

## RISK ASSESSMENT

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| <b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b> | Dinton Pastures Country Park, Dinton Activity Centre                               |                 |  |
| <b>SERVICE/TEAM:</b>                           | Countryside Service  |                 |  |
| <b>NAME OF ASSESSOR(s):</b>                    | Mike Bennett   |                 |  |
| <b>DATE OF ASSESSMENT:</b>                     | 01 December 2024   |                 |  |
| <b>DATE FOR REVIEW:</b>                        | January 2025   |                 |  |
| <b>APPROVED BY:</b>                            | Signature:   | Date:01/03/2025 |  |
|  |  |                 |  |
|  | Name: Richard Ashwell  |                 |  |

| <b>SUMMARY (* delete as appropriate)</b>       |                     |
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| Risk level <b>without</b> additional controls: | HIGH / MEDIUM / LOW |
| Additional control measures required:          | YES / NO            |
| Risk level <b>with</b> additional controls:    | HIGH / MEDIUM / LOW |

| What are the significant hazards?     | What could go wrong? Who could be harmed and how?   | What is being done to control the risks?   | Amendment notes |
|---------------------------------------|---|--|-----------------|
| Fire                                  | The main activity centre building and the smaller buildings i.e. boats sheds etc. are all at risk of catching fire. The powerboats are also at risk of this due to the petrol tanks. Wildfires of parkland present a risk during periods of exceptionally warm weather and drought. This presents a risk to everyone. | Fire extinguishers are situated in centre, boat sheds, vehicles, and powerboats. Smoke detectors are situated throughout centre. Fire extinguishers are serviced by Berkshire Extinguisher Services annually. Staff and participants are made aware of the fire evacuation procedures and fire evacuation point.<br><br>See fire risk assessment for the building specifics. |                 |
| Adverse weather and electrical storms | Everyone is at risk from the weather. Electrical storms pose threat to all watercraft and those working at height on the climbing wall and high ropes tower. High wind speeds can cause watercraft to   | Weather forecasts are monitored by senior staff. Staff are made aware of adverse weather evacuation procedures. Sessions are to be adapted in very hot or very adverse weather.  |                 |

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|                             | become uncontrollable and capsize. The mobile climbing tower cannot be used in high winds.  | Participants advised to bring suitable clothing and accessories for the prevailing weather conditions.  |  |
| Use of hazardous substances | Staff are at risk of various chemicals in various areas on site cleaning cupboard, Kitchen, Fuel store etc.   | COSHH assessments are available in chemical storage areas, which are clearly signed and in staff only areas or locked. PPE is available where appropriate.  |  |
| Use of vehicles             | Everyone is at risk of injury from vehicles operating both on and off site.   | Minimum age limits to drive work vehicles apply. Additional training is provided to vehicle users. Vehicle checks are conducted weekly and maintenance is conducted by a contractor. Staff are to conduct pre-use checks. If groups are lead thought the car parks additional warnings by the group leader to look, listen and stay together are vocalised. |  |
| Lone working                | Staff could become a target for abuse from the public present in the park when working alone. Staff could also be at risk of injuring themselves with no-one around to offer help or first aid. | Lone working staff will have radio or telephone contact with a senior staff member. A lone working training module is available online via My Learning.   |  |

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| Operating near/on water  | <p>Staff and participants are at risk of drowning or entrapment any time they are operating on or around water.</p> <p>Long hair or jewellery could become entrapped in equipment.</p> | <p>Staff and participants will wear appropriate and compliant PPE for their activity. Staff will carry relevant safety equipment for their activity. Staff will be appropriately trained and/or qualified. Boats will be fitted with appropriate additional buoyancy. Safety and first aid cover relevant to the activity will be in place. Defibrillator is available at the Dinton Activity Centre Reception or the Coffee House Café, on car park facing external wall.</p> <p>Tying back long hair should be a consideration for all activities, jewellery should be removed or covered where appropriate.</p> |                 |
| Disease and Illness  | <p>Illness can be caused to anyone by:</p> <ul style="list-style-type: none"> <li>• Contact with animal faeces</li> <li>• Weil's disease</li> <li>• Water quality</li> </ul>           | <p>Regular water quality testing will be conducted, and activity areas adjusted where appropriate. Hand washing and shower facilities available. Safe litter free environment with regular litter picking and bin collections. Participants made aware of hazards of touching animal faeces.</p> <p>Rabies is not present in the UK and Myxomatosis is not transferable to humans.</p>   |                 |
| Hypothermia and hyperthermia<br>Slips, Trips and Falls<br>Injury | <p>Everyone can be at risk of temperature related issues and trips and falls with the Dinton country park</p>  | <p>Participants advised to bring suitable clothing, footwear and accessories for the prevailing weather conditions. First Aid kits are situated in the centre, boatsheds, and carried in safety craft. Staff are made aware of emergency medical procedures. Participants are made aware of first aid kits locations and identity of first aiders.</p>   |                 |
| Equipment failure  |  | <p>Equipment checks carried out on a regular and on-going basis. Equipment failures recorded in log and taken out of</p>   |                 |

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|  | All activities carried out on site can be subject to equipment failure making in a risk for everyone.  | service until fixed. Equipment maintenance carried out by suitably competent staff or contractors.   |  |
| Lost person  | Anyone can get lost within the country park or be separated from their group.  | Staff are made aware of missing person procedures. Participants are made aware of meeting points. Staff are trained in group management techniques.<br>'You are here' signposts with maps are dotted around the country park trails are there to help orientate people.  |  |
| Violence at work: abuse and assault, working with young people and vulnerable adults | All staff and participants are at risk of abuse from the general public or other staff within the park. There is also a risk of abuse to all participants who are on site relying on the staff particularly young people and vulnerable adults. There is also the risk of staff being attacked by participants, especially when working with challenging groups. | Staff receive enhanced DBS checks pre-employment. Staff and participants are made aware of safeguarding policy and welfare officer. Staff are made aware of additional procedures regarding toilets and changing rooms. Access to centre is restricted to staff, members, and customers.<br><br>Staff are reminded to leave any situation they are not comfortable in and to radio or call for help from another member of staff or call the police. Inform office if you call the police. |  |
| Manual handling  | Staff or Participants can be at risk of injury from handling large or heavy equipment.   | Staff will be trained in best manual handling practice and safe lifting ratios. Participants will be briefed on manual handling techniques   |  |
| Misbehaviour   | Everyone could be at risk of injury from misbehaviour as the site rules are in place for the safety of everyone.   | Staff and Participants to be aware of our Anti-Bullying Policy and three strikes rule. Staff to ask for senior staff assistance if required. Participants to follow code of conduct, be respectful of staff and avoid intoxicating substances.   |  |
| Bites & stings   | Everyone is at risk of bites and stings when outside.  | Do not aggravate the insect or animal, walk calmly away. In the event of a bite or sting seek first aid and potentially medical assistance depending on the severity.  |  |

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|                                    |  | <p>There are a lot of dogs in the park, some of which are likely to be aggressive. Never touch a dog without the owner's permission.</p> <p>Dogs on lead signs are located on the activity beach and garden.</p>   |  |
| Electrical hazards (not lightning) | <p>Everyone can be at risk from electric shock by faulty electrical appliances. In severe case faulty electronics can lead to a fire.</p>  | <p>All electrical appliances are PAT tested annually. Check over cables before using them for visual signs of damage. Any electrical appliances that are broken must be labelled and either disposed of or put out of use until they are fixed. Electrical cupboards (fuse boards) are labelled and locked, keys are held in a lock box.</p> <p>Sailing dinghies with the mast up must not be manoeuvred near overhead electrical cables.</p> <p>The mobile tower must not be erected near overhead power cables.</p> <p>All staff &amp; participants are reminded of the dangers of mixing water &amp; electricity.</p> |  |
| Sharps/needlestick injuries        | <p>As we are operation in many public areas there is a risk to every one of sharps on needles been left lying around.</p> <p>Handling and storing medication such as EpiPens by staff for participants who need their medication taken out on activities or kept in a safe place. Staff are at risk if incorrectly stored or used.</p> | <p>All staff are reminded to conduct a visual sweep of the area they would like to work in to check of hazards before use. Staff are reminded not to touch anything they are not sure about. Staff should wear gloves before picking up sharps. Any medication must be clearly labelled and kept in the office away from any other customers (where possible), a clear set of instructions should be left if self-medicating otherwise a parent or carer should administer any medication. The parent / owner of the medication must provide a protective waterproof</p>   |  |

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|   |   | bag for any medication that is to be taken on activity. There is a sharps bin in the office where all sharps must be disposed of.  |  |
| Knives                                    | There is a risk to everyone from accidental injury or misuse of knives.   | Knives are kept in all instructor buoyancy aids and in powerboat packs. Knives should be kept out of sight. They must be safety knives with rounded tips. Knives in the staff kitchen and in the bush craft kit are locked away or in staff only areas.  |  |
| Broken glass                              | Broken glass could be found anywhere on site and can injure anyone.   | Staff should clean up broken glass where safe to do so by sweeping it into a receptacle and putting that straight in the large outside general waste bin. Treat any injuries using first aid.  |  |
| Terrorism                                 | Terrorism is a risk to everyone onsite.   | Staff are advised to “run, hide, tell” in the event of a terrorist attack. Report any suspicious behaviour.  |  |
| Young people/ Assistant Instructors (AIs) | Assistant instructors are generally young people put in a position of responsibility but often do not have as much experience or training as an instructor. | Staff are reminded that AIs are young and inexperienced and possibly aren't aware of their own capabilities. AIs must have permission from the instructor they are assisting before doing anything. AIs must always be under the direct supervision of a qualified instructor. AIs can undertake tasks in pairs on site at Dinton out of line of sight of their instructor as long as they have a method of communication e.g. mobile or radio with them. AIs may work offsite (i.e. not at Dinton) but under supervision.<br><br>They may only work within the remit of the qualifications they hold and must be inducted to activities just like any other instructor. |  |

| <b>REVIEWS AND REVISIONS</b> |                         |                                   |   |                            |                            |
|------------------------------|-------------------------|-----------------------------------|---|----------------------------|----------------------------|
| <b>Review date</b>           | <b>Name of Assessor</b> | <b>Is assessment still valid?</b> | <b>If not, list adjustments with details of who will action and by when</b>   | <b>Approved by Manager</b> | <b>Date of next review</b> |
| Jan 2020                     | Jack Walling            | Yes                               | N/A   | Jack Walling               | Jan 2022                   |
| March 2021                   | Sophie Wooldridge       | Yes                               | Updated references to COP's   | Jack Walling               | Feb 2022                   |
| March 2022                   | Jack Walling            | Yes                               | Updated references to COP's<br>Deleted Cash handling as we no longer deal with cash payments  | Jack Walling               | March 2023                 |
| Feb 2023                     | Isabel R.S.             | Yes                               | Updated The Reference to COP's  | Richard Ashwell            | Feb 2024                   |
| Dec 2023                     | Mike Bennett            | Yes                               | Updated Defib location for dragonfly café to coffee house.<br>Changed drowning to operating near/on water as drowning isn't a hazard but a consequence. | Richard Ashwell            | March 2025                 |
| Dec 2024                     | Mike Bennett            | Yes                               | N/A   | Mike Bennett               | Dec 2025                   |