

|  |   |
|--|---|
| <b>Friends of Moortown Park<br/>Risk Assessment Form</b> | <b>LOCATION:<br/>Moortown Park, Shadwell Lane, Moortown. LS17</b> |
|--|---|

**ACTIVITY DESCRIPTION: Children's activities**  
**Activities limited** to low-risk children's activities, generally of an educative nature and based around the natural environment of the park. Children will normally be between 3 and 10 years of age and must always be accompanied and supervised by their own parent or guardian. Activities may use light hand tools such as scissors or hand trowels and may involve the use of paints. Activity sessions will be 60 to 90 minutes maximum.  
**Activities may include** for example rock painting, making wands, seed bombs, bird feeders & Xmas decorations, or discovering bugs & beasts, trees, and wildflowers on the park  
**Wearing of Hi-vis vests:** The Activity Leaders will wear a hi-vis vest.

|                        |                        |                  |                   |             |                |
|------------------------|------------------------|------------------|-------------------|-------------|----------------|
| <b>Activity Leader</b> | <b>Alexis Percival</b> | <b>Signature</b> | <i>A Percival</i> | <b>Date</b> | <b>11.9.22</b> |
|------------------------|------------------------|------------------|-------------------|-------------|----------------|

|                      |                  |                  |                |             |                |                    |                |
|----------------------|------------------|------------------|----------------|-------------|----------------|--------------------|----------------|
| <b>Assessment by</b> | <b>Pat Ingle</b> | <b>Signature</b> | <i>P Ingle</i> | <b>Date</b> | <b>11.9.22</b> | <b>Review Date</b> | <b>30.9.23</b> |
|----------------------|------------------|------------------|----------------|-------------|----------------|--------------------|----------------|

| <b>What are the hazards?</b> | <b>Who might be harmed and how?</b> | <b>Evaluate the risks. What are you already doing?</b> | <b>What further action is necessary?</b> | <b>Action By Whom?</b> | <b>Action By When?</b> |
|------------------------------|-------------------------------------|--|--|------------------------|------------------------|
|------------------------------|-------------------------------------|--|--|------------------------|------------------------|

**Generic Risks**

|                          |  |   |   |              |                               |
|--------------------------|--|---|---|--------------|-------------------------------|
| <b>Injury or illness</b> | Participant needing first aid treatment. | Activities do not demand presence of qualified First Aider.<br>Event leader must carry first aid kit and basic first aid to be given. Injured/ ill person not to be left alone. Emergency services to be summoned if appropriate by the event leader in the event of an incident occurring on site.                                     | None, risk is minimal   |              |                               |
| <b>Health issues</b>     | Illness or Injury to self/others         | Task leader to ask all participants and attending parents/ guardians, prior to undertaking any activity, whether they have any health issues or are taking any medication that may impact their ability to undertake the activity planned for the day, and if a first aider/doctor would need to know about any medication being taken. | Event leader to make a note of any issues and allocate tasks accordingly. | Event leader | Before starting the activity  |
| <b>Welfare</b>           | Illness, infection                       | Wash hands thoroughly before eating or drinking.<br>Parents/ guardians advised to bring own wipes.<br>Event leader will also have wipes and sanitiser.<br>Parents/ guardians to be advised there are no toilet facilities onsite.   | Safety talk for group event   | Event leader | Before, during and after task |

|  |   |   |   |                             |                               |
|--|---|---|---|-----------------------------|-------------------------------|
| <b>Covid-19</b>  | Illness, infection  | Proximity to infected people; contact with infected surfaces; participants with underlying health conditions.<br>Advertised prior to event and brief at start of event: Follow government guidance current at time of event regarding all aspects of Coronavirus safety: DO NOT ATTEND if unwell, showing any symptoms of Coronavirus, isolating or in quarantine. Handwash before leaving home and as soon as back home. | Safety talk for group event   | Event leader                | Before,                       |
| <b>Over exertion</b>                                     | Fatigue, aching limbs.  | Risk minimal as activities are very light and event duration 60-90 minutes. Participants advised to bring own water bottle and snacks.  | Safety talk for group event   | Event leader                | Before and during task        |
| <b>Violence and aggression</b>                           |   | Awareness of potential for aggressive or difficult people in the area<br>Withdraw rather than face conflict   | Safety talk for group event<br><br>Report any incidents to Police or Leeds Watch (on <b>0113 232 9973</b> ) as appropriate. | Event leader & participants | Before, during and after task |
| <b>Working with children &amp; vulnerable adults</b>     | Injury, getting lost  | FoMP accept no responsibility for supervising children or vulnerable adults, who must be accompanied by parent/ guardian and supervised by them at all times.<br><br>Moortown Park is a small park and easy to navigate. Children will be supervised at all times by parent/ guardian. There will be an agreed meeting point for each event   | Safety briefing to ensure children and vulnerable adults are aware of all guidance listed.                                  | Event leader                | Before and during task        |
| <b>Eating/ swallowing inappropriate items</b>            | Illness or Injury to self   | Children may inadvertently eat or swallow items found in the park or materials provided for the activity. Participants to be briefed to remind children not to put objects in mouth and for parents/ guardians to be watchful   |   |                             |                               |
| <b>Environmental and site based factors</b>              |   |   |   |                             |                               |
| <b>Carrying out activity near to a well-used pathway</b> | Danger to participants & park users from obstacles in path causing trip | Awareness of other users such as pedestrians and cyclists.  | Safety talk for group event.  | Event leader                | Before and during activity    |

|  |  |  |                              |                             |                        |
|--|--|--|------------------------------|-----------------------------|------------------------|
|  | hazard, collision with each other                            |  |                              |                             |                        |
| <b>Dogs</b>  | Bites, shock and fear  | Parks policy is not to require dogs to be on leads, however, dog owners will be requested by event leaders to keep dogs under close control in the vicinity of the work, if necessary. Participants advised not to encourage dogs if they approach   | Safety talk for group event. | Event leader                | Before and during task |
| <b>Dog mess</b>  | Slip hazard; germs/ disease                                  | Participants to be warned of potential for dog mess and asked to warn others if they see it. Event leader to have wipes, poo bags and gloves available. Site to be checked for dog fouling and cleaned up during setup prior to event.   | Safety talk for group event. | Event leader                | Before and during task |
| <b>Uneven, soft, or slippery ground, hidden tree stumps, sharp objects on ground</b> | Slips, trips, falls and injuring self when kneeling on floor | Activity site to be checked prior to activity. Participants advised to watch out for hazards on the ground and to take care  | Safety talk for group event. | Event leader                | Before and during task |
| <b>Twigs and branches</b>  | Eye injuries   | Participants warned of risk and asked to take care   | Safety talk for group event. | Event leader                | Before and during task |
| <b>Thorny shrub species</b>  | Scratches and punctures, especially to bare skin             | Participants advised to take care when around thorny bushes. Basic first aid will be provided if required.   | Safety talk for group event. | Event leader                | Before and during task |
| <b>Proximity of vegetation and insects likely to cause harm.</b>                     | Stings, scratches, germs, allergic reactions                 | Participants advised to wear appropriate clothing. Identify anyone susceptible to an extreme reaction to stings, nuts etc. and ensure they either have medication or do not undertake the activity; explain the general risk of injury and where possible identify harmful plants; spot check the area for bee / wasp nests (including Bee Posts) and patches of harmful vegetation, notify participants and work well away from these. Basic first aid will be provided if required | Safety talk for group event. | Event leader                | On day                 |
| <b>Biological – Weils</b>  | Contraction of bacterial disease                             | Practice good hygiene. Cover cuts etc. with plasters. Thoroughly wash hands with soap &  | Safety talk for group event. | Event leader & participants | Before, during         |

|  |   |   |  |              |                        |
|--|---|---|--|--------------|------------------------|
| <b>disease, Hep B&amp;C, Tetanus, Lyme disease.</b>          |   | water or anti-bacterial hand wipes/ sanitiser before eating & drinking. Don't handle clinical waste, syringes, and other sharps.<br>Awareness of risks:<br>Water can carry Weil's disease from rats.<br>Lyme disease can be caught from ticks found in long vegetation – cover up when in overgrown areas – wear long trousers and sleeves.   | Any suspicious symptoms in the week after the activity should be reported to a doctor.                               |              | and after task         |
| <b>Extreme weather conditions</b>                            | Heat exhaustion/ hypothermia/ hit by flying objects         | Participants advised to wear appropriate clothing, wearing sunscreen when appropriate. Event leader to cancel/postpone event if forecast is too bad. Individual participants to use common sense.   | Safety talk for event.<br>Event leader to stop event if conditions are too extreme.                                  | Event leader | Before and during task |
| <b>Manual Handling of objects that are heavy and awkward</b> | Injury to self and others. Trip hazard.                     | Risk minimal as activities will not involve any heavy or awkward objects  | Safety talk for event.   | Event leader | Before and during task |
| <b>Proximity to Water</b>                                    | Drowning, slipping, Weils & other waterborne diseases       | Activity will not be carried out in the wetland areas if standing water is present or significant mud causes slip hazard.<br>Treat all cuts immediately and cover adequately.<br>Wear appropriate gear for the job (eg wellies/ gloves)<br>Wash hands after contact with water and before eating/drinking.  | Safety talk for event.<br><br>Any suspicious symptoms in the week after the activity should be reported to a doctor. | Event leader | On day                 |
| <b>Use of Tools &amp; Paints</b>                             |   |   |  |              |                        |
| <b>Carrying and using small tools</b>                        | Tripping, hitting or injuring self or others with the tools | Only small hand tools will be used. Participants to be advised to carry these carefully. If scissors or other small sharp tools are to be used these will be taken to the activity by the Event leader and their use must be closely supervised by the parent or guardian. All scissors will be safety scissors. Participants to be warned of the risk of cuts and eye injuries in particular | Safety talk for event.   | Event leader | On day                 |
| <b>Safe use of paints</b>                                    | Injury to self and others                                   | Where paints are used these must be water based with no toxic fumes or risks from contact with skin   | Safety talk for group event.   | Event leader | At start of task       |