form – The 5 steps approach

Activity / Operation/ Event: Lullingstone Country Park Site Specific					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
Weather	Group + Leader Hypothermia Sunburn	A general welfare and weather risk assessment completed		6 or above on Beaufort scale leader should consider not going outside.			
Car Park	Group + Activity Ranger Collisions from traffic causing Injuries	Designated adults responsible for the behaviour of the group at all times. Activity Ranger to show the designated adults a safe place for the children to stand whilst waiting for the group to congregate and the activity to begin.	LOW	Close supervision by designated adults.			
Natural woodland materials	Group + Leader Slips, trips, falls and bangs	Verbal warning to be careful when negotiating way around the Country Park. Rangers/Wardens to carry out daily site check.	LOW	Close supervision by visiting staff		ER	
Insects and plants	Group + Leader Stings/Bites Anaphylactic	Stinging nettles removed where possible. Areas where there are known to be stinging	MEDIUM	Close supervision by visiting staff.		ER	

	shock	insects or plants avoided.		Allergies/medical conditions to be reported to the Leader and a copy of these along with any medication to be held by the lead visiting member of staff.			
Fungi	Group + Leader Poisonous	Group to be shown what the fungi looks like and verbally warned not to touch it or put their hands near their mouths	MEDIUM	Close supervision by visiting staff		ER	
Toxic plants	Group + Leader Poisoning	Access to areas containing toxic plants to be restricted or group to be shown + warned of the plants.	MEDIUM	Close supervision by visiting staff		ER	
Uneven ground/slopes	Group + Leader Slips/Trips/Falls/Sprains	Verbal warning to ensure the group are told to watch out for trip/slip hazards before activity commences.	LOW	Close supervision by visiting staff		ER AND VISITING STAFF	
Low branches and trees	Group + Leader Banging and poking in eyes	Tree surveys of the site undertaken regularly. Hanging deadwood removed where deemed necessary. Verbal warning of any dangers that these hazards may pose.	LOW	Close supervision by visiting staff		ER	
Litter and debris	Group +	Litter removed during site	LOW	Close		ER	

	Leader Cuts, scratches etc	check prior to session. Ensure the group are aware of potential hazards and investigate areas carefully if litter is observed. Inform the group not to touch it or remove.		supervision by visiting staff			
Dog/wild animal faeces	Group + Leader Infection and disease	Ensure the group are aware of this potential problem. The Group Leader will carry antibacterial wipes in case of contact with animal faeces	LOW	Close supervision by visiting staff		ER	
The Pond Deep water (still)	Group + Leader Drowning.	The Group Leader ensures the group know that water is present on site as part of their safety brief. Group Leader to check gate is locked shut and to carry throw line in welfare rucksack and know the location of the lifebuoys.					
The River	Group + Leader Drowning	The Group Leader ensures the group know that water is present on site as part of their safety brief. Group Leader to carry throw line in welfare rucksack	MEDIUM	Close adult supervision			
Assessor Name(s): Donna Norton				Job Title: Education Ranger			

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