

**H&S Activity Planning Form**  
**Dynamic Risk Assessment Record**

(Delete as appropriate)

County: Beds

<b>Site: Blow's Downs</b>	<b>Activity Leader: SC</b>	<b>Date of Activity: Thursday 20th 2021</b>
<b>Location on Site: Short circular route</b>	<b>Job Title: Community and Wildlife Officer</b>	<b>Number of people taking part: max 15 beavers plus 5 adults</b>
<b>1. Description of Activities</b>		
<p>Sensory Walk – guided walk of Blow's with particular focus on using our senses to experience the reserve            What can we hear? Sound Moose            What can we see? - Sticky strips – how many different greens?            Flag making – anti bac spray for paddles and rocks – anti bac gel for hands</p>		
<b>2. Supporting Information (eg, case of need, explanation of activities) including which generic activity/site RAs and SOPs as relevant</b>		
<p><b>Generic risk assessments:</b></p> <ul style="list-style-type: none"> <li>• WTBCN-wide Covid 19</li> <li>• Guided walk RA</li> <li>• Children's visit to reserve RA</li> <li>• Site risk assessment Blow's Nature Reserve</li> <li>• In case of emergency and hazard maps: Blows</li> </ul>	<p><b>To be included in the booking confirmation:</b></p> <p>To keep you safe,</p> <ul style="list-style-type: none"> <li>• Our activity will be in a small group</li> <li>• Everyone will be asked to keep 2m away from anyone not in their bubble</li> <li>• We will have hand-gel available, but do please consider bringing your own</li> </ul> <p>Please do not attend this activity if:</p> <ul style="list-style-type: none"> <li>• You have any symptoms of coronavirus (a high temperature, a new continuous cough or change to your sense of smell or taste)</li> </ul>	<p><b>Main hazards to communicate on the day:</b></p> <ul style="list-style-type: none"> <li>• Tell me if any medical things I need to know, first aid will be at a distance (where possible)</li> <li>• Please do not come on the walk if feeling unwell, waiting on test, have been ill in the last 14 days, asked to self-isolate (or anyone in your bubble)</li> <li>• Group to stay socially distant 2m</li> <li>• Please tell me if you are feeling unwell on the walk</li> <li>• Uneven ground</li> <li>• Dogs and dog poo</li> <li>• Vicious veg</li> <li>• Litter</li> <li>• Cyclists and other users</li> <li>• Wash hands</li> </ul>

	<ul style="list-style-type: none"> <li>• You are waiting on a coronavirus test result</li> <li>• You have coronavirus, or have had it in the last 14 days</li> <li>• Someone in your household or bubble has symptoms, is waiting for a test result, or has tested positive for Covid 19 in the last 14 days</li> <li>• Track and trace have informed you that you have been in contact with a person who has coronavirus</li> </ul>	
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<b>Hazard</b> (See Note 2)	<b>Adverse Consequence Associated with Hazard</b> (e.g. lacerations/amputations from blades, wounds from blackthorn/hawthorn etc)	<b>Control Measures</b> (existing)	<b>Risk Rating</b> (Likelihood X Consequence) (See Note 3)	<b>Additional Controls Required</b> (especially in the case of dynamic risk assessment)	<b>Residual Risk Rating</b> (See Note 4)
Covid 19: transmission through air	Risk of transmission between people	<ul style="list-style-type: none"> <li>• Group sizes are kept small</li> <li>• Participants sent pre-activity guidance to not attend if have symptoms or someone in their household does</li> <li>• No indoor element to the activity</li> <li>• All given regular reminders about social distancing at 2 m</li> </ul>	1x3		
Covid 19: transmission on surfaces	Risk of transmission between surface and people or vice-versa	<ul style="list-style-type: none"> <li>• Verbal reminder to avoid touching surfaces as much as possible</li> <li>• Hand-gel available</li> </ul>	1x3		
Covid 19: transmission through first aid	Risk of transmission between person needing first aid, and person giving first aid	Verbal warning that first aid will be given at a distance where possible Mask and gloves carried in first aid kit	1x3		

Car park	Collision with cars as group gathers	Ensure group gathers in safe area of the carpark	1x3		
Cyclists	Collision with participant	Verbal warning to participants, route chosen to avoid narrow paths	1x2		
Vicious veg	Scratches from thorny plants such as bramble or blackthorn, or stings stinging nettles	Verbal warning, ensure participants know what a stinging nettle looks like (do not assume they know!)	1x1		
Equipment use rocks/hammers and strips of card	Bumps and knocks, paper cuts and vicious veg	Demonstrate use, explain dangers – remove if being used inappropriately.  Remind what nettles looks like – don't choose for the activities  All equipment will be wiped between users with antibac spray, hand gel will also be available	2x1 L	High adult to child ratio will help with limiting mis-use	
General Behaviour of Students/participants	Running away, inappropriate behaviour leading to increased risk to themselves and/or group	<ul style="list-style-type: none"> <li>• School/group leader has ultimate responsibility of all members of group and their behaviour</li> <li>• All leaders should be aware of missing persons procedure see Groups on reserve RA</li> <li>• School/group procedures should be shared with BCN staff</li> <li>• Emergency contact details to be held by group leader</li> </ul>	1x2L	High adult to child ratio will help with limit issues	



Medical requirements/conditions of participants	Group member taken ill.	Make sure that staff are aware of the needs of individual participants. This should be captured at the time of booking, meaning any amendments or adaptations can be made beforehand. First aid trained WT staff are present, with a first aid kit.	1 x 2 = L		
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- 1a. All generic risk assessments **must** be used in conjunction with an assessment of any site specific hazards and risks for the activity being undertaken.
2. A **hazard** is something that can cause harm, e.g. electricity, chemicals, working at height, noise, hand-arm-vibration, sawdust, stress etc. A **risk** is the chance, high or low, that any **hazard** will actually cause somebody harm.
3. Risk Matrix Table & Explanation

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<p style="text-align: center;"><b>Risk Matrix</b></p> <p style="text-align: center;"><b>Likelihood X Consequence</b></p>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

**Note:** When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

4. **Residual Risk Rating** is the level of risk remaining after controls have been implemented. Controls are altered until the residual risk is at an acceptable level or until it cannot practically be further reduced.
5. **Alternative Plan Summary**. Provide an overview in one or two sentences of any alternative activity that will take place in the event of the planned activity having to be changed on the day due to inclement weather or other unforeseen factors. **NOTE:** Intended alternative activities may need their own activity plan
6. Activity leaders are to note that they are responsible for production of the activity plan and that they are signing to indicate that the activity plan is suitable and sufficient and they consider the risk to be acceptable.
7. For tasks involving only staff, all staff should sign the planning form to acknowledge they have been informed of risks and the control measures which must be implemented from the relevant risk assessments and SOPs