

 West Berkshire Countryside Society	SAFETY PLAN & RISK ASSESSMENTS		DATE(s) of ACTIVITY xx			
	SITE ADDRESS xx		ASSESSED by xx	SIGNATURE xx	DATE xx	
TASK xx		REVIEWED by Task Leader on the day xx			DATE xx	
Issue Date June 2015 v8	GRID REF parking SUxxx xxx	SITE REF if different SUxxx xxx	OWNER/AGENT xx	TASK LEADER xx	FIRST AIDER xx	

SAFETY PLAN & CONTACT DETAILS					
<p>IDENTIFYING HAZARDS and CONTROLS A Safety briefing will be given at the start of the activity identifying hazards and control measures. Participants are encouraged to refer to the PVCV Volunteer Handbook for further information. Available on WBCS website Those attending will be asked to register and provide an emergency contact name and phone number.</p> <p>NEAREST HOSPITALS – West Berks, Thatcham MIU RG18 3AS Tel: 01635 273300 Benham Hill, Thatcham A4 Royal Berks, Reading A&E RG1 5AN Tel: 0118 3227020 Craven Road, Reading M4 J 11</p> <p>EMERGENCY CASUALTY EVACUATION PROCEDURES 1. Ensure site is safe for you and the casualty – hung up trees, electricity cables etc. 2. Contact emergency services 999 or 112 3. Ensure you know your location – Grid ref, Site Grid ref. or Post code or street name 4. Plan evacuation measures – following first aid, plan access to casualty, can they walk to road?</p> <p>SITE ACCESS FOR EMERGENCY VEHICLES Roadside meeting point - Send a lookout Air ambulance site – check for overhead cables.</p> <p>SAFETY AND WELFARE EQUIPMENT NEEDED First Aid kit / Extra water or drinks / Mobile phone / PPE – gloves, helmets etc.</p>					

POTENTIAL HAZARDS and CONTROLS - Points to be raised at safety briefing (See overleaf for a checklist)	
<p>SITE HAZARDS <i>Parking – location of car parking ideally off road, if on road then precautions implemented. Signage and or lookout with hi-vis.</i> <i>Site conditions – note in briefing – state of the ground surface, likely slip and trip hazards etc.</i> <i>Work IN rivers and ponds - requires a separate risk assessment.</i> <i>Services – note any overhead cables or known underground services across the site.</i> <i>Weather – note hazards created by weather “on the day”. Hot/cold or wet/windy. No felling in windy conditions.</i> <i>Fires - to be established with a limited footprint and smoke considered. Advise on the use of head protection from flying embers.</i> <i>Public access – if there is public access to the site – warning signs etc. needed.</i> <i>Wildlife - animal burrows, noxious insects and cattle/ horses. Locate and identify before start of work – advice given in briefing.</i> <i>Microorganisms – raise issues about ticks, spores, tetanus, Lyme disease in bracken and Weil’s disease near river water.</i></p> <p>PRINCIPLE TASK(S) – cutting and clearing vegetation including some coppicing.</p> <p>TASK HAZARDS <i>Use of hand tools - possible hazards from the use of swinging hand tools and edge tools. Advice on usage given and PPE issued.</i> <i>Tree felling - establish safety zones two tree lengths between volunteers and use of PPE. Work in pairs with a “spotter”.</i> <i>Petrol power tools - chainsaw use, if needed, by TCV permit holders. Brush cutter – 15 metres safety zone and a spotter.</i> <i>Working conditions.- manual handling and limited space issues raised and advice given.</i> <i>COSHH issues – herbicide application not offered by PVCV. Dusts and pollen issues raised – masks made available.</i></p> <p>THOSE AT RISK – Volunteers, the public and the owner/agent.</p>	

STEPS TAKEN IN CARRYING OUT THIS RISK ASSESSMENT.										
<ol style="list-style-type: none"> 1. Identify hazards or sources of harm. 2. Identify who is at risk of harm 3. Identify measures to control and reduce the risk to an acceptable level. 4. Record and implement findings. Communicate to those involved. 5. Review and modify in the light of experience. 	<p><i>See the summary and check list</i> <i>For WBCS it will be “participants” and possibly the public</i> <i>Usually “good practice” and the use of PPE</i> <i>See this Risk Assessment and Safety Plan</i> <i>If needed add to this sheet for future reference.</i></p>									
<p>The key objective is to estimate the risk of injury or harm from a particular activity and to recommend control measures.</p> <p>Examples</p> <table border="0"> <tr> <td>Low risk</td> <td>Slight injury possible – e.g. needs to rest</td> <td>Controls useful</td> </tr> <tr> <td>Medium risk</td> <td>Minor injury possible – e.g. needs first aid</td> <td>Controls needed</td> </tr> <tr> <td>High risk</td> <td>Major injury possible – e.g. needs hospital</td> <td>Controls essential</td> </tr> </table>		Low risk	Slight injury possible – e.g. needs to rest	Controls useful	Medium risk	Minor injury possible – e.g. needs first aid	Controls needed	High risk	Major injury possible – e.g. needs hospital	Controls essential
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RISK ASSESSMENTS and CONTROL MEASURES FOR:- Site and task

HAZARDS	Examples	Indicate if it applies	Risk level	Control measures
SITE HAZARDS		Yes/No		
Parking	<input type="checkbox"/> Off road car parking? <input type="checkbox"/> Roadside car parking?	Yes/No Yes/No	Low High	Off road preferred. If roadside then provide controls – warning signs and or high-vis worn by a lookout etc.
Site conditions	<input type="checkbox"/> Uneven/slippy/steep? <input type="checkbox"/> Broken branches? <input type="checkbox"/> Slips, trips and falls? <input type="checkbox"/> Water – fast/deep?	Yes/No Yes/No Yes/No Yes/No	Med.	Ground surface noted – wet/dry even/uneven Locate and identify any site issues prior to work starting. E.g. Bramble runners presents a trip hazard. If working near rivers or ponds advice given in briefing. Work IN rivers requires a separate risk assessment.
Services	<input type="checkbox"/> Underground services? <input type="checkbox"/> Overhead cables?	Yes/No Yes/No	High	Tree felling - minimum 3 tree lengths from overhead cables See AFAG 804 for details
Weather conditions	<input type="checkbox"/> Hot, cold? <input type="checkbox"/> Wet, windy?	Check on the day	Med	Wet/cold issues raised in briefing Hot conditions/dehydration/water on site Felling restricted in windy conditions
Fires & smoke	<input type="checkbox"/> Fire site location? <input type="checkbox"/> Fuel vapour ignition? <input type="checkbox"/> Flying embers?	Yes/No	High	Fire site, with limited footprint, in open location. Minimum 5 metres from fuelling site. Hats & eye protection worn to protect from flying embers.
Risk to/from public	<input type="checkbox"/> Public rights of way through site? <input type="checkbox"/> Horse riders?	Yes/No Yes/No	Med High	Erect signs and barriers as appropriate Use “lookouts” if necessary Work to stop until horses have passed.
Wildlife	<input type="checkbox"/> Animal burrows? <input type="checkbox"/> Noxious insects <input type="checkbox"/> Cattle / horses?	Maybe Unlikely Yes/No	Med Med High	Locate & identify prior to work starting Briefing to highlight insects – wasps, tics etc. Agree a routine - use “lookouts” if necessary
COSHH (Micro-organisms)	<input type="checkbox"/> Tetanus? <input type="checkbox"/> Bracken & fungi spores <input type="checkbox"/> Thorns & brambles <input type="checkbox"/> Others?	Check on the day.	Med	Refer to WBCS - “COSHH Risk Assessments” for a list. Awareness of specific concerns raised in briefing – use of PPE and good hygiene - Weils Disease - cover cuts. Lyme disease – check for ticks especially in bracken.

TASK HAZARDS				
Scrub & coppice work using hand tools	<input type="checkbox"/> Cuts, abrasion, bruises & impact injuries?	Yes	Med	Use of PPE – gloves, hard hats etc. Briefing on carrying and use of edge tools
Tree felling	<input type="checkbox"/> Standard fell? <input type="checkbox"/> Leaning trees? <input type="checkbox"/> Hanging trees?	Yes/No Yes/No Yes/No	High	Safe working zones established, PPE to be used. 2 tree lengths between volunteers when felling. Task briefing to refer to “good practice” when felling. Recommend the use of banksman/spotter when felling
Use of petrol power tools	<input type="checkbox"/> Chainsaw? <input type="checkbox"/> Brush cutter?	Only if needed	High	Chainsaws & Brush cutters- Trained volunteers only Refer to “WBCS – Use of chainsaws “etc. Fuelling - away from water courses and fires
Working conditions	<input type="checkbox"/> Heavy lifting? <input type="checkbox"/> Limited space? <input type="checkbox"/> Working at heights?	Yes/No Yes/No Unlikely	Med	Use of manual handling techniques Awareness of limited space issues Ladders tied in and head protection worn.
COSHH Chemicals & dusts	<input type="checkbox"/> Use of sprays? <input type="checkbox"/> Exposure to dusts?	No Unlikely	Ni Med	PVCV does not offer spraying services to sites. Dusts and pollen – masks and extraction used if needed.

PERSONNEL HAZARDS				
Age, ability, disabilities, health	<input type="checkbox"/> Volunteers working within their safe limits and capacity?	Check on the day	Med	Task leaders to have these issues notified to them before tasks are allocated. Take rests if needed. Volunteers to monitor their own limits and capabilities.
Competence and Interest	<input type="checkbox"/> Repetitive tasks? <input type="checkbox"/> Volunteer competence	Check on the day	Low	Range of activities to be offered to sustain interest and involvement. Tasks offered should relate to competence.
Numbers	<input type="checkbox"/> Group size affecting levels of supervision?	Check on the day	Low	Large working parties may need to divide into smaller working groups conversely too few attending may limit the tasks that can be undertaken safely

OTHER HAZARDS OCCURRING WITH THIS ACTIVITY inc. PERSONS AT RISK?	Persons at risk?	Risk level	Control measures
			Note here or attach additional sheets if needed. Include witness name & date if serious hazard.
Follow up needed?	Action by whom?	Action by when?	Done & date