

Task/Activity/Item:	Outline Risk Assessment for Groups		
Location:	Westonbirt Arboretum		
Personnel exposed:	Group leader, participants		
Person(s) conducting Assessment:	Libby Morris, Chris Meakin		
Reference Number:	Rec 023	Date:	28/01/25

General site information

Location Phone number (reception)	Westonbirt Arboretum, Tetbury, Glos. GL8 8QS 0300 067 4891	Nearest hospitals	Tetbury - Mon-Fri 08:30-16:00, 01666 502336 Gloucestershire Royal Hospital - 24 hrs, 0300 422 2222
Street name Nearest main road	A433, 3 miles south of Tetbury A46 (Bath-Stroud)	Mobile reception	Very poor coverage, intermittent
Grid refs (for out of hours visits)	Main entrance - ST 855 897 Helicopter landing sites - ST851900 / ST853898 / ST841899	Landlines	Phone at Welcome Building
First aid provision	- It is your responsibility to ensure that you have enough suitably trained first aiders carrying appropriate first aid kits for the activity being undertaken. - For additional first aid support, please go to the Welcome Building. This is accessible 09:00 - 16:30 - Alternatively go to the restaurant or shop, where staff can radio for first aid support. - There are two defibrillators on site: outside the restaurant and inside the Welcome Building.	Lost persons	The arboretum has a lost person procedure in case of emergencies. In the first instance you should speak with a member of staff who will organise searches. All Forestry England staff have been checked through the disclosures system.
		Out of hours contact	A duty manager is on site between 09:00 and 17:00. If you need emergency support out of hours, please contact: 0300 067 4890

All groups and leaders must check in, either at the Welcome Building, the Main Office Reception, or with a designated person.
All groups and leaders must consider how their activity could impact staff, volunteers, participants and members of the public.

Risk assessment form

SEVERITY RATING	LIKELIHOOD RATING	Risk Rating Matrix	Likelihood						RISK RATING (Severity x Likelihood)	
1 Minor injuries or discomfort, no medical treatment or measurable physical effects 2 Injuries or illness requiring medical treatment. Temporary impairment 3 Injuries or illness requiring hospitalisation 4 Injury or illness resulting in permanent impairment 5 Fatality	1 Could happen but probably never will. 2 Not likely to occur in normal circumstances 3 May occur at some time 4 Expected to occur at some time 5 Expected to occur regularly under normal circumstances	Severity		1	2	3	4	5	L	Acceptable - additional controls where required/ensure existing controls are maintained
			1	L	L	L	L	L		
			2	L	L	L	M	M	M	Risk needs to be reduced to tolerable/ acceptable where reasonably practicable to do so. Maybe necessary to apply interim controls until actions are completed
			3	L	L	M	M	M		
			4	L	M	M	H	H	H	Risk must be reduced before work can commence and a high level of supervision and monitoring will be required for the task.
			5	L	M	M	H	H		
LOW = 1-6		MEDIUM = 8-15				HIGH = 16-25				

Risk assessment form

Hazards	Affected Personnel	Severity	Likelihood	Risk Rating	Existing Controls (e.g. training, safe working procedures, PPE, equipment selected, No. staff allocated to task, emergency plans & arrangements, lone working controls)	Severity	Likelihood	Risk Rating	Additional Controls Required to bring risk rating down as far as reasonably practicable (e.g. supervision & monitoring, additional/specialist equipment, specialist PPE)
Tree work - machinery - tools - dropping branches - tree felling	Group leader, participants	4	2	8	- All work areas are taped off with hazard tape/warning signs or with a banksman directing visitors. - Group leader to include information about how hazards are marked in their safety talk and stress that these areas must be avoided: - o hazard tape (orange and white striped) - o ‘No access’ - o ‘Authorised staff only’ - o metal barrier fencing - Ensure your group do not touch forestry vehicles. - Where ‘Arboretum Operations Ahead’ signs are present, please approach with caution	4	1	4	Group leader to monitor throughout visit
Moving vehicles - around site	Group leader, participants	3	2	6	- Tractors and other work vehicles moving around on site, speed limit of 15mph - Driver vigilance - Group leader to include information in their safety talk: gather at the path/roadside to ensure group safety when vehicle is approaching	3	1	3	Group leader to monitor throughout visit

Risk assessment form

Biohazard - dogs - Faeces - Bites	Group leader, participants	3	3	9	- Within Silk Wood, dogs are permitted off the lead. - Within the central facilities area and picnic area, dogs are allowed but should be on a lead - Dogs are not allowed in the Old Arboretum, except for assistance dogs - Group leader to report uncontrolled / aggressive dogs to Welcome Building	3	1	3	Group leader to monitor throughout visit
Biohazard - ticks	Group leader, participants	3	3	9	- Group leader to include biohazards in their safety talk - Ticks can occasionally be found in the arboretum (as in all woodland, moorland and grassy areas) and some ticks carry Lyme disease. It is advised that a check is carried out after the visit to ensure no ticks have attached themselves to the body. - If a tick is found, it is best to use a tick removal tool or fine tipped tweezers as soon as possible. For further advice contact NHS Direct or visit www.nhs.uk/conditions/lymedisease- - Long trousers recommended for activities taking place in dense undergrowth	3	1	3	Group leader to monitor throughout visit Report to Welcome Building if a tick is found in skin whilst on site.
Animals - cows	Group leader, participants	4	1	4	- Cows seasonally on site (during winter months) - Cows fenced in with electric fencing. Signs on electric fencing warning of potential shock if touched.	2	1	2	Group leader to monitor throughout visit

Risk assessment form

Biohazards - stings - bites - thorns - poisonous material	Group leader, participants	3	4	12	- Group leader to include biohazards in their safety talk - Long trousers recommended for activities taking place in dense undergrowth	3	3	9	Group leader to monitor throughout visit
Extreme weather - storms - high winds - hypothermia - exposure - sun stroke - sun burn	Group leader, participants	3	3	9	- The arboretum has an Extreme Weather Policy. The arboretum closes when the constant wind speed is forecast to be 30mph or more or gusts of over 55mph, and after heavy snow/ice. - Arboretum staff check main routes after severe weather / high winds - Areas deemed to be of high risk will be taped off with hazard tape and avoided - Car park and routes to facilities (Welcome Building and restaurant) gritted as necessary	3	1	3	Group leader to monitor throughout visit.