

<b>RISK ASSESSMENT</b>	Pond Dipping
<b>LOCATION</b>	Basingstoke Parks

Assessment of hazards associated with pond dipping activities in open space. To be used in conjunction with site risk assessment.



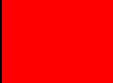
HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
General emergency	Injury	Supervisor Participant Public	Supervisors to be aware of nearest Accident and Emergency hospital; A first aid kit must be on site at all times; A mobile phone should be available at all times (if no/poor signal, all supervisors should know the location of the nearest landline); A safety plan should be completed for all sessions; All incidents and near misses to be recorded in an accident book and reported to BDBC	<b>1</b>	<b>4</b>	<b>4</b>	Supervisor
Unfamiliar location	Getting lost/ separated from group	Participant (including children)	Event supervisors and volunteers to be introduced at the beginning of the session; Children to be accompanied by a responsible adult; Participants advised to remain in site of the group. Muster point communicated.	<b>1</b>	<b>3</b>	<b>3</b>	Supervisor Participant
Trip hazards/ obstructions along route	Slips trips and falls Scratches Eye injury	Supervisor Participant (including children)	Area to be reced several days in advance to ensure plenty of open space for activities, especially close to dipping platform; Any obstructions that cannot be cleared/cut back to be marked on the day to avoid injury.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Inclement weather	Hypothermia Hyperthermia Fainting Sunburn Sunstroke Discomfort	Supervisor Participant (including children)	Appropriate clothing to be worn for the weather (layers of warm, waterproof clothing in winter, or thin, light clothing, preferably with sleeves and a sunhat, in summer); Suncream available; Drink plenty of fluids and take regular breaks; Erect gazebo for shade for participants and potted wildlife; Stop activity if heavy rain/strong wind or participants experience discomfort.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participants
Pond	Drowning Hypothermia	Supervisor Participant (including children)	Minimum of two adult supervisors to be present around the pond during dipping sessions; Dipping to only happen in specified area, other parts cordoned off if necessary; Children to be accompanied by a responsible adult; Dipping to only occur from the banks or platform, without anyone entering the water; Bring a throw line in case of emergency.	<b>1</b>	<b>4</b>	<b>4</b>	Supervisor Participant
Pots, trays and other equipment	Cuts	Supervisor Participant (including children)	Participants briefed about using the equipment in the correct way; All equipment checked at beginning and end of session to ensure no broken, sharp plastic; Any broken equipment to be removed and labelled.	<b>2</b>	<b>2</b>	<b>4</b>	Supervisor Participant
Nets	Slips, trips, falls Bruising Loss of balance	Supervisor Participant (including children)	Participants briefed about safe way to use nets, including safe distances from others, avoiding leaning too far with net or picking up large, submerged objects; Be mindful of the length of the pole and possibility of catching eyes and other body parts, especially with people crouching down.	<b>2</b>	<b>2</b>	<b>4</b>	Supervisor Participant
Poor house-keeping	Slips, trips, falls Bruising Puncture wounds	Supervisor Participant (including children)	All unused equipment to be stored in a designated place; Participants to use only what is necessary to avoid excess equipment lying around; Encourage participants to keep area safe and tidy.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participant

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Gazebo/ Table	Musculo-skeletal injury Bruising Crushing	Supervisor Participant (including children)	Erect and take down gazebo with help from others; Follow manual handling guidelines when loading/unloading; Weight the legs of gazebo using weights or guy ropes; Do not use in strong winds. Brief participants to be cautious of joints; Ensure table has safety catch to prevent collapse and avoid heavy loads on top.	2	3	6	Supervisor
Submerged objects	Loss of balance Musculo-skeletal injury	Supervisor Participant (including children)	Carry out a visual survey of the work area before hand to identify any potential hazards in the water; Warn participants about the possibility of finding something other than pond wildlife and to alert supervisors if this is the case.	1	3	3	Supervisor Participant
Contact with micro-organisms	Disease	Supervisor Participant (including children)	All participants to wash hands thoroughly and/or use anti-bacterial gel after handling wildlife and equipment and before eating or drinking; Seek medical attention if symptoms occur.	1	4	4	Supervisor Participant
Manual handling	Musculo-skeletal injury	Supervisor Participant (including children)	Explain basic manual handling during safety talk (avoid heavy loads/twisting/straining); Don't over-stretch when using nets; Be careful not to twist back when moving submerged nets.	2	3	6	Supervisor Participant
Humans	Injury/death to wildlife being handled	Wildlife	Make participants aware of the importance of the welfare of the animals they are handling; Have pots pre-prepared with pond water and a little vegetation for shelter; Keep the containers nearby and do not keep invertebrates out in strong sun; Where possible, do not keep predators in the same container as their prey; Use the right size container for animal and be mindful of delicate body parts; Release back to same habitat.	<b>No risk to the participant, but the risk of death to wildlife is high, so control measures must be followed</b>			Supervisor Participant

<b>RISK ASSESSMENT FOR:</b>	<b>ASSESSMENT UNDERTAKEN BY:</b>	<b>LAST UPDATED ON:</b>
Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	<b>NAME: Charlie Cutt</b>  <b>SIGNED: CC</b>  <b>DATE: 24/4/20</b>	<b>DATE:</b>  <b>DATE:</b>  <b>DATE:</b>

<b>RISK MATRIX</b>				<b>Hazard Severity</b>				
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<b>Low</b>	<b>Slight</b>	<b>Moderate</b>	<b>High</b>	<b>Severe</b>
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
<b>Likelihood of occurrence</b>	<b>1</b>	<b>Unlikely</b>	Injury may occur less than once in a lifetime	1	2	3	4	5
	<b>2</b>	<b>Possible</b>	Injury may occur less than once a year	2	4	6	8	10
	<b>3</b>	<b>Occasional</b>	Injury may occur two-three times per year	3	6	9	12	15
	<b>4</b>	<b>Likely</b>	Injury will occur more than three times per year	4	8	12	16	20
	<b>5</b>	<b>Very likely</b>	Injury is probably going to occur	5	10	15	20	25

	<b>If control measures are followed as described, risk factor is low enough to continue</b>
	<b>Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary</b>
	<b>Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.</b>