

 West Berkshire Countryside Society	SAFETY PLAN & RISK ASSESSMENTS		DATE(s) of ACTIVITY		
	SITE DETAILS or START LOCATION		ASSESSED BY	SIGNATURE	DATE
TASK(S)			REVIEWED BY	SIGNATURE	DATE
SPRA Issue date Revised Nov 2018	GRID REF – car park	POST CODE	OWNER/AGENT	TASK LEADER	FIRST AIDER
FIRE LIT? Yes No	STATE OF FIRE on departure Still burning Hot ash pile Extinguished		OWNER/AGENT in charge of fire on departure? Yes No		FIRE MASTER

SAFETY PLAN & CONTACT DETAILS					
IDENTIFYING HAZARDS and CONTROLS					
<p>A Safety talk will be given at the start of the activity identifying hazards and control measures. Participants are encouraged to refer to the WBCV Volunteer Handbook for further information. Those attending will be asked to register and provide an emergency contact name and phone number.</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	
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.	
EMERGENCY CASUALTY EVACUATION PROCEDURES					
<ol style="list-style-type: none"> 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. and Post code 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.					

SUMMARY of Risk Assessment points to be raised at safety briefing See overleaf for details		
Sources of hazards (examples)	Relevant?	Controls and comments. (with some examples shown below)
1) Parking	Yes	OK if off road – If on road controls may be needed use hi vis etc.
2) Site conditions	Yes	Always check these and report ground conditions and slip and trip possibles
3) Services	No	Example - No overhead cables seen
4) Weather	Yes	Check on the day
5) Risk to & from public	No	Example No public access
6) Wildlife	Yes	Example - Rabbit burrows all over site
7) COSHH Chemicals Dusts	No	Unlikely with this task.
8) COSHH Micro organisms	Yes	Example - Possibility of ticks on bracken
9) Fire	Yes	See prompt card of controls for fires. Reminder to nominate a Fire master
10) Use of hand tools	Yes	Reminder about carrying edge tools safely
11) Use of power tools	Yes	Work in pairs with one "spotting" Use safety zones and "best practice" techniques.
12) Working conditions	Yes	Example - Lifting logs – share workload, use wheelbarrows
13) Tree felling	Yes	Work in pairs with one "spotting" Use safety zones and "best practice" techniques.
14) Age, ability, disability	Yes	Check on the day
15) Competence & interest	Yes	Check on the day
16) Numbers attending	Yes	Check on the day

STEPS TAKEN IN CARRYING OUT THIS RISK ASSESSMENT. See the checklist overleaf	
1. Identify hazards or sources of harm.	See the summary and check list
2. Identify who is at risk of harm	For WBCS it will be "participants" and possibly the public
3. Identify measures to control and reduce the risk to an acceptable level.	Usually "good practice" and the use of PPE
4. Record and implement findings. Communicate to those involved.	See this Safety Plan and Risk Assessment. (SPRA)
5. Review and modify in the light of experience.	If needed add to this sheet for future reference.

RISK ASSESSMENT - Site hazards		Relevant to this task?	Control measures
1. Parking	<input type="checkbox"/> Off road or on road parking?	Yes	<ul style="list-style-type: none"> Off road preferred - if on road consider signs and hi-vis
2. 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 always check the site	<ul style="list-style-type: none"> Locate and identify any site issues prior to work starting. Comment on ground conditions Awareness of slip and trip raised in task briefing. Work IN rivers requires a separate risk assessment
3. Services	<input type="checkbox"/> Underground services? <input type="checkbox"/> Overhead cables?	No None seen	<ul style="list-style-type: none"> Tree felling - minimum 3 tree lengths from overhead cables See AFAG 804 for details
4. Weather conditions	<input type="checkbox"/> Hot, cold? <input type="checkbox"/> Wet, windy?	Yes always check	<ul style="list-style-type: none"> Wet/cold issues raised in briefing Hot conditions/dehydration/water on site Felling restricted in windy conditions
5. Risk to/from public	<input type="checkbox"/> Public rights of way through site? <input type="checkbox"/> Horse riders?	No public access	<ul style="list-style-type: none"> Erect signs and barriers as appropriate. Use “lookouts”. Work to stop until horses have passed.
6. Wildlife	<input type="checkbox"/> Animal burrows? <input type="checkbox"/> Noxious insects <input type="checkbox"/> Cattle / horses?	Yes	<ul style="list-style-type: none"> Locate & identify burrows prior to work starting Briefing to highlight insects – wasps, ticks etc. Agree a routine - use “lookouts” if necessary
7. COSHH Chemicals dusts etc.	<input type="checkbox"/> Use of sprays? <input type="checkbox"/> Dusts?	No - unlikely	<ul style="list-style-type: none"> WBCV do not offer spraying services to sites. Dusts – masks and extraction used if necessary.
8. COSHH Micro-organisms	<input type="checkbox"/> Tetanus? <input type="checkbox"/> Bracken & fungi spores <input type="checkbox"/> Thorns & brambles <input type="checkbox"/> Others?	Possibly - check on site	<ul style="list-style-type: none"> Refer to WBCS - “COSHH Risk Assessments” for a detailed list of controls and responses. Awareness of specific concerns raised in briefing Lymes Disease check for ticks etc.
9. Fires	<input type="checkbox"/> Spread of fire hazards? <input type="checkbox"/> Smoke hazards? <input type="checkbox"/> Personnel hazards? <input type="checkbox"/> First Aid arrangements	Yes, if fire being lit all control points to be reminded	<ul style="list-style-type: none"> Refer to “WBCS Fires on sites” for full details. The fire should be managed by a nominated “Fire master”. Fires should not be lit in windy conditions, in dry or drought conditions, or directly under trees. Avoid working in smoke, ideally fire down wind of workers Fires should be turned in and made safe at the end of the day. If the owner/agent is on site, they may well choose to do this later. PPE should be worn to protect from flying embers. A First Aid box with water and burns dressings to be available near the fire.
Task hazards			
10. Using hand tools	<input type="checkbox"/> Cuts, abrasion, bruises & impact injuries?	Yes	<ul style="list-style-type: none"> Use of PPE – gloves, hard hats etc. Briefing – remind about carrying and use of edge tools
11. Using power tools	<input type="checkbox"/> Chainsaw? <input type="checkbox"/> Brush cutter?	Yes, if needed	<ul style="list-style-type: none"> Chainsaws & Brush cutters- Trained volunteers only Refer to “WBCS – Use of chainsaws “and “Use of Brush Cutters” etc. Fuelling - away from water and fires Work with a spotter and agree communication signals
12. Tree felling	<input type="checkbox"/> Standard fell? <input type="checkbox"/> Leaning trees? <input type="checkbox"/> Hanging trees?	No felling	<ul style="list-style-type: none"> Safe working zones established, PPE to be used. 2 tree lengths between volunteers when felling. Task briefing to refer to “good practice” when felling. Work with a spotter and agree communication signals
13. Working conditions	<input type="checkbox"/> Heavy lifting? <input type="checkbox"/> Limited space? <input type="checkbox"/> Working at heights?	Yes	<ul style="list-style-type: none"> Use of manual handling techniques Awareness of limited space issues Working at height is discouraged. If used ladders are tied in
PERSONNEL HAZARDS			
14. Age, ability, & disabilities	<input type="checkbox"/> Volunteers working within their safe limits and capacity?	Check on the day	<ul style="list-style-type: none"> 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.
15. Competence and Interest	<input type="checkbox"/> Repetitive tasks? <input type="checkbox"/> Volunteer competence	Check on the day	<ul style="list-style-type: none"> Range of activities to be offered to sustain interest and promote involvement. Task(s) offered should relate to competence.
16. Numbers	<input type="checkbox"/> Group size affecting levels of supervision?	Check on the day	<ul style="list-style-type: none"> 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 including persons at risk. Follow up needed?		Attach additional sheets include witness name & date if serious hazard	Action by whom??Action by when? Done & date