

**GENERIC SITE RISK ASSESMENT FOR:  
EDUCATION AND COMMUNITY VISITS and VOLUNTEER ACTIVITIES**  
Educational visits to: Barnes Common SW13 ONE Grid ref: TQ 218 757

October 2017  
See also: 'FoBC Code of Practice'; 'Volunteer Handbook'; 'Behavioural Risk Assessment' and 'Guidelines for Group Visits'

**A qualified first-aider is present for all formal visits. It is the responsibility of the visiting group to bring their own first aid kit and hold any necessary information. For urgent advice with regard to inhalation or ingestion of any hazardous substance, contact NHS National Poison Information Service by ringing 111.**

Date of Generic Risk Assessment:  <b>October 2017</b>	This policy will be reviewed one year after development, and every three years after that, or in the following circumstances: changes in legislation and/or government guidance; as required by any relevant statutory body; as a result of any other significant change or event	Other related assessments: <b>Pre-visit information; SOW includes H &amp; S talk prior to start of all activities; main points reiterated throughout activity as appropriate. FoBC Code of Practice. 'Use of Tools' handbook.</b>
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**PART 1 Activity/Role: Formal and Informal Education Visits to Barnes Common Sites. Location: Barnes Common SW13 ONE Grid ref: TQ 218 757**

Hazards/ Hazardous Events	Who is affected	Typical Outcome	Current BC control measures in place	Hazard present	Risk Level L*H = RL
Activities undertaken in very hot weather	All visitors, children, teachers, volunteers, BC staff	Heat exhaustion, sunstroke, sunburn	Booking information and website outline clear advice re coming with appropriate clothing, drink, sun cream to suit season/activity. Alternative indoor activities in extreme conditions. Opportunity for drinks' breaks	yes	U*H = slight
Collision with motor vehicle during arrival/departure. Collision with train.	All visitors, children, teachers, volunteers, BC staff, other car park users	Bruising, broken limbs, other major injury	Pedestrians and vehicles segregated where practicable. Pedestrian route to centre/meeting point clearly signed. Designated BC staff wear hi-vis throughout all sessions. Where road/level crossing is required, there are set crossing procedures in place, posted on FoBC website, sent in pre-visit information, and highlighted at start of session. <b>Group leaders responsible for behaviour of group when waiting at level crossings.</b>	yes	U*V = moderate
Confrontation with other visitors, dogs or anti-social behaviour	All visitors, children, teachers, volunteers, BC staff	Aggressive behaviour, stress, dog bites	All responsible adults to watch for any potential situations including dogs, particularly those not on leads, and other forms of anti-social behaviour. Participants instructed not to approach any dogs or strangers.	yes	U*H = slight
Contact with dog faeces <b>Contact National Poisons Information Service</b>	All visitors, children, teachers, volunteers, BC staff	Toxocariasis; nausea	Clear instruction given and enforced re owners cleaning up after dogs. Children advised not to touch and dog faeces and to report to a responsible adult. Hand washing/sanitiser before eating or using toilet.	yes	L*H = moderate

**IMPORTANT NOTE: BE AWARE OF POSSIBILITY OF SHOCK IN ALL INSTANCES.**

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Slight	Moderate
Likely	Slight	Moderate	Substantial
Very likely	Moderate	Substantial	Intolerable



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(NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a>					
Contact with allergens <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Allergic reactions – specific information to be recorded in Section 2.	Information requested at time of booking re any member of the visiting party known to suffer allergic reaction to any substance. All site teaching staff made aware of emergency procedures and are equipped with mobile phones or radio to facilitate immediate contact with emergency services in the event of a severe allergic reaction. Organisers advised via pre-visit information and website that they have responsibility for any medication specific to individuals in their care ie epi-pens, and for advising BC staff.	yes	U*V = moderate
Contact with hazardous plants eg yew, bracken, hemlock water dropwort (see separate entry) <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Poisoning through ingestion of berries, nausea	Pre-activity safety talk by BC staff includes instruction not to put fingers in mouth, eyes etc, not to pick unless instructed to do so and to wash hands/use sanitiser before eating or going to the toilet. All staff aware of emergency procedures should ingestion occur. Identification of yew, ragwort, hemlock and HWD is part of safety talk. Bracken-infested areas are identified and not visited during Jul/Aug/Sept	yes	U*H = slight
Contact with hazardous waste inc dog faeces (see separate entry), dead animals, syringes <b>Contact</b>	All visitors, children, teachers, volunteers, BC staff	Risk of infection	Clear instruction given and enforced that no-one is to touch anything that looks like it may hurt you, and should report to a responsible adult. Handwashing/sanitiser before eating or going to the toilet.	yes	L*H = moderate

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National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a>					
Contact with Hemlock Water Dropwort <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Blisters, rash, discomfort	Warn all visitors of danger, dependent on season. Keep activities away from likely sites. Show photos identifying hazard.	Yes	U*L= moderate
Contact with insects <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Stings, insect bites	Children are instructed before commencing activities in areas known to contain stinging insects on how not to behave eg not swatting, screaming etc. Organisers advised via pre-visit information and website that they have responsibility for any medication specific to individuals in their care ie epi-pens, and for advising BC staff.	yes	L*S = slight
Contact with livestock and/or droppings <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	E-coli; nausea	There is currently no livestock kept on Barnes Common. Risk assessment to be reviewed should this change.	No	

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Contact with oak - processionary moth (OPM) <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Rash, respiratory problems	Follow guidelines set out by LBRuT and FoBC General Manager. Avoid known areas when in season. Make all visitors aware of dangers, areas to avoid. Teachers advised in pre-visit information and via website how to identify and recommended action.	Yes	U*V = moderate
Contact with Ticks <b>Contact National Poisons Information Service (NPIS) by dialling 111: <a href="http://www.npis.org/telephone.html">www.npis.org/telephone.html</a></b>	All visitors, children, teachers, volunteers, BC staff	Rash, inflamed area of skin. (Lyme Disease rare)	Walking in bracken, heather, tall grasses is avoided and activities kept to cleared paths. Teachers advised in pre-visit information and via website how to identify ticks and recommended action.	Yes	U*V = moderate
Deep water/sinking mud along pond edges	All visitors, children, teachers, volunteers, BC staff	Drowning	Make all visitors aware of dangers, areas to avoid. SSOW in place. Do not allow children to run ahead to any area of water. Pond-dipping etc not currently part of FoBC programme.	Yes	U*V = moderate
Fire at the centre	All visitors, children, teachers, volunteers, BC staff	Burns, smoke inhalation, nausea	Centre fire procedures set out in pre-visit information and on website. All exits unlocked and unobstructed during visits.	Yes	U*H = slight
Lost child, volunteers,	All visitors, children,	Upset; distress;	Children introduced to '1-2-3 Where are you?'; Meeting point highlighted	Yes	U*H = slight

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members of the public	teachers, volunteers, BC staff	disorientated	at the start of every session		
Slips, trips, falls (STF)	All visitors, children, teachers, volunteers, BC staff	Bruises, sprains, minor cuts and grazes	All advised of the areas where there is particular risk of STF: lots of tree roots, wet leaves, moss etc. Advised not to run during or between activities, unless instructed to do so.	yes	L*S = slight
Use of magnifying equipment, binoculars viewing bright light	All visitors, children, teachers, volunteers, BC staff	Damage to sight	All visitors advised not to point the optics at the sun or bright lights. All visitors made aware of how leaving any magnifying lenses on dry material could result in fire.	Yes	U*H = slight

<b>PART 2 Do controls adequately minimise the risk? Any further action required should be identified and recorded here.</b>	
Do current controls adequately control the risk	YES
If YES, go straight to Part 3 Emergency details and other assessments	
If NO, a review of the identified hazard and further steps taken to minimise/adequately control risk must be entered here and signed off by the named person within the organisation with overall responsibility for health and safety.	

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PART 3 Other assessments/provision required		
Is heavy, sustained or repetitive manual handling involved?	YES	Training and supervision given to all volunteers involved in any manual handling
Is the use of any hazardous substances involved?	NO	
Are any special groups at risk? (eg young people, vulnerable people, pregnant workers, nursing mothers)	YES children, young and vulnerable people	Activity-specific assessment.
Is Lone Working required?	NO	
Are any work permits, licenses or permissions required	YES school children; D of E etc	Obtained where required, including DBS where relevant
<b>PPE required:</b>		
Conservation groups: Safety boots: sturdy appropriate footwear required. FoBC provides gloves, hard hat, ear protection, hi-vis where required		
School Groups: Recommended in pre-visit information for school visits: Sturdy footwear, weather-appropriate attire, gloves provided dependent on activity, water, sun-screen		
Tetanus: <b><i>It is highly recommended that you seek medical advice with regard to having up-to-date tetanus when taking part in any outdoor activities.</i></b>		

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**PART 4 Emergency Information**

**NOTE: Emergency information must be available**

<b>NEAREST TELEPHONE:</b>  With Barnes Common Lead	<b>NEAREST A&amp;E:</b> Kingston or Charing Cross Hospitals. <b>Walk-in MIU:</b> Queen Mary's, Roehampton  <b>EMERGENCIES:</b> 999 <b>Grid ref:</b> TQ 218 757 Pavilion <b>Post Code:</b> SW13 ONE	<b>Quality of mobile phone or radio reception:</b>  <b>GOOD</b>
<b>ACCESS POINT FOR EMERGENCY SERVICES:</b>	<b>TYPE OF ACCESS FOR EMERGENCY SERVICES</b>  <b>NORMAL</b>	<b>FIRST AID COVER NEEDED: FIRST AID AT WORK</b>  <b>fully qualified first-aider and first-aid kit present during all activities</b>

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**SITE/ACTIVITY SPECIFIC ADDITIONAL INFORMATION**

Hazards/ Hazardous Events	Who is affected	Typical Outcome	Current BC control measures in place	Hazard present	Risk Level L*H = RL

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