


<b>PROJECT NAME</b> - Generic Risk Assessment for engaging members of the public through all face to face engagement & learning activities. This risk assessment covers activity for all ages	<b>DATE</b>	LAST REVIEW 23.3.2022 – Cathy Slater  <b>DRAFT</b> <b>Project Number (if applicable)</b>
<b>ACTIVITY ASSESSED:</b> All activity with schools, colleges, FE/HE establishments, trainees, home educated groups, uniformed groups, families, Wild at Heart/green social prescribing activities, community based activity, wild play, other public events		
<b>LOCATION:</b> Any wildlife trust approved location which includes: one of Sheffield and Rotherham Wildlife Trust Reserves; School grounds; Woodland Discovery Centre, Ecclesall woods; EON Education centre at Blackburn meadows Biomass Plant; Our Cow Molly, Stoneface creative, Whiteley Woods Outdoor Activity Centre; other sites owned by Sheffield city Council or Rotherham Borough Council that have given approval for use.		
<b>ASSESSED BY:</b> Linda Baldwin <b>Reviewed and consulted:</b> Community Engagement and Learning Team; Keith Tomkin – H&S; Clare Rushen-H&S  <b>APPROVED BY: Cathy Slater</b>	<b>SIGNATURE:</b> 	
<b>METHOD STATEMENT:</b>  Sheffield and Rotherham Wildlife Trust deliver a wide range of formal or informal activity to engage members of the public. We have a duty of care to ensure all activities are safe and appropriate for the audience.  This risk assessment covers a wide range of risks that you may encounter but is not exclusive and must be used in conjunction with any site specific risk assessments or procedures.  A risk assessment will be carried out for each activity/session delivered with reference to this and any other generic risk assessments ie site specific and include any activity or identified risks not included in this risk assessment.  This risk assessment will be reviewed and updated annually or sooner should circumstances dictate.		

Please note: situations change daily so a dynamic risk assessment must be carried out on the day for each session or activity performed.

All staff and volunteers leading or assisting on the session must have sight of the risk assessment to ensure they are clear on any potential hazards and actions that need to be taken.

Covid-19 still poses a potential risk to vulnerable or unvaccinated people and should still be considered with actions put in place to limit the risk.

PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

**Calculate Reduced Risk Rating using this chart – is it now Low / medium / High / Very High?**

1	2	3	4	6	8	9	12	16	
LOW				MEDIUM		HIGH		VERY HIGH	

**Obtain authorisation if needed**

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / H&S Officer			
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

	INITIAL RISK RATING				REDUCED RISK RATING		
1	2	3	4	5	6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	Probability P	Severity S	Risk R
<b>Welfare</b>							
Injury/harm caused through adverse weather conditions ie high winds, rain, snow, ice, sun	2	4	8	Activity to cease in case of lightning storm, high winds or ice. Leader to monitor the weather throughout and respond to changing weather conditions SRWT staff to carry out a site check of the area being used to check for hanging branches or other wind blown hazards before session and re-route or cancel activity if necessary.	1	4	4
Discomfort or illness caused by exposure to extreme weather conditions (sun stroke, hypothermia, dehydration)	2	3	6	Activities should stop, or individuals removed should they become too cold/wet/hot. SRWT to ensure school, group leader or individuals are aware prior to the session that activities will be taking part outdoors most of the time and to ensure all attendees are equipped with clothing appropriate to the weather and being outside for long periods eg hat, gloves, waterproof coat, sunhat, sun screen. SRWT staff to monitor the wellbeing of the group attendees and respond accordingly.  In hot weather conditions SRWT staff remind school, group leaders or individuals before session to have water to keep themselves hydrated.	1	3	3
Risk of over exertion due to participants not being prepared or used to outdoor activity over a long period of time.	2	3	6	Staff members make it clear to teachers & group leaders before booking what is expected during the session to ensure they come prepared & are aware of any physical/challenge or constraints that may make it difficult for them to take part. Allow regular breaks if activities are over a long period of time	1	3	3
<b>Taking part in activities</b>							

Injury from tools and equipment during a session e.g. scissors, mirrors, blindfolds, secateurs, potato peelers, magnets, hammers, tools etc	3	3	9	<p>SRWT staff to demonstrate safe use of equipment and to ensure there is a safe working distance. Equipment to be checked on a regular basis for wear and tear and replaced when necessary.</p> <p>Any sharp or dangerous objects to be handled by adults and stored out of reach of children.</p> <p>Staff to follow the safe supervision ratios and age use guidance as outlined in the safeguarding handbook.</p> <p>SRWT staff to ensure all tools are stored safely when not being used and in between sessions. SRWT staff to ensure there is a clear system in place for counting in and out any tools used during a session and at the end.</p> <p>SRWT staff to ensure individuals are instructed not to swing or throw any items created during a session such as mallets.</p>	2	3	6
Injury during activities such as den building, or using willow or similar for creating lanterns etc (bruises, poked eyes, trapped fingers, falling branches)	3	2	6	<p>Participants to be given instructions on safe construction of dens:</p> <p>Don't construct dens with someone inside</p> <p>Demonstrate how to avoid hitting other people</p> <p>Don't climb on the Den</p> <p>Wobble test to be done by SRWT staff before anyone gets inside.</p> <p>Den to be sited appropriately, clear of obstacles and sensitive habitats</p> <p>SRWT staff to ensure there is a clear working distance when using willow or other long branches to avoid eye or other injury to other people.</p>	2	2	4
Burns and smoke inhalation caused through proximity to fire and use of fire strikers.	3	4	12	SRWT staff to supervise fire at all times (with the help of the school or group leader as appropriate). SRWT staff to ensure fire is fit for purpose and not too big. SRWT staff monitor fire to ensure it doesn't get out of control. Water or	1	4	4

				<p>fire blanket to be available to extinguish the fire quickly &amp; safely if needed.</p> <p>SRWT staff to instruct on safe behaviour around fire/s including moving around.</p> <p>SRWT staff to ensure the area is kept clear of trip hazards. Staff to monitor weather and prepare to extinguish or move participants should strong winds blow sparks around.</p> <p>SRWT staff to demonstrate safe use including correct stance. Loose clothing/hair to be moved; always strike away from the body; strike only at cotton wool.</p> <p>Demonstrate how to hold cotton wool down with a stick if windy.</p> <p>Ensure area is free from obstacles/roots/overhanging branches/dry leaves</p> <p>Clearly mark 'fire' areas with sticks, away from the main thoroughfare.</p> <p>Water and burns kit to be kept close to hand</p>			
Burns or illness caused by hot food (marshmallows) cooked on fire	2	3	6	<p>Safety talk given to the group to explain marshmallows will be hot &amp; not to put straight to mouth or touch with hand. Younger children to be supervised closely when cooking &amp; eating marshmallows. transfer from stick onto biscuit if appropriate.</p>	1	3	3
Injury caused by being hit by flying objects or objects being dropped or thrown (stones during tool making, from slings, bows and arrows, spears)	3	4	12	<p>SRWT staff to make the rules very clear before starting. Everyone behind the line and throwing forwards. Command is given by the leader for projectiles to be thrown <b>only</b> when the site is clear &amp; observant of overshoot areas front &amp; back plus side shoot areas. For diagram reference please refer to <a href="#">Archery GB guidelines - page 77</a></p> <p>Leader to ensure instructions are followed correctly or activity will cease/the child will be removed.</p>	1	4	4

				Do not throw in the direction of public areas, people or buildings. SRWT staff to carry out a dynamic risk assessment for this activity to decide if the space is safe to do it.			
Illness caused through poor food preparation/incorrect storage	3	3	9	SRWT staff to wash or sanitise hands (if handwashing facilities not available) prior to handing out/distributing food or refreshments. SRWT staff to ensure any food is stored safely until use in line with food hygiene requirements. All food to be kept in original packaging so that allergens can be seen (Natasha's law). When using marshmallows for fire activities these should be stored in original packets & handwashing/food hygiene requirements followed before handling When using outside caterers check to ensure food hygiene ratings or they are following appropriate preparation and storage requirements. Staff preparing food at home must follow food hygiene requirements.	1	3	3
Injury caused whilst using an indoor venue for activities/training/meetings	2	3	6	Staff members leading the session to be aware of venue requirements including fire evacuation plan/site risk assessment. Manual handling techniques to be followed when moving equipment and furniture around. Avoid leaving boxes or equipment in areas that can cause a trip hazard.	1	3	3
Harm/injury whilst lone working	3	4	12	Staff and volunteers to follow lone working procedures (please refer to the Health & Safety Handbook for more information) when collecting/returning equipment to fairport/VH if out of hours and/or arriving/leaving site or other venues	1	4	4
<b>Environment/location</b>							
Injury caused by slips, trips and falls	3	3	9	Safety talk given at the start of the session with advice on safely moving around the area, warning to be aware of any	2	3	6

				uneven ground or any unexpected obstacles in the area they are using. Avoid using areas of severe slippery ground & wherever possible advise participants to wear appropriate footwear.			
Injury caused by low branches and thorny trees	3	2	6	Attendees to be given advice on safely moving around the woodland and warned not to 'whip' branches and be aware of any low branches and spiky trees. Point out & show what the dangers are which would also depend on the height of each person. Safety check done before the session by staff to ensure access is relatively easy.	2	2	4
Allergic reaction to insect bites or plants	2	4	8	Verbal warning as to sensible behaviour around bees/wasps etc SRWT leader to carry mobile phone in case of adverse reaction. Staff to check if phones are available in centres being used. SRWT staff to check the booking forms prior to the session to be aware of specific allergies and ensure activities or location are suitable. Talk to the individual, school teacher or group leader to find out more information & adapt activity if needed for group or for individual.	1	4	4
Poisoning from plants/berries/fungi	2	4	8	Safety talk given at the start of the session with demonstrating safe areas to pick. Children advised not to put anything in their mouths and supervised when doing activities that involve foraging. Staff to ensure all participants are aware of what is safe to eat and what isn't. Everyone is instructed to wash hands thoroughly before eating. Avoid areas of known harmful plants, e.g. Giant Hogweed present at Centenary Riverside ( <i>Heracleum mantegazzianum</i> ) which contains toxic sap that can cause severe burns.	1	4	4

Infection from soil or touching dog faeces	2	3	6	<p>Participants are advised to wash hands prior to eating. Participants advised not to touch face or put hands in mouth during activity.</p> <p>Participants are advised to look before putting their hand to the ground and watch where they are walking. Ensure wet wipes are available if no hand washing facilities</p>	1	3	3
Cuts/infection from hazardous litter (glass, rubbish, metal , food waste)	2	3	6	<p>Route to be used checked on the day of visit prior to the session. Visible hazardous litter removed. Needles if found to be safely removed &amp; put in a sharps box using a sharps kit.</p> <p>Attendees advised to look for litter before putting hands to the ground. Adults to supervise younger children. Wet wipes to be available if needed</p>	1	3	3
Injury caused through trampling/kicking from animals ie horses/cattle etc	2	3	6	<p>SRWT staff to be aware of areas that cattle/horses are likely to be and not to use areas if not appropriate – check Nature reserves schedule if cattle are likely to be on site. If Horses present on paths being used, the group instructed to move to one side and stand still to allow horses to pass safely.</p>	1	3	3
Injury caused through uncontrolled dogs	2	3	6	<p>Staff to be aware of the appearance of dogs and act accordingly. Children advised to drop sticks, stand still -. SRWT staff to advise attendees not to approach or touch dogs</p>	1	3	3
Harm caused by disruptive/dangerous individuals	2	3	6	<p>Booking system to make clear responsibility for behaviour management - eg for schools this will usually sit with teachers and for family events parents. Activity leader to ensure appropriate supervision and adult to child ratio is maintained (Please refer to Safer Activities section in Safeguarding handbook p 15)</p> <p>For organised activities - a group booking form or school booking form must be completed prior to activities going ahead which will enable staff to identify if any additional measures need to be put in place. Leader to agree/advise</p>	1	3	3



			<p>on ground rules/appropriate behaviours with participants prior to beginning activities.</p> <p>When working with a pre organised group that has challenging behaviour. Positive handling techniques may be used as a last resort by trained staff only &amp; in agreement with the group leader prior to the sessions.</p> <p>SRWT staff to be observant of individuals that could pose a threat &amp; ensure activities planned are appropriate.</p> <p>If the situation is threatening or uncomfortable be prepared to cancel the activity and leave.</p> <p>Staff members call the office for support if needed or call the police if the situation escalates.</p> <p>If working in an area/or on site where there are known to be disruptive/dangerous members of the public Staff leading activities to check that the location is appropriate &amp; ensure activities can be delivered safely. Activities may need to be moved to a different location</p>				
Injury caused by vehicles and traffic	2	4	8	<p>Safety advice given to participants if in an area where vehicles are present (in particular when getting on and off coaches to make them aware).</p> <p>Staff member to make school or group leader aware if there is likely to be traffic to enable them to supervise the children or young people</p> <p>SRWT to be vigilant when parking on site or in school grounds to be aware of other users.</p> <p>If crossing roads or areas where there is moving traffic, children &amp; vulnerable adults should be supervised. If appropriate, children to cross driveways together in a line. For roads. The group should use an approved</p>	1	4	4

				crossing point if available. If not, the group must wait until the road is free from traffic before crossing.			
Damage to the environment including harm to minibeasts	2	3	6	<p>SRWT staff to give a briefing at the start of the session to explain to participants to avoid unnecessary damage to the environment by limiting what they collect or pick. Site to be left as it is found .</p> <p>Follow specific site risk assessments to avoid sensitive areas.</p> <p>If using council owned land check with the relevant department what is allowed and not allowed ie picking wildflowers other natural materials walking round site Instructions and demonstration of mini beast hunting to be given by SRWT staff.</p> <p>Staff to advise participants to be gentle with creatures, use brushes or gentle fingers to get into the pot No more than one creature in the pot at once. Release creatures to a safe place as soon as possible. Avoid keeping in pot for long periods or leaving pots in direct sunlight</p>	1	3	3
<b>Water</b>							
Drowning or injury caused by falling in water	3	4	12	<p>Pond dipping – SRWT staff to demonstrate safe pond dipping. SRWT (and school staff/group leaders as appropriate) to supervise the area at all times. Trays to be positioned away from the route to the pond. Those not dipping must follow SRWT leader instructions of where to stand For sites with deep water - Generally locations in proximity to deep water are to be avoided for engagement &amp; learning activities.</p>	1	4	4

				<p>If using a site with deep water, staff must follow the risk assessment for the specific site or discuss with staff familiar with site safe &amp; appropriate areas to use. Throw lines to be used by staff trained to safely use them. SRWT staff to allocate a warm area if someone falls in. If working with schools ensure the teacher is aware of the procedure.</p> <p>For sites with a shallow stream if needed to cross during sessions. SRWT leaders will give clear instructions on the safest place to cross.</p>			
Illness caused by infection, including weil's disease	2	4	8	<p>Follow basic hygiene rules. SRWT staff to advise participants to keep hands away from face and no food/drink allowed at the pond.</p> <p>Do not allow pond water to enter open wounds. Cuts to be covered with waterproof plasters or plastic gloves to avoid contact with pond water. (Check if any allergic reactions before applying)</p> <p>If water enters wounds, clean and treat with antiseptic wipes.</p> <p>Advise participants or group/school leader that should they become ill to tell medical professionals that they have had contact with pond water. Symptoms include: high temperature, headaches, nausea, muscle pain, irritation around eyes. These usually present 7-10 days after contact with bacteria.</p>	1	4	4
Illness caused through tick bites that could lead to Lyme's disease	2	3	6	<p>Leading activities in locations that are prone to ticks - staff to be aware of the symptoms of Lymes disease &amp; advise group or group leader to be aware of the 'bulls eye' red circle that is familiar with tick bites.</p> <p>Staff to have tick bite kits in the first aid kits &amp; first aid trained staff to remove ticks if appropriate. Anyone that has</p>	1	3	6

				been bitten by a tick that has flu-like symptoms in the following 48 hours to be advised to let their GP know that they may have been bitten by a tick.			
Spread of invasive species/disease to waterways caused by pond dipping equipment being used at different sites.	4	4	16	At sites known to have <i>Crassula</i> (Centenary Riverside pond) specific pond nets should be used, identified by red tape attached to the handle. These nets should not be used elsewhere.  Pond dipping equipment should be 'check-clean-dry' every use, in accordance with NNSS training. Refer to 'Biosecurity' risk assessment.	1	4	4
<b>COVID 19</b>							
Contracting covid 19 whilst taking part in organised activities	3	4	12	Refer to up to date government guidance for advice on mitigation for Covid 19 <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a> <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</a>  In particular: Complete a CV19 risk assessment (this is it)  Ensure adequate ventilation Staff to devise/deliver activities to minimise time spent in crowded indoor settings. When using indoor venues staff to ensure there is good ventilation. When working in crowded indoor settings with people they do not normally meet, (e.g in a school) staff may wish to use a face covering (this is each individual's decision & not a requirement of the Trust)  Increased cleaning & handwashing All equipment and resources to be cleaned down before and after use and if appropriate during the session, or quarantined if time allows between sessions. Provide additional resources/equipment if needed	1	4	4

			<p>Encourage participants to wash hands or use hand sanitizer (to be provided)</p> <p>People who have symptoms or test positive for CV19 should not participate and stay at home.  Staff with symptoms or a positive test result advised to stay at home and avoid contact with other people. To find alternative leader or reschedule activity.  Schools/groups/individuals to be advised not to attend if they are showing any symptoms relating to covid 19 infection or have a positive test result. SRWT staff to make this clear on any communication with the school/group or individual.</p> <p>Communicate and train  Tell participants about these measures in advance as part of booking process and as as part of a safety talk at the beginning of the activity</p> <p>No maximum group number/size in relation to the CV19 is in place</p> <p>During first aid  For minor injuries self-administer first aid using first aid kit. In an emergency, first aid to be applied (casualty and first aider to wear a face covering) but if delivering CPR it is recommended not to administer rescue breaths. They could consider supervising/instructing someone in the same household/bubble to administer breaths where appropriate. If mouth-to-mouth is performed on someone with CV19 follow the guidance here:  <a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></p>			
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<b>Safeguarding</b>								
Harm caused to children, young people or vulnerable adults by inappropriate behaviour by staff, volunteers or through use of social media	3	3	9	Staff to follow procedures set out in the safeguarding handbook & risk assessment template to safeguard children, young people, vulnerable adults at risk or with a care or support need.	2	3	6	

<b>Emergency out of hours Contact</b>	<b>Number</b>	<b>Have they been informed of event?</b>
<b>For weekends &amp; bank holidays</b>	please refer to the out of hours emergency contacts list on the google calendar for up to date information	
<b>For evenings after 5.30 pm</b>	please contact your Head of department -  Head of Engagement and Development - Cathy Slater/Amy Simcox Head of Conservation and Land Management - Roy Mosley Head of Finance and Support Services - Peter Bradbury Chief Executive - Liz Ballard	

### Additional notes

<b>Contact Name</b>	<b>Position/ Location</b>	<b>Number</b>
Line Manager		
Cathy Slater/Amy Simcox	Head of Engagement and Development	0114 2634335
Sheffield Wildlife Trust	Main Office	0114 263 4335
Gas - Transco	Gas leaks and breaks	0800 111999
Water - Yorkshire Water	Water leaks (mains)	0843 1242424

Electricity - Yorkshire Electricity	Power cuts and emergencies	0800 375675
<b>Emergency numbers in the event of a Safeguarding concern</b>		
<b>Sheffield</b>		
Children & Young People - Sheffield Safeguarding hub	At any time. You will be put through to a social worker to discuss concerns	01142734855
Adults		0114 2734908
<b>Rotherham</b>		
Children & Young People - Multi agency Safeguarding hub (MASH)		01709 336080
Adult Safeguarding Team (RMBC)		01709 822330
<b>Other useful numbers</b>		
Sheffield Young Children's Service		0114 2817305
NSPCC Child Protection	Helpline	0808 800 5000
South Yorkshire Police		0114 220 2020
Social Services	Children Services	0114 273 4855

<b>Location/access</b>
Add your location and if necessary grid reference/access points

<b>Emergency services contacts</b>
Add your nearest hospital, eye clinic, walk in centre details