

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION:	Playgrounds & Gyms across the City & Park Toilets	DEPARTMENT:	Comercial and Operations	SERVICE AREA:	Neighbourhood Services	TEAM:	Public Realm
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Members of the Public
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	All Visitors potentially 1000's a year	ASSESSMENT DATE:	22/06/2020
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

			S	L	RR	Name	Date
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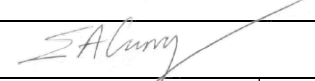
<p>Facilities for children & young people maintained by NCC Parks Service:</p> <ul style="list-style-type: none"> - 103 playgrounds - 29 outdoor gyms - 35 multi-use games areas - 6 skate parks / skate ramps. 	<p>Equipment on site:</p> <ul style="list-style-type: none"> • not fit for purpose • unsafe due to wear & tear or vandalism 	<ul style="list-style-type: none"> • Facilities are designed and built by qualified contractors & selected via formal tendering process. Facilities meet EN1176, EN1177 and other standards. • Quality audit of sites undertaken approx. every 3 years – last audit July 2016. • Sites are inspected regularly by trained Playground Engineers. Inspections including defects noted on PSS-Live system and then repaired on site or made-safe until repairs can be undertaken. Annual maintenance budget in place for repairs. • External inspections undertaken annually by ROS 	3	1	3	<p>Staff training regularly reviewed and updated as required.</p>	<p>Martin Harris</p>	<p>23/8/2019</p>
	<p>Site:</p> <ul style="list-style-type: none"> • Equipment located in hazardous area / site that presents danger to users 	<ul style="list-style-type: none"> • During design stage, new sites / facilities located in most suitable parts of sites e.g. over-looked, well lit, highly visible areas. • Existing sites monitored and any anti-social behaviour or other issues supported via Neighbourhood Management, Police & Youth Service teams. • Site signs include contact details for Service & for reporting anti-social behaviour. 						

<p>Specialist sites:</p> <ul style="list-style-type: none"> • Bulwell Bogs water park • Victoria Embankment paddling pool • BMX / cycle tracks 	<p>Hazards resulting from water play e.g. drowning , Legionella</p> <p>Surface hazards (i.e. deterioration of surface) flooding etc.</p>	<ul style="list-style-type: none"> • Water features are cleaned/flushed through at start of season and de-commissioned at end of season. • Staff carry out regular water safety checks during opening hours and trained in day-to-day operation and maintenance of equipment, e.g. water-testing. • Report defects through to supervisor to action repairs with relevant Parks Officer 	3	1	3			
<ul style="list-style-type: none"> • Surfacing hazards 	<p>Slips / Trips due to raised surfacing</p> <p>Injuries due to damaged safety surfacing</p>	<ul style="list-style-type: none"> • Slips or trip hazards to be removed where possible, or over 1 inch variance in level, other wise issues will be monitored if risk deemed low. 	2	1	2			

<p>Play areas Outdoor gyms</p>	<p>Spread of COVID-19 due to touching surfaces and lack of social distancing</p>	<p>Social distancing and hygiene signs to be installed at each site, detailing:</p> <ul style="list-style-type: none"> - social distancing; - hygiene; - no eating or drinking; - 1 adult per child in play area; - do not use if busy; - risk of re-closure if rules not followed. <p>Swing seats to be removed in double-bay swings to aid social distancing.</p> <p>All sites to be inspected before re-opening - see inspection procedures above.</p> <p>Water park and paddling pool to remain closed - gates to remain locked and water supplies turned off - as per Government advice 23-06-20.</p> <p>Separate Risk Assessment in place for Playground Engineer role - see "RA PDT V02 Covid-19 Playground Operations".</p> <p>Local Covid-19 infection rates to be monitored and localised play area / gym closures put in place if required. Linked to Nottingham City Local Outbreak Control Plan.</p>	<p>2</p>	<p>1</p>	<p>2</p>			
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Woodthorpe Park pitch & putt	Spread of COVID-19 due to touching surfaces and lack of social distancing	<p>Perspex screen to be erected to prevent spread of virus from public to staff serving.</p> <p>Staff serving public to wear gloves when handling returned clubs and balls. Gloves to be removed and disposed of or sanitised in between customers.</p> <p>Card payments only to be accepted.</p> <p>Clubs and golf balls to be disinfected between each hire using sanitiser with at least 60% alcohol content.</p>	2	1	2	Park Ranger Chargehand to be responsible for installation of screen and distribution of PPE to staff.	Richard Lewis, Park Ranger Chargehand.	Before re-opening.
Toilets at Woodthorpe Park, Colwick Country Park, Forest Recreation Ground, Victoria Embankment	Spread of COVID-19 due to touching surfaces and lack of social distancing	<p>Cleaning regimes to be increased in frequency according to visitor numbers in parks - up to hourly at most busy times.</p> <p>PPE for staff carrying out cleaning already in place - gloves and face-coverings.</p> <p>Disabled cubicle only to be in use at Forest Rec. to reduce area needing cleaning.</p>	2	1	2	Park Ranger Chargehand and Colwick Country Park Manager to monitor park usage and determine cleaning frequencies. Also responsible for PPE supply to staff.	Richard Lewis, Park Ranger Chargehand & John Simpson, Colwick Country Park Manager	PPE available at opening.

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	James Dymond, Parks Development Manager	SIGNED:		DATE:	01/07/2020	
MANAGER (please print):	Eddie Curry, Head of Public Realm	SIGNED:		DATE:	01/07/2020	
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:				
LINE MANAGER'S COMMENTS / ACTIONS:			IS THERE PROOF THIS ASSESSMENT HAS BEEN		YES	NO



Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.