

Harrow Nature Conservation Forum's Health and Safety policy

Wardens are responsible for the health and safety of volunteers and visitors attending events organized by the Forum on our sites. To aid them in this task the Forum provides generic risk assessments and safety plans. These are available on line at http://www.harowncf.org/HNCF_Health_and_Safety_Policy.pdf while wardens have been provided with printed copies. Wardens should use generic risk assessments as a basis on which to generate specific risk assessments and safety plans for individual sites and specific dates. Wardens are then responsible for making sure that volunteers and visitors are aware of the risks and the practices to be observed to minimize these. However, this task should not be timeconsuming given that:

- Any site-specific modification of the risk assessments and safety plans is likely to be valid for a maintained period. Wardens should simply note that the completed risk assessment and safety plan is valid until further notice. However, they should regularly review the risk assessment and safety plan to confirm to themselves that no change is necessary.
- Most volunteers are known to our wardens and return to workdays repeatedly. Wardens need only once confirm that volunteers are familiar with, and follow, the protocols laid out in the risk assessments and safety plans. However, they should keep an eye on volunteers to confirm that they are continuing to observe good practise, and instruct volunteers in safe practise when beginning a task to them.

Approved at a meeting of the Forum on 11th May 2016

Signed

A handwritten signature in black ink, appearing to read "Stephen Bolsover". The signature is written in a cursive, flowing style.

Stephen Bolsover, chairman

Date of next review: 11th May 2018

HARROW NATURE CONSERVATION FORUM

GENERIC RISK ASSESSMENTS

In general these consist of a **risk assessment** as a table listing hazard, risk level and precautions for a series of risks, followed by a set of **safety notes** that describe how the supervisor should organize the event.

Fully reviewed and revised for the Forum meeting on 11th May 2016.

For some activities the document that I generated in May 2014 does not have a set of safety notes, I guess because I thought that the “Precautions” component of the risk assessment covered the points adequately. However it would probably be good to try and conform to the standard style of risk assessment and safety notes for all activities.

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HARROW NATURE CONSERVATION FORUM

GENERIC RISK ASSESSMENTS

These risk assessments and safety plans are based on those of the London Wildlife Trust which are in turn based on those of the British Trust for Conservation Volunteers. However, the Harrow Nature Conservation Forum takes full responsibility for these generic assessments.

In the risk assessments below “Risk level” means the potential for harm were the risk not to be controlled. The risk level for each hazard can be assessed as either high, medium or low.

HIGH

Causing death or major life threatening injury e.g. loss of limb, major fractures, penetrating eye injury, exposure or hypothermia. Note that death or serious injury must be reported to the Harrow Council as the regulating authority under the terms of Regulation 3 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

Hazard examples

Work on exposed sites, use of scrub cutters, power mowers, chain saws, working in boats, working at heights over 2m or in confined spaces.

MEDIUM

Causing major non-life threatening injury e.g. fractures, dislocations, cuts/burns needing medical treatment

Hazard examples

Hand tool maintenance and use e.g. bill hooks, slashers, small tree felling and scrub clearance using hand tools, hedge laying, fires, bio-hazards eg leptospirosis, Lymes disease

LOW

Causing minor injury such as cuts, bruises, sprains, minor burns etc

Hazard examples

Tree planting, trips, use of small or blunt edged hand tools e.g. spades, hammers.

ADEQUATE PRECAUTIONS - A SAFETY PLAN

Protection from harm entails

- Eliminating or avoiding the hazard
- Lessening the likelihood of harm occurring
- Reducing the severity of harm

Adequate precautions must therefore meet one or more of these criteria, removing significant hazards or lowering the level of risk shown on the Risk Assessment Record form.

It can be helpful to translate the listed precautions into a safety plan which categorises the types of safety measures required. The safety plan must complement not replace the risk assessment.

The categories for the safety plan are as follows:

Restrictions	actions, places or items that are not allowed
Preventative Measures	positive action to lessen the risk
Personal Protective Equipment	clothing, goggles, masks, ear muffs etc
Training	to learn safer working methods and practices
Monitoring	of the risks and hazard to ensure safety measures are effective of occupational health factors e.g. stress, repetitive strain, back and limb problems
Information	relevant information about hazards, precautions etc

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary. **SEE ACCOMPANYING SAFETY NOTES**

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
1. GENERAL SAFETY ON SITE FOR CONSERVATION ACTIVITIES	STEPHEN BOLSOVER	11 th May 2016
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Inclement weather: Sun, Cold, Wet, Hot	L	Avoid exposing skin for extended periods to even seemingly overcast sun and on bright days use high factor sunblock. Do not visit site unprepared for possible downpours or great heat/cold or strong sunshine. Stop work if people are clearly ill attired for conditions, in discomfort or weather is significantly raising the risks.
Uneven ground	L	Inspect site for hazards, pointing out and if necessary marking these. Keep site and tools tidy. Wear sturdy footwear with firm grip.
Underground services: Electricity/Gas/Water	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.
Manual handling, lifting and back strain	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items. Check whether volunteers are familiar with the techniques of safe lifting, carrying, digging and work techniques using arms/legs rather than the back to exert force and instruct any volunteers who are not familiar with these techniques. Don't rush and take regular breaks. Monitor activity and state of participants to prevent individuals being in prolonged single activity i.e. digging, lifting etc or getting dangerously tired.
Operating hand tools	M	Volunteers must know how to use each type of tool correctly and safely. Instruct any who are not. Inspect all tools before use for loose handles, damage and bluntness. Faulty tools should not be used but marked for repair/disposal. Ensure stout footwear is worn. Ensure nobody wears gloves on the hand holding the tool as this weakens the grip. Ensure adequate working distances are maintained.
Chemical hazards and treated timber	L	When using chemicals appropriate protective clothing must be worn, open wounds must be covered and hands must be washed straight after work and before eating, drinking or smoking. Wear gloves when handling timber and use pre-treated timber whenever possible. Follow instructions

Tetanus	M	<p>supplied with timber and other materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. Any hazardous substances in use or likely to be encountered must be considered according to COSHH procedures.</p> <p>This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.</p>
Leptospirosis	M	<p>This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.</p>
Lyme disease from ticks associated with deer	M	<p>When working in grassland areas where deer are present wear long trousers and long socks. Check exposed skin for ticks.</p>
Bee/wasp stings	L	<p>Check if any member of work team has allergy to stings. Inspect vegetation before cutting or removing for presence of bee or wasp nests. Ensure foodstuffs are kept in sealed containers to limit attractiveness to wasps.</p>
Personal attack	L	<p>General advice is to leave no-one isolated on site. During guided walks and other activities this will be the case. During working parties it may be appropriate for some volunteers to work alone; if they are confident doing so and know the site's geography this is fine. However, people working alone should only perform tasks of low risk ("L" in the central column").</p>

RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY

ASSESSOR

ASSESSMENT DATE

APPLICABLE DATES

(This is likely either to be one specific day, or "until further notice".)

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
1. GENERAL SAFETY ON SITE FOR CONSERVATION ACTIVITIES	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Do not begin any work on site unless fully stocked first aid kits are readily available. Do not use faulty tools. Do not unload/load passengers or materials from vehicles in the path of traffic, cordon off if necessary. Do not allow to participate in work or to drive anyone under the influence of drink or mind-altering drugs.</p>		
<p>PREVENTATIVE MEASURES Keep the site and in particular tools safe and tidy. When working in water or using chemicals or treated timbers, open wounds should be covered and hands must be washed before smoking, drinking or eating.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT When using chemicals appropriate protective clothing must be worn. Wear gloves when handling timber or handling sharp or abrasive materials. Follow instructions supplied with timber and other materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks.</p>		
<p>TRAINING Wardens must confirm that volunteers are familiar with, and follow, the protocols laid out in the risk assessments and safety plans. This will require instruction the first time a tool or procedure is performed by the volunteer. At succeeding working parties wardens should keep an eye on volunteers to confirm that they are continuing to observe good practise.</p>		
<p>MONITORING Anticipate and monitor weather conditions and don't go on site unprepared if downpours, strong sunshine, freezing cold etc, are possible. Inspect the site for hazards, pointing out or marking these as appropriate to warn participants and/or the public. Include in this hazards resulting from your work like uneven surfaces, falling timber, debris. Regularly inspect equipment and check its condition before each use. Ask if all have had Tetanus injections in the last decade; ensure all cuts have waterproof dressing and if soil/pondwater etc, touches skin emphasize to volunteers that they must wash thoroughly on returning home and before any food or drink is consumed.</p>		
<p>INFORMATION Keep this Safety Plan, its associated Risk Assessment Record and those for the intended task(s) on site and inform all they are there for them to be read and assimilated. Inform all who the first aiders are, where the first aid kit is and the location of the nearest phone. If appropriate erect safety signs to warn passers by of hazard areas.</p>		

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ACTIVITY ASSESSED 2. USE OF VOLUNTEERS AGED 16-17 YEARS	ASSESSOR STEPHEN BOLSOVER	ASSESSMENT DATE 11 th May 2016	
HAZARD potential for harm		RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
There are no additional hazards for this group of volunteers, rather, they may be less likely to follow the safety procedures explained to the group and may be prone to act foolishly or show off while using dangerous equipment.		M	Volunteers in this age group should never be left working out of view of the warden. Unless circumstances make this impossible, each volunteer in the 16-17 year age group should work in a group with two or more adults, that is, adults should always outnumber 16-17 year olds. In the event that the only volunteers in a working party are 16-17 year olds, the warden should supervise them very closely, essentially doing no work themselves but simply supervising the volunteers.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY ASSESSOR ASSESSMENT DATE APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)			

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
2. VOLUNTEERS AGED 16-17 YEARS	STEPHEN BOLSOVER	11 th May 2016
RESTRICTIONS Volunteers in this age group should never be left working out of view of the warden.		
PREVENTATIVE MEASURES		
PERSONAL PROTECTIVE EQUIPMENT		
TRAINING		
MONITORING As noted above, volunteers in this age group should never be left working out of view of the warden, who should be even more observant for possible deviations from safe operating procedures than when supervising a group of adults.		
INFORMATION From “Who is allowed to volunteer” from “VolunteerEngland”, dated October 2008 (Volunteering England Information Service Email: Information@volunteeringengland.org Freephone Information Line: 0800 028 3304) People under the age of 18 are legally classed as vulnerable and organisations should take this into account when involving them as volunteers*. But, people over the age of 16 are free to undertake paid work, so your child protection measures should be stronger for the pre-16 age group and could arguably be less rigid for post-16s. A risk assessment needs to be made, in order to decide whether placing a young person in a volunteer role would put them, or the people with whom they were working, at risk. However, by adhering to some basic principles most organisations can involve young people in their work: <ul style="list-style-type: none"> • Young people should not be left unattended • It is safer if young volunteers are supervised by two or more adults • Any potentially dangerous activity should have constant adult supervision. It is a very good idea to obtain parental/guardian consent for volunteers under 16. When giving a consent form to a volunteer, also consider providing a volunteer role description and publicity leaflets for your organisation. This would help to ensure that the volunteer’s parent/guardian understands what your organisation does, what the young person will be doing, when and where they will be working and consents to this. If the volunteer will be working away from the premises where they normally volunteer, then additional permission should be sought. Parental responsibility extends to the age of 18, unless the person marries or is adopted before that age. In view of the fact that young people can seek paid employment from the age of 16, it may not be appropriate to obtain parental/guardian consent for volunteering at this age. Instead, volunteer co-ordinators could strongly encourage volunteers in this age group to discuss their activities with their parents or guardians and highlight that they can be a good source of support. Further information The Children's Legal Centre (CLC) Advice Line: 0845 120 2948 CLC “frequently asked question” and answer on parental responsibility: http://www.childrenslegalcentre.com/Legal+Advice/Child+law/ParentalResponsibility/Whendoesparentalresponsibilityteterminate.htm Volunteering England Good Practice Bank Includes a section on “Youth volunteering” http://www.volunteering.org.uk/goodpractice *John Hollingdale wrote on 24 th November 2009 “It seems clear from this afternoon's seminar that unless one of us has regular contact (at least once a month) with a vulnerable adult or a child then we do not have to register with this new body, the Independent Safeguarding Authority (ISA).” Only Roxbourne Rough and Stanmore Common have working parties or other events at this frequency. In the unlikely event that a young person aged 16 or 17 attends three monthly working parties or other events in a row we should act to make sure this cannot be considered as falling within the remit of the ISA legislation by varying the warden who leads the working parties.		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
3. CHILDREN AGED UNDER 16 YEARS AT WORKING PARTIES	STEPHEN BOLSOVER	11 th May 2016
RESTRICTIONS Children under 16 years of age are allowed on working parties only in accompanied by a parent or person acting <i>in loco parentis</i> . It must be made clear to the accompanying adult that the children remain their responsibility.		
PREVENTATIVE MEASURES		
PERSONAL PROTECTIVE EQUIPMENT		
TRAINING		
MONITORING At the start of the working party, when the safe procedures for working and the safe use of tools is explained, the warden should check that any adults accompanying children are paying attention and can therefore be reasonably expected to supervise and control the activity of the children, deciding which equipment is safe for each child to use.		
INFORMATION This page is <i>not</i> a risk assessment. The Forum does not take responsibility for the safety of children under 16 years old at its working parties, this remains the responsibility of the accompanying adult.		

Risk level: L = Low, M = Medium, H = High

This risk assessment is unlikely to require day to day local review. However if any day or event specific qualifications are necessary, add them in the space provided.

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
4. COLLECTING AND RETURNING TOOLS TO STORE AT STANMORE COMMON	STEPHEN BOLSOVER	11 th May 2016
HAZARD	RISK LEVEL	PRECAUTIONS
<p>potential for harm</p> <p>Trip hazard at entrance</p> <p>Falling objects</p>	<p>L</p> <p>L</p>	<p>to remove hazard or reduce risk level. One precaution may tackle several hazards.</p> <p>The entrance, formed by a wooden palette, is slippery and broken in places. All wardens have been shown the entrance and are aware that they must be careful while unlocking the door and while taking out or returning tools.</p> <p>Do not store sharp edged or sharp pointed tools propped up against the wall but rather leave them lying down, blade towards the wall. Other tools with heavy, potentially damaging ends (spades, forks, rakes etc.) should be lent against the wall with the heavy end on the floor; in the case of rakes, the tines should point in towards the wall.</p>
<p>RISKS AND PRECAUTIONS SPECIFIC TO THE DAY</p> <p>ASSESSOR</p> <p>ASSESSMENT DATE</p> <p>APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
5. TREE FELLING, CROSSCUTTING AND DEBRANCHING, AND SCRUB CUTTING	STEPHEN BOLSOVER	24 th May 2017
<p>For this activity a tree is defined as a woody plant over 2m tall with a diameter of 75 mm or more at breast height. As a quick rule of thumb, if the main stem can be cut with loppers the plant is a sapling, not a tree. We follow www.woodlands.co.uk in defining a small tree as one of diameter 18" (45 cm) or less.</p> <p>We are often called upon to debranch, crosscut and otherwise clear up trees that have already fallen. All the restrictions and precautions herein apply equally to fallen trees as to standing trees felled by volunteers.</p>		
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Falling trees and flying wood	M	Only small trees (up to 45cm diameter) may be felled by HNCV volunteers. Crosscutting is limited to trunks up to 45 cm in diameter. All workers to be briefed on safe practices. Wear hard hats when felling trees and make all aware of danger from deadwood in the canopy loosened by falling tree. Protect public by placing warning notices on all access routes and have one or more members of the party act as a lookout in case these signs are ignored or bypassed. Cease work in high winds.
Trip hazards	L	Assess area before working and remind volunteers to be aware.
Electrocution by overhead cables	H	Identify overhead cables on the first visit to the site and avoid working within distance from them of twice height of tallest tree. If unsure liaise with the local electricity authority.
Chemical treatment of stumps	L	Chemicals are to be used only by volunteers who hold current PA1 pesticide certificates. COSHH procedure and any guidance on the product are to be followed.
<p align="center">RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</p> <p align="center">ASSESSOR</p> <p align="center">ASSESSMENT DATE</p> <p align="center">APPLICABLE DATES</p> <p>(This is likely either to be one specific day, or "until further notice".)</p>		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
5. TREE FELLING AND SCRUB CUTTING	STEPHEN BOLSOVER	24 th May 2017
<p>For this activity a tree is defined as a woody plant over 2m tall with a diameter of 75 mm or more at breast height. As a quick rule of thumb, if the main stem can be cut with loppers the plant is a sapling, not a tree.</p>		
<p style="text-align: center;">RESTRICTIONS</p> <p>Only small trees (up to 45cm diameter) may be felled by HNCf volunteers. Crosscutting is limited to trunks up to 45 cm in diameter. Felling, crosscutting, branch removal and all other steps in clearing up a felled or fallen tree must be by hand tools only unless the volunteer holds a current NPTC chainsaw certificate and is registered as a chainsaw user with our insurer (see activity 6 below).</p> <p>No work in high winds. Appoint lookouts able to warn members of the public and halt work if the public approach too close. Any chemical treatment of stumps must be carried out by a volunteer with a current PA1 pesticide certificate and must comply with COSHH procedures.</p>		
<p style="text-align: center;">PREVENTATIVE MEASURES</p> <p>Avoid working within distance of twice height of tallest tree from overhead cables, but if this is unavoidable liaise prior with landowner/client and electricity company.</p>		
<p style="text-align: center;">PERSONAL PROTECTIVE EQUIPMENT</p> <p>Hard hats must be worn when felling trees.</p>		
<p style="text-align: center;">TRAINING</p> <p>All work to be preceded by a safety and techniques talk. No felling by those who have not been fully briefed on safe practice.</p>		
<p style="text-align: center;">MONITORING</p> <p>Inspect site before work for inherent hazards on the ground and for overhead cables, erecting warning signs and cordoning off as appropriate. Check that site is kept free of obstructions and waste is safely stored/ disposed of. Maintain safe working distances between participants.</p>		
<p style="text-align: center;">INFORMATION</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
6. CHAINSAW USE	STEPHEN BOLSOVER	24 th May 2017
<p>Even in professional hands, chainsaws are extremely dangerous. As well as identifying and guarding against specific risks, the equipment needs to be rigorously maintained in line with the manufacturers guidelines.</p> <p>In addition to the risk assessment and safety notes specific to chainsaw use the risk assessment and safety notes for tree felling additionally apply when a chain saw is used for tree felling.</p>		
HAZARD	RISK LEVEL	PRECAUTIONS
<p>potential for harm</p> <p>Contact of a running chainsaw with unprotected flesh – and this includes flesh covered by even multiple layers of conventional clothing – will cause serious, traumatic injury.</p>	H	<p>to remove hazard or reduce risk level. One precaution may tackle several hazards.</p> <p>Workers must have a current NPTC chainsaw certificate and be registered as a chainsaw user with our insurer. Of the Forum members only Steve Bolsover and Sue Kabel have such a qualification at present (May 2017).</p> <p>A chainsaw must never be held above shoulder height while cutting and should never be carried with the motor running.</p> <p>Fuel should be kept away from the felling area and in the shade. Fuel spills should be dealt with immediately. There must be no smoking within 20 metres of a fuel spill or while the chain saw is being refueled.</p> <p>Chains must be changed and sharpened according to the manufacturers instructions.</p>
<p align="center">RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</p> <p align="center">ASSESSOR</p> <p align="center">ASSESSMENT DATE</p> <p align="center">APPLICABLE DATES</p> <p>(This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
6. CHAINSAW USE	STEPHEN BOLSOVER	24 th May 2017
RESTRICTIONS		
<p>The operator should always be standing on the ground – use of chain saws in trees is not sanctioned by the Forum.</p> <p>Loose brushwood should be cleared by hand, not with a chainsaw. At such times the chainsaw should be on the ground with the motor stopped.</p>		
PREVENTATIVE MEASURES		
PERSONAL PROTECTIVE EQUIPMENT		
<p>A first aid kit should be readily available and the appropriate personal protective equipment worn (goggles/visor, ear defenders, helmet, protective trousers or leggings, suitable gloves, and boots with steel toecaps).</p>		
TRAINING		
<p>Workers must have a current NPTC chainsaw certificate and be registered as a chainsaw user with our insurer. Of the Forum members only Steve Bolsover and Sue Kabel have such a qualification at present (May 2017).</p>		
MONITORING		
INFORMATION		

Risk level: L = Low, M = Medium, H = High

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary. **SEE ACCOMPANYING SAFETY NOTES**

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
7. POLLARDING (NOT USING POWER TOOLS)	STEPHEN BOLSOVER	11 th May 2016
<p style="text-align: center;">HAZARD</p> <p style="text-align: center;">potential for harm</p> <p style="text-align: center;">Falling from tree</p> <p style="text-align: center;">Tree splitting</p> <p style="text-align: center;">Branches falling from tree</p> <p style="text-align: center;">Dropping tools</p> <p style="text-align: center;">Ladder breaking or moving</p> <p style="text-align: center;">Severe weather: strong wind or rain etc.</p>	<p style="text-align: center;">RISK LEVEL</p> <p style="text-align: center;">H</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">L</p> <p style="text-align: center;">H</p> <p style="text-align: center;">H</p>	<p style="text-align: center;">PRECAUTIONS</p> <p style="text-align: center;">to remove hazard or reduce risk level. One precaution may tackle several hazards.</p> <p>Do not climb up or about within the tree while pollarding. Rather, use a ladder securely attached to the tree and at base by a colleague or pegged down; refer to separate Generic Risk Assessment on ladder use.</p> <p>Delimb the tree evenly, keeping in mind the weight distribution. Saw a bottom cut first.</p> <p>Inspect tree thoroughly before cutting and wear a hard hat. Either cordon off a no-go zone beneath tree using suitable signs and hazard warning tape, or post a lookout at ground level to keep other workers and members of the public away. As necessary, secure branches with rope if they overhang a river or inaccessible area and to allow branches to be lowered safely.</p> <p>Check condition and grip of tool before use. Only take one tool up at a time. Keep other people away from base of tree.</p> <p>Fully check placement and condition of ladder before use, especially if made of wood: all rungs sound and attached to stiles securely? Well footed and attached to tree?</p> <p>Don't pollard in very windy conditions or when rain interferes with visibility or grip on tools or branches.</p>
<p>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</p> <p>ASSESSOR</p> <p>ASSESSMENT DATE</p> <p>APPLICABLE DATES</p> <p>(This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
7. POLLARDING	STEPHEN BOLSOVER	11 th May 2016
RESTRICTIONS		
Restrict other people from entering site. Use a ladder and don't climb into the tree while pollarding. No chainsaws. No more than one person and a single tool at a time up a tree. Always wear hard hats.		
PREVENTATIVE MEASURES		
Used secured ladders. Check ladders before use for damage and good positioning/footing. Keep participants 2 x length of boughs away. Use hand tools. Hazard warning signs to be used. Inspect tree thoroughly before working on it, removing/securing branches etc as necessary. Stop work if weather becomes severe.		
PERSONAL PROTECTIVE EQUIPMENT		
Hard hats, sturdy footwear with steel toe-caps if heavy materials are handled.		
TRAINING		
Untrained and inexperienced people should not attempt pollarding. All workers performing pollarding should have attended a course on advanced tree felling.		
MONITORING		
Always have someone watching for dangers who is able to halt work and head off passers-by.		
INFORMATION		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
8. USE OF LADDERS	STEPHEN BOLSOVER	11 th May 2016	
HAZARD	RISK LEVEL	PRECAUTIONS	
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Falls due to ladder set on uneven ground or at the wrong angle	H	Ladders to be placed on firm level ground at an angle of about 75° to the horizontal. The stiles (ladder sides) must stand firmly on a level support, eg. a stout board, if ground is soft or uneven. (Reference: Safe Use of Ladders, Step Ladders and Trestles, Guidance GS31, HSE Books 01787 881165, £2.50).	
Falls due to ladder not being secured	H	Ladders over 5m high must <i>either</i> have the top secured to the wall or tree <i>or</i> if this is not possible then the base must be secured eg. staked to the ground. Shorter ladders should be similarly secured at the discretion of the team leader. Alternatively, shorter ladders may be secured by a second person who “foots” the ladder: this means that the second person faces the ladder with a hand on each stile and one foot on bottom rung.	
Carrying tools or materials up or down the ladder and injuries from these falling	H	Tools/materials to be hoisted using rope and/or tool belt. Both hands must be free when climbing. Mark/ cordon off area to stop people approaching or post a lookout at ground level to keep other workers and members of the public away. Minimise and secure tools/materials kept above ground level.	
Overreaching or unbalanced ladder	H	Ladder to extend at least 1.05m above the highest rung to be stood on unless there is a secure handhold to give equivalent support. Place ladder facing the work. Do not lean over or load the side of the ladder.	
High winds or vehicle impact	H	Do not use in high winds. Site ladder to avoid vehicle impact and if necessary cordon off.	
Defective ladder	H	Check correct length for the job and all rungs/both stiles in sound condition - no splits, damage or loose connections - do not use if not. Never let any rung take any load except weight of person on ladder, eg. don't use to support a walkboard.	
Electrical shock: contact with overhead power lines	H	Inspect site each time ladder is used to prevent it, person or tools/materials in use from coming close, eg. under 3m, to power lines.	
Electrical shock from local equipment	H	Place and use ladders and tools to prevent contact with electrical equipment on site and damage to its supply cables.	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
ASSESSOR			
ASSESSMENT DATE			
APPLICABLE DATES			
(This is likely either to be one specific day, or “until further notice”.)			

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
8. USE OF LADDERS	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Do not use in high winds. Do not use if not long enough for the job (ladder to extend 1.05m above rung being used). Do not use if unsound. Do not use where there is a possibility of touching power lines. Use wooden ladders for electrical work. Do not lean out from, or side load, the ladder.</p>		
<p>PREVENTATIVE MEASURES Ladders to be placed on firm level ground at angle of 75° to the horizontal and facing the work. Ladders must be located and protected from vehicle impact. The top of the ladder to be secured if possible and if not practical then the base to be secured. If neither can be done a second person must face the ladder with a hand on each stile and one foot on bottom rung. A ladder must be similarly 'footed' whilst it is being secured at the top. Footing is unsuitable for ladders over 5m. Both hands must be free while climbing. Tools and materials must be hoisted using a rope or in a tool belt. Tools and materials must be secured while up ladders. The area underneath must be either be marked to prevent people approaching, or a lookout must be posted at ground level to keep other workers and members of the public away.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Hard hats for persons up ladder and people on ground to be provided if specified by risk assessment for the specific job. Rope for hauling tools and materials to be provided. Tool belts to be used if necessary.</p>		
<p>TRAINING Instruction in location, securing and use of ladders satisfied by the compulsory reading of this safety plan.</p>		
<p>MONITORING All ladders to be checked before each use and at least annually; they must be removed or repaired if not sound and scrapped if satisfactory repair not possible. Check that ladder rests on the bottom of its stiles and that nothing other than the weight of the person using it is supported by the rungs. Ensure ladder does not contact electrical equipment on site or damage electrical supply cables.</p>		
<p>INFORMATION Safe Use of Ladders, Step Ladders and Trestles, Guidance GS31, HSE Books 01787 881165, £2.50</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
9. TREE CLIMBING	STEPHEN BOLSOVER	11 th May 2016	
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Person falling Electrical shock	M H	Anyone intending to climb a tree should be experienced and confident in their ability to do so. Volunteers or wardens should not climb trees above heights at which a fall could cause significant injury (4m over earth and grass, 1m over hard surfaces). Thoroughly inspect site before work starts and do not climb trees in contact with or close (under 3m) to power lines.	
<p>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</p> <p>ASSESSOR</p> <p>ASSESSMENT DATE</p> <p>APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)</p>			

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
10. USE OF STRIMMERS	STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving parts	H	Only competent persons familiar with their operation to use these machines. Switch off machine before changing, altering or repairing. Stand firmly on both feet when operating to avoid falling over.
Operator: Flying debris	M	Always cut from right to left and away from feet. Always wear long trousers to protect the legs and goggles or a face mask to protect the eyes. Wear a hard hat as necessary.
Exhaust fumes	L	Never run the machine indoors. Ensure equipment is in good condition.
Fire	L	Ensure the exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning the machine.
Fatigue and vibration	H	Do not use the machine for extended periods, take regular breaks. Adjust harness and handles for comfortable use before beginning work. Wear clothing that protects from the element and allows easy movement but will not obstruct or get entangled.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10M radius of the machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/bolts/screws before use. Strim right to left. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
ASSESSMENT DATE		
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Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
10. USE OF STRIMMERS	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS A trimmer is a hand held motor driven device that cuts grass and herbs with a rotating string or hinged plastic blade no larger than a lolly stick. Machines that use a rotating metal blade, or a substantial plastic blade, are brush cutters and are not covered by this risk assessment – see the next one.</p> <p>Do not repair or alter machine, including replacing the cutting string, with the engine running and never run it indoors or near naked flames/someone smoking. Do not operate a petrol driven machine with a faulty/ damaged muffler. Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous so that volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially on windy days) and heat exhaustion.</p>		
<p>PREVENTATIVE MEASURES First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p> <p>Loose clothing, eg. flapping sleeves should be avoided. Wear overalls if possible. Use any harness the machine has with it.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Long trousers, ear defenders and goggles or a face mask are required. Use gloves when operating, filling or cleaning the machine.</p>		
<p>TRAINING These machines must only be used by people familiar with their safe use, either through reading the manual or after appropriate training has been given either by the hire company or by a qualified person with a comprehensive knowledge of how they work and how to work safely with them. Do not carry out repairs unless you have been properly trained to do so.</p>		
<p>MONITORING Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks.</p>		
<p>INFORMATION Manufacturer's operating instructions.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
11. USE OF D R TRIMMERS AND OTHER ENCLOSED STRIMMER DEVICES	STEPHEN BOLSOVER	14 th December 2016
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving parts	H	Only competent persons familiar with their operation to use these machines. Switch off machine before changing, altering or repairing.
Operator: Flying debris	M	Always wear long trousers to protect the legs. Since the strimmer unit is enclosed, less debris is thrown up than with an open strimmer so wearing goggles or a face mask is not essential. However consider wearing goggles or a face mask to protect the eyes if unusual ground conditions mean that significant amounts of material are being thrown up.
Exhaust fumes	L	Never run the machine indoors. Ensure equipment is in good condition.
Fire	L	Ensure the exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning the machine.
Fatigue and vibration	H	Do not use the machine for extended periods, take regular breaks.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10M radius of the machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
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Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
11. USE OF D R TRIMMERS AND OTHER ENCLOSED STRIMMER DEVICES	STEPHEN BOLSOVER	14 th December 2016
<p>RESTRICTIONS</p> <p>The D R Trimmer is a strimmer system (that is, a motor driven device that cuts grass and herbs with a rotating string or hinged plastic blade no larger than a lolly stick) mounted on a wheeled frame that can be easily pushed over the ground. A metal cowl shields the strimmer head and reduces the probability that stones or cut material will be thrown up.</p> <p>Do not repair or alter machine, including replacing the cutting string, with the engine running and never run it indoors or near naked flames/someone smoking. Do not operate a petrol driven machine with a faulty/ damaged muffler.</p>		
<p>PREVENTATIVE MEASURES</p> <p>First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>Long trousers, ear defenders and goggles or a face mask are required. Use gloves when operating, filling or cleaning the machine.</p>		
<p>TRAINING</p> <p>These machines must only be used by people familiar with their safe use, either through reading the manual or after appropriate training has been given either by the hire company or by a qualified person with a comprehensive knowledge of how they work and how to work safely with them. Do not carry out repairs unless you have been properly trained to do so.</p>		
<p>MONITORING</p> <p>Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks.</p>		
<p>INFORMATION</p> <p>Manufacturer's operating instructions.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
12. USE OF BRUSH CUTTERS	STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving blade	H	Only trained competent persons to use these machines: see restrictions on next page. Switch off machine before changing, altering or repairing. Stand firmly on both feet when operating to avoid falling over.
Operator: Flying debris	M	Always cut from right to left and away from feet. Ensure all machines guards are properly fitted and in good condition. Always wear long trousers, sturdy footwear, mesh mask, goggles and hard hat.
Others: Contact with moving blade or flying debris	H	Place hazard warning signs at all points at which the public could enter the work area. If there is a risk of the public approaching unknowingly, e.g. young children, post a lookout able to halt work. Do not operate if there is anybody within a 10m radius of the machine.
Exhaust fumes	L	Never run machine indoors. Ensure equipment is in good condition.
Fire	L	Ensure exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning machine.
Fatigue and vibration	H	Do not use machine for extended periods, take regular breaks. Adjust harness and handles for comfortable use before beginning work. Wear clothing that protects from the element and allows easy movement but will not obstruct or get entangled.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10m radius of machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Cut right to left. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
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Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
12. USE OF BRUSH CUTTERS	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS</p> <p>A brush cutter is a motor driven device that cuts not only grass and herbs but also substantial brush and small trees using a rotating metal or plastic blade. Strimmers that use rotating string or hinged plastic blades no larger than a lolly stick are covered by the previous risk assessment.</p> <p>Not for use by untrained volunteers. Volunteers who are to use a brush cutter are to be trained in its use by an experienced user, which we take to mean someone who has used the machine for at least 4 occasions over a year. At present (September 2013) that means John Hollingdale, Claire Abbott, David Bailey or Stephen Bolsover. The volunteer must convince the experienced user that they are able to use the machine safely. Notice of this training and informal assessment should be recorded.</p> <p style="padding-left: 40px;">Experienced users: John Hollingdale Claire Abbott Stephen Bolsover Nick Smith (volunteer at Roxbourne Park and Rough)</p> <p style="padding-left: 40px;">Persons trained: Neville Day 27th November 2013 Simon Braidman 27th November 2013 John Winter 27th November 2013 Moe Farhand 27th November 2013 Maya Dodwell 14th May 2014</p> <p>Do not repair or alter machine, including changing the cutting head, with the engine running and never run it indoors or near naked flames/someone smoking. Do not operate a petrol driven machine with a faulty/ damaged muffler. Do not use blunt or defective blades. Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous so that volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially on windy days) and heat exhaustion.</p>		
<p>PREVENTATIVE MEASURES</p> <p>First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p> <p>If the machine is the type that can be used for all types of clearing and cutting, make sure it is fitted with the correct head: a) Saw Blade for heavy brush and saplings; b) Shrub Blade for brambles and undergrowth; c) Nylon Cord Cutter for trimming grass around obstacles.</p> <p>Check that all persons and animals are clear of work area. Loose clothing, eg. flapping sleeves should be avoided. Wear overalls if possible. Use any harness the machine has with it. Check the cutting head or blade is tightened properly before use. Check guards are secure and never operate the machine with missing or defective guards. Stand firmly on both feet whilst operating machine and always cut away from your feet. Use a stick to remove grass rather than using the hand.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>Face shield, hard hat, stout footwear and ear defenders are required. It is advisable to wear overalls. Use gloves when operating, filling or cleaning machine.</p>		
<p>TRAINING</p> <p>These machines must only be used after appropriate training has been given either by the hire company or by a qualified person with a comprehensive knowledge of how they work and how to work safely with them. Of the Forum members only John Hollingdale, Claire Abbott, David Bailey and Steve Bolsover are so trained at present (September 2013). Do not carry out repairs unless you have been properly trained to do so.</p>		
<p>MONITORING</p> <p>Nearest point of contact for emergency services must be known and approximate time for services to attend be established: the implications of a long response time must be specifically considered. Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks. Check that hazard signs erected/lookout posted to warn public or halt work.</p>		
<p>INFORMATION</p> <p>Manufacturer's operating instructions. SETT Safety Instructions: ref 11.5 clearing saws, brush cutters and grass trimmers, ref E electrical equipment and tools, ref O petrol and diesel engines.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
13. TREE AND OTHER PLANTING	STEPHEN BOLSOVER	11 th May 2016
HAZARD	RISK LEVEL	PRECAUTIONS
Potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury from sharp tools, other tools and materials	L	Ensure that all participants are aware of good practice in safe digging, e.g not to use the instep to depress a spade. This will likely require training on the volunteer's first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.
Illness from contact with soil	M	Cover any broken skin before work. Promptly wash any cuts received or clean with a wet wipe, then cover with a bandage. If cuts are likely, e.g handling thorn trees, wear gloves. See Generic Risk Assessment General Site Safety, particularly concerning Tetanus. Avoid using hands to move and firm soil, rather, use a spade or a foot.
Hitting underground services	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.
Poisoning of children Injury during staking of trees	M L	Avoid planting poisonous plants where younger children play. Explain and advise safe use of tools e.g melt, stob twister, hammer, etc. Any stake/post being driven in should normally be held with a stob. Where this is not practicable, particular care must be taken to avoid blows glancing off/missing the stake and hitting hands or arms and if another person is holding stake they must wear a hard hat.
Back strain from digging trenches, etc.	M	Minimise digging by individuals, instruct in and ensure safe digging/lifting techniques used. Monitor both the state of individuals digging, e.g rest them if they are rubbing back or pausing to stretch their backs, and the time for which they have been digging.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
ASSESSMENT DATE		
APPLICABLE DATES (This is likely either to be one specific day, or "until further notice".)		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
13. TREE AND OTHER PLANTING	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.</p> <p>Do not plant poisonous species where small children are likely to play.</p>		
<p>PREVENTATIVE MEASURES Use proper tool for job. Clean and cover all existing cuts and any received without delay. Wash hands well before eating, drinking or smoking. Strongly urge need for Tetanus jabs. Avoid using hands to move and firm soil, rather, use a spade or a foot. Minimise manual handling by prior planning, sharing of loads, use of vehicles and barrows. Use stob when driving stakes/posts but if this is truly not possible exercise great caution.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Stout good grip footwear is essential. If any materials handles are rough/abrasive/ sharp, gloves are to be worn but not on hands holding tools.</p>		
<p>TRAINING Ensure that all participants are aware of good practice in safe digging. This will likely require training on the volunteer’s first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.</p>		
<p>MONITORING Inspect site at first to find inherent hazards and keep clear of created hazards thereafter, e.g obstructions, debris, pitfalls. Examine tools for sharpness and good condition before use, rejecting for repair/replacement poor ones. Ask who has had Tetanus jabs in last ten years. Check actual practice when driving stakes etc. Monitor welfare/fatigue of participants. Ask if any have known susceptibility to relevant allergic reactions, e.g asthma and hayfever and monitor conditions and individuals accordingly.</p>		
<p>INFORMATION</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
14. HEDGELAYING	STEPHEN BOLSOVER	11 th May 2016
HAZARD Potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury from sharp tools being used by yourself or others	M	Although safe working distances are difficult to maintain when hedging in a group, the need for this and for people to be aware of who is near them at all times when working must be stressed at the start and monitored by the leader during the work. All tools must be in good condition and used safely. Special attention should be paid to make sure that nobody wears gloves on the hand holding the tool: losing your grip on a billhook for example is dangerous to all nearby.
Injury or disease from hedge or soil materials	M	Gloves should be worn when holding/handling hedging materials, especially if in, on or soiled with earth, but not to hold a tool. See generic assessment General Safety on Site for Conservation Activities, particularly concerning the need to get and maintain anti-tetanus protection. All personnel should have had a tetanus jab.
Thorn injuries: scratches	L	Gloves to be worn when safe but personnel to be made aware that they will not protect from all wounds and care must be taken.
Thorn injuries: puncture wounds	L	Puncture wounds to the knee can be serious so the ground should be cleared of material before kneeling. If available, protective kneelers should be worn.
Thorn injuries: eye wounds	H	Personnel should be aware of the danger to the eyes from thorns and twig ends and protective goggles used in areas of high risk.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
ASSESSMENT DATE		
APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
14. HEDGELAYING	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Don't use tools that are not sharp, if edged, or otherwise not in good condition. Work should not start until first aid kit is readily available and first aid arrangements are known to all present.</p>		
<p>PREVENTATIVE MEASURES Hand tools must not be held by a gloved hand as the grip is then unreliable. Erect hazard warning/access prohibition signs at approaches to work area, plus cordoning off and posting of lookouts if higher risks present, e.g children in vicinity.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Wear gloves on hands handling materials. Wear protective kneelers if available but always clear ground of materials, including thorns, before kneeling. If there is a likelihood of thorn/twig end injury to eyes, e.g clearing face height dense brash, wear goggles. Hard hats to be worn if cutting material above shoulder height. All to wear sturdy good grip footwear.</p>		
<p>TRAINING Adequate briefing at start of work on safe and effective use of tools and hedging techniques. All present to be warned of danger of injury from thorns and twigs, of tendonitis from not taking suitable rest breaks and of need to keep a good working distance from others: 1 1/2 times the combined length of your arm and the tool in use is a good minimum.</p>		
<p>MONITORING Check that site is kept clear of obstructions and created hazards like tools left on ground. Regularly sharpen blunted edged tools. Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up to date.</p>		
<p>INFORMATION</p>		

Risk level: L = Low, M = Medium, H = High

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ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
15. FENCING		STEPHEN BOLSOVER	11 th May 2016
HAZARD Potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Underground services: electricity and gas	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.	
Manual handling	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items.	
Treated timber, wood preservative and other hazardous substances	L	Use pre-treated timber whenever possible. Follow instructions supplied with materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. If timber must be treated, follow full COSHH procedures. Wear gloves when handling timber.	
Infection and skin disease	M	Wear gloves when handling rough or treated timber. All participants should have had anti-tetanus injections. (A full course lasts ten years. Ask who has not had injections and stress importance of getting these, particularly if the skin is broken or cut.) Treat all cuts etc., immediately with antiseptic and cover adequately.	
Debris hazards	L	Collect nails, wood chippings, etc., (do not leave any materials or debris lying around which could be a danger to humans and livestock). Do not leave holes dug out and not refilled, but cover with a large block of piece of wood.	
Injuries from use of tools: mell, post drivers, mallet and chisel	L	Use hard hats when using post driver. Post being driven in should normally be held by a stob holder, but if this is truly not practicable, the person holding the post must wear a hard hat and particular care should be taken to avoid blows missing or glancing off the post and striking the holder’s hands/arms. Wear goggles when using a mallet and chisel. Be careful of fingers when using a hammer. Examine all tools before use and if faulty - rough or loose handles etc - reject and mark for repair/disposal. All others who could be affected, including passers by, to be warned of risks, placing hazard signs as necessary.	
Monkey strainers	L	Only the person operating the strainers should be close to the wire, all others should stand well clear, e.g. over 3m away. Wire should be stapled before final strain is put on it to prevent it springing free. Persons operating strainers must have received adequate training in their use.	
Handling materials: unwinding and using barbed wire, stock netting and high tensile netting	L	Should be carried on a stake or crowbar, one person holding either end and wearing leather gloves. When using stock netting (particularly high tensile), take great care as it can unravel at high speed with enough force to knock people over. Always firmly anchor the free ends of unrolled wire, netting or barbed wire. Wear goggles and gloves to work with high tensile wire, rolls of wire and stock netting mesh. Do not hammer staples fully in if fastening high tensile material, due to possible brittleness/breakage.	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
ASSESSOR			
ASSESSMENT DATE			
APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)			

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
15. FENCING	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Restrict other people from entering site, displaying hazard/no access signs and having someone acting as lookout. Do not attempt to carry too much at once, use a barrow/other aid/get help to carry large or heavy items.</p> <p>Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly. Do not allow others to stand near someone using a monkey strainer or wire being strained and don't exert final strain until wire is stapled. Do not use tools found in initial inspection to be faulty. Do not hammer staples fully in if fastening high tensile material, due to possible brittleness/breakage.</p>		
<p>PREVENTATIVE MEASURES Wardens should be aware of the location of any underground services on their sites.</p> <p>Don't leave holes dug out and not refilled or covered. Part staple the fence before straining to catch broken wires. Use high tensile wire only if it is more advantageous than steel.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT All to wear sturdy footwear with good grip, preferably steel toe-capped - latter essential if higher risks like moving heavy items that could strike feet. Gloves to be worn when handling rough or treated timber. Goggles to be worn when using a mallet and chisel. If holding a post to be driven by a post driver a hard hat is required though a stob holder must be used unless truly impracticable.</p>		
<p>TRAINING All leaders and as many as possible of the other participants should have taken a Fencing course.</p>		
<p>MONITORING Regularly sharpen edged tools that are blunted. Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up to date.</p>		
<p>INFORMATION</p>		

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ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
16. CONSTRUCTION OF FOOTPATH FURNITURE		STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Danger to public on worksite or footpath	L	If appropriate place hazard warning signs/tape to warn public or prohibit access. Beware of creating a slipping/tripping hazard through piles of stored stone: sign or flag these as necessary.	
Manual handling	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items.	
Treated timber, wood preservative and other hazardous substances	L	Use pre-treated timber whenever possible. Follow instructions supplied with materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. If timber must be treated, follow full COSHH procedures. Wear gloves when handling timber.	
Infection and skin disease	M	Wear gloves when handling rough or treated timber. All participants should have had anti-tetanus injections. (A full course lasts ten years. Ask who has not had injections and stress importance of getting these, particularly if the skin is broken or cut.) Treat all cuts etc., immediately with antiseptic and cover adequately.	
Debris hazards	L	Collect nails, wood chippings, etc., (do not leave any materials or debris lying around which could be a danger to humans and livestock). Do not leave holes dug out and not refilled, but cover with a large block of piece of wood.	
Underground services: electricity and gas	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.	
Injury to the public or to participants from site materials or from the work	L	Warn in initial an initial safety talk of the site's inherent hazards and those created by the work. Monitor the work continually. Wear gloves to handle materials and maintain safe working distances. Display hazard signs if appropriate. Ensure materials/waste are stored or disposed of safely, presenting no unseen or unavoidable hazards. Check that site is safe and/or access is restricted before leaving it, even if only temporarily.	
Working at height	L	Use hard hats, prevent overcrowding and use scaffolding erected by trained, competent personnel.	
Use of concrete	L	If using wet concrete or dry cement -as for any hazardous substance - full COSHH procedures to be followed.	
Power tools and equipment	L	Power tools/equipment likely to be used in this activity include drills and cement mixers. If electric, they should be on batteries or on a 110 volt transformer, centre-tapped to earth. If 240 volt operation unavoidable, an RCD (this is not a fuse but a device to stop current leaking to earth through your body) must be used. No power tool to be used by those not trained in its safe use.	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
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ACTIVITY ASSESSED	ASSESSOR		ASSESSMENT DATE
17. FOOTPATH DRAINAGE	STEPHEN BOLSOVER		11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Manual handling, lifting and back strain Tetanus Leptospirosis Underground services: electricity, gas and water Harards to and from traffic or public	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items. Consider use of machinery. Instruct in safe lifting, carrying, digging and work techniques using arms/legs not back to exert force. Don't rush and take regular breaks. Monitor activity and state of participants to prevent individuals being in prolonged single activity ie digging, lifting etc or getting dangerously tired.	
	M	This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut.). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.	
	M	This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.	
	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.	
	H	Plan unloading and reloading of vehicle so people and materials/tools not facing and preferably well clear of passing traffic. If roadside unloading is unavoidable place cones or tape and signs as necessary to forewarn. Erect signs warning of work hazards/ preventing access on approaches to site. If necessary post a lookout able to halt work if signs might be ignored, eg. children nearby. Leave vehicle parked on site able to leave quickly in case of emergency.	
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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
18. CLEARANCE OF PONDS, RIVERS AND STREAMS	STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Tetanus	M	This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut.). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.
Leptospirosis	M	This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.
Sharp or swinging tools	M	Use with extreme care or not at all as handles are liable to become wet and slippery. Ensure you are standing firmly. Do not wear gloves and keep guards and covers on tools when not in use.
Boats	H	Only trained persons to be in charge of a boat and only competent swimmers to work from boats. Do not overload boat and work from opposite sides of boat to prevent it tipping over. Carry spare oars, bailer, rope etc. Prevent any larking around in the water or in boats.
Drowning	H	Always wear lifejackets when working on, in or above water deeper than waist high. For such deep water, work out rescue systems well in advance. Have ropes, poles, lifebelts readily to hand to avoid others having to enter water. Have someone in group with lifeguard training and knowledge of CPR. Assign someone to be out of the water, acting as monitor and able to effect agreed emergency procedures, in case those in water get into difficulties. Swiftly moving deep water - certainly over 1 m and less if other factors raise risks - should not be worked in.
Chest waders	H	These can be used only in small ponds where the operator remains less than two metres from the bank and only where a companion on the bank remains in close supervision ready to pull the operator out if they stumble.
Thigh waders	H	Never work alone. Never work in water that is nearly at wader height. The operator should <i>either</i>

Trips, slips and falls	H	<p>remain less than two metres from the bank with a companion on the bank who remains in close supervision ready to pull the operator out if they stumble <i>or</i>, where two or more operators are in the water without close supervision from the bank, all operators should wear buoyancy aids and ropes, carry a whistle to attract attention, and have spares available. Instruct in removal of waders that become water filled. Don't fasten waders to belt. Mud or underwater stones can be extremely slippery and by gripping boots mud can cause slips, so take particular care, do not rush, move carefully. Use safe access points to water, avoid steep banks, tread carefully on gravel banks. Provide grab lines - ropes - and non-slip planks.</p>
Manual handling	L	<p>Wet materials are much heavier than their equivalent dry ones, particularly carpets, mattresses and bin bags of rubbish. Get help if necessary. Instruct on and monitor safe manual handling techniques, using legs and arms not back to lift, pull or push. Use several people and/or machinery like ropes/block and tackle to move heavy or awkward items.</p>
Exposure to harmful substances	L	<p>If in doubt and if possible have water tested before working in it. If hazardous substances are found, a proper COSHH procedure must be followed.</p>
Unseen or submerged hazards	H	<p>Carry out a survey of the work area. Probe river/pond bed with a pole and mark out soft spots, sudden drops etc. (Do not carry out this survey alone!) Wear suitable footwear, never bare feet, to protect against sharp objects. Use corrugated iron 'duckboards' to prevent sinking into mud. Be aware of other river users. Be aware of strong currents.</p>
Weirs	H	<p>Weirs have considerable and often unseen risks. Work on or near weirs with volunteers or without a specific risk assessment should not occur.</p>

RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
18. CLEARANCE OF PONDS, RIVERS AND STREAMS	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous. Volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially windy days) and heat exhaustion. Nearest point of contact for emergency services must be known and the approximate time for services to attend established: the implications of a long response time must be specifically considered. Do not work on weirs with volunteers or without a specific risk assessment. Don't wear gloves to hold sharp/swinging tools. Do not allow horseplay in boats or in the water. Do not work in swiftly moving deep water: over 1 m or less if other factors raise risks. No lone working.</p>		
<p>PREVENTATIVE MEASURES First aid kits must always be on site and in a location near to and known to everyone. Work in teams or within sight of one another. Work out a rescue plan before starting work (whistles etc). Have emergency equipment close at hand (eg. lifejackets, ropes etc). Wash hands thoroughly after the task and before eating. Move carefully at all times, never run. Do not overfill rubbish bags or over strain yourself moving large or heavy objects. Wear appropriate warm clothing but not too much as becomes a hindrance. If possible, someone should have lifeguard training. Survey work area for unseen/submerged hazards at start, probing with a pole to find soft or deep spots or debris. Don't drink or wash with pond/river water or touch face/mouth with such water. If in doubt of water hazardous substances, have it tested first: if not possible and significant concerns remain don't work there. Plan bankside monitoring and rescue systems in advance.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Wellington boots or waders are essential, steel toe-capped if handling heavy items: never work barefoot. Suitable clothing against cold/rain needed, eg. waterproofs. Wear lifejackets when working on or in water deeper than waist high.</p>		
<p>TRAINING A comprehensive safety and techniques talk must be given to all participants before work commences, including safe manual handling methods. Training for those in charge of a boat is essential as is swimming competence for those working from a boat. Include in team someone trained in cardiopulmonary resuscitation and in deeper water with lifeguard training.</p>		
<p>MONITORING Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up. Check weather and work conditions and welfare of each individual in team regularly.</p>		
<p>INFORMATION BTCV <i>Waterways</i> handbook, BTCV <i>Hand Tools: A guide for safe use and care</i> booklet. HSE <i>Getting to Grips with Manual Handling</i> booklet. Generic risk assessment <i>General Site Safety</i>. If any exposure to hazardous substances is likely, <i>Control of Substances Hazardous to Health</i>. Always offer this Plan and associated RA to participants.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
19. WORK IN GRASSLAND AND HEATHLAND	STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Fire Uneven ground Operating hand tools Spores from bracken or associated fungi when working near or cutting bracken Inclement weather: sun, cold, wet, hot Adder bite	H L M M M M	If any form of fire is intended see Generic RA <i>Fires on Site</i> . Inspect site for hazards, pointing out and if necessary marking these. Wear sturdy footwear with a firm grip. Ensure adequate working distances are maintained. All tools must be in good condition and used safely. If necessary place hazard warning signs for the public and/or post a lookout to prevent public access. Wear gloves, long sleeves and long trousers. If any major disturbance of bracken is involved, wear a fine pore mask. Clearance of bracken with machinery creates a fog of spores and dust; it thus needs a separate assessment and is mostly unsuitable for work with volunteers. (Any machinery, eg. brush cutter, to be used only by trained, competent people.) Work on heathland/grassland can be exposed and the leader must monitor the conditions. Do not visit site unprepared for possible downpours, great heat/cold or strong sunshine. Avoid exposing skin to even seemingly overcast sun and on bright days use a high factor sunblock. Stop work promptly if people are clearly ill-attired for conditions, in discomfort or the weather is significantly raising the risks from the work. Adders have not been seen on Harrow Nature Conservation Forum sites for a number of years while adder toxin is less dangerous than that of bees and wasps. Nevertheless, any person bitten by a snake should be accompanied to a hospital emergency room.
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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
19. WORK IN GRASSLAND AND HEATHLAND	STEPHEN BOLSOVER	11 th May 2016
<p>RESTRICTIONS Restrict access to work site if heavy felling is being done. No burning if site is dry. Machinery such as brush cutters not to be used by those not trained/competent in its use: also separate specific risk assessment needed if clearing bracken with machinery. Do not visit site unprepared - suitable clothing, shelter, drinking water, etc. - for inclement and exposed conditions.</p>		
<p>PREVENTATIVE MEASURES Keep cut stumps low and flat to prevent tripping and/or causing injury. Remove or otherwise leave safe all waste materials. If necessary place hazard warning signs for the public and/or post a lookout to prevent public access.</p>		
<p>PERSONAL PROTECTIVE EQUIPMENT Waterproof clothing for wet weather. Stout footwear with good grip. Gloves for handling cut materials and pulling bracken, also long sleeves/trousers for bracken work. If much disturbance of bracken is likely, wear a fine pore mask.</p>		
<p>TRAINING Make members of the party aware of the toxic nature of bracken and need to avoid breathing spores whenever possible. Ensure that all participants are aware of good practise in use of hand tools. This will likely require training on the volunteer's first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practise.</p>		
<p>MONITORING Inspect all tools before and regularly during work for good condition, not using any failures. Monitor site/weather conditions and welfare of each participant. Maintain safe working distances amongst those at work twice the length of arm plus tool is a good minimum if actively swinging a tool like a grasshook.</p>		
<p>INFORMATION <i>Hand Tools - a guide to safe use and care, Generic RA General Site Safety.</i></p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
20. FIRES ON SITE	STEPHEN BOLSOVER	11 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Underground services	H	Before even piling material for a fire - others may light it unknowingly - carry out a full services check, ensuring there are none close by, within 50m, especially gas! Despite plans and intentions, underground services can sometimes be very close to the surface See item in RA General Site Safety.
Smoke inhalation	L	Site the fire as far as is practical from where people are working, taking in to account wind direction.
Smoke blowing over roads	H	Don't set fires near roads, check wind conditions and if very strong or gusty postpone the fire.
Smoke blowing over buildings	L	Don't set fires near occupied buildings, check wind conditions and if very strong or gusty postpone the fire.
Irritation to eyes from smoke	L	Light fire wherever possible downwind from the working party. Have a named person in charge of the fire.
Burns and singes	M	People with long hair to keep it tied back. Advise people to wear hats, caps and long sleeves when working near fire. Keep away from the fire unless absolutely necessary. Only add material to existing fire in small handleable amounts with no risk of sudden flaring.
Burning embers and flying debris	L	Sort material before adding it to fire to exclude dangerous items like bottles/aerosols or material that will burn/smoulder after you have left the site. Ensure no material that could spontaneously reignite is left at risk. Before leaving the site damp the fire down well using hose/buckets unless impracticable, in which case the fire site should be monitored for at least an hour after the fire is ostensibly out to check for reignition.
Spread of fire through adjacent flammables	L	Make sure the area around the fire is clear of flammable material. Never light fires under trees. Have water and/or spades etc at hand in case of spread. One person to be in charge of the fire at all times. Before leaving the site damp the fire down well using hose/buckets unless impracticable, in which case the fire site should be monitored for at least an hour after the fire is ostensibly out to check for reignition.
Spread of fire through the soil	L	Do not light fires directly over peat soil. Ensure you burn on a non-organic surface.
Explosion	M	Never use petrol or methylated spirits on a fire and never add an inflammable liquid to a fire that is alight or smouldering. Keep vehicles and any flammable liquid or gas in any form of container at least 30m from the fire.
Injury from hand tools	L	Any hand tools used to prepare or tend the fire must be carefully stored in a clear, obvious location at all times when not in use.
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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
21. SAFETY WITH WILD ANIMALS AND LIVESTOCK	STEPHEN BOLSOVER	111 th May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Bee and wasp stings	L	Check if any member of work team has allergy to stings. If they do get them to explain the severity of their condition and the procedure to be followed if they are stung (e.g., are they carrying an agent to be injected in the case of a sting?) and on the basis of this make a decisions as to whether they can continue to work.
Lymes disease from ticks associated with deer	M	When working in grassland areas where deer are present wear long trousers and long socks. Check exposed skin for ticks.
Kicks, bites and butts from livestock	M	The only livestock on Harrow Nature Conservation Forum sites are the cows roaming free on Bentley Priory. Do not feed, or otherwise encourage or attract this livestock to approach the work area.
Handling injured birds and mammals	L	Injured animals will defend themselves. Even small birds can draw blood with their beaks. Wear gloves and keep animal away from face - eyes are particularly vulnerable. Do not handle owls, birds or prey or swans unless properly trained. The talons of owls or birds of prey can cause serious injury. Do not handle injured mammals - seek advice from Local Authority animal warden or a vet.
Adder bite	M	Adders have not been seen on Harrow Nature Conservation Forum sites for a number of years while adder toxin is less dangerous than that of bees and wasps. Nevertheless, any person bitten by a snake should be accompanied to a hospital emergency room.
<p>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY Injured animals will defend themselves. Even small birds can draw blood with their beaks. Wear gloves and keep animal away from face - eyes are particularly vulnerable. Do not handle owls, birds or prey or swans unless properly trained. The talons of owls or birds of prey can cause serious injury. Do not handle injured mammals - seek advice from Local Authority animal warden or a vet.</p>		
ASSESSOR		
ASSESSMENT DATE		
<p>APPLICABLE DATES (This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary. **SEE ACCOMPANYING SAFETY NOTES**

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
22. GUIDED WALKS	STEPHEN BOLSOVER	11 th May 2016
<p>In a guided walk the HNCf volunteer(s) are acting as guides only. Their responsibility for the safety of the party relates only to the sites visited and the possible dangers posed by them to a normal healthy adult. The visitors who have attended the walk retain the primary responsibility for their own safety and for assessing the terrain and possible dangers. For example, a visitor who is unsteady on their feet should make their own decision as to whether an uneven path is safe for them to walk along. The safety of children remains primarily the responsibility of the parent or other person who brought the child to the event.</p> <p>All our reserves are small, so that parties can rapidly return to inhabited streets if problems arise.</p>		
HAZARD	RISK LEVEL	PRECAUTIONS
<p>potential for harm</p> <p>Guided walks represent a potential threat to the safety of those taking part. Some walkers may have health conditions or disabilities. Children in the party may behave inappropriately and put themselves and others of the party in danger.</p>	<p>L</p>	<p>to remove hazard or reduce risk level. One precaution may tackle several hazards.</p> <p>The route should be planned in advance and those attending warned if conditions to be encountered differ from those one would normally expect in reserves of our type – for example if a stream has to be forded, deep mud crossed that required footwear more substantial than walking shoes, or bramble thickets penetrated that could scratch unprotected skin.</p> <p>If the sun is shining and the walk involves significant periods in the open, the guide should suggest to the group that skin is protected by clothing or sun screen. However, this can only be a suggestion – the wellbeing of the visitors remains their own responsibility.</p>
<p align="center">RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</p> <p align="center">ASSESSOR</p> <p align="center">ASSESSMENT DATE</p> <p align="center">APPLICABLE DATES</p> <p>(This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary.

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
23. Manning stands at shows	Steve Bolsover	5 th June 2016	
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
<p>Volunteers may injure themselves while setting up and dismantling gazebos, folding tables, display boards etc.</p> <p>Visitors, especially young children, may catch a stomach bug from handling items in our object collection such as animal skulls.</p> <p>Visitors, especially children, may receive minor injuries when creating bug houses, headdresses and other items from natural and household materials as part of our fun activities at shows</p> <p>Visitors, especially children, may get their fingers caught when handling small animal traps that we are displaying</p> <p>Where live small animals are brought to display at events, they might carry diseases that can be passed on through handling or a bite</p> <p>Where live small animals are brought to display at events, they could cause minor injury through biting their handlers or members of the public</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p>	<p>Volunteers to work together to set up and dismantle all equipment and furniture. Heavy items should be lifted using NHS approved techniques (keep the load close to the waist; don't bend the back while lifting).</p> <p>Visitors will be advised to wash their hands after handling collection items.</p> <p>Adults will be monitored to make sure they are using tools sensibly. Children will be closely supervised by the exhibitor</p> <p>Adults will be monitored to make sure they are handling the traps appropriately. Children will be closely supervised by the exhibitor.</p> <p>Only pet animals that are known to be free of disease will be brought to public displays.</p> <p>Only the designated handler should handle the live small animal. They should wear gloves while doing so.</p>	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
<p>ASSESSOR</p> <p>ASSESSMENT DATE</p> <p>APPLICABLE DATES (This is likely either to be one specific day, or "until further notice".)</p>			

Risk level: L = Low, M = Medium, H = High

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary.

ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
24. Pond dipping with children		Steve Bolsover	12 th June 2016
HAZARD	RISK LEVEL	PRECAUTIONS	
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Falling in and getting wet and uncomfortable	L	The person leading the event must supervise children closely and prevent risky behaviour that might cause them to fall in.	
Drowning	H	The person leading the event must supervise children closely and prevent risky behaviour that might cause them to fall in. We will never pond dip in ponds or lakes with deep water (on our reserves, this excludes Summerhouse Lake only, which is already excluded because of the presence of cows). If a child falls in the person leading the event will if possible pull them out while remaining on the bank; if this is not possible they will get in the water to aid the child.	
Other diseases caught from unclean water	M	Pond dipping will only be carried out in watercourses we believe to be clean.	
Leptospirosis	M	<p>All participants either should wash thoroughly, or wipe hands thoroughly with antiseptic hand wipes, as soon as possible after the pond dipping. They must not eat, drink or smoke until they have done this.</p> <p>This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result.</p> <p>Pond dipping should not be carried out in areas with cattle. At present this means Bentley Priory only.</p> <p>If the presence of rats is suspected, pond dipping should not be carried out.</p> <p>Adults should be informed that they should not participate in the pond dipping if they have open wounds or sores on their hands. The person leading the event should themselves check children's hands for open wounds or sores and prevent them from pond dipping if any are found.</p> <p>All participants either should wash thoroughly, or wipe hands thoroughly with antiseptic hand wipes, as soon as possible after the pond dipping. They must not eat, drink or smoke until they have done this.</p>	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
ASSESSOR			
ASSESSMENT DATE			
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Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
25. Use of Wood Farm visitor centre	Stephen Bolsover	14 th August 2016	
HAZARD	RISK LEVEL	PRECAUTIONS	
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Injury or death due to fire	H	The protocols in the accompanying fire safety notes must be followed.	
		The meadow grassland immediately adjacent to the visitor centre should be cut periodically to reduce the risk that grass fires can propagate to the building.	
		The fire extinguisher (new in June 2016) should be checked and maintained as per the manufacturer's instructions.	
Fingers could be caught in the sash windows	L	The windows should only be opened and closed by adults.	
Fingers or other body parts could be caught in the metal security shutters	L	The manually operated shutters should only be opened and closed by adults.	
Visitors, especially children, could be locked inside the building	L	Care should be taken when closing the electrically operated shutters on the north side of the building (facing the road) to ensure that there is no one leaning against the door or windows or standing with their feet or hand on a sill. The operator should do a visual check that there is no one on the north side of the building before going inside to close the shutters. This can be done conveniently during the process of closing the manually operated shutters.	
		A competent adult could always escape through the inner door or a window. However a child might panic if left behind - and even if they did escape, would then be alone in a novel location.	
Emergency vehicles might not find the building	M	All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked . A laminated notice "What to do in case of fire or emergency" to be fixed to the wall by the entrance door.	
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY			
ASSESSOR			
ASSESSMENT DATE			
APPLICABLE DATES (This is likely either to be one specific day, or "until further notice".)			

Risk level: L = Low, M = Medium, H = High

Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG

Fire safety notes

The visitor centre is a small three room building comprising two main rooms and a toilet/washroom.

Whenever the centre is occupied, the security shutters on both doors, and on both windows in the toilet/washroom, must be raised. It may often be convenient to leave others down to give a dark space, for example when projecting images, but these four shutters must be raised.

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required. The nominated person should make themselves familiar with the location of the exits from the centre, the position of the fire extinguisher, and the position of the main electrical switch on the wall by the main entrance.

The exit doors, including the door in the inner room that is usually kept bolted shut, must be kept clear at all times so that everyone can escape unimpeded in the event of an emergency. The nominated person should make all other users aware of the inner door and that it is closed only by bolts, and point out the sash windows in the toilet/washroom as an alternative exit route.

In the event of fire the nominated person should shout to make everyone in the centre aware. Everyone should leave the building by the nearest available door. Under almost all circumstances the nominated person should be the last to leave the centre. If there is someone in the toilet/washroom the nominated person should bang on the door to alert them. Depending on the severity of the fire (bearing in mind that fires can accelerate rapidly) and the age and competence of the group using the centre, the nominated person may decide to open the toilet/washroom door using the coin kept above the toilet/washroom door and either accompany the other person out through the main visitor centre room, or close the toilet/washroom door behind them and exit through a window.

Only attempt to extinguish the fire using the fire extinguisher provided if it is considered safe to do so without taking any personal risks. If electrical equipment (this includes the water heater in the toilet/washroom) is burning the electricity supply to that equipment should be if feasible turned off, either locally by pulling the plug out of the wall, or at the main switch above the door inside the toilet/washroom. In many cases this will stop the fire with no further action being required. If the fire continues to burn, the fire extinguisher can be used.

Unless the fire has been fully extinguished, the nominated person should call the fire service by dialling 999, giving the address as Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the fire service when they arrive. If it is feasible, this second person should be asked to open the height barrier on the entrance gate to allow the fire engine into the parking lot. However, this is not critical - hoses from a fire engine parked at the roadside could easily reach the visitor centre, so do not waste time looking for keys in an emergency situation. The nominated person should remain with the main group to ensure that none try to re-enter the building.

Any event requiring use of the fire extinguisher or calling of the emergency services should be reported to the volunteer education and outreach warden, Santoshi Padhiar (email tosh@ligphotography.com, phone 07976 304 333).

Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG

Other safety notes

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required.

When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked (and the security shutter lowered).

Smoking is not permitted in the visitor centre.

A first aid box is kept in the outer room. This must remain in the visitor centre; working parties or other groups visiting Wood Farm should have their own first aid kit with them. If any item, however minor, in the first aid box is used the volunteer education and outreach warden, Santoshi Padhiar (email tosh@ligphotography.com, phone 07976 304 333) must be informed so that the kit can be topped up again.

In the case of an emergency requiring a call to the emergency services the nominated person should call 999, giving the address as Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the emergency service when they arrive. The nominated person should remain with the main group.

Steve Bolsover 14th August 2016