**Cynefin Risk Assessment 2025**

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| **UNIVERSITY INSTITUTE / DEPARTMENT** | **BRIEF DESCRIPTION OF ACTIVITY** |
| Cynefin, Carmarmarthen | Using Outdoor areas of Cynefin for well-being, learning and recreation |
| **PERSONS AT RISK / POTENTIAL HARM** | **DATE(S) / LOCATION(S) OF ACTIVITY** |
| Individuals and groups from the local community using the outdoor areas at Cynefin | July 2025 – July 2027 inclusive |

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| **HAZARD** | **PRE-CONTROL**  **RISK** | **CONTROLS** | **RESIDUAL RISK** |
| **Lack of awareness of Health and Safety requirements** | **Moderate** | 1. Health and Safety processes and guidance available via [Health and Safety intranet page.](https://intranet.uwtsd.ac.uk/departments/health-and-safety?check_logged_in=1) 2. All UWTSD staff to complete mandatory basic Health and Safety awareness training. 3. A suite of specific Health and Safety training courses available for staff 4. External visitors / groups to receive H&S briefing from UWTSD staff member | **Low** |
| **Fire Incidents** | **High** | 1. Only staff who have been undertaken am induction may use the wood burner in the yurt – safe user guidelines located next to the stove 2. UWTSD staff member to check wood burning stove in yurt is safety compliant before use 3. UWTSD staff member to provide health & safety guidance around the use of campfire noting locations of fire extinguisher/blanket and first aid items 4. Only designated group/activity leaders to light campfire 5. Activity leader to remind participants of the need to take extra care when near the campfire – move behind others, be aware of foot placement, sit/stand a safe distance from fire, use fire glove to add logs to fire 6. Activity leader to ensure the campfire is out at end of activity / day 7. All fire/burns related incidents to be reported to UWTSD health & safety unit. | **Low** |
| **Weather** | **Moderate** | 1. Where extreme bad weather is forecast consider postponing activities 2. Ensure all participants have suitable clothing/footwear for expected and potential weather conditions – use UWTSD stores if required 3. Ensure hot weather is considered as well as cold / wet weather 4. Leader/group to make use of yurt if required | **Low** |
| **Attendee Health Issues** | **Moderate** | 1. Group leader to ensure participants are medically able to take part in activities. 2. Leader check participants for any allergy concerns 3. Leader liaises with UWSTD staff for key access to make available indoor toilets and shower as required 4. Group leader to report any medical concerns/incidents to UWTSD health & safety unit | **Low** |
| **Driving Risks** | **Low** | 1. Leaders and UWTSD staff to ensure vehicles are made aware of 10 mph limit at Cynefin 2. Leaders and UWTSD staff to direct visiting vehicles to safe parking area adjacent to Alton House | Low |
| **Accommodation** | **Low** | 1. N/A | N/A |
| **Lone working / Isolation** | **Moderate** | 1. UWTSD staff to be made aware of uwtsd [Lone Working policy](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Lone-Working.aspx) 2. UWTSD staff to be made aware of Porters contact details on Carmarthen campus 3. Landline communication is available at Cynefin as required | **Low** |
| **Visits to 3rd party sites** | **N/A** | 1. N/A | **N/A** |
| **Personal Safety** | **Moderate** | 1. Staff and visiting groups to comply with uwtsd health & safety guidelines at all times 2. P&EO / or other experienced uwtsd staff to be in attendance with visiting groups at all times 3. P&EO to maintain a record of visiting groups ./ participants | **Low** |
| **First Aid** | **Moderate** | 1. Uwtsd [First Aid policy](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/First-Aid.aspx) followed. 2. to undertake first aid training course 3. P&EO to liaise with group leaders on their first aid qualifications 4. Visiting group leaders to have the means of summoning emergency services if required. 5. P&EO to ensure visiting participants are aware of locations of First Aid items | **Low** |
| **Activity / Task Hazards** |  | Include in subsequent lines any additional hazards not covered above that are relevant to specific activities / tasks undertaken as part of the fieldwork. Areas to consider:   * Terrain * Animals / Other Wildlife * Lifting / Carrying Loads * Equipment Use * Use of Hazardous Substances * Working near or in water * Working at Height * Excavations / Working in Confined spaces |  |
| Undertaking fieldwork activities – for example conservation activities/planting/clearing/moving logs etc | Participants may be fearful of dirt on clothes or skin and possibility of infections to pre-existing cuts or wounds | 1. P&EO to liaise with visiting leaders/groups in advance to wear appropriate clothing and footwear for outdoor activities. 2. Additional outdoor / gradening gloves to be made available from uwtsd stores as required 3. P&EO to advise all participants to wash their hands at the end of fieldwork activities 4. P&EO to ensure uwtsd health & safety guidelines are followed | **Low** |
| Walking in nature – river side and willow fields on undulating terrain | Slippery surfaces could cause falls and thus injuries such as cuts, grazes, bruises , breaks, sprains | 1. Advise participants to watch step and changing underfoot terrain in natural environment i.e. nettles & to be vigilant of their unfamiliar natural surroundings 2. Advised to wear suitable footwear 3. P&EO to regularly check areas for hazards and avoid as required 4. P&EO to ensure that first aid items are available as required | **Low** |
| Activities near water – River Towy | Participants made aware of dangers associated with moving water / pools and streams – drowning, immersion, hypothermia and the many underfoot hazards around walking near river banks / pools – holes, slips, trips etc | 1. Access to the riverside field is restricted by a locked metal gate 2. P&EO to approve access to field only to supervised / accompanied groups and participants 3. Where access is permitted P&EO to ensure no-one goes close to the river and participants must stay on the grassy path at all times 4. P&EO to ensure streams and pools of water are avoided at all times 5. P&EO to ensure all participants are accounted for at the end of any activity that takes place in the riverside field 6. P&EO to ensure the metal gate is locked at the end of any activities that are near the river / pools / streams | Medilum |
| Litter during outdoor activities. Glass, plastic, polystyrene, paper. | Glass could cause cuts  Plastic etc is a danger to the environment /  biodiversity | 1. P&EO to regularly check the site and where possible remove glass/plastic etc 2. P&EO to warn participants to take care and to report an hazardous glass/litter etc. 3. P&EO io inform UWTSD grounds staff to be informed of any large / hazardous items that need to be removed | Low. |
| Overhanging /low hanging ranches on trees, hedges, tall growth in hedges / verges . | Participants could be scratched, suffer head injury/eye injury due to bumping into overhanging /low hanging branches | 1. P&EO to regularly check the site 2. P&EO to warn participants to take care in such areas, especially during spring and summer growth periods 3. P&EO to remind participants to lower head when moving close to low hanging branches and to remember outdoor etiquette, not to let a branch bounce back if someone behind you. 4. P&EO to regularly liaise with uwtsd grounds staff re grounds maintenance/overhanging branches/ grass cutting etc. | Low |
| Participants asked to collect natural materials such as leaves, twigs, stones, bark, seeds etc. | Cuts / scratches / rash / poisoning | 1. P&EO to advise leaders/participants to avoid picking fungi / toxic plants / material etc 2. P&EO to advise participants to not to put any materials in mouth and to wash hands after activities 3. P&EO / leader / participants to make use of first aid items as required 4. A competent / qualified first aider to be in attendance at all times | Low. |
| Using saws and other sharp implements to cut materials outdoors.. | Hazard of cutting themselves, scratches, abrasions. | 1. Only experienced and qualified activity leaders to include the use of saws and other sharp implements 2. P&EO to liaise in advance with activity leaders about the inclusion of saws/sharp implements and to be aware of safety instructions discussed with participants 3. P&EO to ensure that all first aid items are available as required | Low |
| Harsh weather conditions such as ice, high winds and heavy rain. | Hazard of falling, branches | 1. Fieldwork activities will not take place in high winds where there is a threat of falling branches 2. P&EO to make yurt available in very heavy rain 3. P&EO to reiterate the need for caution and personal safety in harsh weather conditions | Low |
| Craft/creative activities in nature | Misuse of natural resources | 1. Group leader to provide guidance on using materials appropriately. | Low |
| Alton House farm building / adjacent mountain bike track / Holloway or animal track to river | Visitors may wish to explore out of bounds and non-safe areas | 1. Alton House is out of bounds – safety fence in situ to prevent access 2. Mountain bike track is out of bounds – warning notice displayed 3. Holloway / animal track to river is out of bounds beyond the warning tape 4. P&EO to reiterate to all leaders and participants that Alton House / the mountain bike track and Holloway / animal tack to rive are out of bounds areas | LOW |

**RISK RATINGS**

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| **HIGH** | Activity must stop until suitable control measures have been implemented. Additional resource / cost likely required. |
| **MODERATE** | Further consideration to be given to reduce risk. Additional resource / cost potentially required. |
| **LOW** | No / limited risk reduction measures required. Monitor existing controls. Additional resource / cost unlikely to be required. |

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| **Wood Burner Safety rules** |
| Anyone wishing to use the wood burner with a group must undertake a short INDUCTION with a UWTSD member of staff first.   * - In case of FIRE immediately EXIT the yurt. Leader to use FIRE EXTINGUISHER / BLANKET to extinguish fire, if possible. * - If CARBON MONOXIDE ALARM is activated immediately EXIT the yurt. * - Always use heat resistant GLOVE provided to open/close door - handle, plate and chimney all get VERY HOT. * - In case of BURNS use FIRST AID kit & COOL with water. * - Only use DRY kindling/logs. * - NO PLASTIC/WOOD (with NAILS) to be burnt. * - Ensure stove handle and air vents are in the CLOSED POSITION at the end of the session. * - All incidents to be REPORTED to UWTSD H&S unit. |