

Site Risk Assessment Record (SRA-01)

Location: Sutton Courtenay Environmental Education Centre building and reserve	Date of assessment: 25/09/2016		Nearest postcode: OX14 4TE	Main entrance OS Grid Ref : SU 499918
Hazards/hazardous events	Who is affected?	Typical outcome	Precautions	Risk Level LxH=RL
Traffic	Public, school groups, BBOWT workers.	Pedestrian hit by moving vehicle.	- All children visiting staff are under care of parent/ guardian/ teacher. - Warning sign displayed in car park	Unlikely x very harmful = moderate
Uneven / slippery ground (e.g. due to roots, stones and muddy paths) causing slips, trips or falls.	Public, school groups, BBOWT workers.	Bruises, sprains, minor cuts and grazes	- Visual check of area by staff / volunteer before use by school groups / on event days – remove hazard if possible or report problems to staff. -Warn of uneven ground / trip and slip hazards or possibly avoid area.	Likely x Slight harm = slight
Inclement weather	Public, school groups, BBOWT workers.	Sunburn, dehydration, heat exhaustion, sunstroke, colds/illness, lightening strike.	- Advise teachers on appropriate clothing / footwear before visit. - In hot weather BBOWT staff / vols / visitors encourage everyone to wear hats and sunscreen, drink plenty of water and stay in shade. - In cold weather BBOWT staff / vols / visitors encourage everyone to wear warm and waterproof clothing. - Provide shelter if required. - BBOWT staff / vols adapt programmes accordingly. - If icy/freezing weather is anticipated - entrance to building to be gritted	Likely x harmful = moderate
Steep banks to moor ditch and to some of the ponds on site	Public, school groups, BBOWT workers.	Bruises, sprains, minor cuts and grazes.	- Warn of steep banks on site - Education pond is only used if water can be accessed from pond dipping platforms. Children are not allowed to access the water via steep banks. In incidence of low water level in the education pond an alternative pond will be used.	Unlikely x harmful = Slight
Ponds and drainage ditch (deep in winter / high rainfall periods) – drowning risk	Public, school groups, BBOWT workers.	Drowning	- Children should be supervised by the accompanying adults at all times. One to one supervision on pond dipping platforms. Warning 'areas of open water beyond gate' signs displayed on all gates.	Unlikely x very harmful = moderate

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Slight	Moderate
Likely	Slight	Moderate	Substantial
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Risk of Weil's disease	Public, school groups BBOWT workers.	Illness with leptospirosis (Weil's disease)	<ul style="list-style-type: none"> - Warn school groups not to touch mouth or eyes while pond dipping. - Cover cuts and abrasions with waterproof plasters / gloves. - Advise washing hands after contact with water and before eating. - Advise teachers of symptoms in case of subsequent illness and ensure information is available in Education Centre. (Refer to CoP 15 'Occupational Health and Hygiene'). - Inform workers or groups to practice good personal hygiene, especially prior to eating 	Unlikely x very harmful = moderate
Risk of falling branches.	Public, school groups BBOWT workers.	Head injuries, cuts and bruises	<ul style="list-style-type: none"> - Conform to COP 31- tree safety assessment and any areas worked in are to be checked for dangerous trees. No tree work should be carried out in high winds. - Site inspected after heavy winds – any areas of concern closed off to the public and school groups until inspected by a trained person. - Warn school groups not to enter woods in high winds 	Unlikely x very harmful = moderate
Moving around site - opening and shutting gates	Public, school groups, BBOWT workers	Trapped fingers, cuts, bruises	<ul style="list-style-type: none"> - Advise all BBOWT workers and visitors that gates must be kept closed at all times when not in use - Advise school groups that group leaders should open and close gates 	Likely x slight harm = slight
Conservation work on site	Public, school groups BBOWT workers.	Injury to staff / volunteers / visitors from conservation work taking place	<ul style="list-style-type: none"> - Volunteers and staff undertaking practical properly trained in tools and method of task. Task risk assessed. Conservation work is not undertaken in areas which are being used by school groups. 	Unlikely x harmful = slight
Members of the public on site – 'stranger danger'	Public, school groups, BBOWT workers	Abduction / Assault	<ul style="list-style-type: none"> - The site is only open to the public on event days. Sign displayed at entrance to explain this is not a public site. - Children to be under supervision of group leaders at all times. Remind children to stay with group leaders. - School staff to be responsible for ensuring all children are accounted for. 	Unlikely x very harmful = moderate

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Thorny bushes along paths and in work / education areas.	Public, school groups BBOWT workers.	Cuts and grazes, Puncture wounds	- Ensure paths are kept clear. - Visual check of area by staff / vol before use by school groups –overhanging thorn branches to be removed.	Likely x slight harm = slight
Plants that cause stings and irritation such as nettles	Public, school groups BBOWT workers.	Rash / discomfort from nettle stings	- Warn visiting school groups of nettles and where possible, point out areas where these plants grow.	Likely x slight harm = slight
Poisonous plants (such as wild parsnip, hemlock) and fungi. Allergens in plant material.	Public, school groups BBOWT workers	Wild parsnip burns from contact, poisoning from ingestion of fungi, anaphylaxis. Poisoning from hemlock ingestion and burns from sap.	- Warn where necessary not to eat fungi, berries or other plant material. - Visual check of areas to be visited by groups, remove plant/fungus or relocate activity if necessary. - Advise children to wash hands before eating - Avoid nut trees completely if child in group has known risk of anaphylaxis. - Mobile phones to be carried when out on site - Wear gloves when handling prickly or toxic plants. And wash hands after handling such material.	Unlikely x very harmful = moderate
Stings from bees, wasps or hornets	Public, school groups BBOWT workers.	Allergic reaction to stings	- Mobile phones to be carried when out on site - Be aware of any wasps & bees nests close by and do not get too close. - All volunteers / staff should declare any known allergic reactions.	Unlikely x very harmful = moderate
Dog faeces/ animal droppings	Public, school groups, BBOWT workers	Stomach upset from bacteria in faeces. Toxocariasis (an infection of the round worm <i>Toxocara cani</i>). Young children are at particular risk	- No dogs allowed on site - Areas to be used during day checked by staff/ volunteer and cleared of droppings where necessary. Wear gloves if likely to come in contact with faeces and wash hands before eating. - Children visiting site should be supervised at all times by parent / guardian/ school staff. - Hand washing facilities available in centre	unlikely x harmful = slight

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Education Centre Building	Public, school groups, visitors, BBOWT workers	Fire risk Slips, trips and fall Cleaning substances Rain water taps Wood burning stoves	Conform to CoP Fire Safety No items to be left in stairs or hallways. Coats and bags left in entrance halls should be hung on pegs provided. Cleaning substances to be kept in separate locked cupboards and away from food items Rain water taps clearly labelled 'rainwater tap – do not drink' Classroom stove fitted with gate. Should only be opened by BBOWT staff and volunteers wearing fire resistant gloves	Likely x slightly harmful = slight Unlikely x v harmful = mod Likely x s harmful = slight Unlikely x harmful = slight
Waste and Recycling	Public, school groups, visitors, BBOWT staff	If left unmanaged could be a fire hazard. If handled inappropriately could cause mild stomach upset.	All waste to be contained in relevant bins on site. Waste and recycling bins to be emptied once a week. Food waste (no meat/fish/cooked items) to be deposit once a week on compost heap.	Unlikely x slight harm = trivial
Toilets	Public, school groups, visitors, BBOWT staff	Feminine Hygiene Sickness/diarrhoea Burns from hot water Aquatron system failure	Bins provided by contractor and emptied monthly Hand soap provided, toilets to be cleaned regularly 'please wash your hands' signs 'Caution hot water' signs. Alternate between pumps on a weekly basis. Alarm has been fitted to alert staff of system failure	unlikely x harmful = moderate
Provision of Refreshments	Public, school groups, visitors, BBOWT staff	Food poisoning. Burns from hot water	Staff have completed food safety training and should apply this to food storage, preparation and kitchen hygiene. Where urn is available for self service on event days signs to warn of hot water are displayed.	Unlikely x harmful = slight
Smoking – covering all BBOWT properties, buildings and land	BBOWT staff and volunteers, all visitors, contractors to site	Fire	- No Smoking Policy through-out all BBOWT properties. - See Fire Safety RA & CoP	Unlikely x slight harmful = trivial
Sheds	BBOWT workers and contractors NO PUBLIC	Injury to person or damage to property/services	Sheds kept locked All hand tools and machinery to be stored tidily and not left on the floor	Unlikely x harmful = slight
Petrol & flammable chemicals	BBOWT staff and volunteers	Risk of fire or poisoning	Petrol, oil and mixed on site 2-stroke stored in marked containers and within a locked cabinet in the mower shed (also locked) No power machinery to be left with fuel in it when stored.	Unlikely x v harmful = moderate

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Assessment undertaken by: Mark Bradfield	Position: Community Wildlife Manager	Manager confirming assessment:	Date for revision: Sept 2018
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Work identified from site risk assessment	By whom	Date completed
Annual removal of hemlock continues and Forest School area prioritised, amount on site has been much reduced but still present.	Mark Bradfield	Ongoing

Nearest telephone (landline): SCEEC office – 01235 862024	Emergency telephone number 999 or 112	Access point/route for emergency services from road: The access point for emergency vehicles is via the main car park, off Sutton Courtenay Road. Vehicle access is only possible to the car park and depending on water levels to meadow adjacent to centre and on to track by main education pond (4WD required in winter / wet conditions)
Nearest A&E department: John Radcliffe Hospital Headley Way, Headington, Oxford OX3 9DU Tel: 01865 741166	Type of access for emergency services <i>(delete as appropriate)</i> Pedestrian 2WD 4WD AIR All depending on part of site	

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This checklist is designed to assist in the production of Site Risk Assessments. For those hazards present, more specific information should be provided, e.g. location within site and precautions required entered on SRA form. **This list is not comprehensive.**

No.	Risk	Present	
		yes	no
1	Steep slopes and banks	yes	
2	Drowning risk – deep water [pools, streams, rivers]	yes	
3	Fall hazards – rock outcrops, buildings, building foundations	yes	
4	Areas liable to flooding	yes	
5	Areas of permanent soft ground		no
6	Areas of soft ground following rain	yes	
7	Uneven path / track surfaces	yes	
8	Uneven ground	yes	
9	Remote areas		no
10	Dry weather fire hazard – heath, scrub, grass		no
11	Sun exposure – poor shade - burn / dehydration	yes	
12	Site used for walking [Inc dogs]		no
13	Children playing	yes	
14	Site used for horse riding		no
15	Site users include people with mobility problems	poss	
16	Site history of abuse [drunks, vandals, drugs, needle stick injury]		no
17	Site history of staff and/or volunteer intimidation		no
18	Fly-tipping		no
19	Unauthorised and/or authorised shooting [i.e. poaching/stalking]		no
20	Unauthorised vehicles [cars and motorbikes]		no
21	Difficult or restricted access / egress [esp. for heavy plant]		no
22	Authorised vehicles	yes	
23	Areas inaccessible to vehicles	yes	
24	Former landfill site		no
25	Proximity to public highway	yes	
26	Proximity to Public Rights of Way		no
27	Overhead service lines		no
28	Underground service lines		no
29	Barbed wire		no
30	Personal hygiene facilities	yes	
31	Poisoning from blue / green algae		no
32	Exposure to bracken [carcinogenic spores] (see CoP 15)		no
33	Puncture wounds [blackthorn / hawthorn]	yes	
34	Wild parsnip burns	yes	
35	Giant hogweed burns (see CoP 15)		no
36	Poisonous berries	yes	
37	Poisonous fungi	yes	
38	Standing dead wood	yes	
39	Risk of Weils' disease (see CoP 15)	yes	
40	Site known for wasps	yes	
41	Site known for bees	yes	
42	Site known for hornets		no
43	Site known for adders		no
44	Site known for stray dogs		no
45	Site known for ticks [Lyme disease] (see CoP 15)		no
46	Site known for allergens [pollen / spores]	yes	
47	Injury to pregnancy – exposure to lambs [listeria, chlamydia]		no

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