

 West Berkshire Countryside Society	RISK ASSESSMENTS and SAFETY PLAN		DATE(s) of ACTIVITY		
	SITE DETAILS Blogg's Wood Coppicing and scrub clearance Copse Lane, Summerbourne RG80 8PF		ASSESSED BY <prior to task date>	SIGNATURE	DATE
			REVIEWED BY <on site, on the day>	SIGNATURE	DATE
Issue date MARCH 2014 v6	GRID REF <meeting point and parking>	SITE REF if different <roadside for ambulance>	OWNER/AGENT	TASK LEADER	FIRST AIDER < no work if no first aider>

SAFETY PLAN & CONTACT DETAILS																													
IDENTIFYING HAZARDS and CONTROLS A Safety talk 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. Those attending will be asked to register and provide an emergency contact name and phone number.																													
NEAREST HOSPITALS – <table border="0"> <tr> <td>West Berks, Thatcham</td> <td>MIU</td> <td>RG18 3AS</td> <td>Tel: 01635 273300</td> <td>Benham Hill, Thatcham A4</td> <td></td> </tr> <tr> <td>Royal Berks, Reading</td> <td>A&E</td> <td>RG1 5AN</td> <td>Tel: 0118 3227020</td> <td>Craven Road, Reading M4 J 11</td> <td></td> </tr> <tr> <td>Basingstoke (North Hants Hosp.)</td> <td>A&E</td> <td>G24 9NA</td> <td>Tel 01256 314700</td> <td>Off A339 North Ringway Road</td> <td></td> </tr> <tr> <td>Swindon (Great Western Hosp.)</td> <td>A&E</td> <td>SN3 6BB</td> <td>Tel 01793 604020</td> <td>North off M4 at J15.</td> <td></td> </tr> </table>						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		Basingstoke (North Hants Hosp.)	A&E	G24 9NA	Tel 01256 314700	Off A339 North Ringway Road		Swindon (Great Western Hosp.)	A&E	SN3 6BB	Tel 01793 604020	North off M4 at J15.	
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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?																													
SITE ACCESS FOR EMERGENCY VEHICLES Roadside meeting point - Send a lookout Air ambulance site – check for overhead cables.																													
SAFETY AND WELFARE EQUIPMENT NEEDED First Aid kit / Extra water or drinks / Mobile phone / PPE – gloves, helmets etc.																													

POTENTIAL HAZARDS and CONTROLS - Points to be raised at safety briefing (See overleaf for a checklist)	
Key site hazards <Highlighting key site hazards and their controls from the checklist overleaf> Mature woodland with ground conditions good to firm with some boggy patches – bramble runners present a trip hazard. There are public access paths and a bridleway across the work site with possibility of horse riders. Warning signs needed and a “Stop work” routine agreed. Fire site, if needed, to be established with a limited footprint.	
Key task hazards <Highlighting key task hazards and their controls from the checklist overleaf> Principle tasks – cutting and clearing vegetation including some coppicing Possible hazards arise from use of hand tools including edge tools used by volunteers – advice on usage given and PPE issued Those working near a fire are advised to protect themselves from flying embers – use of hard hat or similar Small tree felling, if needed - establish safety zones and use of PPE – Chainsaw use, if required, by NPTC permit holders only. Log moving – manual handling issues raised, and techniques recommended.	
Those at risk Volunteers, the owner and possibly the public.	

STEPS TAKEN IN CARRYING OUT THIS RISK ASSESSMENT.	
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.	<i>See the summary and check list For WBCV it will be “participants” and possibly the public Usually “good practice” and the use of PPE See this Risk Assessment and Safety Plan If needed add to this sheet for future reference.</i>
The key objective is to estimate the risk of injury or harm from a particular activity and to recommend control measures.	
Examples	
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

RISK ASSESSMENTS and CONTROL MEASURES FOR: - Blogg's Wood – coppicing and scrub clearance

HAZARDS	Examples	Indicate if it applies	Risk level	Control measures
SITE HAZARDS				
Site conditions	<input type="checkbox"/> Water – fast/deep? <input type="checkbox"/> Uneven/slippery/steep? <input type="checkbox"/> Broken branches? <input type="checkbox"/> Slips, trips and falls?	No Yes Yes Yes	Med.	Ground - mainly good to firm with some boggy areas. Locate and identify any site issues prior to work starting. Bramble runners present a trip hazard. Awareness of these issues raised in task briefing.
Services	<input type="checkbox"/> Underground services? <input type="checkbox"/> Overhead cables?	No Yes	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	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	Med	Erect signs and barriers as appropriate Use "lookouts" if necessary, agree a "Stop work" routine. Work to stop until horses have passed.
Wildlife	<input type="checkbox"/> Animal burrows? <input type="checkbox"/> Noxious insects <input type="checkbox"/> Cattle / horses?	Yes	Med	Locate & identify prior to work starting Briefing to highlight insects – wasps, tics etc. Agree a routine - use "lookouts" if necessary

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	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 power tools	<input type="checkbox"/> Chainsaw? <input type="checkbox"/> Brush cutter?	Yes if required	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 Yes No	Med	Use of manual handling techniques Awareness of limited space issues Ladders tied in and "footed"
COSHH Chemicals dusts etc.	<input type="checkbox"/> Use of sprays? <input type="checkbox"/> Dusts?	No	Nil	WBCV do not offer spraying services to sites. Dusts – masks and extraction used as necessary.
COSHH Micro- organisms	<input type="checkbox"/> Tetanus? <input type="checkbox"/> Bracken & fungi spores <input type="checkbox"/> Thorns & brambles <input type="checkbox"/> Others?	Yes Unlikely Yes Yes	Med	Refer to WBCS - "COSHH Risk Assessments" for a detailed list of controls and responses. Awareness of specific concerns raised in briefing – use of PPE and good hygiene. Working near water issues raised

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 promote involvement. Task(s) 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	