**1. General information**

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| --- | --- |
| Type of activity | Nearest Hospital (including tel. number): |
| Activity: Wildlife engagement event: *Add a title and further information here*  Location: *A postcode, or specific address*  Date(s): *Date of the event(s)* | *The full address and contact number for the nearest hospital*  Mobile phone reception (Good/Moderate/Poor)  *Cross out as appropriate* |

|  |  |
| --- | --- |
| Designated first aider(s): *Name of the person(s) responsible for looking after first-aid equipment and calling the emergency services when required* | First aid kit(s): *Will there be a first aid kit available. Is it one held on site or are you bringing it with you* |

**2. Probability of harm**

**The probability of harm matrix is designed to guide which risks to include in your risk assessment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | PROBABILITY OF HARM | | |
| SEVERITY OF HARM | PROBABLE  (near miss, or Incident causing  harm has occurred or is likely to) | POSSIBLE  (reasonable to believe an  incidence may occur, but not  frequently) | IMPROBABLE  (incident unlikely to occur, or only in an unlikely combination of circumstances) |
| SEVERE - fatality, or  serious injury to more  than one person | Actual Risk: HIGH  Hazard must be included in risk  assessment | Actual Risk: HIGH  Hazard must be included in risk  assessment | Actual Risk: MEDIUM  Hazard must be included in risk  assessment |
| SERIOUS - serious injury,  or irreversible damage to  health | Actual Risk: HIGH  Hazard must be included in risk  assessment | Actual Risk: MEDIUM  Hazard must be included in risk  assessment | Actual Risk: LOW  Hazard must be included in risk  assessment. |
| MODERATE - minor injury,  but requiring first aid or,  health effect reversible on  treatment | Actual Risk: LOW  Hazard must be included in risk assessment. | Actual Risk: TRIVIAL  Do not include hazard in risk  assessment | Actual Risk: TRIVIAL  Do not include hazard in risk  assessment |
| NOT SIGNIFICANT - minor  injuries such as cuts and  bruises | Actual Risk: LOW  Hazard must be included in risk assessment. | Actual Risk: TRIVIAL  Do not include hazard in risk  assessment | Actual Risk: TRIVIAL  Do not include hazard in risk  assessment |

**2. Probability of harm**

**This section has been completed with some standard risks and controls to help guide you. Please update, expand and add other risks as required**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of hazard | Description of potential harm | Risk level (before controls) | Prevention and controls to reduce risk/hazard |
| Adverse weather  conditions | Severe weather storms/  lightening/strong winds  etc. | Low | Advise all participants to ensure they come with suitable clothing and footwear. Planned activities may need to be altered last minute to allow for adverse weather conditions, or cancel/postpone altogether if weather is extreme. Ensure activities keep participants moving and not static for long periods of time. Do not shelter under trees if lightning becomes a potential threat. If in an exposed area and lightning strikes, curl up on the ground. |
| Strong sun/hot weather | Sunburn/dehydration | Low-Medium | Advise all participants to ensure they come with suitable clothing and footwear. Participants encouraged to wear sun hats outside and apply sun cream before going outdoors. Carry extra water or have refreshments available nearby. Avoid being in direct sunlight for too long. Activities to take place in shady areas whenever possible. |
| Presence of nettles, thistles,  brambles, thorns, bracken | Rashes/reactions/stings/  scratches | Low | Advise all participants to ensure they come with suitable clothing and footwear. Closed footwear mandatory. Check area before activity for plants that could present a hazard. |
| Bee or wasp stings/snake or  insect bites | Sting/bite/reactions | Low-Medium | Advise all participants to ensure they come with suitable clothing and footwear. Long trousers and sleeves strongly recommended. Ask participants to highlight severe allergies at the beginning or prior to the session. If skin reacts, get medical treatment as soon as possible.  When trapping/handling any wildlife follow advised protocols from experienced ecologist leading session. |
| Working near water | Drowning | Low-Medium | Staff to supervise participants when close to the edge of the water. If participants are young or less able then staff will collect samples so that participants are not required to work close to the water. Samples will be sorted at a reasonable distance away from the water source. |
| Possible exposure to contaminated water | Weils’ disease (leptospirosis) | Low | Participants advised that any cuts or grazes are covered with a waterproof dressing ahead of the activity. Participants can wear gloves. All participants reminded not to eat or put fingers in mouth until hand washing has been performed. All participants must wash hands before meals or use appropriate hand sanitizing/alcohol gel. |
| Using long handled nets, invertebrate sweep nets | Incorrect use may cause injury | Low | Demonstrate correct use of net to participants; stress how important it is to be aware of who is close to you, and how to carry net safely. |
| Falling tree branches | Branches may fall and injure those taking part in activities below. | Low | Check all tress regularly for the presence of rotten or partially fallen branches. Carry out an additional check immediately prior to any activities that involve working under the tree canopies. Ensure removal of any such branches ahead of the activity. Do not carry out activities directly under tree canopies during adverse weather conditions. |
| Slip and trip hazards  around site | Participants tripping over fallen branches or uneven ground or slipping on wet surfaces | Low - Medium (if wet) | Walk site prior to session and remove obvious hazards. Warn participants of the natural hazards found in the area. Participants to be advised in advance to wear suitable outdoor clothing and footwear. Plan routes to avoid wet/ muddy/slippery surfaces where possible. |
| Traffic | Collision | Low | Activities to be undertaken in public areas/parks with no public vehicle access. Advise group if site specific vehicles may be moving around, and to be aware of this. |