

Operation/Task:	Furzey Gardens Centenary Walk	Employees at Risk:	All Volunteers, staff
Location/Area:	Walking route from Furzey Gardens	Other Persons at Risk:	Public
Assessor:	Diane Hunter	Key Responsible Personnel:	Dawn Wood, Petra Palsler
Approved By:	CEO	Issue Date:	July 2022

This risk assessment should be read and understood together with the following documents.		
All other applicable risk assessments.	Health and Safety Policy	Site or Local Induction

ACTIVITY/ PROCESS	HAZARDS	RISKS	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
General Health and Mobility	6.9k distance to be completed	People become unwell during the walk due to				Medium	Self assessment of physical health suitable for undertaking this degree of physical exercise.				Low
	Some stiles and gates are more challenging	Trips, slips , falls.					Take frequent breaks, carry water and energy snacks.				
	Mud, uneven ground and slippery tracks						Appropriate non-slip footwear – walking boots are recommended. Sticks can assist.				
	Overgrown paths and undergrowth	Blisters, nettle stings, scratches.	3	3	9		https://forestryandland.gov.scot/visit/activities/walking/check-for-ticks	2	2	4	
	Ticks.	Asthma / Allergic rhinitis / Aspergillosis.					At least one of the walking party to carry a mobile phone at all times.				
	Extreme weather	Phyto-phototoxicity					Recommend wearing insect repellent and sun cream.				
		Lyme disease					Check weather forecast and wear appropriate clothing, sunglasses and sunhat/rain gear.				
		Heat stroke/exhaustion dehydration,									

		sunburn, wet/cold.									
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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Road Safety	As the walk is along some roads moving traffic could be an issue.	Traffic accident Being struck	5	3	15	High	Follow basic road safety guidelines to cross any roads. Wait until the road is clear in both directions (ie do not cross to middle unless there is a traffic island). BE PATIENT and only cross if you there is space to walk calmly across together.	5	1	5	Low

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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Personal Safety	Isolated, remote paths. Animals	Personal attack Ponies or other animals kicking/biting	3	2	6	Low	Each person to carry charged mobile phone. Keep a good distance from all wild animals. Do not pet, feed or take close up selfies with ponies, which may look friendly, but can kick and bite.	2	1	3	Very Low
Following route	No indication of route to follow. The latter stages in Minstead Woods do not have defined paths through the woodland	Getting lost	1	4	4	Low	Use map provided by OS advertised on our website. At least one member of the team is confident to navigate solely with a map and without instructions. Basic route description will also be provided. Use a compass to confirm direction of travel.	1	3	3	Very Low

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Table S1 Criticality Matrix

Likelihood of Occurrence (L)	Severity Rating (S)				
	Major	Serious	Significant	Minor	Negligible
Certain	25	20	15	10	5
Occasionally	20	16	12	8	4
Probable	15	12	9	6	3
Unlikely	10	8	6	4	2

Improbable	5	4	3	2	1
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Table S2 Severity Rating (S)

1	Negligible	Slight, no potential risk of injuries, no significant effect on health and safety
2	Minor	Minor injuries or equipment damage, minimal effect on health and safety
3	Significant	Significant injuries or multiple minor injuries, equipment damage and effect on health and safety
4	Serious	Severe/multiple injuries, equipment damage or major environmental effect that can be controlled
5	Extreme	Death and/or serious structural damage or major environmental effect that cannot be controlled

Table S3 Likelihood Rating (L)

1	Improbable	A highly unlikely event
2	Unlikely	An unlikely event, could occur if control measures are disregarded
3	Probable	An event which may occur despite existing control measures
4	Occasionally	An event likely to occur unless control measures are improved
5	Certain	An event which will occur unless immediate controls are applied

Table S4 Scoring Matrix (R)

1-3	Very Low	Activities in this category present minimal levels of impact or risk and are unlikely to occur, proceed with these activities as planned and monitor against objectives
4-6	Low	Activities in this category present minor levels of impact or risk. The application of risk management strategies to reduce the impact or risk is advised. Consider ways of modifying the process or implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP)
8 +	Medium	Activities in this category present serious and unacceptable levels of impact or risk. Consider ways of modifying the process and implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP). Additional control measures and monitoring may be required.
12 +	High	Activities in this category present high levels of impact or risk and should not be allowed to proceed without very careful planning. Consider consulting specialists. The company should evaluate whether the activity is actually necessary in the first place or whether alternative processes are available.
20 +	Very High	Activities in this category present extreme levels of impact or risk, such as loss of life or breach of legislation and must not be undertaken.

The risk rating (R) is calculated by multiplying the likelihood (L) by the severity (S), $L \times S = R$. In this way, the potential of a risk affecting operations is evaluated according to its perceived severity. Where a legislative requirement for change is identified, an automatic score of 25 is given since immediate corrective action is required to ensure compliance. All hazards which present legitimate concerns to stakeholders or clients also receive an automatic score of 25 in order to initiate immediate corrective action. The results of the above scoring methodology are recorded on the risk register. From this, the risks are prioritised for action on the basis of their risk score.

Five Steps to Risk Assessment

Step 1	Look for hazards	Walk around the work area, paying attention to activities and materials that have the potential to cause harm. Identify materials and substances; as well as equipment and tools. Observe activities in the workplace as well as how people perform the activities. Ask employees or representatives what they think and review applicable manufacturers' health and safety data sheets.
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Step 2	Decide who might be harmed and how	Groups of people that may be affected include operators, cleaners, contractors, maintenance personnel, members of the public, people sharing your workplace etc. Pay particular attention to young workers, inexperienced operators, disabled people, visitors and lone workers
Step 3	Evaluate the risks and decide whether current controls are adequate	Consider how likely it is that each hazard could cause harm by using risk ratings to prioritize risk. Determine whether or not you need to do more to reduce the risk and implement control measures (actions list) if the risks are not adequately controlled
Step 4	Record your findings	Keep written records for future reference in order to demonstrate compliance to legal requirements (e.g. manual handling, working in confined spaces)
Step 5	Review risk assessments and revise if necessary	Review and revise the risk assessment when there is any significant change (e.g. new hazards arise due to new machines, substances and processes). Regularly review the risk assessment to check that the precautions for each hazard still adequately control the risk and, if necessary, reassess the risk.