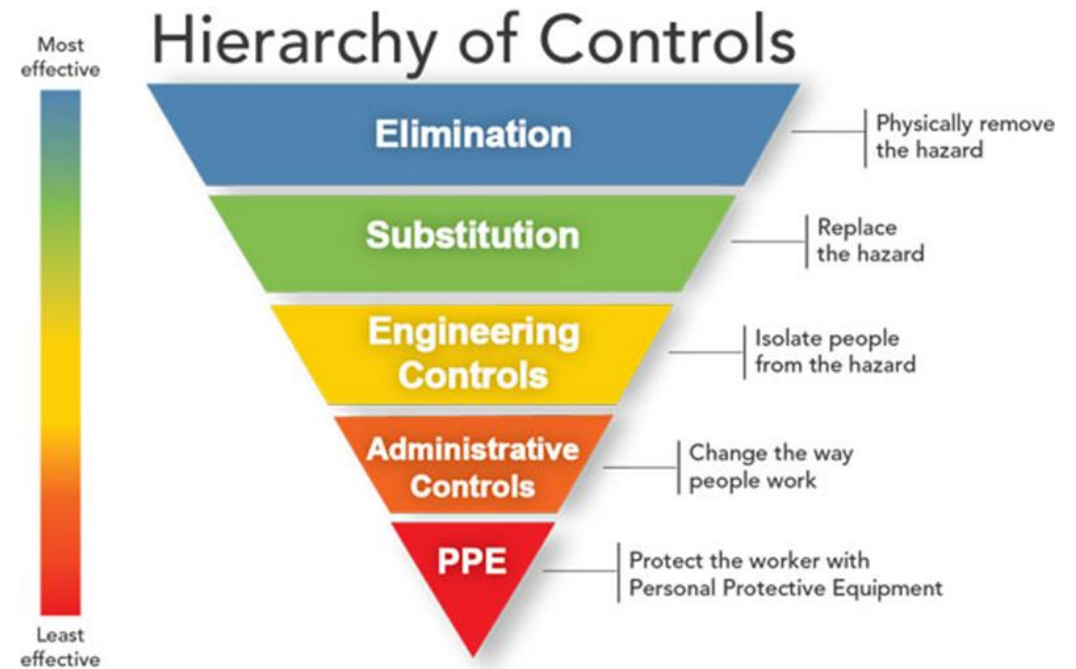


# Risk Assessment for Wilder Minds

Who does this protect?

- Staff
- Members of the Public
- Contract Workers
- Volunteers/Work Experience



## General outside area

Conducted by: Raven-Marie Spurr

Reviewed by: Lucy Steele

<b>S e v e r i t y</b>	Severe	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
<b>Risk Matrix Key</b>		1	2	3	4	5	
		Very Low	Low	Medium	High	Very High	
		<b>Likelihood</b>					
		<small>www</small>					
		<b>Very Low Risk</b>					
		<b>Low Risk</b>					
		<b>Medium Risk</b>					
		<b>High Risk</b>					
		<b>Very High Risk</b>					

Outside Risk Assessment								
Risk	Who is affected	Quantitative Risk Assessment		Risk Rating	Actions to Reduce Risk ALARP	After Actions to Reduce Risk		Risk Rating
		Likelihood	Severity			Likelihood	Severity	
Slips, trips and falls	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> <li>Contract workers</li> </ul>	5	5	25	Personnel will be educated on how to conduct themselves outside. Two people will always be together to make sure if one were to fall, the other could report it. Any hazards seen outside will be either removed or action will be taken to ensure that they are no longer deemed a hazard. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	2	2	4
Fire	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> </ul>	5	5	25	No candles or open flames will be lit on the premises by those untrained to do so. Those who smoke will not only be educated on where to smoke, but also to remind them to use the wind proof ashtray provided. All personnel on site will be shown	1	2	2

	<ul style="list-style-type: none"> <li>Contract Workers</li> </ul>				the fire exits and educated on how to conduct themselves in the event of a fire. An extinguisher will be always present on the site. Regular but unexpected fire drills will take place to remind personnel on site of how to conduct themselves, and also to make sure the process runs smoothly.			
Cuts	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> <li>Contract workers</li> </ul>	5	4	20	All exposed sharps will be removed from hazardous areas. Before clients arrive on site a general sweep will be done by a staff member to make sure that the areas are safe. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	1	1	1
Splinters	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> <li>Contract workers</li> </ul>	5	2	10	Wood will be treated appropriately by professionals, any splinters or areas that are not smoothed will be sanded down to prevent injury. Appropriate PPE will be given to visitors on site to prevent splinters from shrubbery and trees. If injury is to occur a trained first aider will attend,	1	2	2

					assess and where appropriate treat.			
Thorns, nettles and brambles	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	3	15	PPE will be given to anyone on site and before coming on to the land people will be advised on appropriate clothes to wear. Where possible and in high foot traffic areas brambles, thorns and nettles will be removed. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	2	1	2
Bug bites	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	4	20	Any bites will be appropriately assessed and treated by the trained first aider on site. PPE will be given to anyone on site and those coming on to the site will be advised on appropriate clothes. In areas of high foot traffic paths will be cut to try and prevent visitors walking through long grass.	3	1	3

Falling trees and shrubbery	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	5	25	Any dying or tilting trees/ shrubbery will be assessed by a tree surgeon. If a tree surgeon cannot be sought after immediately the area will be cordoned off to prevent injury. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	1	3	3
Injuries relating to the ponds	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	4	20	Ponds will be made visible through signs, or other markings to allow staff and those visiting the site to see and avoid falling in. Regular maintenance will be done on the ponds to ensure their safety. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	2	2	4
Ingestion of Chemicals/ Chemical burns	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> </ul>	3	3	9	All chemicals will be stored in appropriate containers, out of the reach of untrained individuals. Only those who have been appropriately trained and educated will be authorised to use these chemicals. PPE, such as	1	1	1

	<ul style="list-style-type: none"> <li>Contract workers</li> </ul>				<p>latex gloves, will be used when handling said chemicals. A burns kit will be kept on site and anyone who was to ingest chemicals or be burnt by them will be signposted to a medical facility.</p>			
Injuries from lifting heavy objects	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> <li>Contract workers</li> </ul>	3	4	12	<p>Personnel will be educated on how to conduct themselves when working with heavy objects. Trip hazards will also be removed (See prevention of slips, trips and falls). No volunteers or members of the public will be asked to lift heavy objects where it is possible. Personnel with disabilities that may be further exacerbated by lifting heavy objects will also not be asked to do this task. Appropriate PPE will also be used, such as steel toe cap boots, to prevent injuries from dropped items. If injury is to occur a trained first aider will attend, assess and where appropriate treat.</p>	2	2	4



<p>Confrontation/ Bodily harm from members of the public.</p>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All clients, contractors and volunteers will be closely monitored by authorised personnel when working in the shop. All staff will be trained in how to deal with confrontational situations and will have a radio to signal for further assistance at all times. Authorised personnel will be given the correct training when dealing with these situations and will be given the correct contact numbers if the need arises. If injury is to occur a trained first aider will attend, assess and where appropriate treat.</p>	<p>2</p>	<p>2</p>	<p>4</p>
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## Shed Area

Conducted by: Raven-Marie Spurr

Reviewed by: Lucy Steele

<b>S</b> <b>e</b> <b>v</b> <b>e</b> <b>r</b> <b>i</b> <b>t</b> <b>y</b>	Severe	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Very Low	Low	Medium	High	Very High
			<b>Likelihood</b>				

<b>Risk Matrix Key</b>
<b>Very Low Risk</b>
<b>Low Risk</b>
<b>Medium Risk</b>
<b>High Risk</b>
<b>Very High Risk</b>

Outside Risk Assessment								
Risk	Who is affected	Quantitative Risk Assessment		Risk Rating	Actions to Reduce Risk ALARP	After Actions to Reduce Risk		Risk Rating
		Likelihood	Severity			Likelihood	Severity	
Slips, trips and falls	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> <li>Members of the public</li> <li>Contract workers</li> </ul>	5	5	25	Personnel will be educated on how to conduct themselves outside. Two people will always be together to make sure if one were to fall, the other could report it. Any hazards seen outside will be either removed or action will be taken to ensure that they are no longer deemed	2	2	4

					a hazard. If injury is to occur a trained first aider will attend, assess and where appropriate treat.			
Fire	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract Workers</li> </ul>	5	5	25	Outlets found throughout the building will be checked on a regular basis by trained electricians to make sure they are not a hazard. No candles or open flames will be lit in the building. Those who smoke will not only be educated on where to smoke, but also to remind them to use the wind proof ashtray provided. All personnel on site will be shown the fire exits and educated on how to conduct themselves in the event of a fire. An extinguisher will be always present in the building. Regular but unexpected fire drills will take place to remind personnel on site of how to conduct	1	2	2

					themselves, and also to make sure the process runs smoothly.			
Cuts	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	4	20	All exposed sharps will be removed from hazardous areas. Before clients arrive on site a general sweep will be done by a staff member to make sure that the areas are safe. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	1	1	1
Splinters	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	2	10	Wood will be treated appropriately by professionals, any splinters or areas that are not smoothed will be sanded down to prevent injury. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	1	2	2

<p>Ingestion of Chemicals/ Chemical Burns</p>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>	<p>All chemicals will be stored in appropriate containers, out of the reach of untrained individuals. Only those who have been appropriately trained and educated will be authorised to use these chemicals. PPE, such as latex gloves, will be used when handling said chemicals. A burns kit will be kept on site and anyone who was to ingest chemicals or be burnt by them will be signposted to a medical facility.</p>	<p>1</p>	<p>1</p>	<p>1</p>
<p>Electrical Shocks</p>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Outlets found throughout the centre will be checked on a regular basis by trained electricians to make sure they are not a hazard. The building will be laid out in a way that ensures no outlets will be near bodies of water at any given point. All personnel will be educated on how to conduct themselves around electrical</p>	<p>1</p>	<p>4</p>	<p>4</p>

					equipment. Wires will always be covered and secure.			
Scolds	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	5	5	25	All occupants of the building will be educated on how to conduct themselves around boiling water. If an injury was to occur, the appointed first aider would work with the person to seek medical aid. The kettle will be placed securely on a flat surface to prevent spillage. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	2	3	6
Trapping Injuries	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	4	3	12	Personnel on site will be educated on how to conduct themselves around objects that may cause trapping injuries, such as doors. If injury is to occur a trained first aider will attend, assess and where appropriate treat.	2	1	2



Carbon Monoxide Poisoning	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> <li>· Animals in care</li> </ul>	3	5	15	<p>A carbon monoxide reader will be placed in the building. If the reading were to increase, personnel and members of the public would be immediately evacuated from the building. The appropriate authorities would be called for medical attention and to fix the leak. All personnel on site will be educated on the signs and symptoms of carbon monoxide poisoning, as well as how to conduct themselves in the event of an evacuation.</p>	1	1	1
Electronic Fulmination Through Misuse	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Member of the public</li> <li>· Contract workers</li> </ul>	4	5	20	<p>Both microwaves and kettles will be tested routinely to make sure that they are working correctly. Staff and volunteers will be educated on how to use electronic equipment correctly. Preventative measures will be taken, such as removing items on top of the microwave or making sure the surrounding surfaces are dry at all times.</p>	1	2	2

<p>Confrontation/ Bodily harm from members of the public.</p>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Volunteers</li> <li>· Members of the public</li> <li>· Contract workers</li> </ul>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All clients, contractors and volunteers will be closely monitored by authorised personnel when working in the shop. All staff will be trained in how to deal with confrontational situations and will have a radio to signal for further assistance at all times. Authorised personnel will be given the correct training when dealing with these situations and will be given the correct contact numbers if the need arises. If injury is to occur a trained first aider will attend, assess and where appropriate treat.</p>	<p>2</p>	<p>2</p>	<p>4</p>
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## PPE used in Shed area

		Personal Protective Equipment							
		Latex Gloves	Gardening Gloves	Gauntlets	Masks	Goggles	Steel Toe Cap Boots	Foot Covers	Aprons
When needed?	Always								
	Circumstantial	√			√	√	√	√	√
	Never		√	√					

