

INKBERROW MILLENNIUM GREEN TRUST

Health & Safety

Risk Assessment Form

<u>Identify Hazard</u>	<u>Who might be harmed</u>	<u>List any controls</u>	<u>Additional controls</u>
Falling in the Moat	Children and adults	Boardwalk has been constructed with handrails on moat side.	Fitment of netting to lower section of rails. Not proceeded with as small children will be accompanied by an adult.
Slipping on the boardwalk.	Adults, particularly the elderly and children.	Boardwalk renewed Oct 2017. New netting fixed to the boardwalk.	Regular inspection of the netting to ensure it is securely fixed and has not worn.
Falling in the ponds.	Mainly children.	It is felt essential that the ponds are not fenced off. Children should be under parental control.	In parts of Pond 2 where banks are steep and pond deep, allow low vegetation barrier to grow, to make it difficult to get up to the edge of the pond
Poor visibility when leaving the Millennium Green and joining the lane	Drivers of vehicles, and people on foot.	Undergrowth to be cut back on both sides as necessary. Ensure nothing is installed which may worsen visibility.	
Poor control of dogs by visitors to the Green	Visitors to the Green and Sheep when in Field 2.	Notices at Green to require dogs to be kept under control and on a lead in Field 2. Trustees raise issue with members of the public when on site.	Increased security of fencing in Field 2 following Sep 2017 attack
Dog faeces	Visitors to the Green.	Notices at Green and entry in "What's On" make it clear that visitors must pick up their dog's poo.	Maintenance party to clear up where essential. Notices to be varied to keep public attention
Injury to people or damage to clothing from brambles.	Anyone visiting the Millennium Green.	Ensure designated paths are checked regularly and brambles cut back.	
Spraying of herbicides and other chemicals.	People applying herbicides etc. and others in near proximity.	Ensure that only those with proper training, qualifications and who are using the correct personal protective equipment are allowed to carry out spraying.	Temporary warning signs to be used as appropriate during and after spraying.

Harm to sheep or other incidents such as animals falling in the moat or ponds.	Sheep (if grazing in the first field).	Sheep will be contained by temporary electric fencing.	Warning notices and regular checks on the fence.
Use of hand tools	Volunteers	Volunteers to be trained in the proper use of hand tools new to them	Care should be taken when working in the proximity of others and suitable working distances maintained.
Use of powered equipment for scrub clearance, felling trees, cutting timber etc.	Volunteers and paid contractors.	All volunteers must be properly trained and supervised and use proper protective gear. Contractors must prove they are qualified, have proper protective gear, use it and be adequately insured.	Regular refresher courses on the use of powered equipment and protective gear. Checks to ensure equipment is safe to use.
Children riding bicycles on the Green	Children falling off bicycles, riders and pedestrians in the event of a collision.	Notice prohibiting the riding of bicycles on the Green is erected at the entrance.	
Felling of trees	Those felling the trees and any persons in the vicinity.	Any one felling trees must be competent to do so and the area in which the tree might fall is to be cleared of people back to a safe distance.	Professional contractors to be employed, with the felling operation is to be supervised by a competent person.
Special Events	Any adults or children on the Green during the event.	The person in charge of the event must produce a "Risk Assessment" and obtain the necessary insurance cover specific to the event and to submit these to the Trustees for approval at least 10 days prior to the event.	As necessary to suit the event.
Tetanus Infection	Work party members who get bad dirty cuts.	Keep tetanus boosters up to date (every 10 years)	Take care using tools, clean and dress all cuts
Weil's Disease (Spread through rats' urine)	Work party members or anyone with cuts or other breaks in the skin who work in the stream, moat or ponds	Cover cuts etc. and wear waterproof gloves.	If anyone develops severe flu-like symptoms in next 2 weeks see doctor.

Stings from Bees & Wasps	Anyone but particularly work party members cutting back vegetation and disturbing nests etc.	Antihistamine cream should be available on site in First Aid kit for work party members.	Work party members should be alert to a number of bees and wasps in an area and watch to locate the nest then inform others. Notices to be erected informing people that there is a bee or wasp nest nearby and they should dial 999 in the event of anaphylactic shock
Nettle stings	Anyone	Keep paths clear. Antihistamine cream for work party members.	Wear gloves, trousers and long sleeve tops when clearing nettles.
Falling branches, including "sudden branch drop"	Anyone	Visual check of trees through working party process to see if any branch could pose threat. Prune/cut where required.	Consider periodic check of all trees by tree expert
General injury or potential claim from visitors for harm or compensation	Anyone	Public liability insurance and Trustee indemnity insurance held and renewed each year.	Periodic reviews of Insurance provider
School parties and other children's groups visiting the site under HLS 'Educational Access' agreement.	Children and adults with them.	A general site risk assessment for organised groups of children visiting the IMG is provided with the teachers Education pack and can be viewed on the web site. This is reviewed and updated for each visit by the IMG organiser to cover the planned activities. Particular dangers are pointed out in the introductory welcome when the children arrive on site.	Teachers/ group leaders should carry out their own risk assessment. They are responsible for the behaviour and safety of their group. They should bring their own first aid and alert the activity organiser to any particular problems relating to individual children. No dangerous maintenance work to be carried out in the same field as the children's activities.

Issue 11 12 January 2019

Issue 10 discussed at Trustees' meeting 26 March 2018