

Example Risk Assessment

Event / Activity / Programme	Community project - sponsored canal litter clean				
Activity date / time	8 th July 2021 0930-1430hrs	Activity location/venue	Kennet & Avon canal: Meeting point: Northcroft Lane West Car Park, Northcroft Lane, Newbury, Berkshire, RG14 1BN		
Number of participants	Up to 42 (3 groups of 14) Aged 15-17	Number of staff	7 (2 per team plus 1 event manager providing oversight)	Supervision ratio	1:6
		Event manager during activity	Joe Bloggs		

Event / Activity / Programme aims and benefits to participants

Part of a local community action project to help remove litter from the canal side and raise awareness for environmental matters amongst young people whilst also raising funds for environmental campaigns. Each young person will seek sponsorship by the number of rubbish bags collected at the end of the event.

Logistics summary, use of any external providers or partner organisations

Young people to bring their own packed lunches and make their own travel arrangements to/from the event (parents/carers notified of this in advance). Local Authority to provide litter picking tools, bin bags and skip.

Risk levels:

High: there is a high chance of an incident occurring and if it did, the consequences could be severe i.e. potentially life-changing or life-threatening

Medium: there is a reasonable chance of an incident occurring and if it did, the consequences could be serious (but not life-changing or life-threatening) OR an incident could occur that would cause serious injuries if it did happen but the likelihood of it happening is low

Low: an incident is unlikely to occur and if it did, the consequences would be minor

Risk or hazard i.e. what could go wrong? Who could be harmed and how?	Control measures i.e. what is already in place or planned to reduce the chance of things going wrong?	Risk level after controls
Canal - young people falling into canal, risk of drowning or injury from fall / being hit by a boat	<ul style="list-style-type: none"> • All young people to be briefed in advance regarding code of conduct and expected behaviour standards, including the potential consequences of 'horseplay' resulting in an accidental fall into the canal • Workers and young people to walk in single file along narrow sections of towpath and not to wear headphones so they are aware of other passing towpath users • No swimming to be permitted under any circumstances • Young people will be instructed not to go any closer than 1m from the water's edge and any litter visible in this 'red zone' that cannot be accessed with a litter picker or in the water to be left • Larger items of rubbish in these areas will be left <i>in situ</i>, the location noted and be reported to the council • Young people and workers not to follow into the water in the event an individual falls in. Emergency services to be called immediately if individual is unable to swiftly exit the water 	Medium
Moving or deep water around locks, sluices and overflows	<ul style="list-style-type: none"> • All young people will be briefed of the increased risk around these areas and not to enter the water • Workers to ensure close direct supervision around such hazards 	Medium
Trip hazards such as mooring ropes, stakes and uneven surfaces	<ul style="list-style-type: none"> • All young people will be instructed to keep to tow path and other paths, not run and to take care • Workers will point out these hazards in cases they are not familiar with them 	Medium
<p>Sharps such as glass causing cuts or needles causing puncture wounds / risk of disease.</p> <p>Infections from unsanitary items, dog's mess or unknown, potentially hazardous items.</p>	<ul style="list-style-type: none"> • All young people to be issued with gardening gloves and litter picking tools • Workers to supervise and monitor correct use of litter picking tools and young person compliance with glove wearing • Workers handling bags at end of event to remain cautious and use gloves when moving bags to skip • Bags containing potentially hazardous materials shall be clearly labelled and left at the main car park for separate removal by the council • Un-bagged dog's mess to be left <i>in situ</i> • Workers to be issued with and carry antibacterial gel and ensure that young people wash hands and use gel before eating packed lunches and at the end of the event. Any minor cuts or abrasions to be flushed with fresh water immediately and be reported to workers for first aid attention • Unknown items to be left <i>in situ</i> and reported to the council • Suspicious items to be reported to police 	Medium

Eye injury caused by low branches or twigs in undergrowth	<ul style="list-style-type: none"> Workers to be issued with two pairs of safety glasses per team Workers to ensure that any participant entering undergrowth with low branches wearing the safety glasses 	Low
Injury when crossing roads or being hit by vehicles in car park	<ul style="list-style-type: none"> Rubbish on roads or in gutters to be left alone – young people to be briefed to stay off the roads for litter picking and to keep back from road when walking along pavements Road crossings to be minimised by workers when planning route Workers to supervise road crossings and cross with young people at a suitable point Young people to be supervised in main car park and to move away from vehicles to picnic benches after arrival Main roads to only be crossed at pedestrian crossing points 	Medium
Participants bitten by dogs	<ul style="list-style-type: none"> Young people to be briefed to avoid dogs and not pet them, however tame they look Workers to politely ask dog owners to place dog on a lead if any cause for concern or if a dog is making any young people nervous 	Low
Bacterial infections Including Leptospirosis / Weils' disease caused from rat urine contacting open wounds	<ul style="list-style-type: none"> Participants briefed on the (low) risk of ticks and told to wear long trousers for the event, irrespective of weather conditions Young people to be briefed on looking for ticks when they get home, how to remove them safely and symptoms of Lyme Disease, including NHS advice https://www.nhs.uk/conditions/lyme-disease/ 	Medium
Illness or pre-existing medical conditions	<ul style="list-style-type: none"> All participants will be briefed of the risk and symptoms that include flu-like symptoms from 3 days after infection and to seek medical attention if this occurs https://www.nhs.uk/conditions/leptospirosis/ Participants will wear gloves and be instructed to cover any open wounds such as cuts and scratches with waterproof plasters Participants briefed to wash hands after removing gloves and use sanitiser gel before eating, drinking, touching eyes or going to the toilet In the event of a cut occurring during the activity, first aider to wash wound thoroughly with clean water Event coordinator to keep event register for all participants and have medical forms for all young people and workers, with next of kin details Each worker to be familiarised with specific medical needs of individuals within the group and ensure they are carrying their own medication (e.g. inhaler for asthma, epi-pen for severe allergies etc). Other medication to be held secure in event manager's car in car park if necessary 	Medium

Young people lost or separated from group	<ul style="list-style-type: none"> • Young people to be briefed at the beginning to remain on the event until the end and not leave without permission of a worker. Any young people leaving early must 'check out' via the event manager who will keep event register up to date • Young people to be briefed on what to do if they become separated from the group and to be given the work phone number for a worker to call if they get lost • Pre-activity briefing to include overview map of the canal and area of operation for the event; action if lost or separated from group i.e. to call a worker and return to main car park meeting point • Event manager to be stationed at main car park start point with a first aid kit • Young people briefed to remain in groups of at least 4 and use buddy-buddy system to make sure they're looking out for each other and are never left alone • Workers to rotate themselves around temporary sub-groups throughout event • Young people to wear identifying programme t-shirts (visible if weather suitable) • Workers to wear hi-vis jackets 	Low
Interaction with members of the public presenting a threat of violent/anti-social behaviour or a safeguarding risk	<ul style="list-style-type: none"> • Workers to remain vigilant to members of the public who are taking undue interest in young people • Workers to circulate amongst temporary groups when split up – avoiding and then reporting suspicious activity to the event manager and police as necessary • Young people briefed at start of event with respect to expected standards of behaviour and to be polite to members of public, avoid the use of bad language or getting in their way • Young people briefed to withdraw from any potential confrontation and to report this to workers 	Low
Poor behaviour by young people	<ul style="list-style-type: none"> • All young people reminded of code of conduct at the start of the day • 'Red card offences' will result in young people being asked to leave event with Parent/Carers notified to collect from main car park 	Medium
Uneven paths and tree roots causing falls or slippery wet paths	<ul style="list-style-type: none"> • Young people advised in advance to wear suitable flat soled/closed foot shoes such as trainers • Workers to check young people footwear for appropriateness before leaving car park • Workers to monitor routes taken by young people and alert them to particular hazards where possible, or remind them to take care and stay aware • Young people briefed not to run when carrying bags or litter pickers 	Low

Summary of first aid and emergency plan

- Emergency meeting place will be main car park RG14 1BN
- Event manager to hold large group first aid kit, and all a small first aid kit to be carried by each team
- Event manager is First Aid at Work qualified, with all other workers qualified to a minimum of Emergency First Aid at Work (EFAW) or equivalent
- Mobile telephone reception at car park tested
- Event manager telephone number: #####.
- Council contact telephone number #####
- Youth work organisation incident reporting line #####
- Sufficient staff ratios in place to cope with temporary reductions in supervision ratios e.g if providing first aid or assisting individual young people in need of support

Additional actions necessary	Conducted by	Deadline
Advise local PCSO that event is happening	Joe Bloggs	6th July
Check Public Liability Insurance covers the event	Line Manager	ASAP
Order gardening gloves x 60 pairs, hi-vis jackets, additional waste bags, antibac gel (lots), 8 pairs safety glasses, additional water bottles, SPF 30 sun cream	Joe Bloggs	1st July

Person conducting risk assessment	Joe Bloggs	Signed Date	10th June 2021
Line manager risk assessment approval	Jane Smith	Signed Date	12th June 2021

Post-activity risk management comments and recommendations

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