Risk Assessment – Events Form

**1) First aid assessment of casualty.**

**2) Conscious and treatable - administer first aid.**

**3) Conscious, moveable and requiring further medical care - First aid as necessary, then remove to nearest hospital.**

**4) Unconscious or unmovable - call for help of nearest person if necessary, make area safe, administer first aid, dial 999/112, give location reference of nearest access point, give access conditions/directions, follow operator instructions and continue with first aid until emergency services arrive.**

**5) If emergency is a police or fire matter - dial 999/112, maintain safety of self and individuals with appropriate action, give location details as above.**

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| ASSESSED BY | Josh Swales | DATE ASSESSED | 13/05/2025 | DATE OF EVENT | Enter date. |
| EVENT LOCATION (address + what3words) | Margrove Park, Woodhill Meadows |  |
| NAME OF PRIMARY LEADER | Steve Ashton |  |
| NEAREST A&E | REDCAR PRIMARY CARE HOSPITAL West Dyke Rd, Redcar TS10 4NW |
| FIRST AIDERS | Steve Ashton | Josh Swales | Choose an item. |  |

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| WHO IS INVOLVED IN THE EVENT? Select all that apply | TVWT STAFF |[x]  STAFF (OTHER) |[x]  TRAINEE |[ ]  ACCIDENT REPORTING SHOULD BE MADE TO THE CHIEF EXECUTIVE OFFICER / PEOPLE AND WILDLIFE MANAGER / HEALTH AND SAFETY OFFICER. ACCIDENT BOOK AND INCIDENT REPORT FORMS ARE IN THE MAIN OFFICE. |
|  | VOLUNTEER |[x]  CHILDREN |[x]  PUBLIC |[x]   |
|  | VULNERABLE ADULT |[x]  OTHER |[ ]   |

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| --- | --- |
| ACCESS POINTS IN CASE OF EMERGENCY (W3W) | Access from Margrove Road (observers.scariest.piled), access to Woodhill Meadows from Tees Valley Wildlife Trust carpark along footpath from (dare.revealing.upward) |

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| NEAREST LANDLINE (W3W) | TVWT Main office |

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| EVENT DESCRIPTION (people, tools, meeting time/place, etc.) | Risk assessment covering education workshops to schools and youth groups, delivered from Margrove Park |

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| ITEMS TO BE ADDRESSED / REQUIRING ACTION BEFORE EVENT CAN TAKE PLACE |  |

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| [WHAT3WORDS](https://what3words.com/singer.offers.laugh) |  | SIGNED |  | DATE |   |

| HAZARDS | RISK LEVEL BEFORE PRECAUTIONS | WHO IS AT RISK | TYPICAL OUTCOMES (INJURY TYPE / SEVERITY) | PRECAUTIONARY MEASURES | REMAINING RISK LEVEL |
| --- | --- | --- | --- | --- | --- |
| Uneven surfaces, including exposed tree roots, animal burrows, and ditches  | Low | Staff, volunteers, visiting staff and pupils  | Slips and falls, bumps and bruises, broken bones from falls and trips  | All participants will be told to be aware of their surroundings when outside. Trust staff will choose areas that are suitable for activities. Staff will inform visiting teachers of the need for all staff and pupils to wear sturdy footwear for the visit, prior to the day of the visit | Low |
| Cuts from picking up items, infection of cuts from items- feces, litter, other waste | Low | Everyone | Cuts, infection | The area is checked prior to a visit and any litter removed as soon as possible. First aiders and first aid kits will be present and clearly designated. Participants will be told not to touch anything that looks like litter, or to ask a member of staff if they’re unsure. All participants will wash hands before consuming food and drink and before leaving the site at the end of the visit | Low |
| Weather- high winds | Low | Staff, volunteers, visiting staff and pupils  | Injury from being blown over, injury from falling tree debris | Inspections of the woodland are conducted regularly, and any dangerous trees are recorded with branches or trees removed where possible. If high winds a forecast for the day of a visit, then the session will be altered where possible to avoid being under trees for any length of time. If a wind weather warning is issued, the trip maybe postponed or cancelled | Low |
| Weather- high rain fall | Low | Staff, volunteers, visiting staff and pupils  | Injury from falling or slipping on wet groundLow- hypothermia from inappropriate or unsuitable clothing  | Staff will inform visiting teachers of the need for all staff and pupils to wear sturdy clothing for the visit, prior to the day of the visit. On days of heavy rain forecast, Trust staff will alter the delivery of the session to ensure that participants are not getting cold. If a weather warning for rain is issued, the trip maybe postponed or cancelled | Low |
| Weather- sun and high temperatures | Low | Staff, volunteers, visiting staff and pupils  | Sunstroke, heat exhaustion, dehydration, sunburn  | Trust staff will choose areas that are suitable for activities that provide a level of shade. Staff will inform visiting teachers of the need for all staff and pupils to wear sun hats and appropriate clothing for the visit, prior to the day of the visit, and to bring refillable water bottles. Opportunities will be provided at lunchtime to refill water bottles.  | Low |
| Weather- cold temperatures | Low | Staff, volunteers, visiting staff and pupils | Hypothermia, slips and falls on icy surfaces | School staff will be informed prior to the visit to remind all participants to wear appropriate clothing and footwear for the weather forecast for the day. Trust staff will inspect the site on the morning of the visit for any issues of frozen ground or ice patches and alter walking routes as needed. If a weather warning is issued for cold/ice, Trust staff will consult Trust management on the safety of planned visits. | Low |
| Grassland fires, woodland fires | Medium | Staff, volunteers, visiting staff and pupils, residents  | burns, smoke inhalation, panic and emotional distress | In periods of dry hot weather, any activities that involve the lighting of fires will be kept to a minimum or postponed all together. Any fire lighting activities will be assessed on a case-by-case basis. A good supply of water will be taken to the activity location prior to lighting fires. In cases where a nearby grass/woodland fire threatens the site, the fire brigade should be called and any visits postponed. If a fire occurs during a school visit and there is potential of the site being at risk, the group should leave the woodland immediately and return to the building. The fire brigade should then be notified and the school staff to notify the coach company for the group to be collected. In extreme cases, the group should be walked along the pavement towards The Charltons village to await collection. | Low |
| Safeguarding concern  | Low | Staff, volunteers, visiting staff and pupils | Emotional distress, risk of further suffering to a child | All Trust staff hold a current Enhanced DBS certificate and will have completed any relevant Safeguarding training. If any Trust staff or volunteers have concerns about a child’s wellbeing, they are to inform a member of school staff of their concerns before making a report through the Trusts reporting procedure. | Low |
| Members of the public- interference, abduction, attack | Low | Staff, volunteers, visiting staff and pupils | Disruption to sessions, physical/verbal assault and related injuries, emotional distress, abduction of a child | Interference - Trust and school staff will always accompany the group, being aware of members of the public that may interfere with the group. Staff will direct them to leave if Staff feel the group is at risk. In extreme cases, the group will be removed from the area to the building and if needed, the police will be called.Attack- in the instance of any physical assault on any member of the group, including staff, the session will be stopped immediately, and the group removed to the building, if needed locking the doors. The police are to be called, first aid given where possible and safe to do so, and school staff consulted on whether they’re happy for the trip to continue. Missing child/Abduction- staff will conduct regular headcounts of the group. If a child is found to be missing, the Trusts Missing Child policy is to be followed. | Low |
| Collision with traffic | Low | Staff, volunteers, visiting staff and pupils | Falling into the road, injury or death from collisions with vehicles | Trust staff will supervise groups when entering and leaving via the car park. An area for eating outside will be clearly marked off with traffic cones. When walking across the site, Trust staff will move groups away from car park as soon as possible. If walking along pavements and footpaths next to roads, the group will be told to walk in single file, with TVWT staff member at the front and rear of the line. TVWT staff will be wearing hi viz jackets. School staff will be instructed to disperse throughout the line to manage the walk safely and ensure no child walks in the road. A first aid kit and fully charged mobile phone will be carried when off site. Crossing the roads will only be done on sections of road where there is a good view in both directions that provide staff and on-coming drivers a clear view. 2 staff shall act as crossing guides with the group crossing between them. | Low |
| Low hanging branches, vegetation at head height | Low | Staff, volunteers, visiting staff and pupils | Eye and face injuries | Paths are regularly checked, low hanging vegetation is removed, groups keep to maintained areas during visits | Low |
| Dogs- attacks and feces | Low | Staff, volunteers, visiting staff and pupils | Bites, illness from feces, emotional distress  | There are dog bins at the entrance to Woodhill Meadows along with signs asking for dogs to be on leads. Participants will be told to avoid dogs where possible. If a bite occurs, first aid will be given and an accident form completed | Low |
| Insect bites and stings, plant stings and poisonings | Medium | Staff, volunteers, visiting staff and pupils | Stings, allergic reactions, anaphylaxis | School staff will be reminded to ensure any children who require it bring medication on the trip, and that staff are responsible for administering any medication, and informing Trust staff of any pupils with allergies.Pupils will be told not to consume any berries or parts of plants found during a session and will be told to wash hands before eating and before leaving. | Low |
| Falling in water | Medium | Staff, volunteers, visiting staff and pupils | Drowning, water-borne diseases, illness from ingesting pond water, I jury from colliding with structures or underwater hazards | Participants will be told correct method for pond dipping to reduce the risk of them falling in. Participants will be told not to climb on any fencing, railings, or bridge sides near or over water. Any participant who falls in the water will be assisted out the water by staff and then taken back to the main office. A member of Trust staff will always supervise groups on the pond dipping platform.  | Low |
| Damage to bridges and pond dipping platforms rendering them unsafe for use | Medium | Staff, volunteers, visiting staff and pupils | Falling into water, injuries from structure collapsing, injuries from falling debris, illness from ingesting water, waterborne diseases | Structures are regularly checked as part of everyday site uses and any issues reported to Trust Management. If there are issues with the bridge, they must be rectified with utmost urgency as this is part of a Public Right of Way. If the pond platform is unsafe and cannot be rectified prior to any school visits, the school will be informed and ask if they’d like to continue their visit or offered an alternate date. | Low |

CLICK IN SECTION THEN USE PLUS TO ADD ROWS

 

USE THESE TABLES TO DEFINE RISK LEVEL: