

BEDFORD BOROUGH COUNCIL – COMMERCIAL SERVICES DEPARTMENT

RISK ASSESSMENT RECORD – GENERAL RISKS

GENERAL RISKS

DIVISION / SECTION: Grounds maintenance/Priory Country Park.

JOB / WORK ACTIVITY BEING ASSESSED: Pond Dipping sessions/Waterlife Surveys

REF. NUMBER:

DETAILED DESCRIPTION OF WORK: Pond dipping/Waterlife Surveys by Ranger-led volunteers
RATING:

OVERALL RISK

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED & HOW?	CONTROL MEASURES		RISK RATING (L X S)	ACTIONS REQUIRED			
		WHAT IS IN PLACE TO CONTROL THE RISKS AND PROTECT STAFF?	WHAT FURTHER ACTION IS NEEDED TO MINIMISE THE RISKS?		PRIORITY	BY WHOM?	BY WHEN?	DONE? DATE
Biological Agents (bacteria, blue-green algae, leptospirosis)	Staff, Children, Volunteers (Infection)	<ul style="list-style-type: none"> Disposable gloves handed out to all participants with open wounds on their hands and instructed to wear at all times Participants told to wash their hands after the session and especially before eating and drinking Participants asked not to put their hands in their mouths or rub their eyes until they have washed their hands. Staff are first aid trained and a first aid kit is available at all times The water is checked visually for any blue-green algae before each session. 	None at present	8 (2*4) Tolerable				

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Biological Agents (nettles, thistles)		<ul style="list-style-type: none"> • Staff are first aid trained and a first aid kit is available at all times • The pond dipping area is checked beforehand and any vegetation strimmed as necessary. 		5 (5*1) LOW				
Manual Handling of loads (lifting, carrying, using dipping nets)	Staff, Children, Volunteers (muscular strain / injury)	<ul style="list-style-type: none"> • Staff are trained in correct lifting techniques • Participants are given nets that are the correct size for them to use • Adults only to lift buckets of clean water from the lake and to empty filled trays 	None at present	4 (2*2) LOW				
Deep Water	Staff, Children, Volunteers (drowning)	<ul style="list-style-type: none"> • A throw-line is available for use. • Participants are instructed not to lean over the edge of the pond dipping platform. • No children are allowed on the platform without an adult present. 	None at present	10 (2*5) Medium				
Animals, including insects	Staff, Children, Volunteers (Bites)	<ul style="list-style-type: none"> • Staff are first aid trained and a first aid kit is available at all times • Employees are advised to wear insect repellent when 	None at present	4 (2*2) LOW				

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		<p>necessary.</p> <ul style="list-style-type: none"> • Staff carry mobile phones at all times in case of an emergency 						
Weather	Staff, Children, Volunteers	<ul style="list-style-type: none"> • Session will not go ahead in severe weather conditions • Participants checked for appropriated clothing/ footwear beforehand. 	None at present	6 (2*3) LOW				
Poor ground conditions (Slips, Trips, and Falls)	Staff, Children, Volunteers (Injury)	<ul style="list-style-type: none"> • The pond dipping area is checked beforehand and any hazards removed. • Staff are first aid trained and a first aid kit is available at all times • Staff carry mobile phones at all times in case of an emergency 	None at present	8 (4*2) LOW				
Poor communication / understanding	Staff, Volunteers	<ul style="list-style-type: none"> • Clear safety instructions are given and repeated as necessary. 	None at present	12 (4*3) Medium				

Assessment / Review completion date	Name of Assessor / Reviewer	Signature of Assessor / Reviewer	Name of Safety Officer	Name of Service Manager	Review date
			Les Piascik		

THE SAFETY OF YOUNG PEOPLE AT WORK – GUIDANCE NOTES

HAZARD, RISK AND CONTROL MEASURES

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- **HAZARD** - some aspect of the work that can cause harm to persons, either doing the work or who may be affected by it.
- **RISK** - the likelihood that the hazard will actually cause harm / injure somebody.
- **CONTROL MEASURES** - the actions / steps that are being taken to minimise the likelihood of harm occurring (the risk)

LIKELIHOOD and SEVERITY OF HARM (taking account of existing control measures)

Likelihood	1	Highly unlikely/Negligible - not expected to happen within 10 years; no record of occurrence
	2	Rare – likely to occur every 10 years, but could be more often in exceptional circumstances
	3	Unlikely – likely to occur every 5 years, although additional factors could precipitate more frequent occurrence.
	4	Likely - likely to occur at regular & frequent intervals (once a year) if additional controls are not implemented
	5	Very likely - virtually certain to occur more than once a year, if additional control measures are not taken
Severity	1	Nil – none or insignificant harm
	2	Slight - causing minor injury or disease < 3 days off work
	3	Harmful causing injury or disease > 3 days off work
	4	Very harmful - causing major injury or disease as defined by RIDDOR
	5	Extremely harmful - causing death

RISK RATING

This is a calculation used for estimating the risk associated with a particular hazard, taking into account any controls that are in place, and is helpful in determining the priorities for any remedial actions that may be required.

RISK RATING = L x S, where L = LIKELIHOOD (of harm occurring) and S = SEVERITY (of the consequent harm)

RISK RATING	LEVEL OF RISK	ACTION PRIORITY
20 – 25	Very High / Intolerable	A : Immediate implementation of control measures. STOP the work / task until implemented.
15 – 19	High / Substantial	B : Urgent action required to reduce risks. Control measures must be implemented within 1 month. Sufficient resources should be allocated to enable this to happen.
10 – 14	Medium / Moderate	C : Action is required to reduce the risks. Control measures must be implemented within 3 months and closely monitored to confirm effectiveness.
5 – 9	Low / Tolerable	D : Additional controls may be required and monitored to ensure their adequacy.
1 - 4	Very low / Tolerable	E : No action required, other than to record and monitor