Running a Pond or Stream Dipping Event:

1. A Booking or a Drop-in event?

- Run a booking system if you are doing it as a Wildlife Warden event covered by ACT insurance.
- Drop in events attract a lot more people (people don't like to commit in advance!) but that means you must have **lots of space** and **enough helpers** in case lots of people come. You will also need a 'queuing system' in case of a sudden surge in numbers. You may also need to say '30 mins max per child' or something similar.

2. You need:

- A big pond with a clear space at the edge for safe access
- Or a shallow stream with safe access (not very steep banks).
- Alternatively you can bring several big bins of freshwater with a range of creatures in them. They should be put back exactly where they came from and pond creatures should never be mixed with those from running water – their requirements are very different.

3. You need

- Permission to use the area.
- You must make an advance visit and write a COMPREHENSIVE Risk Assessment.
- Be prepared to call off the event if it rains hard and the stream rises, or if conditions become muddy and slippery.
- If you want to use Action on Climate in Teignbridge's Insurance, then one of you MUST have attended and completed a 'Working with Volunteers' Training Course Zoom. Contact Flavio or Audrey to find out more.

4. Equipment (can be borrowed from the Wildlife Wardens):

- Some short handled dipping nets (with rubber ends if possible).
- White trays (approx 10 cm deep) to observe creatures in.
- Small nets for dipping things out of containers with.
- ID sheets (Field Studies Council ones cover most creatures – we have several).
- Tables/picnic benches to put stuff on.
- Hand sanitiser in a conspicuous place.

5. Publicity

- Publicise a couple of weeks ahead – unless you don't want TOO many people.
- **Make sure that your poster says that children MUST be with a parent or guardian!**
- **Ask parent/guardian to bring hand sanitiser/washing gear.**
- Advise all to wear wellies.
- Decide whether to allow children to use their own nets (which may be dangerous for humans and wildlife!)
- Put posters on the Parish and local Facebook pages and Parish Magazines.
- Put posters outside the school and toddler groups.
- Decide on the max numbers you can deal with (children AND parents) and run a booking system if doing it as a Wildlife Warden event.

6. Helpers:

- Make sure that your helpers arrive at least 20 mins before your start time, so you can talk through Health and Safety. People will probably arrive early!
- If this is a drop in event, have at least one vol who meets, greets and gives safety information.
- Tell parents on arrival that they must either go in the stream with their child, or stay close enough to the child at pond edge or stream edge that they can make sure the child follows instructions from helper.
- Ask parents to only take photos of their own children.
- Ensure that parent/guardian understands how to safeguard wildlife – eg find out about it without harming it!
- Make sure that at least 2 helpers are prepared to be in the stream watching small children and preventing 'poking' accidents. The helpers should also try to ensure that each child has a parent IN (if the activity is in a stream) or NEAR the site (if a pond).
- You similarly need 2 helpers to make sure that only a safe number of children pond/stream dip at any one time. Discuss beforehand!
- **For this event you need a qualified 1st aider present at all times.**

7. Other stuff:

- Keep a species list if you can!
- Count child and adult numbers for group feedback.
- Have a feedback session to help with future plans.

Risk Assessment

nb ACT insurance covers Wildlife Wardens carrying out work specifically for wildlife where the owner of the site has given permission.
It covers Wildlife Wardens leading groups (including training and walks) who aren't Wildlife Wardens, **as long as they have taken** the Leading Volunteers Course.
If you are a Wildlife Warden and you think you have previous experience and use similar risk assessment methods, please talk to us beforehand.

Fill in below whether it is a 'booked' or 'drop in' event. Do you, or your organisation have insurance cover, or do you need ACT's insurance? If so, the person in charge of running/organising the event must have completed the ACT Wildlife Warden's 'Running Guided Walks and Working with Volunteers' training.
Booked or drop in event? ……. Insurance? …… Name of trained Wildlife Warden if using ACT insurance …….. Grid reference: ……. **To prevent any incidents caused by too many people in the space available, limit the area available with tape and ask adults and children to wait their turn.** **If this is a 'drop in' event then a 'meet and greet' vol is needed to give safety instructions to people as they arrive – and to keep a limited number in the 'safe' area.**

Add any hazards that apply to the event you are planning.				
Hazard (what might happen that hurts somebody?)	**Measures taken to prevent the problem**	**Likeli-hood 1-5**	**Serious-ness 1-5**	**L X S 6 or under acceptable. 8-12 look for more measures.**
Slips on steep/slippery stream or pond banks causing significant injury	Have a pre-event site visit and mark off any dangerous areas. Give instruction to children AND their adults on safe places they can go.	1	4	4
Injury caused by children poking each other with a fishing net	Limit the number fishing at any one time. Give instruction to children AND their adults on safe use of nets. Have enough vols to politely enforce this.	2	3	6
Adult/child falling into deep water – breathing problems or drowning	Give instruction to children AND their adults on water safety. Have enough vols to politely enforce this and to provide help if anyone falls in. **Have a 1st aider present at all times.**	1	5	5
Adult/child catching a bug from dirty water (E.coli, Weill's disease etc)	Explain the risks to people on arrival. Include the need for hand washing/sanitising before eating – and esp if a child might suck a finger/thumb etc	1	5	5
Risk of an incident caused by a child not following advice	Vols must ask the responsible adult to either make sure the child behaves safely, or leave.	1	5	5
Risk of an area of habitat being damaged or wildlife being damaged by too much handling	If a drop in event, then numbers of people in the habitat or handling the wildlife must be limited by vols talking politely to people.			

Bad weather causing increased water flow or causing chilling.	Cancel the event beforehand if there is a bad forecast, or during the event if the weather unexpectedly deteriorates.	1	4	4

Table 1c **Risk Score**

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25