

THE THREE BROOKS LOCAL NATURE RESERVE

THE THREE BROOKS NATURE CONSERVATION GROUP

CONSERVATION TASK RISK ASSESSMENT ISSUE 5

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Next General review Point:

01/01/2014

Issue No	Change Details	Issue Date	Updated By
Draft	Initial Draft		D J Baker
2nd Draft	Section Numbers added. Minor changes to one or two risks	30/05/2009	D J Baker
3rd Draft	Sheet numbers added. References to aquatic wildlife added	01/06/2009	D J Baker
4th Draft	Risk Assessors added. Note on unidentified risks added	02/06/2009	D J Baker
5th Draft	Comments from Emma incorporated	07/06/2009	D J Baker
6th Draft	Location of defib unit added	19/06/2009	D J Baker
7th Draft	Warning about climbing trees added. Limitations for the elderly, pregnant women etc. added	25/06/2009	D J Baker
8th Draft	Effects of insect bites and poisonous plants added	01/07/2009	D J Baker
Issue 1	Service installations, risks to public, minor changes	14/07/2009	D J Baker
Issue 1.1	Change to section numbering only	07/09/2009	D J Baker
Issue 2	Caveat added to Introduction.	30/01/2009	D J Baker
Issue 3	Introduction - paragraph on green Gym added, Leptospirosis added to section 6. - Contact with micro organisms such as Tetanus or Leptospirosis (Weils Desease), Note added to general information regarding mobile phones. Typographical, formatting and numbering errors addressed	21/01/2011	D J Baker
Issue 4	A new section - Working on Water has been added A new section -Training has been added	03/02/2012	D J Baker
Issue 5	A new section - Working with Danish Oil and other preservatives - added to the Site or Task Specific Hazards section A new section - Isolation - added to the General Hazards section covering working alone and leaving the work site.	01/01/2013	D J Baker

GENERIC RISK ASSESSMENT - Three Brooks Local Nature Reserve Issue 5 Jan 2013

Introduction

The Three Brooks Local Nature Reserve (TBLNR) is an area of approximately 66 hectares located to the north east of Bradley Stoke adjacent to the M4 motorway. The reserve is of a reversed 'L' profile with the NW to SE Patchway Brook forming the vertical and the SW to NE Stoke Brook the horizontal. Both brooks drain into a small lake which in turn drains into the Bradley Brook which passes under the motorway and enters the River Frome at Winterbourne. The brooks are edged to a large degree with Hazel, Hawthorn, Blackthorn and other shrubs. In addition to the lake and brooks the reserve has three small amphibian friendly ponds.

There are three mature woods, Savages Wood being mainly Oak, Ash, Field Maple and Hornbeam with a sparse understory of hawthorn and hazel, Sherbourne's Brake being mainly Oak including Sessile and Turkey Oak, Ash and Black Poplar with an understory of hazel. Webbs Wood is largely Hazel with a number of specimen Ash trees. In all three woods the hazel is coppiced on a regular basis.

In addition to the mature woodland there are a number of Ash plantations planted during the 1980's. These are in the process of being thinned in rotation. The reserve also includes a number of flower meadows, a community orchard and an area of marshland.

The reserve has a number of surfaced paths and is well used by the public as walkers, dog walkers and cyclists and is also used for orienteering on a regular basis. The reserve is maintained by South Gloucestershire County Council and a local volunteer support group the Three Brooks Nature Conservation Group (TBNCG). The conservation group concentrates in the main upon the preservation and restoration of habitat and management of the wooded areas. These activities include the coppicing and felling of trees, the laying of live and dead hedges, planting wild flowers, removing hay from the meadows, stream and litter clearing, maintenance of the marsh area and other conservation tasks. The group spends one full Saturday per month on this work and in addition conducts a three hour weekly Green Gym (q.v.) each Thursday.

Green Gym is a nation wide health initiative managed by the Trust for Conservation Volunteers (TCV). Its aim is to improve health by useful exercise in the open air. The careful assignment of work to suit individual needs combined with a lively social atmosphere particularly suits the unemployed, retired, and those individuals suffering from, or recovering from a wide variety of physical, mental and emotional problems. It is common for a Green Gym to be established and initially run by TCV with responsibility eventually being passed to trained local project leaders. In addition to Project Leadership would be Leaders are also trained in first aid.

This Risk Assessment initially identifies those risks common to all conservation tasks carried out on the reserve. It then addresses those risks applicable to specific tasks and environments. Next it identifies risks particular to organised groups of visitors and finally identifies risks arising from working upon open water in boats. Before commencing any task the appropriate sections of this Risk Assessment should be reviewed for currency and to ensure all risks are addressed. New risks identified will be added to the Assessment and the Assessment will be raised in issue and re-distributed. Risks identified as specific to one off tasks not likely to be repeated will be issued as temporary addenda to this Assessment.

In addition to such changes the need for which as may become apparent during the year there will be a specific General Review held annually or as often as seems desirable. This Review will examine ALL sections of the Analysis for continued relevance, changes to Health and Safety requirements and changes to South Glos Council requirements

Although the onus is on the individual prior to any work session or guided walk relevant risks, including the handling of tools must be clearly outlined.

Finally Bradley Stoke Nature Conservation Group, the Bradley Stoke Green Gym and South Gloucester County Council accept no liability where the provisions of the Risk Assessment are ignored or incorrectly applied. The Risk Assessment is a living document should not be considered as finite.

GENERAL INFORMATION

IMPORTANT NOTE:	Please note that this Risk Assessment is not exhaustive and there may be risks yet to be identified. Volunteers should not assume therefor that all risks pertaining to a particular task have been identified and should exercise caution accordingly. Additional risks identified and not listed herein should be detailed to the Group Risk Assessor or Assistant Assessor for inclusion in this Assessment
Access to the reserve:	There are numerous foot entrances to the reserve. The principal vehicular access is via the Brook Way gate opposite Braydon Avenue (Grid Ref: ST6228828). This gate is permanently locked but keys are available to the emergency services and an additional key is held in the TBNCG First Aid kit. On occasion it may be more appropriate for emergency services to access the reserve via the local Sports Centre car park. or nearby residential streets. The relevant emergency service will be advised as to the best approach when contacted.
First Aid Cover:	A number of members of the TBNCG hold current First Aid at Work certificates. At least one, preferably two will be present at any conservation task undertaken by the group.
Nearest defib unit	A defib unit is held at The Bradley Stoke Leisure Centre adjacent to the reserve. A second is held in the lobby of the Willow Brook Centre Mall(Tesco's).
Nearest 24 Hr A & E dept:	Frenchay Hospital
Mobile Phone Reception	Good. Accordingly each physically separate work group must be in possession of at least one mobile phone at all times.
Nearest public phone	The Bradley Stoke Leisure Centre (Grid Ref; ST623839)
4wd or air ambulance needed	No



Three Brooks Nature Conservation Group Health and Safety notice for workdays

The safety of our volunteers and the public is of paramount importance. We therefore ask volunteers on our workdays to adhere to a few simple rules.

1. **Next of kin details.** Please provide the Secretary with a name and phone number for the person you would like to be contacted in the case of an emergency.
2. **Working methods.** We always train new members in the activities we carry out – and are happy to re-demonstrate if asked. **Please work in the way that we show you.** The methods we use for felling, scything etc are those taught us by TCV officers as being the safest and least risk. If you are shown a particular method to use or told to work a certain way, please do so, even if you have done it another way in another group. Note that we focus on using traditional methods and do not use power tools.
3. **Avoid becoming isolated.** Please **work in pairs** and at the very least, within sight of someone else. Please do not wander off to the very edge of a work area by yourself. If something happened to you, we might not notice until it's too late.
4. **Tidy work areas.** For the sake of the public using the woods – and for our own reputation – **please leave work areas tidied up.** Always clear up any tree you have felled and make sure you have left enough time to do so.
5. **Leaving early.** If you need to leave early, please **find a committee member and tell them that you are leaving**, before you go. This will save us from hunting for someone who isn't actually there in a rapidly darkening wood.

The committee are within their rights to ask people to leave if they do not adhere to these guidelines.

Committee members are currently: Hannah Hough, Emma Creasey, Sara Messenger, Dave Baker, Robin Jones, Rob Williams, Gill Smith and Mary Donlin.

General Hazards

<u>Section 1 .General Hazards</u>	<u>Typical uncontrolled outcomes</u>	<u>Amelioration Controls</u>
These hazards are applicable to all types of conservation work carried out on the reserve	1. Trips and falls typically giving rise to minor cuts and abrasions, twisted ankles etc.	Clear safety instructions must be given as to the importance of remaining alert to local surface conditions, vegetation etc.
	2. Abuse and unwelcome advice from the general public	All such approaches to be referred to the Project Leader who will address these as appropriate.
	3. Dogs	All work with edged tools to cease when dogs are present. Dogs should not be approached without the owners consent. Volunteers bitten by dogs are to be taken to a hospital casualty unit. Hands must be washed with anti bacterial soap or gel after petting or touching dogs.
	4. Contact with thorns toxic plants and and other vegetation problems	Gloves to be worn at all times. Long sleeves and trousers are preferable. The possible presence of poisonous or otherwise potentially dangerous plants to be advised prior to work commencing. Volunteers ingesting poisonous plant material or contacting potentially serious irritants are to be taken to a hospital casualty unit.
	5. Misuse of tools, particularly edged tools	Each session must be prefaced with a safety talk by a competent person and relevant to the tools in use that day. Particular reference must be made as to safe working distances and the correct way to carry tools as appropriate to the tools in use. Instruction in the use of specific tools must be given to first time users and such inexperienced volunteers must supervised by an experienced user. In general tools not in use should be returned to the session tool store or laid flat on the ground in a clearly visible position. Gloves should be worn for all digging and scissor action tools and saws but must not be worn when using other edged tools such has bill hooks or 'slashers'. Children present may only work with tools appropriate to age (see special note)
	6. Contact with micro organisms such as Tetanus or Leptospirosis (Weils Disease).	All individuals must be made familiar with the symptoms of Tetenus, Lyme disease or Lepterspirosis (Weils disease. Gloves should be worn at all times except when using edged tools. Volunteers should be advised as to the need for a current Tetanus injection. The presence of ticks on volunteers must be reported to the Project Leader immediately When working in or near water nitrile surgical gloves must be worn beneath working gloves. Individuals suspected of ingesting potential contaminated water, or having open wounds suspected of making contact with potentially infected water must be taken to a hospital casualty unit without delay
	7. Dog faeces	Dog or other animal faeces must be removed before starting work using bags and containers. Skin contact must be avoided.
	8. Weather conditions	Where the sun is strong volunteers must be advised to cover up and use high factor sun cream and hats. In high winds caution must be exercised in woodland areas and activities such as felling must be suspended. Volunteers should at all times endeavor to bring cover against heavy rain or snow.
	9. Fatigue	Volunteers must be encouraged to work steadily and to take regular breaks. Volunteers must be encouraged to work within the limits imposed by their physical condition and age.
	10. Cuts and lacerations from coming into contact with litter.	Gloves must be worn at all times where the volunteer is likely to come into contact with litter. This includes pond and stream clearance as well as conventional litter picking. Litter pickers should be employed wherever possible. Careful observation of work sites must be carried out particularly where pond and stream clearing are concerned.
	11. Back problems arising from frequent bending etc.	Where a task is likely to involve significant bending the initial warm up session should pay particular emphasis to back and lumber regions. As with fatigue frequent rests should be taken

	12. Inappropriate work	Volunteers must be encouraged to work within the limits of their current level of fitness and ability. This applies particularly to the elderly, those with physical, mental and emotional problems and pregnant women. Children must not be encouraged or allowed to attempt tasks or use tools more appropriate for adults.
	13 Insect Bites, stings etc.	Insect bites and stings are common hazards within the reserve. Volunteers with allergy problems must make the Team Leader aware of this at all times and if possible carry the appropriate antidote. Where possible volunteers should wear long sleeved garments and full length trousers and utilise insect repellent and after bite treatment. Volunteers must be aware at all times as to the possibility of ticks being present, particularly in bracken. Volunteers bitten by ticks must seek immediate medical help due to the risk of Lyme Disease.
	14. Poisonous plants and fruits	To avoid poisoning from the effects of eating plants and fruits found on the reserve volunteers should resist the desire to taste. Many plants are poisonous in all their aspects as as most fungi. Even fruits like blackberries, commonly safe, may be polluted by pesticides blown from neighbouring farmland or by animal urine; volunteers should be advised of the risks associated with picking wild fruit.
	15. Bacteria / faeces contaminants in soil.	Gloves should be worn at all times except when handling edged tools. Nitrile or rubber gloves should be worn in wet or damp situations, leather gloves at all other times
	16. Contact with micro organisms and dead animals.	Gloves must be worn at all times. Dead animals must not be touched - inform the Environment Agency or equivalent. Work must not take place in water where sewage is known to be present.
<u>Section 2. Tea and Lunch Breaks</u>	<u>Typical uncontrolled outcomes</u> 1. Burns from fire 2. Scalds from boiling water 3. Contaminated hands 4 Fire	<u>Amelioration Controls</u> Where employed storm kettles must be safely located and mounted on a stable and level base away from the working area. One team member experienced in the use of storm kettles and other heating devices is to be assigned responsibility for producing hot drinks. Due to the potential presence of Weils disease in the brooks or ponds, and contaminates in general all hands must be washed using an anti bacterial wash or gel prior to ingesting food or drink No fire is to be left attended any time. A litre container of water must be available at all times to douse small fires. The team member responsible for producing hot drinks must ensure any fire is totally extinguished before quitting the site.
<u>Section Three Service installations</u>	<u>Typical uncontrolled outcomes</u> 1. Accidents involving volunteers due to contact with service installations, particularly gas or electric power lines. 2. Damage to installations	<u>Amelioration Controls</u> Where work could interfere with service installations that may be present, particularly activities involving digging, a full service investigation must be carried out prior to the project going ahead. A copy of the Service Information request form may be found on the Conservation Group Web Site. The request from should be submitted in a timely manner and accompanied by an explanatory note. Where damage occurs to service installations despite the carrying out of a service investigation the appropriate service provider must be informed immediately as must South Glos Council authorities.
<u>Section 4 Work potentially hazardous to the general public</u>	<u>Typical uncontrolled outcomes</u> 1. Accidents involving members of the general public	<u>Amelioration Controls</u> Work carried out in areas accessible to the general public and of a nature where accidents may occur must be clearing marked by tape, notices, temporary path blockages etc. All work must cease when people and or dogs enter the work area. Particular points of risk are: coppicing, tree felling, hedge laying and work involving the use of edged tools such as scythes or slashers.
Isolation	Accidents involving isolated volunteers. Unnoticed absence of volunteers	Volunteers must either work in pairs or remain in clear visibility of other volunteers. Volunteers must not leave the work site without first advising a nominated committee member or the designated Project Leader.

<p>PPE needed for General Hazards -</p>	<p>As applicable to the specific task in question. As a general principal gloves should be worn at all times except when handling edged tools. Hard hats are required for all woodland management tasks. Hands should always be washed with anti bacterial soap or gel at each tea, smoke or lunch break <i>irrespective of the nature of the task.</i></p>	<p>Volunteers are advised prior to the workday to wear suitable clothing (long sleeves/trousers, warm or waterproof clothing if appropriate) and stout boots. Project Leader should note if anyone is wearing clothing that is likely to make the task more hazardous and advise accordingly.</p>
<p>Special Notes:</p>	<p>Children (-16) may not attend any work session in the absence of their parents/Guardians. The adjacent precautions must be taken at all times when children are present.</p>	<p>Ensure that parents/guardians are aware that they are responsible for any under-16s with them. Billhooks/slathers/saws should NOT be used by anyone under 14. Under supervision 11-14s can use loppers and secateurs. Under-11s can clear brash, watching out for thorns. Children must be supervised at all times.</p>

Site or Task Specific Risks

Introduction:

In all projects regardless of site or task ALL risks listed in General Hazards are taken to apply

<u>Working with cement or concrete</u>	<u>Typical uncontrolled outcomes</u> 1. Alkaline burns arising from mixing and laying concrete	<u>Amelioration Controls</u> Gloves, goggles and gloves to be worn at all times when using concrete. Care must be taken to prevent dry cement from drifting in the wind
PPE needed: -	Gloves, goggles, long sleeved shirts or jumpers	
<u>Marsh Work</u> The marsh contains irrigation channels often hidden by heavy vegetation.	<u>Typical uncontrolled outcomes</u> 1. Trips and falls caused by hidden irrigation channels 2. Impact upon wildlife, particularly aquatic 3. Weils disease from water	<u>Amelioration Controls</u> The introduction to the task must identify as best as possible the location of hidden channels. Volunteers should exercise caution at all times. Volunteers must work in pairs at all times. Care must be taken not to wade in irrigation channels unless absolutely essential. Attention must be paid at all times to the possibility of wildlife in the vegetation. Clear safety instructions to be given as to symptoms. Nitrile gloves to be worn beneath work gloves. Workers to be warned of the need to contact doctor at first sign. If there is a possibility that water has contaminated open wounds or been ingested then hospitalisation is strongly recommended. Hands to be washed in antiseptic liquid or creams before food breaks.
PPE needed: -	Wellington Boots - rubber gloves - nitrile gloves	
<u>Pond Maintenance</u>	<u>Typical uncontrolled outcomes</u> 1. Mishandling of sharps, glass etc. 2. Weils disease from pond water	<u>Amelioration Controls</u> Clear safety use instructions to be given as to work and safe working practices, work to be monitored. Rubber or Leather Gloves to be worn. Solid containers (boxes or buckets) to be provided for glass, sharps and other rigid objects Clear safety instructions to be given as to symptoms. Nitrile gloves to be worn beneath work gloves. Workers to be warned of the need to contact doctor at first signs of illness. If there is a possibility that water has contaminated open wounds or been ingested then hospitalisation is strongly recommended. Hands to be washed in antiseptic liquid or creams before food breaks.
	3. Death by Drowning 4. Impact upon wildlife	Volunteers are to work in minimum of pairs at all times. Water deeper than 0.75m must not be entered even with waders. Unless unavoidable, pond maintenance must be carried out during the 'closed season' (Nov to Jan) when amphibian and insect life is expected to be absent, fish activity at a minimum and plant growth dormant. (See special note)
PPE needed: -	Wellington boots - rubber gloves - Waders - nitrile gloves	
Special Note	Care must be taken where the presence of amphibians and aquatic insects is suspected. Where populations of Great Crested Newts are believed to exist a current handling licence must be obtained from Natural England by at least one member of the participating group if work is to be carried out outside the 'closed season' (Nov to Jan)	
<u>Litter Picking</u>	<u>Typical uncontrolled outcomes</u> 1. Mishandling of sharps, glass etc. 2. Back problems due to frequent bending	<u>Amelioration Controls</u> Clear safety use instructions to be given as to work and safe working practices, work to be monitored. Litter pickers should be employed. Solid containers (boxes or buckets) to be provided for glass, sharps and other rigid objects The initial session warm up should concentrate on back and lumber regions in particular. Regular breaks should be taken.

PPE needed: -	boots - leather gloves - litter pickers	
<u>Himalayan Balsam Clearing</u>	<p><u>Typical uncontrolled outcomes</u></p> <ol style="list-style-type: none"> 1. working near water 2. hazards from other vegetation, particularly the frequent presence of stinging nettles 	<p><u>Amelioration Controls</u></p> <p>Clear safety use instructions to be given as to safe working distances from edges of water. Volunteers must work in at least pairs at all times.</p> <p>Volunteers must be aware not only the risk to hands and arms but particularly to unprotected faces commonly when bending to pull HB.</p>
PPE needed: -	boots - leather gloves long sleeve shirts or jumpers etc.	
<u>Making, hanging, Cleaning and Maintaining Bird Boxes etc.</u>	<p><u>Typical uncontrolled outcomes</u></p> <ol style="list-style-type: none"> 1, Carrying tools up/down ladders 2. Defective ladder 3 Ladder not secure 4. Over-reaching 5. Uneven ground/unbalanced ladder 6. Falling tools and materials 7. When making boxes, risks of splinters and impact injuries from hammers exist in addition to the normal hazards of using tools. 	<p><u>Amelioration Controls</u></p> <p>Minimise tools and materials kept above ground and secure them. Check condition of ladder and do not use if defects found. Ladder must be tied off and a second person must be available to foot ladder. Ladders must not be used in high winds.</p> <p>Volunteers must be advised as to the dangers of overreaching. Do not lean or overload the side of the ladder. The 'foot' person must observe and warn if necessary.</p> <p>Care must be taken to place ladder on an even surface and at a suitable angle to the tree.</p> <p>Hard hats must be worn at all times during this task.</p> <p>Gloves should be worn and particular care taken when hammering (not to look away for example)</p>
PPE needed: -	boots - leather gloves - hard hats - tie off ropes	
Special Note.	Bird box making is a favourite pastime of children. Where children are involved the adjacent precautions must be taken.	Young children must not be left to handle nails, hammers etc. without the closest of supervision on a one to one basis. They must not handle saws or edged tools. Use of any form of hole drilling equipment must be closely supervised on a one to one basis.
<u>Planting and Weeding</u>	<p><u>Typical uncontrolled outcomes</u></p> <ol style="list-style-type: none"> 1. Back problems due to frequent bending 2. Over enthusiastic use of mattock, spades and trowels when clearing planting areas 	<p><u>Amelioration Controls</u></p> <p>The initial session warm up should concentrate on back and lumber regions in particular</p> <p>Volunteers to be advised to take frequent breaks, be shown how to use tools effectively to reduce strain and ensure rotation of tasks.</p>
PPE needed: -	boots - leather gloves	
<u>Cleaning, Maintaining and Trimming vegetation such as bramble from path sides etc.</u>	<p><u>Typical uncontrolled outcomes</u></p> <ol style="list-style-type: none"> 1. Hidden litter such as sharps or glass 	<p><u>Amelioration Controls</u></p> <ol style="list-style-type: none"> 1. Advise volunteers of the risk and the need to keep aware at all times. Advice must be given as to safe working distances etc. when handling edged tools such as slashers.
PPE needed: -	boots - leather gloves - goggles	
<u>Coppicing, Tree felling and other woodland management tasks</u>	<p><u>Typical uncontrolled outcomes</u></p> <ol style="list-style-type: none"> 1. Falls from trees 2. Tripping or falling over stumps 3. 'Hang ups' 	<p><u>Amelioration Controls</u></p> <p>Under no account should volunteers climb up trees to free hang ups etc. Where necessary the use of pole saws must be employed.</p> <p>Where close to footpaths trunks/stems must be cut as low to the ground as possible. Where necessary the trunk/stem may need to be cut more than once to achieve this. Away from footpaths it is permissible to leave trunks approximately 0.5 metres high. This will encourage the development of beneficial fungi etc.</p> <p>The upper storey of trees/shrubs chosen for felling/coppicing must be checked for 'hang ups' and such items removed before felling. This applies to adjacent as well as target tree s/shrubs. Under no account should volunteers climb up trees to free hang ups etc. Where necessary the use of pole saws must be employed.</p>

	<p>4. Falling trees/cut branches.</p> <p>5. Weather</p> <p>6. Strains etc. from lifting excessive weights</p>	<p>All volunteers must be trained in the safe approach to felling trees and shrubs with particular attention to planning and clearing escape routes. Hard hats must be worn at all times during such projects.</p> <p>Tree felling must not be carried out in high winds.</p> <p>Plan any lifting, train in simple lifting procedures and provide carry aids such as wheelbarrows. All logs must be cut to manageable size before moving.</p>
PPE needed: -	boots - leather gloves - hard hats	
Special Note	It is easy to become isolated when working in woodlands. Volunteers must work in at least pairs at all times. It is particularly important that notices warning the general public that felling is taking place be placed at both ends of the work area.	
Dead Hedging	<p>Typical uncontrolled outcomes</p> <p>1. Splinters from dead wood</p> <p>2. Contusions from being struck when placing stakes</p> <p>3. Tennis Elbow caused by incorrect hammering of stakes</p>	<p>Amelioration Controls</p> <p>1. Gloves to be worn at all times</p> <p>Sturdy boots to be worn at all times. Specific instructions as to the correct way of holding stakes etc.</p> <p>3. All volunteers to be warned of the danger of delivering repetitive blows above head height.</p>
PPE needed: -	boots - leather gloves	
Heavy, sustained or repetitive manual handling involved?	Yes when positioning stakes	Note: Particular care must be taken in the use of billhooks at all times. Goggles are advisable when laying hedges with large amounts of thorns.
Live Hedging	<p>Typical uncontrolled outcomes</p> <p>1. Thorn injuries</p> <p>2. Falling branches and debris</p> <p>3. Injuries caused by volunteers working in too close a proximity</p> <p>4. Repetitive Strain injuries can arise from repeated use of billhooks etc.</p>	<p>Amelioration Controls</p> <p>Volunteers are to be warned as to the hazards of thorns, particularly from Blackthorn. Goggles are advisable when laying hedges with large amounts of thorns. Gloves to be worn except when working with edged tools.</p> <p>Volunteers should wear hard hats and check in branches for dead wood</p> <p>The safe working distance for hedge laying irrespective of tool is at least the height of the particular tree/shrub being laid.</p> <p>Group Leaders must ensure that adequate rest periods are taken and that teams are rotated in their duties.</p>
Special Note:	Much hedge laying takes place along the borders of public footpaths etc. Clear warning signs must be placed on paths exposed in this way and work must cease whenever members of the general public pass by.	
Haymaking and general scythe work	<p>Typical uncontrolled outcomes</p> <p>1. Injuries resulting from working with scythes</p> <p>2. Injuries incurred whilst sharpening scythes</p>	<p>Amelioration Controls</p> <p>Scythes are exceedingly sharp tools. All volunteers must be given thorough training in the correct uses of scythes including safe working distances, posture, periods of work between sharpening the scythe, the correct lifting techniques when using hay forks etc. to remove hay and the potential dangers from vegetation and hidden litter when gathering up hay by hand. As with all tools scythes must either be returned to the tool area when not in use or laid flat on the ground in a prominent and clearly visible position.</p> <p>All volunteers must be given thorough training as to the correct method of sharpening a scythe. Kevlar gloves must be worn at all times when sharpening or assembling scythes.</p>
PPE needed: -	boots - leather and Kevlar gloves - protective clothing is advisable particularly when gathering hay by hand.	
Stream Clearance	<p>Typical uncontrolled outcomes</p> <p>1. Death by Drowning</p>	<p>Amelioration Controls</p> <p>Volunteers must work in at least pairs at all times. Where waders are worn (for all depths of water over wellington height) they should be of the type with individual leg sections and not the bib and brace type. Work must not take place in water above 0.75 m in depth. Movement within water must be slow and measured, checking for hidden and buried objects, depth of mud beneath the water etc. Consideration must be given as to the wisdom of working in streams that are in full or partial spate. At least one team member must be a good swimmer and preferably be familiar with life saving techniques.</p>

	<p>2. Contact with micro organisms, dead animals and other debris and rubbish.</p> <p>3. Cuts, lacerations and other damage caused by overhead vegetation</p> <p>4. Impact upon wildlife particularly aquatic wildlife</p>	<p>Nitrile or otherwise waterproof gloves must be worn at all times. Dead animals must not be touched - inform the Environment Agency or equivalent. Work must not take place in water where sewage is known to be present.</p> <p>Where streams are overhung with vegetation then hard hats should be worn.</p> <p>Volunteers must pay keen attention as to the presence of wildlife. Areas where fish and/or other wildlife creatures are observed in numbers must be avoided. Care must be taken not to uproot or damage aquatic plant life. Wherever possible volunteers should move in an upstream direction so that disturbed mud is carried downstream and good visibility can be maintained</p>
PPE needed: -	Wellington boots, waders, hard hats, nitrile or otherwise waterproof gloves.	
<u>Log Work such as Building animal shelters or moving felled timber.</u>	<p><u>Typical uncontrolled outcomes</u></p> <p>1. Strains and muscle damage from incorrect lifting techniques of excessive loads.</p>	<p><u>Amelioration Controls</u></p> <p>Volunteers must be instructed by an experienced individual in the correct lifting techniques. Volunteers must be discouraged from lifting excessively heavy loads.</p>
PPE needed: -	Gloves, sturdy boots	
<u>Tool Maintenance</u>	<p><u>Typical uncontrolled outcomes</u></p> <p>1. Splinters, cuts and Bruises whilst removing and replacing tools and tool containers from Tool Store</p> <p>2. Injuries arising from maintaining tools</p> <p>3. Skin infections arising from the use of mineral oils</p>	<p><u>Amelioration Controls</u></p> <p>Leather or Kevlar gloves to be worn at all times, Stout boots to be worn.</p> <p>Correct instructions as to maintaining specific tools to be given. Care to be exercised at all times Leather or Kevlar gloves to be worn at all times. Kevlar gloves to be worn when sharpening edged tools such as scythes etc.</p> <p>Use non-mineral based oils such as vegetable oils</p>
PPE needed: -	boots - leather/ Kevlar gloves	
<u>Working on Slopes</u>	<p><u>Typical uncontrolled outcomes</u></p> <p>1. Slips due to adverse environmental conditions</p> <p>2. Trips or slips on natural and man made hazards</p> <p>3. Injury due to poor lifting techniques when working on a slope</p> <p>4. Injury due to impact with person or persons slipping from higher up the slope given that working on slopes require a minimum of two people</p>	<p><u>Amelioration Controls</u></p> <p>Ascertain whether the slope area in question is subject to undercutting, subsidence or rapid erosion</p> <p>Take particular care of wet and slippery vegetation and substrate surfaces</p> <p>Ensure that necessary equipment is available and correct lifting techniques for such work are applied</p> <p>Volunteers should avoid working directly beneath one another and must remain aware at all times as to the location of other volunteers. Where slipping is likely hard hats should be worn.</p>
PPE needed: -	Hard hats	
<u>Working with Danish oil and other preservatives</u>	<p><u>Typical uncontrolled outcomes</u></p> <p>Many preservatives such as Danish Oil are highly inflammable not only as a liquid but as vapour in the air and impregnated into cloth where spontaneous combustion can occur.</p> <p>Skin irritation due to contact with the preservative</p>	<p><u>Amelioration Controls</u></p> <p>Unless the container is clearly marked otherwise it must be assumed that the preservative is highly inflammable. Use of the preservative must take place in the open air. There must be no smoking or naked flames in the vicinity. Wherever possible preservative should be applied by brush said brush being kept in an otherwise empty flameproof bucket when not in use. If cloth or rag is used the cloth should be laid flat on a flameproof surface when not in use and never left 'screwed up in a ball'.</p> <p>Nitrile or otherwise spirit porrf gloves must be worn at all times.</p>
PPE needed: -	Nitrile gloves, flameproof buckets or similar	

RISK ASSESSMENT - Working on medium/large bodies of water

ITEM	HAZARD	CONTROL	MONITOR
<p>Note: During any work activity on bodies of water other than small streams appointed Bank Marshals must be appointed and in place in numbers appropriate to the activity. As per this assessment adequate means of communication must be carried at all times</p>			
Section 1. COLLISION			
	HAZARD	Amelioration Controls	Control Responsibility
a	Collisions with stationary objects / obstructions	All known stationary objects/obstructions must be identified to all workers prior to commencement of work. See also Section 2 - Capsize	Project Leader, Bank Marshals
b	Collision with other craft during activity	Follow all instructions given by Project Leader or Bank Marshals	Project Leader, Bank Marshals
c	Collision with debris	Check area at regular intervals & prior to start	All
Section 2 .CAPSIZE			
a	Risk of drowning due to capsize or sinking due to collision during activity	There must be sufficient to keep all workers on or in the water in view at all times. There must be a reserve rescue vessel with a minimum crew of two available at all times	Bank Marshals, rescue personnel.
b	From wake of other craft	Keep boat speeds down during activity other than in an emergency	All support staff
c	From Collision with other vessels	Workers must remain aware as to the location of other vessels etc.	Rescue personnel, All
d	During retrieval of persons from water	Rescue craft to have enough freeboard/buoyancy and capacity to prevent swamping/overturning during rescue. Prescribed rescue/retrieval techniques. Minimum 2 rescue personnel per craft	Rescue personnel, Marshalls launches with radio communications
Section 3 Unintended immersion in water			
DROWNING			
		Personnel involved with water elements of activity must be able to swim, and wear an approved buoyancy aid. Sufficient rescue craft to provide cover in event of water borne incident	All personnel
Section 4 HYPOTHERMIA			
a	Immersion	All craft where practicable to carry thermal/foil blankets	Rescue personnel
b	Cold weather	All personnel to wear/carry adequate layered clothing	All personnel
Section 5 INJURIES/MEDICAL EMERGENCIES			
a	Accidents resulting in injuries to workers, marshals and Spectators	Adequate first aid cover on and off the water, with medical support. Ensure all workers are aware of the location of the first aid team. Ensure a communications net is operational and manned during the event. Means carried by all support personnel to attract Safety launch	All 1st Aiders present (minimum of one)
b	Medical emergencies while afloat	Fellow workers to take boat to appropriate bank in crews with more than one member	Fellow workers Bank Marshals Umpires, Rescue personnel,

7**Section 6 ADVERSE WEATHER**

	Heavy rain affecting levels of the water, visibility, vessel stability etc.	Cancel event	Project Leader
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Section 7.LAND BASED RISKS (including all those identified in the General Hazards section of this Assessment)

a	Temporary boat stages	Must be stable, with all planks secure. Step height natural. Area not cluttered with tools, clothes or equipment	Bank Marshals, Project Leader
b	Spectators falling in water	Assigned rescue team to assist	All support personnel
c	Temporary structures	Temporary structures e.g. Tents, Guy ropes easily visible	Personnel putting up structures

RISK ASSESSMENT -Hazards involving visitors

Section	Site or Task Specific Risks		
1	Guided Walks	Typical uncontrolled outcomes	Amelioration Controls
		1. Trips and falls typically giving rise to minor cuts and abrasions, twisted ankles etc.	Clear safety instructions must be given as to the importance of remaining alert to local surface conditions, vegetation etc.
		2 Insect Bites, stings etc.	Insect bites and stings are common hazards within the reserve. Walkers with allergy problems must make the Walk Leader aware of this at all times and if possible carry the appropriate antidote. Where possible walkers should utilise insect repellent and aftr bite treatment
		3. Poisonous plants and fruits	To avoid poisoning from the effects of eating plants and fruits found on the reserve walkers must be advised to resist the desire to taste. Many plant are poisonous in all their aspects as as most fungi. Even fruits like blackberries, commonly safe, may be polluted by pesticides blown from neighbouring farmland or by animal urine; visitors should be advised of risk.
		4. Weather conditions	4. Where the sun is strong walkers must be advised to cover up and use high factor sun cream and hats. In high winds walks through woodlands must be suspended. Walkers should at all times endeavor to bring cover against heavy rain or snow.
Special Note:	<ol style="list-style-type: none"> 1. The route must be planned with due consideration for the ability of the group 2. The walk must be led by an appointed Walk Leader , preferably wearing an appropriate 'hi-glow' jacket supported by an adequate number of assistants drawn from the group. 3. Walkers with special needs will require close supervision. 4. The walk must be cancelled in extreme weather conditions 5. Clear procedures must be established, in advance of the walk to deal with a walker apparently missing or in difficulties 6. The Walk Leader must be equiped with a radio or mobile phone as appropriate 		
PPE needed: -	Good footwear, hats and suitable clothing		
2	Pond Dipping	Typical uncontrolled outcomes	Amelioration Controls
		1. Trips and falls typically giving rise to minor cuts and abrasions, twisted ankles etc.	Clear safety instructions must be given as to the importance of remaining alert to local surface conditions, vegetation etc.
		3 Insect Bites, stings etc.	Insect bites and stings are common hazards within the reserve. Dippers with allergy problems must make the Group Leader aware of this at all times and if possible carry the appropriate antidote. Where possible Dippers should utilise insect repellent and aftr bite treatment
		4. Poisonous plants and fruits	To avoid poisoning from the effects of eating plants and fruits found on the reserve Dippers must be advised to resist the desire to taste. Many plant are poisonous in all their aspects as as most fungi. Even fruits like blackberries, commonly safe, may be polluted by pesticides blown from neighbouring farmland or by animal urine; dippers should be advised of risk.
		5. Weather conditions	Where the sun is strong Dippers must be advised to cover up and use high factor sun cream and hats. In high winds activity in/near woodlands must be suspended. Dippers should at all times endeavor to bring cover against heavy rain or snow.
		6. Contact with micro organisms, dead animals and other debris and rubbish.	Nitrile or otherwise waterproof gloves must be worn at all times. Dead animals must not be touched - inform the Environment Agency or equivalent. Work must not take place in water where sewage is known to be present.
		7. Weils disease from pond water	Clear safety instructions to be given as to symptoms. Workers to be warned of the need to contact doctor at first sign. If there is a possibility that water has contaminated open wounds or been ingested then hospitalisation is strongly recommended. Hands to be washed in antiseptic liquid or creams before food breaks.
		8. Falls into water	Dippers must be closely supervised at all times. Care must be taken where dipping platforms are muddy or coated in algae etc. At least one activity leader must be a good swimmer and preferably be familiar with life saving techniques.

Special Note:	<p>1. Outdoor activities must safeguard the welfare of children and young people, by establishing management policies and practices as a means of preventing physical, sexual and emotional abuse by other children, strangers and volunteers,</p> <p>2. Volunteers leading the activity must be familiar with the area and any hazards associated with it.</p> <p>3. Volunteers leading the activity must be qualified first-aiders</p> <p>4. Volunteers leading the activity must be equipped with a functioning mobile phone</p>	
PPE needed: -	Good footwear, hats and suitable clothing	

Section	Site or Task Specific Risks	
1	Special Needs	Amelioration Controls
	<p>All hazards are of particular importance where visitors or volunteers with special needs are concerned.</p>	<p>Visitors or volunteers with special needs must be accompanied by at least one experienced carer at all times. If the use of specific equipment such as wheelchairs etc. is involved then the carer must be familiar with and competent in the use of such equipment.</p> <p>Carers must be familiar with the visitor or volunteer's particular needs. In addition carers must be familiar with the risks outlined in the Generic Risk Assessment PLUS any specific risks arising from the visitor or volunteer's special needs.</p> <p>Where volunteers with special needs are concerned the Project Leader must take particular care to ensure that tasks assigned are within the physical, mental and emotional capabilities of the volunteer</p>

TRAINING

It is essential that all volunteers and organisations carrying out work on the Three Brooks Local Nature Reserve shall be adequately trained in the methods they are carrying out and the tools they employ. Such training must be to the satisfaction of South Gloucester County Council , the Three Brooks Nature Conservation Group committee and those committee members that may be present.

To this end any task carried out must be prefaced by suitable and adequate instruction as to the nature of the task to be carried out, the tools to be employed, their purpose and their use.

Said instruction must be given to all attendees regardless of any claim to prior knowledge unless the instructor and Project Leader/committee member decide that training may be waived for a given individual or individuals. This waiver may only be employed where the Instructor or Project Leader has personal experience as to the individual(s) competence.

The methods, tools to be employed and their use will be at the absolute discretion of the Project Leader(s)/committee members for the given task.