

## The Wildlife Trust Risk Assessment Scoring System

**Risk = Hazard Severity x Likelihood of occurrence (Probability)**

**Hazard Severity** - Should be assessed on scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**Likelihood of occurrence (probability)**, on scale of 1 - 5:

- 1 Not likely (an injury may occur less than once in a working year, doing this activity every day)
- 2 Possible (an injury may occur once in a working year, doing this activity every day)
- 3 Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
- 4 Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
- 5 Likely (an injury is probably going to occur)

Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results).

### Risk Factors

1-3 Low, improve when possible

4-9 Medium risk factor, improve as soon as possible

10+ Deal with the risk before you start the task, preferably before anyone else arrives on site.

A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

## Operational/Activity Risk Assessment

Activity: Wild Journeys of People and Wildlife					Name of Assessor: J. Lambourne & D. Mckenzie			
Site Location: Paxton Pits Nature Reserve					Date of Assessment: 21 October 2008			
Description of hazard	Severity of hazard (b), score 1 – 5	Probability of harm (a), score 1- 5	Risk factor (a x b)	Action required	Severity of hazard (a), score 1 – 5	Probability of harm (b), score 1- 5	Risk factor (a x b)	Notes
Crossing the road	4	2	8	Meet the coach; keep children out of car park; advise staff of and follow operational procedure for road crossing	4	1	4	Watch out for quarry lorries. Make all aware during introduction and remind at crossing points
Knocks from carrying banner	1	4	4	Demonstrate safe method to carry; keep distance; walking only if carrying banner; adults only to carry if very windy	1	3	3	
Drowning in river/lakes	4	2	8	Leader to carry throw line. Designate a back marker and have regular head counts. Keep children in sight at all times	4	1	4	Leader to follow operational procedure for activities at riverside for Saxon arrival and at lake side for unearthing clues.
Muddy and slippery paths after wet weather	2	2	4	Advise caution and not to run	2	1	2	Avoid going over the 'hill' if ground is wet

<b>Tripping over the sides of the long ship</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>Instruct children to board and disembark from the ship two at a time to avoid rushing and pushing</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Leader to follow Operational procedure for Saxon arrival</b>
<b>Poisonous plants and berries</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Verbal warning. Vigilance. Wash hands before eating</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>Particularly relevant for 'Feast for a farmland bird'</b>
<b>Prickles and stings</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Verbal warning Direct activity towards areas with less nettles and prickles</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>Particularly relevant for 'Feast for a farmland bird'</b>
<b>Eye level twigs and branches</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>Verbal warning Direct activity towards suitable area</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>Particularly relevant for 'Feast for a farmland bird'</b>
<b>Burns from fire</b>	<b>3</b>	<b>4</b>	<b>12</b>	<b>Fire kept small and contained within fire bowl. Rope to mark safety circle. Advise behaviour guidelines. Have supply of clean water available to treat any burns</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Pokes from breadsticks</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>Good spacing between children. Advise behaviour guidelines. Vigilance and verbal warning</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Food allergy</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>Highlight need for information on any relevant allergies of children and adults before visit. Check booking form details</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>Make ingredient information available if requested. Daily checklist</b>

<b>Tripping over tent guy rope</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>Clearly mark trip hazard. Site tent well away from fire. Vigilance and verbal warning</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Banging fingers with grain grinding</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>Demonstrate safe practice. Vigilance and verbal warning</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Cuts from peelers</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Demonstrate safe practice. Vigilance and verbal warning</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Burns from tasting hot food</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Verbal warning. Clear instruction on cooling before tasting</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>Leader to follow Operational procedure for Saxon Camp</b>
<b>Slippery floor in Visitor Centre from water spills</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>Make sure any spills from hand washing are cleared up straight away. Vigilance</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>Leader to follow Operational procedure for Clay Creations</b>
<b>Splinters from sides of sandpit</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Advise caution and provide mats to cover sides. Vigilance</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>Leader to follow Operational procedure for Unearthing Clues</b>
<b>Sand flicked in eyes</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>Demonstrate safe practice. Vigilance</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>Leader to follow Operational procedure for Unearthing Clues</b>
<b>Banging heads with window flaps in bird hide</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>Verbal warning. Assist children where necessary. Vigilance</b>	<b>1</b>	<b>2</b>	<b>2</b>	
<b>Very cold and wet weather</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>Ensure children are adequately clothed. Monitor welfare of the</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>Provision of cloaks helps to keep children warm</b>

				<b>children and adults throughout the visit. Be prepared to return to the Visitor Centre if necessary or end activities if weather becomes extreme</b>				
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**Signature of assessor: Jane Lambourne**

**Date: 17 January 2008**

**Updated : 6 Feb 2008**

**Updated 16 October 2008**

**Latest update: 21 October 2008**

**By Jane Lambourne & Debbie Mckenzie**