

Example Risk Assessment

Template

IMPORTANT NOTE - THIS IS AN EXAMPLE ONLY AND MUST NOT REPLACE SUITABLE AND SUFFICIENT RISK ASSESSMENT CONDUCTED BY DUTY HOLDERS IN RELATION TO SPECIFIC LOCATIONS, ACTIVITIES, AND INDIVIDUALS

Event / Activity / Programme	Community project - sponsored canal litter clean		
Activity date / time	8th July 2023 0930-1430hrs	Activity location/venue	Kennet & Avon canal: Meeting point: Goldwell Park Car Park, Northcroft Lane, Newbury, Berkshire, RG14 1XE
Number & age 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)
		Event manager during activity	Joe Bloggs
Supervision ratio	1:6		

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 are required to bring their own packed lunches and make their own travel arrangements to/from the event (parents/carers notified of this in advance). West Berkshire Council to provide gloves, 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 the code of conduct and expected behavioural 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 Young people are not permitted to wear headphones during the event 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' or in the water that cannot be accessed with a litter picker to be left where it is Larger items of rubbish in these areas will be left in situ, 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 and remain a safe distance from the water's edge Workers to ensure and maintain 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 the tow path and other paths, to not run and to take care Workers will highlight these hazards to young people in case 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 at the beginning of the event, provided by West Berkshire Council Workers to supervise and monitor correct use of litter picking tools and young person compliance with glove wearing Workers handling bags at the end of the event to remain cautious and use gloves when moving bags to the skip Bags containing potentially hazardous materials shall be clearly labelled and left at the main car park for separate removal by West Berkshire Council Un-bagged dog's mess to be left in situ 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. Toilets and washing facilities are available at Northcroft Leisure Centre adjacent to the main car park. Unknown items to be left in situ and reported to West Berkshire Council Suspicious items to be reported to police 	Medium

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
Eye injury caused by low branches or twigs in undergrowth	<ul style="list-style-type: none"> Workers to brief young people and highlight the presence of low hanging branches Workers to be issued with two pairs of safety glasses per team Workers to ensure that any participant entering undergrowth with low branches is 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 is to be left alone – young people to be briefed to stay off the roads for litter picking and to keep back from the road when walking along pavements Road crossings to be minimised by workers when planning route - it is expected the only road crossings and interaction with moving traffic will be in the immediate vicinity of the car park and close to the West Mills Swing Bridge 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 Groups should stick to the canal tow paths, public parks and immediate surrounding areas, and therefore avoid any main roads. If main roads are required to be crossed, workers will supervise the group and cross only 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 friendly 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
Lymes disease from ticks on long grass/vegetation or carried by dogs	<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/ 	Low
Bacterial infections Including Leptospirosis / Weils' disease caused from rat urine contacting open wounds	<ul style="list-style-type: none"> All participants will be briefed by workers 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 by workers 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 and cover appropriately 	Medium

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Illness or pre-existing medical conditions	<ul style="list-style-type: none"> • Event Manager to keep event register for all participants and have immediate access to 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 individuals are carrying their own medication (e.g. inhaler for asthma, epi-pen for severe allergies etc). • Other medication (non-emergency related) to be held secure in Event Manager's car in car park if necessary 	Low
Young people lost or separated from group	<ul style="list-style-type: none"> • Young people to be briefed by workers at the beginning of the event 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 the 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 throughout • 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 • Workers to move group away from any cause for concern 	Medium



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Poor behaviour by young people	<ul style="list-style-type: none"> All young people to be reminded of code of conduct in the pre-activity briefing 'Red card offences' (in line with the Code of Conduct) will result in young people being asked to leave event with Parent/Carers notified to collect from the car park meeting point 	Low
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 participant's footwear for appropriateness before leaving the car park. Flipflops, sliders, sandals and high heels are not suitable for this activity. 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 will be briefed not to run when carrying bags or litter pickers 	Low
Rain or cold weather causing hypothermia	<ul style="list-style-type: none"> Weather forecast to be monitored by the Event Manager prior to the event and young people and event workers to be briefed to dress accordingly Young people briefed to bring waterproofs in a small rucksack The Event Manager will decide to postpone or curtail the activity in the event of extreme weather 	Low
Heat injury from hot weather	<ul style="list-style-type: none"> Weather forecast to be monitored prior to the event and young people and workers to be briefed to dress accordingly Young people and workers will be advised if necessary to apply minimum SPF 30 sun cream before event and bring with them Young people and workers briefed to bring a bottle of water – at least 1 litre and not to drink canal water under any circumstance Additional bottles of water to be held by event manager in main car park Workers to bring young people into areas of shade for breaks and at lunch time The Event Manager will decide to postpone or curtail the activity in the event of extreme weather 	Low
Theft or loss of cash	<ul style="list-style-type: none"> Pre-event sponsorship money will not be carried on the day and will be collected at the office Any 'on the day' sponsorship raised to be collected in buckets with lids and returned to the Event Manager at break times for securing in a vehicle Young people briefed not to overtly count money or show sponsorship received in public areas 	Low

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Manual handling. Including of collected rubbish causing back injury, or other injuries from bag contents	<ul style="list-style-type: none"> • Heavy or awkward loads are to be left in place and the location recorded for council officials to collect • Rubbish bags to be loaded into skip by workers from the ground only i.e. no-one to enter skip • Large/heavy rubbish bags to be separated into smaller bags before lifting into skip if required • Workers to wear gloves whilst handling loads 	Low

Summary of first aid and emergency plan
<ul style="list-style-type: none"> • Youth work organisation incident reporting line: 0987654321 • Event manager telephone number: 0123456789 • Council contact telephone number: 01635 123456 • Emergency meeting place will be main car park RG14 1XE • 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 in advance • 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
Conduct confirmatory pre-event site visit and meet with council representative	Joe Bloggs	3rd July
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 2022
Line manager risk assessment approval	Jane Smith	Signed Date	12th June 2022

Post-activity risk management comments and recommendations

