

Health and Safety Risk Assessment

Hey! Earthlings! events at: [Location]

Dates : [dates]

1.1 Introduction

This document comprises a description of proposed activities and site characteristics followed by a risk assessment for [###] walks and workshop events as part of the Hey! Earthlings! Project. These events will be delivered by creative practitioners [####]. The events are for groups of between [number] young people and adults from diverse ethnic communities. The team will be supported at one or more of the events by [####].

The events will take place outdoors at [location1], and then indoors at workshop space at [location2]. Participants will walk between locations.

The detailed risk assessments for outdoors/walk and indoor workshop are provided in Appendices 1 and 2, with a matrix key for determining health and safety risk level.

1.2 Proposed Activities

The activities are arranged to start at [location2], meeting at the car park in front of the building. We will have access to toilet/wash facilities. From there we will make a short walk on public footpaths to [location1], where we will spend around 1.5 hours,

The site is managed by [####]. It is accessed through a metal kissing-gate and steep steps down into a field of mixed grassland and woodland. It has uneven surfaces, some steep slopes, rough ground, steps and surfaces which may be slippery in wet weather. There may be grazing cattle on the site. Walk leaders will make everyone aware of any specific hazards on the day and take any necessary precautions.

Activities for participants at [location1] will include:

- learning about the historical connection with Charles Darwin and the natural heritage of the site
- Listening to underwater sounds in the river using small hydrophone microphones, sounds of trees using contact microphones and ambient sounds of bird song etc using field recorder
- In a sheltered area in the orchard/wood pasture: singing and sharing words, stories, memories about the nature they observe or have experienced in other parts of the world where they have come from
- Collecting a few leaves or grasses for use in making cyanotype prints (developed off site). Participants will be asked not to pick any wildflowers or feathers (risk of bird flu).

- Making short videos using an iPad and photographs using a polaroid camera

Equipment/materials brought onto the site will include:

- Information sheets
- Hydrophone/field recorder and headphones (non-intrusive)
- iPad
- Polaroid camera and film
- Perspex sheets/clip frames and cyanotype paper
- Small scissors/paper bags for collecting grasses/twigs/leaves
- Picnic blankets
- Some snacks and water for picnic refreshments, all litter to be removed off site
- First aid kit

On return to [location2], there will be some indoor creative activities including drawing, developing cyanotype prints, working into polaroid prints, editing videos, sharing words and working on collaborative poems. Working space, associated facilities and materials are provided by the artists.

The workshop space has a small kitchen area for refreshments and accessible wash and toilet facilities. The workshop space will be on the ground floor. Participants may go upstairs to see the room where Charles Darwin was born.

Limited parking for cars is available in the Car Park or along Hafren Road.

1.3 Emergency Procedures

In an emergency, seek first aid and assistance from the group leaders as appropriate and, if necessary, contact emergency services by dialling 999 and report to the lead artists.

In the case of emergency, the post code for [location2] is [###]

What3words: [####]

Nearest Hospital: [####] . Liaison arrangements between parties

1.4 Contact information:

Relevant mobile phone numbers:

Appendix 1 - Risk Assessment – outdoors/walk

Hazard	Who might be harmed and how?	Severity	Likelihood	Risk	Risk Control Measures	Residual Risk
Collision with vehicles whilst on walk	Participants, artists; bruises, broken limbs, death	Very harmful	Seldom	Serious	Avoid trafficked roads where possible, and keep to footpaths. Route to [####] does not require crossing of any roads Ensure participants are kept within clear sight, between adult leader and follower at back of walking group. Adult to co-ordinate road crossing when necessary and wear hi vis jackets Any children are not to be permitted to wander towards roads Maintain vigilance for anticipating moving vehicles including any machinery in the field	Moderate
Tripping/slipping over objects						
Tripping/slipping on steep or uneven ground and steps						
Manual handling/Lifting heavy objects						
Sharp tools						
Storage and use of hazardous materials						
Incorrect disposal methods of wastes						
Sharp branches, sticks and nettles						
Insect bites						
Contact with poisonous fungi, berries or other plant materials						
Fall into water						
Contact with water						
Contact with dog or other animal faeces						

Hazard	Who might be harmed and how?	Severity	Likelihood	Risk	Risk Control Measures	Residual Risk
Allergies						
Adverse weather conditions						
Triggering trauma or loss						

Appendix 2 - Risk Assessment – Indoor Workshop

Hazard	Who might be harmed and how?	Severity	Likelihood	Risk	Risk Control Measures	Residual Risk
Tripping/slipping over objects	Participants, artists; bruises or broken limbs	Harmful	Frequent	Serious	Ensure tools/materials are kept in tidy areas, preferably in boxes away from pedestrian walkways and not left lying around unattended Artist to keep an overview to ensure objects are kept in a tidy fashion Spills of water to be minimised by using wide stable containers and any spills on floors to be mopped up promptly. Ensure any cabling is kept clear of walkways or clearly identified and protected	Moderate
Manual handling/Lifting heavy objects						
Sharp tools						
Storage and use of hazardous materials						
Incorrect disposal methods of wastes						
Spillage of paints/inks						
Allergies						
Triggering trauma or loss						

Matrix for determining health and safety risk level

Likelihood	Severity		
	<i>Slightly harmful</i> (e.g. cut)	<i>Harmful</i> (e.g. 3 day RIDDOR)	<i>Very Harmful</i> (e.g. fatality, amputation)
<i>Seldom</i> (<10%)	Tolerable	Moderate	Serious
<i>Frequently</i> (11-50%)	Moderate	Serious	Very high
<i>Certain or near certain</i> (>50%)	Serious	Very high	Intolerable