|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor** | Rosie Tod | | **Assessment date** | | 17/12/24 | **Approved by:** | Jennie Denton | | **Review date:** | 17/12/25 |
|  | | | | | | | | | | |
| **Task hazard –** potential for harm to persons and/or property | | **Who’s at risk** | | **Precautions –** to reduce risk level | | | | **Risk level** (see below) - after precautions have been taken | | **Person responsible –** for ensuring precautions are taken |
| **Uneven ground** due to roots, stones, holes, muddy paths (and kit!) causing slips, trips or falls.  *Outcome: bruises, sprains, minor cuts and grazes.* | | all | | * Parents (and chn where appropriate) made aware of risks in advance - advise to take extra care. * Be aware of surroundings and kit being used * Move around carefully on the reserve. * Families encouraged to dress appropriately – know in advance that the activities are taking place outside * Change the route/area to work as appropriate | | | | likely X  slight harm =  slight | | GWT leaders  Accompanying adults |
| **Falling dead wood** in the form of either branches or trees.  *Outcome:**cuts, bruises, head injuries, broken limbs* | | all | | * Land management staff to carry out tree safety assessments / remedial work required. Areas used/worked in are to be checked for dangerous trees. Remove or make safe as required. * Accompanying adults to be aware of risk when attending activities in a wooded area. * If very high winds, do not enter or work in woods. * Leaders check route/event area every time, before a Tots session * Adjust tots’ session as appropriate. | | | | unlikely X very  harmful =  moderate | | GWT leaders  Accompanying adults  Land Management  Team – as part of general site management |
| **Plants – poisonous**  (eg hemlock, berries, fungi, nightshade)  **Plants- irritation**  (eg wild parsnip, giant hogweed)  *Outcome: poisoning from ingestion*  *skin irritation/burns, photosensitivity, and temporary blindness.* | | all | | * **Remind accompanying adults to ensure their little ones don’t eat *any* plants or put anything into their mouths/eyes/noses** * Avoid areas where poisonous plants are growing. Remove plants in learning area if appropriate. * GWT Staff to point out to accompanying adults if/where there poisonous plants/plants that can cause irritation on site. * Wash hands thoroughly after handling plants * Do not to touch or pick any plants or fungi unless told to do so. * If contact is made with hogweed sap a reaction will be imminent - wash as soon as possible and go not expose to light. If there is contact with eyes, wash as soon as possible with eye wash solution and seek advice from GP. | | | | unlikely X very  harmful =  moderate | | GWT leaders  Accompanying adults |
| **Plants** - **stings & thorns** (eg nettles, brambles, thistles, hawthorn etc)  *and stings* | | all | | * Inspection done in the morning of the event of the immediate area. * Ensure paths are kept clear. Stay on paths where appropriate. * Warn of risks; point out any areas with these plants growing. * Advise appropriate clothing eg long sleeves and trousers | | | | Unlikely x Very Harmful  = moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Other activity risks:**  *Outcomes:*  *poked eyes, scratches face*  *strains, bruises* | | children | | * Be aware of low-lying branches * Adults moving logs carefully – chn supervised to ensure they don’t try and move huge logs, carry sticks that are too big for them | | | | Likely x slight harm = slight | | GWT leaders  Accompanying adults |
| **Use of kit in field:** eg magnifying glasses, bug pots, trays etc  *Outcome: bruises, sprains, minor cuts and grazes.* | | all | | * Be aware of kit location to avoid trips, breakages * Equipment will be checked before use to ensure no broken or sharp items. * Accompanying adults will be shown how to use kit with their chn eg don’t walk along whilst looking through binoculars, magnifiers | | | | Likely x slight harm = slight | | GWT leaders  Accompanying adults |
| **Litter left by other visitors**  *Outcome: scratches and cuts* | | all | | * Litter pick of venue before session, any further litter found to be removed by GWT leader. * Litter removed after the session ends. | | | | Likely X slight harm = slight | | GWT leaders |
| **Insects** - stings & bites (bees, wasps, horseflies, hornets)  **See below for ticks** | | all | | * Advise appropriate clothing eg long sleeves and trousers * Warn and advise long trousers and sleeves. * All told to be careful around stinging/ biting insects. * Encourage appropriate behaviour – avoid swatting at insects. * Tape off active wasp and bee nests. * Allergies should be flagged up to the first aiders in the group, ie EpiPens. Ask questions of accompanying adults. Highlight things to be aware of with activities. | | | | Unlikely x Very Harmful  = moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Other animals eg snake:**  (adders at Crickley Hill specifically)  *Outcome:**snake bite shock; severe pain at the location of the bite; swelling, redness and bruising at the location of the bite; nausea and vomiting; diarrhoea; itchy lumps on the skin; swelling of the lips, tongue, gums, and throat; breathing difficulties; mental confusion, dizziness, or fainting; irregular heartbeat.* | | all | | * If it is possible that there are snakes in the area participants will be warned not to approach them. * If a snake is found, the participant will alert group leaders and the group will move back to a safe distance to give the snake space. * Do not attempt to catch or touch the snake * Seek medical attention if bitten by a snake | | | | Unlikely and very harmful = moderate  Managed to be slight | | GWT leaders  Accompanying adults  Added summer 2022 after sighting near learning area  CG |
| **Contact with disease** – ticks  *Outcome: infected bites, at worst Lyme’s Disease* | | all | | * Advise accompanying adults.to inspect skin for ticks. Remove with a twist, but ensure all mouthparts come free, if in doubt visit GP. * GWT first aid kits to contain a tick remover * Accompanying adults to be aware of tick bite advice and symptoms of Lyme disease * For further info/advice re symptoms in case of subsequent illness see <https://www.nhs.uk/conditions/lyme-disease> | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Contact with disease** – in water  *Outcome: nausea,*  *at worst: Weil’s disease (Leptospirosis)*  *Animals (including rodents and livestock)*  *harbour this disease which you can contract if soil or freshwater that contains infected urine gets into your mouth, eyes or a cut.* | | all | | * Wash hands thoroughly after contact with water and before eating – eg pond-water * Cover cuts and abrasions with waterproof plasters/ waterproof gloves * For further info/advice re symptoms in case of subsequent illness see <https://www.nhs.uk/conditions/leptospirosis> | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Contact with disease** – soil borne/livestock  *Outcome: nausea, e-coli* | | all | | * Ensure everyone washes hands before eating/drinking. * Avoid touching livestock. * For further info/advice re symptoms in case of subsequent illness see [www.nhs.uk](http://www.nhs.uk) | | | | unlikely X harmful =  slight | | GWT leaders  Accompanying adults |
| **Contact with allergens** (including pollen, nuts,)  Outcomes:  *allergic reactions - hay fever, asthma, rashes, swelling*  *at worst: severe reactions – anaphylactic shock* | | all | | * Leaders’ check-in with accompanying adults at the start of the session. * Children/adults with severe allergies to be identified by accompanying adults on arrival. * Accompanying adults to bring children personal medication with them eg inhalers, epipens * Mobile phones to be carried. * Care to be taken when eating eg snack brought by attendees. * Wash hands before eating and keep out of mouth in between. (As far as is realistic) * In case of severe nut allergy avoid all contact with peanuts in bird feeders. * GWT team will not have peanut butter/peanut related food onsite. * NB the site is used by members of the public | | | | unlikely X harmful =slight  (eg hayfever)  Unlikely x very harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Dogs:**  Dog poo  *Outcome: risk of toxocariasis*  Dogs – on or off lead  *Outcome: scared by dog, at worst dog bite* | | all | | * Families warned to be aware of dog poo. * If spotted, please warn group members nearby. Many of our reserves are open to the public and popular with dog walkers. * Accompanying adults are responsible for their children around dogs onsite. * Group leader to be vigilant if a dog enters the group area. * In a public space on the reserves, for a short period of time, areas can be coned off to help dog walkers see where to avoid/where activities are taking place. * Check area before session for dog mess, remove * Display a sign if appropriate | | | | Unlikely x very harmful = Moderate  Managed to be Slight | | GWT leaders  Accompanying adults  Dog walkers |
| **Weather:**  Over-exposure to sun/heat  Over-exposure to cold/wet  Lightning Strike  Very windy weather | | all | | * Weather will be monitored in the morning of the event. If extreme weather predicted event may be cancelled. * Adapt programme accordingly. * Accompanying adults’ have a responsibility to dress their chn and themselves appropriately according to the weather * Encourage everyone to wear hats (especially with neck protection) and sunscreen, drink plenty of water, seek shade during hottest part of day. Protect skin with light clothing. * Encourage everyone to wear warm and waterproof clothing. Including hat. Provide shelter if required. * Seek shelter indoors in the event of nearby thunder or lightning (especially under trees) * If very high winds, do not enter woods. Check route every time, before a Tots session. | | | | Unlikely X harmful =  slight  Unlikely x very harmful = moderate | | GWT leaders  Accompanying adults |
| **Vehicles**  Car park, roads in and around the reserve  *Outcome: injuries sustained from impact with a vehicle* | | all | | * Children to be always supervised by their accompanying adults. * Accompanying adults’ responsibility to be aware   of possibility of vehicles on site – be alert - especially around cars and in areas where reserve vehicles are in operation   * Ensure extra vigilance and control in these areas * Move to a safer area as soon as practical. * Coaches to park in designated area * Children will be always supervised by their accompanying adults near farm machinery and through working areas. * They will be instructed not to touch or climb on any equipment. * As far as possible, activities will take place away from roadways | | | | Unlikely x very harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Nature reserve operations**  **Authorised vehicles on reserve** (eg staff and volunteers, disabled trail users – ‘tramper’ vehicles)  **Farm operations** (\*at Greystones Farm)  Technical equipment, machinery, vehicles, tools  *Outcome: injuries sustained from impact with a vehicle* | | all | |
| **Grazing animals**  *Outcome: injuries sustained from impact with livestock* | | all | | * Grazing animals may be present at certain times of the year on some reserves. (\*At Crickley Hill/At Greystones Farm) * Children and their accompanying adults will be kept together as a group and walked quietly through a field if the GWT leader feels it is safe to do so. * Children will not be taken through fields of young cows or bulls. * They will be asked to walk quickly and quietly, but not run. * They will be told not feed any livestock/touch any animals. * There may be areas we cannot access due to the workings of the farm at that time. If cattle are being moved the famer will inform the Tots Leaders and attendees. We will ensure that we in a safe place before cattle are moved (\*at Greystones Farm) | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Fire on site**  (around site during dry weather, in buildings on reserve)  *Outcomes: smoke inhalation, burns* | | all | | * Fire assembly point highlighted on reserves through signage. | | | | Unlikely x Very Harmful  = Moderate  Managed to be slight | | GWT leaders  Accompanying adults  Other GWT staff onsite |
| **Consumption of food/drink**  *Outcomes: allergies, choking, burns from hot drinks* | | all | | * Attending families provide their own snacks, drinks, and lunch * Accompanying adults supervise their own child/ren during their snack times – so a choking risk is minimised * GWT does not typically provide food for the group * Accompanying adults may purchase food/drinks from the café. * All adults and children to be given opportunity and encouraged to wash their hands before handling/consuming any food or drink. | | | | Unlikely x very Harmful  = moderate  Managed to be slight | | Accompanying adults |
| **Members of the general public**  *Outcome: altercation with visitor, stranger-danger* | | all | | * Many of our reserves are open to the public but the risk is no greater than any other public space. * Children should be always supervised by their accompanying adults. They will remain responsible for their children due to their age. | | | | Unlikely x very harmful = Moderate  Managed to be Slight | | GWT leaders  Accompanying adults |
| **Children wandering off**  *Outcome: Lost child* | | children | | * Children should be always supervised by their accompanying adults. * All leaders will support the supervision of the Tots. * When walking around site have one adult in front, one in middle and one at back of group. * If a child is lost two adults will remain with the rest of the group, one will return to the Emergency Services Meeting point and the others will search for the child. * As per the GWT safeguarding procedures if a child is lost for 15 the emergency services will be alerted. | | | | Unlikely x very harmful = moderate  Managed to be slight | | GWT leaders  Accompanying adults |
| **Gates, fences and doors**  *Outcome: trapped fingers, cuts and bruises* | | Staff, Volunteers, Participants | | * Use gates sensibly to avoid trapping fingers * Be aware of barbed wire – accompanying adults to watch where little fingers are exploring. | | | | Unlikely x harmful = slight | | GWT leaders  Accompanying adults |
| **Generic Craft Activities at Tots** | | | | | | | | | | |
| **Using scissors and other sharp objects**  *Outcomes:cuts, pokes,* | | children | | * Adult supervision always. Leaders to be advising on use. If child too young, adults to use scissors. * Blunt ended scissors/children’s scissors to be provided * Adult scissors /punches to be kept away from children * Sellotape dispenser/stapler to be supervised. * Sharp items to be kept in one station with clear protection, ie craft box or manned by volunteer. | | | | unlikely X harmful = slight | | GWT leaders  Accompanying adults |
| **Ingestion of non-edible materials** – clay, glue, paints  *Outcome: Poisoning from ingestion/allergic reaction to toxins* | | children | | * Non-toxic materials to be used – eg pva, glue sticks, school clay * Use age-appropriate materials * Adult/parent/guardian supervision – especially of babies and very small children. | | | | unlikely X harmful = slight | | GWT leaders  Accompanying adults |
| **Allergies: Homemade sensory play materials**, e.g. playdough, slime  *Outcomes: allergic reactions from ingestion of/contact with allergens* | | all | | * Ingredients commonly causing severe allergic reactions not used eg peanuts * Allergy advice: parents/carers advised on arrival of what sensory play materials are being used that day. * All packaging retained until the end of the session for reference. * Potential allergens eg flour (wheat), cornflour, food colourings, chia seeds, herbs, spices etc * Parents to supervise children to stop them eating eg dough | | | | unlikely X harmful = slight | | GWT leaders  Accompanying adults |
| **Using small objects** eg conkers, seeds, crayons    *Outcome: Choking on object eg conker, pen lid, button, bead, bits of paper* | | children | | * Adult/parent/guardian supervision – especially of babies and very small children * Adult supervision - advise to wash hands after activity and not to put anything in mouth during activity. * Nothing over and above the ordinary risks of a natural space. Participants will be warned of common risks. | | | | unlikely X harmful = slight | | GWT leaders  Accompanying adults |
| **Parachute games**  *Outcome: Eye/head injuries from objects rolled on chute* | | children | | * Instruct children and adults to use the parachute very gently and keep at a low height. | | | | unlikely X harmful = slight | | GWT leaders  Accompanying adults |
| **Photographs**  *Outcome: safeguarding issues* | | All | | * When doing health and safety briefing at start, remind adults to only take photos of their own children | | | | Unlikely X harmful = slight | | GWT leaders  Accompanying adults |

|  |
| --- |
| **PPE required** |
| As appropriate: gloves, sturdy footwear, |
| **Other info** |
| A personal first aid kit must also be carried and there should also be reasonable access to a more comprehensive kit.  Hand sanitiser |

*For further information:*

Contact: [learning@gloucestershirewildlifetrust.co.uk](mailto:learning@gloucestershirewildlifetrust.co.uk)