THREE BROOKS NATURE CONSERVATION GROUP

RISK ASSESSMENT

Issue 3

Revalidated: 31 May 2026

THE THREE BROOKS LOCAL NATURE RESERVE

THE THREE BROOKS NATURE CONSERVATION GROUP

GENERIC RISK ASSESSMENT - Three Brooks Local Nature Reserve Version 3

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	Auditor - Community Spaces (SGCC)			
	Next General review Point:	01/04/2027		
	Significant changes between versions will be highlighted in red			
Issue No	**Change Details**	**Issue Date**	**Updated By**	**Approved By**
2019 Issue 1	spell checked. Brush Cutter use of signage or a banksman added	12/02/2019	S Messenger	
2019 Issue 2A	Minor corrections of dates and names, correction of Grid Refs	29/10/2019	R Williams	
2020 Issue 2B	Addition of COVID 19 Specific RA	28/08/2020	R Williams	SGC Community Spaces
2026 Issue 3	Minor corrections to spelling and update committee names	31/05/2026	R Williams	

GENERIC RISK ASSESSMENT - Three Brooks Local Nature Reserve

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 additional to the lake and brooks the reserve has four 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.)

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 other risks arising from working upon open water in boats. It includes sections covering special need, Weils and Lime diseases and brush cutting. 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, separate, 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 Three Brooks Nature Conservation Group, the Bradley Stoke Green Gym and South Gloucestershire Council accept no liability where the provisions of the Risk Assessment are ignored or incorrectly applied. The

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 therefore that all risks pertaining to a particular task have been identified and should exercise caution accordingly. Additional risks indentified 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: ST620812). 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 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 the Willow Brook Centre Mall (Tescos).
Nearest 24 Hr A & E dept:	Southmead Hospital
Mobile Phone Reception	Good. Accordingly each physically separate work group must be in possession of at least one mobile phone at all times, carried by the Team Leader.
Nearest public phone	The Bradley Stoke Leisure Centre (Grid Ref; ST622820)
4wd or air ambulance needed	No, but at Ambulance Service discretion

Grid reference	Landing Site / Area
ST627817	The Tump - for the Tump and lake area etc
ST626815	Webbs Meadow - for Webbs wood etc
ST619824	Bowsland Meadow - for Bowsland Meadow, Savages Wood and the northern plantations

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

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 normally focus on using traditional methods and do not use power tools other than Brush cutters for use in specific areas. Brush cutters may only be employed by

3. **Avoid becoming isolated.** Please **work in pairs** or, 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.

6. **Alcohol etc**. The consumption of alcohol and the use of all banned substances are not permitted during work sessions.

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

Committee members are currently: Robin Jones, Rob Williams, Sara Messenger, Jenny James, Dylan Bayliss and Chris Frost

SAFEGUARDING

Introduction

Safeguarding means enabling people to live their lives free from harm, abuse and neglect and to have their health, wellbeing and human rights protected. Those most at risk and in need of protection include:

Children – anyone under the age of 18

Vulnerable adults – someone over the age of 18 who is not permitted or not able to live independently.

Adults whose circumstances may lead them to be temporarily vulnerable.

The Law

Safeguarding Law and Application does differ across the UK in its application. Its purpose and content however remain the same.

In England and Wales the minimum standards are set by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Bill 2012.

It is a legal requirement that where you suspect abuse is taking place you must inform Social Service AND the police.

It is a legal requirement that If your organisation works with vulnerable people, you need to take the necessary steps to safeguard them.

Section 3.1 of the Risk Assessment attempts to outline the potential risk to both team members and team leaders. The ameliorations required are already in place within the Bradley Stoke groups. However there may be occasions when vulnerability is not disclosed and section 3.1 outlines the risks to Team Leaders and Committee members who must pursue any suspicion that vulnerability has not been disclosed with the individual's Key Contact (parent, carer, spouse or relative). This section of the Risk Assessment is only an outline and Team Leaders/Committee members leading tasks should make themselves familiar with the current Safeguarding requirements.

Safeguarding Risks

Section	Concerns	Amelioration Controls
3.1.1	Risks to Children	There are numerous risks to children and the controls required by law are many. The simplest application is to ensure that all children working upon tasks are accompanied at all times by their Key Contact, normally a parent or guardian. The duty of care is then placed upon that Key Contact not on the Group.
3.1.2	Risks to Adults under full or part time care	As above the simplest application is to ensure that vulnerable adults are accompanied at all times by their Key Contact, normally a Carer. The duty of care is then placed upon that Key Contact not on the Group.
	Temporary vulnerability	Temporary vulnerability applies to those individuals who, whilst normally in full control of their faculties, may have become vulnerable due to external circumstances such as grief, strife within the family or as the result of an accident. Such vulnerability may cause inattention and resultant accident and injury. In these cases it is important that the individual not be left to work alone and their behaviour monitored by a Task Leader or Committee Member so assigned.
	Risks to Team Leaders and others	There are potential risks for Team Leaders when dealing with vulnerable individuals. These are obviated when all communication etc. is via the Key Contact. However ensure that the following guidelines should always be followed by all members of the group: Do not spend longer than is necessary with a child or vulnerable adult away from the main body of the group. If privacy is needed leave a distance but ensure another team leader or Committee Member is aware of the situation and remains close by. Do not have unnecessary physical contact with a child or vulnerable adult. Physical contact that benefits their best interests is acceptable, e.g. a re-assuring hand on the shoulder of a distraught child or restraining someone about to run into a main road. Avoid boisterous physical play (e.g. play fighting). If a child or vulnerable adult poses a risk to themselves or others, co-workers may need to intervene. Use only necessary force to restrain a person or defend against them – the level of force used must be appropriate to the level of risk presented at the time. Wherever possible do not take lone children or vulnerable adults on car journeys. Where this cannot be avoided it must only be done with the full knowledge and consent of the parents or carers. Make the route as short as possible and never plan to stop in isolated areas.

Section	Concerns	Amelioration Controls
		Do not arrange to meet children or vulnerable adults outside the work environment. Do not engage in conversations relating to sexual issues. Always provide a good example and positive role model to children and vulnerable adults. Avoid conduct which could lead a reasonable person to question your motivation or intentions. Do not allow children or vulnerable adults to behave inappropriately towards each other. Defer to the Key Contact for any first aid/ physical care issues. Always treat children and vulnerable adults with respect. Enforce a zero tolerance policy with regard to discriminatory behaviour of any sort. If anything makes you feel uncomfortable, talk to other team leaders or committee members as soon as possible. Do not exchange personal e-mail addresses/ social network details with children or vulnerable adults unless absolutely necessary as part of the team structure.

General Hazards

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
1	**Section 1 .General Hazards** 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 or Walk 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	Ideally each session should 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. Where the bulk of volunteers are known to be experienced in the use of the relevant tools then this general safety talk may be suspended however instruction in the use of specific tools must be given to first time or inexperienced users and such inexperienced volunteers must be supervised by an experienced user throughout the session. 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'. Care must be taken when using percussion tools such as hammers, sledge hammers, mells etc. to avoid striking fingers, heads etc. belonging to the wielder or others.

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
			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 should be familiar with the symptoms of Tetanus, Lyme disease or Leptospirosis (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. See sections 10 and 11 for more details on Weils and Lyme disease
		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 endeavour 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. This includes pond and stream clearance where heavy duty nitrile gloves should be employed. Litter pickers should be employed wherever possible. Careful observation of work sites must be carried out particularly where pond and stream clearing are concerned. Care must be taken not to puncture pressurised cans even if supposed empty.
		11. Back problems arising from frequent bending etc.	Where a task is likely to involve significant bending an initial warm up session should pay particular emphasis to back and lumber regions. As with fatigue frequent rests should be taken.

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
		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 are many 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.
2	**Section 2. Tea and Lunch Breaks**	1. Burns from fire	Where employed storm kettles must be safely located and mounted on a stable and level base away from the working area.
		2. Scalds from boiling water	One team member experienced in the use of storm kettles and other heating devices is to be assigned responsibility for producing hot drinks. Where hot water dispensers are used these must be secured in an upright position both during use and in transit. Such dispensers should not be used for fizzy drinks or for storing milk.
		3. Contaminated hands	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

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
		4 Fire	No fire is to be left un-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 used is totally extinguished before quitting the site.

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
3	**Section Three Service installations**	1. Accidents involving volunteers due to contact with service installations, particularly gas or electric power lines. 2. Damage to installations	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.
4	**Section 4 Work potentially hazardous to the general public**	1. Accidents involving members of the general public	Work 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.
5	**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. (see the Health and Safety section).
6	**Ticks**	Lyme Disease	Ticks are becoming more common on the reserve with the possible result from a tick 'bite' is the very unpleasant Lime Disease. Long trousers, preferably tucked into sacks or boots should be worn.
	PPE needed for General Hazards -	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 *irrespective of the nature of the task..*	Volunteers are advised prior to the workday to wear suitable clothing (long sleeves/trousers, warm or waterproof clothing if appropriate) and stout boots. Project Leaders should note if anyone is wearing clothing that is likely to make the task more hazardous and advise accordingly.
	Special Notes:	Children (-16) may not attend any work session in the	Ensure that parents/guardians are aware that they are responsible for any under-16s with them.

Section	Title	Typical uncontrolled outcomes	Amelioration Controls
		absence of their parents/Guardians. The adjacent precautions must be taken at all times when children are present.	Billhooks/slashers/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 but must not handle edged or bladed tools. Children must be supervised at all times.

Site or Task Specific Risks

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

Section the marsh contains irrigation channels often hidden by heavy vegetation.

1	**Working with cement or concrete**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Alkaline burns arising from mixing and laying concrete	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	
2	**Marsh Work**	**Typical uncontrolled outcomes**	**Amelioration Controls**
	The marsh contains irrigation channels often hidden by heavy vegetation.	1. Trips and falls caused by hidden irrigation channels	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.
		2. Impact upon wildlife, particularly aquatic	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.
		3. Weils disease from water	Clear safety instructions to be given as to symptoms (see section 10). 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	

3	**Pond Maintenance**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Mishandling of sharps, glass etc.	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
		2. Weils disease from pond water	Clear safety instructions to be given as to symptoms (see section 10). 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	Volunteers are to work in minimum of pairs at all times. When working in water thigh waders should be used where necessary. However in exceptional circumstances chest waders may be utilised by an individual specifically authorised by the Project Leader. Said individual must in addition wear a life preserver and where flowing water is concerned a safety rope must also be deployed.
		4. Impact upon wildlife	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)	

4	**Litter Picking**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Mishandling of sharps, glass etc.	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
		2. Back problems due to frequent bending	The initial session warm up should concentrate on back and lumber regions in particular. Regular breaks should be taken.
		3. Aerosol cans	Care must be taken when collecting aerosol cans. Contents of cans may be toxic and it should not be assumed that any can is empty. Therefore care must be taken not to puncture aerosol cans.
	PPE needed: -	boots - leather gloves - litter pickers - sack hoops.	
5	**Himalayan Balsam Clearing**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. working near water	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.
		2. hazards from other vegetation, particularly the frequent presence of stinging nettles	Volunteers must be aware not only the risk to hands and arms but particularly to unprotected faces commonly when bending to pull HB.
	PPE needed: -	boots - leather gloves long sleeve shirts or jumpers etc.	

6	**Making, hanging, Cleaning and Maintaining Bird Boxes etc.**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1, Carrying tools up/down ladders	Minimise tools and materials kept above ground and secure them.
		2.Defective ladder	Check condition of ladder and do not use if defects found.
		3 Ladder not secure	Ladder must be tied off and a second person must be available to foot ladder. Ladders must not be used in high winds.
		4. Over-reaching	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.
		5. Uneven ground/unbalanced ladder	Care must be taken to place ladder on an even surface and at a suitable angle to the tree.
		6. Falling tools and materials	Hard hats must be worn at all times during this task.
		7. When making boxes, risks of splinters and impact injuries from hammers exist in addition to the normal hazards of using tools.	Gloves should be worn and particular care taken when hammering (not to look away for example)
		8. Fumes etc, from paints or preservatives	When painting nest boxes all safety instructions on the relevant paint tin or container must be observed particularly with respect to fumes etc. Where there is a risk to eyes goggles must be worn. Appropriate skin cleansing materials must be supplied.
	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.

7	**Planting and Weeding**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Back problems due to frequent bending	The initial session warm up should concentrate on back and lumber regions in particular
		2. Over enthusiastic use of mattock, spades and trowels when clearing planting areas	Volunteers to be advised to take frequent breaks, be shown how to use tools effectively to reduce strain and ensure rotation of tasks.
	PPE needed: -	boots - leather gloves	
8	**Cleaning, Maintaining and Trimming vegetation such as bramble from path sides etc.**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Hidden litter such as sharps or glass	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	

9	**Coppicing, Tree felling and other woodland management tasks**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Falls from trees	Under no account should volunteers climb up trees to free hang ups etc. Where necessary the use of pole saws must be employed.
		2. Tripping or falling over stumps	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.
		3. 'Hang ups'	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.
		4. Falling trees/cut branches.	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.
		5. Weather	Tree felling must not be carried out in high winds.
		6. Strains etc. from lifting excessive weights	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.
	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 places at both ends of the work area.	

10	**Dead Hedging**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Splinters from dead wood	1. Gloves to be worn at all times Sturdy boots to be worn at all times. Specific instructions as to the correct way of holding stakes etc. should be given (see section below).
		2.Contusions from being struck when placing stakes, Tennis Elbow, general injuries.	2. Where necessary holders should maintain a strong grip well down from the stake head (and the impacting hammer), heavy gloves/gauntlets should be worn. Both holder and hammerer should wear both helmets and goggles. Hammerers should not attempt to hammer stake heads above shoulder height and should take frequent rests.
	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.

11	**Live Hedging**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Thorn injuries	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.
		2. Falling branches and debris	Volunteers should wear hard hats and check in branches for dead wood
		3. Injuries caused by volunteers working in too close a proximity	The safe working distance for hedge laying irrespective of tool is at least the height of the particular tree/shrub being laid.
		4. Repetitive Strain injuries can arise from repeated use of billhooks etc.	Project Leaders must ensure that adequate rest periods are taken and that teams are rotated in their duties.
		5. Injuries to limbs and eyes whilst Installing stakes	Where necessary holders should maintain a strong grip well down from the stake head (and the impacting hammer), heavy gloves/gauntlets should be worn. Both holder and hammerer should wear both helmets and goggles. Hammerers should not attempt to hammer stake heads above shoulder height and should take frequent rests.
	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.	

12	**Haymaking and general scythe work**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Injuries resulting from working with scythes	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. The wearing of steel toe capped or sturdy boots is to be emphasized in pre-session briefings or emails.
		2. Injuries incurred whilst sharpening scythes	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.
	PPE needed: -	boots - leather and Kevlar gloves - protective clothing is advisable particularly when gathering hay by hand.	

13	**Stream Clearance**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Death by Drowning	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. The use of chest waders is discouraged in all but the slowest flowing water. Movement within water must be slow and measured and preferably you should be heading upstream, 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. Our chest waders are only to be worn by named persons: Sara Messenger, Andrew Deakin, & Ceri Pritchard.
		2. 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.
		3. Cuts, lacerations and other damage caused by overhead vegetation	Where streams are overhung with vegetation then hard hats should be worn.
		4. Impact upon wildlife particularly aquatic wildlife	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.
	PPE needed: -	Wellington boots, waders, hard hats, nitrile or otherwise waterproof gloves.	
14	**Log Work such as Building animal shelters or moving felled timber.**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Strains and muscle damage from incorrect lifting techniques of excessive loads.	Volunteers must be instructed by an experienced individual in the correct lifting techniques. Volunteers must be discouraged from lifting excessively heavy loads.

	PPE needed: -	Gloves, sturdy boots	
15	**Tool Maintenance**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Splinters, cuts and Bruises whilst removing and replacing tools and tool containers from Tool Store	Leather or Kevlar gloves to be worn at all times, Stout boots to be worn.
		2. Injuries arising from maintaining tools	Correct instructions as to maintaining specific tools to be given. Care to be exercised at all times Leather of Kevlar gloves to be worn at all times. Kevlar gloves to be worn when sharpening edged tools such as scythes etc.
		3. Skin infections arising from the use of mineral oils	Use non-mineral based oils such as vegetable oils
	PPE needed: -	boots - leather/ Kevlar gloves	
16	**Working on Slopes**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		1. Slips due to adverse environmental conditions	Ascertain whether the slope area in question is subject to undercutting, subsidence or rapid erosion
		2. Trips or slips on natural and man made hazards	Take particular care of wet and slippery vegetation and substrate surfaces
		3. Injury due to poor lifting techniques when working on a slope	Ensure that necessary equipment is available and correct lifting techniques for such work are applied
		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	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.
	PPE needed: -	Hard hats	

17	**Working with Danish oil and other preservatives**	**Typical uncontrolled outcomes**	**Amelioration Controls**
		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.	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'.
		Skin irritation due to contact with the preservative	Nitrile or otherwise spirit proof gloves must be worn at all times.
	PPE needed: -	Nitrile gloves, flameproof buckets or similar	

RISK ASSESSMENT - Working on medium/large bodies of water

ITEM	HAZARD	CONTROL	MONITOR
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			
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 bank marshals 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			
		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
	Exposure to Weils disease from pond or lake water	Clear safety instructions to be given as to symptoms (see section 10) 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.	
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,
Section 6 ADVERSE WEATHER			
	Heavy rain affecting levels of the water, visibility, vessel stability etc.	Cancel event	Project Leader
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** 1. Trips and falls typically giving rise to minor cuts and abrasions, twisted ankles etc.	**Amelioration Controls** 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 after bite treatment. See sections 10 and 11 regarding Weils and Lyme diseases.
		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 are 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 endeavour to bring cover against heavy rain or snow.

	Special Note:	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 equipped with a radio or mobile phone as appropriate	
	PPE needed: -	Good footwear, hats and suitable clothing	
2	**Pond Dipping**	**Typical uncontrolled outcomes** 1. Trips and falls typically giving rise to minor cuts and abrasions, twisted ankles etc.	**Amelioration Controls** 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 Visitors should utilise insect repellent and after 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 visitors must be advised to cover up and use high factor sun cream and hats. In high winds activity in/near woodlands must be suspended. Visitors should at all times endeavour 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 (see section 10) 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:	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, 2. Volunteers leading the activity must be familiar with the area and any hazards associated with it. 3. Volunteers leading the activity must be qualified first-aiders 4 Volunteers leading the activity must be equipped with a functioning mobile phone	

	PPE needed: -	Good footwear, hats and suitable clothing	

Section		Site or Task Specific Risks	
1		**Special Needs**	**Amelioration Controls**
		All hazards are of particular importance where visitors or volunteers with special needs are concerned.	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. 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.
			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

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. For work carried out by the Group such training must be to the satisfaction of South Gloucester County Council , the Group committee, those committee members that may be present and in the case of Green Gym tasks, the Project Leader.

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.

Signs & Symptoms of Weil's Disease

Leptospirosis runs itself much like the flu. The period of incubation within the body is about 3 weeks, with symptoms presenting themselves between 3 and 14 days. The disease will typically ebb after a few days, giving the appearance of recovery, before returning.

First Phase

The first phase will often last 3 to 5 days.

Second Phase

The second window of the disease does not open in mild cases. Typically restricted to moderate to severe cases of Leptospirosis, a second phase will usually manifest itself after 2 to 3 days of apparent recovery. This second stage is usually more aggressive, with the return of the fever, headache and muscle pain, as well as pain in the upper torso and additional symptoms that mimic meningitis--neck stiffness, vomiting and kidney issues.
Mild cases will clear up completely in 3 to 5 weeks.

Signs of Severity

In more serious cases, people with Leptospirosis can expect severe, and oftentimes, fatal, organ trauma. Jaundice will onset, indicative of liver and kidney failure. The bacteria will also cause infections in the heart and cause massive internal bleeding.
Individuals in poor health will see the disease onset and progress much quicker, with death an almost

It is essential that workers on the reserve use anti bacterial gel before eating and as frequently as possible when working with water.

Treating Weil's Disease

Massive doses of antibiotics are required to treat the disease. Doctors will prescribe chloramphenicol, erythromycin, penicillins and tetracycline's to fight the infection. In severe cases affecting the kidneys and liver, dialysis is considered a crucial treatment to assist the body in maintaining renal health.

LYME Disease

With a increase in the presence of ticks on the reserve (probably carried in originally by visiting deer) comes a increase in the risk of Lyme Disease arising from tick 'bites'

Lyme disease, or Lyme borreliosis, is a bacterial infection spread to humans by infected ticks.

Ticks are tiny spider-like creatures found in woodland and heath areas. They feed on the blood of birds and mammals, including humans. Ticks that carry the bacteria responsible for Lyme disease are found throughout the UK and in other parts of Europe and North America.

It's estimated there are 2,000 to 3,000 new cases of Lyme disease in England and Wales each year. About 15% of cases occur while people are abroad.

Lyme disease can often be treated effectively if it's detected early on. But if it's not treated or treatment is delayed, there's a risk you could develop severe and long-lasting symptoms.

Preventative measures
wearing light-coloured fabrics that may help you spot a tick on your clothes
using insect repellent on exposed skin
inspecting your skin for ticks, particularly at the end of the day, including your head, neck and skin folds (armpits, groin, and waistband) – remove any ticks you find promptly
checking your children's head and neck areas, including their scalp
making sure ticks are not brought home on your clothes
checking that pets do not bring ticks into your home in their fur

How to remove a tick

If you find a tick on your or your child's skin, remove it by gently gripping it as close to the skin as possible, preferably using fine-toothed tweezers. Pull steadily away from the skin without twisting or crushing the tick.

Wash your skin with water and soap afterwards, and apply an antiseptic cream to the skin around the bite.

Don't use a lit cigarette end, a match head or substances such as alcohol or petroleum jelly to force the tick out.

Some veterinary surgeries and pet shops sell inexpensive tick removal devices, which may be useful if you frequently spend time in areas where there are ticks.

https://www.nhs.uk/conditions/lyme-disease/

Brush Cutting

Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Strimmer / Brushcutter	Personal Injury	Operatives	H	Training. Correct PPE to be worn, First Aid Kit to be available. Strimmer never to be left unattended. Be aware of the general public. Stop strimming if members of the public approach the working area.	M	Use only trained operatives
Use of Strimmer / Brushcutter	Flying Debris	Other operatives / public	M	Check before using strimmer / Brushcutter and remove any loose debris. Check area for stones or other material and remove. Strimming to be carried with back toward traffic where appropriate and when it is safe to do so Remain vigilant to the public at all times. Eye protection at all times during this operation. Ensure works are clearly signed for the benefit of the public or provide a 'Banksman' for each strimmer	L	Use only trained operatives.

Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Strimmer / Brushcutter	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	
Damaging surface laid electricity cables / communication cables with Strimmer / Brushcutter	Electric Shock, burns, fatality / Disconnection of services	Operatives	H	Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate stats company immediately.	L	Report all unburied cables immediately to the Supervisor for reporting to the appropriate stats company.
On site maintenance of Strimmer / Brushcutter	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Strimmer / Brushcutter	Unauthorised use	Staff, operatives and general public	M	Strimmer never to be left unattended.	L	

Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Strimmer / Brushcutter	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure. Reduce exposure by physical distancing if possible.	L	
		General public	M		L	
Use of Strimmer / Brushcutter	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.

Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.

Covid-19 Risk Assessment

Activity	Volunteers and community groups attending &/or carrying out activities on SG sites and PROWs during Covid-19 outbreak		
Service Directorate	Streetcare		
Department	Environment and Community Services		
Assessed By	John Morris / Richard Aston		
Assessment Date	28/07/2020	**Date Review Due**	Live

LIKELIHOOD	Likelihood x Severity = Risk Rating	SEVERITY 1 Negligible injury No lost time	2 Minor injury Lost time <7 days	3 Major injury Lost time >7 days and <3 months	4 Severe or fatal injury >3 months lost time
	1 Rare	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
Dec-16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Volunteer showing symptoms of Covid-19 Symptoms are: •High temp or fever, and/ or •New continuous cough •loss or change to your sense of smell or taste	Any volunteer taking part in or associated with volunteering activities.	If anyone is unwell with a recognised Covid-19 symptom they are told strictly not to volunteer. If symptoms are seen whilst volunteering then the volunteer will be sent home and advised to follow the stay at home guidance. If advised that a volunteer has developed Covid-19 and were recently at one of the volunteer activities, the volunteer lead for the activity should contact the Public Health Authority to discuss the case, identify people who have been in contact with them through “Test and Trace” and take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Does the volunteer live with a person who has symptoms?	Any volunteer taking part in or associated with volunteering activities.	14 day isolation or if they develop symptoms. They can return to work if well on the 8th day after the onset of symptoms. Restrict contact with others If the volunteer develops symptoms during this time, 7 days’ isolation from onset of symptoms. Isolation is about protecting the person minimising the spread of the virus. This is the highest level of advice treat as a ‘must’ not a ‘should’. They are to be told do not volunteer	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Has the volunteer been in close contact (e.g living in the same household) in the past 14 days with a person who has tested positive for Covid-19).	Any volunteer taking part in or associated with volunteering activities.	14 day isolation or 7 day isolation from onset of symptoms. Restrict contact with others If the volunteer develops symptoms during this time, 7 days’ isolation from onset of symptoms. Isolation is about protecting the person minimising the spread of the virus. This is the highest level of advice treat as a ‘must’ not a ‘should’. They are to be told do not volunteer.	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Anyone in the clinically extremely vulnerable category	Anyone in the clinically extremely vulnerable category	Volunteers in the clinically extremely vulnerable category should not volunteer during the Covid-19 outbreak. They are recommended to stay at home. Volunteers leads should request volunteers to disclose prior to attending if they are in this group. If a volunteer discloses this on site they should be asked to go home. Our insurance cannot currently cover these individuals.	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Volunteers who are pregnant		Pregnant volunteers are to be treated as being in the clinically vulnerable group. See section 7. They are to be told do not volunteer.	2	4	8	N/A	N/A	Lead volunteer as well as individual volunteers.
Volunteers who are over 70 or clinically vulnerable	Any volunteers who are over 70 years of age or clinically vulnerable	Volunteers in these groups are able to volunteer provided they maintain at least 2m distance from others at all times. They must not be responsible for handing out tools, cleaning equipment or working on any task that requires two people. They must take extra care to be extra vigilant and not to work too close to others. Other volunteers must be made aware of this to ensure extra care is taken to maintain 2m at all times.	2	4	8	Roles for volunteers in these groups should be planned in advance of the session	N/A	Lead volunteer as well as individual volunteers.
Spread of Covid- 19 (Coronavirus) Personal Hygiene Transfer of virus through poor personal hygiene.	Volunteers, staff involved in or leading and members of the public passing by any activities.	Hand sanitiser gel should be available for volunteers where washing facilities are not readily available. Ideally access to hand washing facilities with soap and hot water in place. Access to paper towels for drying of hands. Safety talk at the beginning of activity.	2	4	8	Volunteers reminded regularly to use hand sanitiser/wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Where warm water is not available, cold water can be used. Reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands. Where possible posters displaying handwashing reminder/guidance.	Once activities begin.	Volunteer lead for each activity.
Contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face.	Any volunteer, staff member or member of public who may touch the same surfaces.	Individuals observing social distancing guidelines where possible, practice good hand hygiene behaviour's and wear gloves as required. Everyone must wash their hands thoroughly before and as soon as possible after the activity	2	4	8	Ongoing visual monitoring to ensure volunteers are observing social distancing. Wearing of gloves - Volunteers advised to wear gloves when moving/touching items which could be used by a member of the public, or using any tools/equipment to prevent cuts. Group size must not exceed 6.	Once activities begin.	Volunteer lead for each activity.
Individuals not being continually aware of the 2m social distancing guidance	Any volunteer, staff or member of public	Volunteers made aware of social distancing guidelines – https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july Advise back-to-back or side-side working, rather than face-to-face, where possible.	2	4	8	Ongoing volunteer visual monitoring to ensure social distancing is being adhered to by volunteers. Trying to reduce the amount of volunteers in any one area. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, volunteer leads should stop the activity	Once activities begin.	Volunteer lead for each activity.

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Shared tools during activities.	Any volunteers taking part in activities.	Volunteers are asked not to share tools. Gloves are not shared between volunteers and are not taken back at the end of a session. Volunteers advised to wash their gloves after attending an activity, or leave for 72hours.	2	4	8	Volunteers are to identify which tools they will require for the length of the activity and collect these at the beginning of the session; they will be told they must not share these tools with others. Volunteer leads should wipe down any tools and equipment after each activity with anti-bacterial sprays. Anti-bacterial sprays, effective of killing the Covid 19 virus, should be on hand to clean any tools throughout the activity. If anti-bacterial sprays are not available tools should be cleaned with soap and water or put out of use for at least 72 hours before next use.	Once activities begin.	Volunteer lead for each activity.
Correct use of Personal Protective Equipment (PPE)	Any volunteers using/wearing PPE. Anyone accompanying.	For outdoor volunteer activities, PPE does not include face coverings. If a volunteer chooses to wear a face covering, this should not be in place of following social distancing. Gloves should be given to volunteers at the start of any activity for them to keep. They should be used by volunteers if they are required to touch surfaces which may be used by members of the public or other volunteers.	2	4	8	Face coverings are not required when risk is managed through social distancing (e.g. maintaining a distance of 2 metres) in an outdoor space. Volunteer activities should be planned in a way which does not require people from different households to come into contact closer than 2m.	Once activities begin.	Volunteer lead for each activity.
First Aid	First Aiders and anyone they are practicing First Aid.	First aiders to be aware of the information from the Resuscitation Council (UK). In an emergency, the need for resuscitation by a First Aider overrides the risk posed by not maintaining the 2m social distancing rules. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	2	4	8	Volunteers carry out personal inspection for minor cuts and grazes and make sure these are cleaned	Once activities begin.	First Aider for each activity and volunteers
Aggressive members of the public who are not social distancing	Any volunteers taking part in activities.	Volunteers asked to interact with the public in a considered and polite manner. If members of the public remain aggressive or threatening in any way, the volunteer activity should stop and volunteers should leave the site and contact the Police and the Community Spaces team.	3	1	3		Whilst activities are occurring	Volunteer lead for each activity.

Hazard	Who might be harmed?	Existing control measures	Risk rating L x S = R			What other controls are needed?	By when?	Person responsible
			L	S	R			
Busy sites	Any volunteers taking part in activities and SGC staff.	Busy locations should be avoided if possible, using a dynamic risk assessment approach. Activities to be kept to a minimum time.	3	2	6	If site areas are or become too busy to maintain social distancing then the volunteer lead should assess the situation and change, move, cancel or stop the activity. Volunteers should respect social distancing measures to protect themselves and SGC staff, refraining from approaching a member of staff unless essential.	Whilst activities are occurring	Volunteer lead for each activity.
Collection of green waste/litter bags (risk of handling contaminated surfaces)	Volunteers and SGC grounds / cleansing staff	Volunteers should only generate waste if they have agreed in advance with Street cleansing that a collection will be possible. Activities which do not result in waste collections being required are to be prioritised, to avoid unnecessary staff contact with volunteers and given the additional strain the SGC Streetcare staff are currently under. Report any hazardous items found on sites to the Council – hazardous waste is not to be touched by any volunteers. Contact: streetcleansing@southglos.gov.uk	2	4	8	If waste is to be collected, volunteers should take extra precautions to seal and leave in the agreed place. Handle waste with care, minimising unnecessary contact. Wear gloves and ensure hands are washed afterwards. Be especially careful not to touch outer surface of gloves when removing them.	Before activity takes place	Volunteer lead for activity