



Wessex Chalk Stream & Rivers Trust

Wessex Chalk Stream and Rivers Trust HEALTH AND SAFETY POLICY

Comprising:

POLICY STATEMENT

COSHH ASSESSMENT

RISK ASSESSMENT

Next Review - July 2018

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Section A

General Statement of Policy

HEALTH AND SAFETY AT WORK ETC., ACT 1974

Health and Safety Policy Statement for the Wessex Chalk Stream and Rivers Trust

This statement explains that Wessex Chalk Stream and Rivers Trust is aware of and will comply with all duties as employer under Section 2(1) of the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and volunteers.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers. We intend to provide whatever information, training and supervision is necessary to achieve this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

In order to achieve these objectives, employees and volunteers are required at all times to comply with current safety legislation, taking into account their responsibilities for the safety of others, including visitors and members of the public. Various duties have been specifically allocated, as set out herein. It is most important that you notify us immediately of any matters of concern.

Our general policy will be reviewed at regular intervals, at least annually, to incorporate any changes in business nature or size.

Signed by Director:

Position:

Date:

Section B

Emergency Procedures

1. Safety arrangements:

The Safety Officer (see Section C) must be consulted wherever employees/volunteers are unsure of specific safety requirements. He/she must ensure that all people are fully acquainted with locations of telephones and the location of the nearest mobile phone signal point, fire extinguishers and first aid boxes. A suitable meeting point and procedure, for use

in the event of emergency, must be agreed and understood by all. The Safety Officer will ensure that all staff and volunteers set a Lead Safety Officer for all site visits and meetings.

2. In the event of an emergency:

* Dial 999 or 112 and give:

The service required

The location and directions to the incident

National Grid Reference

Details of the Accident

Notify Safety Officer as soon as practical: Liam Reynolds

3. Important Telephone Numbers:

Hampshire Avon Catchment Officer – Liam Reynolds **07398 905314**
(Lead Safety Officer)

Director – Dr Paul Jose	07476 995876
Chairman – George Seligman	07768 234042
Administrator – Lee Bush	07970 534674
Test and Itchen Catchment Officer – Rupert Kelton	07715 938149
Education Officer – Vee Moore	07908 800403
River Project Officer – Ses Wright	07854 721902

4. First Aid

Where outside assistance is needed, dial 999 for ambulance; where a doctor or ambulance is being called out, someone must stay with the injured person to inform the emergency team of likely cause of accident and particulars of any substance which might have caused poisoning, burns etc. All accidents must be reported to the Safety Officer and entered in to the Accident Book – held by the Safety Officer.

If the accident or incident is or becomes reportable under the Reporting of Incidents, Diseases or Dangerous Occurrences Regulations, 2013 (RIDDOR), the Chairman, Director and Safety Officer must be notified **immediately**.

Use of any first aid supplies must be reported to the Safety Officer, who will be responsible for their replacement.

Staff and volunteers are reminded of the advisability of anti-tetanus vaccinations.

5. Fire Safety

a. In the event of fire: in any premises

- Raise Alarm

- If fire is small, try to extinguish it.
- If fire is too big, dial 999 and ask for the Fire Brigade
- Give details of fire:
 1. Location
 2. Cause and extent
 3. Directions
- Only attempt to extinguish the fire if your own safety, and that of others, is not put at risk.
- If possible evacuate buildings of people, then livestock, then other contents.
- Notify the safety officer as soon as practical.

b. Fire Extinguishers

Be aware of the colour of fire extinguishers and their proper uses

Red (water) - For wood, paper, fabrics (not electrical)

Blue (Powder) - For all applications

Black (CO₂) - For electrical, flammable liquids, gases

Green (Halon) - For electrical, flammable liquids, gases

c. Points to note

- Fire exits must be kept clear at all times
- Fire Doors must remain unlocked
- Use of extinguishers must be reported immediately to the Safety Officer, and arrangements made for refilling – this applies whether the fire extinguisher was used properly or negligently.
- No smoking is permitted when working with or near inflammable materials.

d. Fire Alarms

- In the event of an alarm sounding immediately evacuate the building

Section C

Responsibilities

1. Overall and final responsibility for health and safety matters rests with The Chairman and Trustees, all accidents, incidents and near misses must be reported to the Safety Officer – Liam Reynolds.
2. General Care and Attention: All staff/volunteers are expected at all times to carry out their duties with due care and attention to their own health and safety and that of others. You have been issued with this copy of The Wessex Chalk Stream and Rivers Trust Policy, Risk and COSHH Assessment. You must make sure that you are fully aware of the contents, including the particular provisions of, and your responsibilities under, the Control of Substances Hazardous to Health (COSHH) regulations.

At no time are children permitted access to machinery or allowed to roam unsupervised around the work sites.

3. Every employee/volunteer must:

- Co-operate fully with supervisors and managers to achieve a safe and healthy workplace.
- Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.
- Comply at all times with current safety legislation, taking into account his/her responsibilities for the safety of workmates, visitors and members of the public.
- Notify the relevant person named above wherever a health or safety problem arises which he/she is not able to put right.
- Report all incidences and accidents immediately to the Safety Officer (and any near misses at the next convenient time).
- Not interfere with or misuse any safety equipment, and ensure that all such equipment is properly used and maintained in good order. Where any piece of safety equipment is missing, malfunctioning, worn or inadequate in any way, it must be remedied immediately if that is possible, if not possible, the fact must be reported immediately to the supervisor (or person responsible in the supervisor's absence). Where the Trust has provided personal protective equipment to be used for particular operations or in particular circumstances, it is your duty to make sure that you use such equipment. Where equipment, clothing or machinery has been provided by the employer specifically to safeguard the health and safety of employees/volunteers, this must not be used for any purpose other than that intended, nor when not at work (unless expressly authorised). Tools, equipment or machinery may not be used privately or lent or hired to any other person.
- Not smoke in areas of high fire risk and in particular in or near buildings containing fuel, straw, timber or other flammable items.
- Ensure that proper servicing and checking routines are followed for all machinery and vehicles as laid down in manufacturers instructions. Special attention should be paid to welding equipment, air compressors and hydraulic equipment.
- Report to the relevant person any condition or lack of cleanliness which may constitute a hazard to health and safety, including where this affects entrance to or egress from a place of work. Employees/volunteers must tidy materials, machinery, equipment etc away after use to ensure that these do not cause an obstruction or danger in the work place.
- Make/oneself fully acquainted with all fire points and hydrants. Every employee/volunteer is responsible for reporting immediately any fire extinguisher that has been used, and any first aid equipment that has been used.
- Take responsibility for the safe operation and servicing of machinery with which they are working, and for reporting any deficiencies or malfunctions to the Safety Officer. You must take particular care when lifting tackle, materials handlers, pressurised equipment and chain saws. Machinery must always be

operated with safety guards in place and the correct personal protective equipment where required.

Section D

General Hazards

Weils Disease (leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth.

Always wash your hands before eating, drinking or smoking. Ensure any cuts or abrasions are covered before submerging in water.

Weils disease starts as a feverish illness with a high temperature and headache. Contact your GP if you show any signs of illness and explain you work regularly in and around water.

Lyme Disease

This disease occurs when bitten by an infected tick. The earliest sign may be a faint ring shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms.

The best defence is to keep your skin covered - especially your legs. Carefully remove any ticks and place a small dressing over the bite. If you are worried about possible infection contact your GP.

Tetanus

The organism causing tetanus is wide spread and can enter your body through cuts, abrasions or puncture wounds made by thorns and splinters. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your GP how often you need a booster.

Working Alone

When you are working alone in isolated locations a lone working system is needed for dealing with emergencies. As a minimum, a check with a colleague or family member ought to be made at the end of each work period to make sure you have returned safely and they ought to know your location and expected time working

In the event of illness or injury it will be vital to know where you are so provision of mobile phones or radios to employees is worth considering.

An emergency plan needs to be prepared and rehearsed. When it is not safe to carry out particular jobs alone work needs to be planned so that an assistant is available.

Section E

Particular Hazards

Hazard sheets

Various health & safety leaflets and hazard sheets can be obtained from the HSE website , <http://www.hse.gov.uk/guidance/index.htm> and should be referred to by employees/volunteers and others when appropriate. HSE leaflets are available on a range of topics.

General Tidiness and Procedures

1. **Cleanliness:** Employees/volunteers are responsible for keeping places of work clean and tidy, with equipment neatly put away so as not to cause obstructions. You should always wash your hands after using chemicals or dangerous substances, and always before eating and drinking. Keep cuts covered with

plasters or rubber gloves. Spilt chemical or other substances should be cleared up in accordance with manufacturers recommendations, and must not be allowed to enter any water course.

2. **Waste Disposal:** General rubbish should be cleared promptly and regularly through normal refuse disposal mechanisms. Chemical containers and oil waste must be disposed of in accordance with manufacturers recommendations.
3. **Fire Exits:** These must always be kept clear of obstruction, and clearly identified.
4. **Safe Stacking and Storage:** All items of equipment/materials must be stored safely and securely. Hazardous substances must be kept locked, in the correct type of store, and stores must meet all legal requirements. Timber should be stacked carefully to minimise risk of falling logs, and stacks should not be of excessive height. Children must be kept out of such areas at all times.
5. **Checking of equipment:** Employees/volunteers must check work equipment before use to ensure that it complies with safety practices. Any faults, damage etc, should be reported, and repairs/alterations undertaken as soon as practical.

Vehicles

Any person using a vehicle is responsible for that vehicle during the period of use, and for ensuring that it is serviced at the correct intervals, that oil/water levels etc., are checked and that the vehicle is in a safe and roadworthy condition.

When driving or riding in the front seat the passenger and driver must wear seat belts. Where these are provided in the rear of the vehicle they should also be worn for passengers travelling in the rear.

Never take undue risks with vehicles – e.g. by crossing dangerous ditches or steep/sloping ground. Driving conditions will change from day to day and employees must be aware of this.

Speed limits must at all times be observed. No one may stand on a tow bar whilst a vehicle is in motion. Trailer safety pins must be checked before moving off and brakes properly applied to the trailer. Anyone travelling on a trailer should only do so seated on the floor, and the 4 sides of the trailer must be higher than the load. No legs or arms should protrude over the side of the trailer.

Tractors, Forwarders, Diggers and similar vehicles

These vehicles must only be used by properly trained staff. Keys must be removed when vehicles are not in use. All guards must be properly fitted; guards and safety devices must be maintained such as to be safe when they are in use. Tractors may not be set in motion except from driver's position, and when in motion no-one must mount or dismount.

Whenever leaving the cab of a vehicle, the handbrake must be applied, gears left in neutral and engine turned off. Whenever working on the machine or on a powered implement attached to the machine, the key should be removed and/or power supply locked off. Ensure that the machine has come to rest completely before commencing repairs, unblocking etc. Remember that energy is stored in (for example) hydraulics and springs.

No tractor can be driven without an approved safety cab, except in or close to a building where it is not reasonably practical to use any other tractor. Ear protection must be used at all times when operating tractors which do not have an approved safety cab with correct noise insulation. Air filters on tractor cabs should be regularly maintained.

Vehicles must regularly be serviced, according to manufacturers recommendations. Proper records of all servicing should be kept, including records of any incidents or accidents which have occurred when using the vehicles concerned. A service record, and note book to record repair needs, should be kept in each tractor/vehicle.

Flashing beacons should be used where appropriate – e.g. for hedge cutting from the roadside, for transporting wide loads along the road, etc. Any sharp projections (e.g. spikes on the front end loader) must be properly guarded for road transport, and should be lit when visibility is poor. Extra tractor wheels (row crop wheels, flotation tyres etc.) must be securely tied up when not in use.

Employees/volunteers should be aware of the dangers of operating vehicles/machinery on steep slopes, and of correct procedures – e.g. turn up hill rather than down hill, etc.

Implements and Machinery

No powered machinery should be used without proper guards in place. All such guards and safety devices must be properly maintained.

Power take-off (PTO) shafts must be properly guarded. The PTO guard must cover the whole length, from tractor to first fixed bearing on the machine. Moving parts of all types of machinery must be guarded so as to prevent the operator, or his /her clothing/jewellery/hair/etc., coming into contact with any moving part of the machine, including shafts, pulleys, fly wheels, gearing sprockets, chains, belts and the blades of fans. Any machine which does not have proper, satisfactory or correct guards in place must not be used.

All stationary machines must have a means of stopping them instantly within easy reach of the operator, at the position at which he/she will be operating the machine. The switch must be clearly marked and tested from time to time. Employees/volunteers may not remove guards from machines while they are in operation. Guards may only be removed for maintenance or repair and must be replaced thereafter; machinery must be switched off and isolated from its power source when being repaired. Worn belts or driving mechanisms must be replaced or reported immediately. Goggles and masks must be worn where indicated, where required or where necessary.

Any defects or malfunctioning of machinery must be reported immediately to the relevant person named in Section “C”. Staff /volunteers should check regularly that there are no cracked, worn or damaged hydraulic pipes. (Please note that a jet of hydraulic oil from a burst hose can emerge at 3,000 psi and will easily penetrate skin. Whilst external signs of damage might be small, internal damage could be very significant – oil can penetrate muscles and organs, requiring surgery to correct; oil is corrosive to body tissue and causes severe damage which may result in amputation.)

Chainsaws and Circular Saws

No person may use a chainsaw until they have been trained or attended the relevant course showing them the correct and safe method of use, and the hazards involved.

Safety clothing to include helmet, ear protectors, visors, gloves, safety trousers and safety boots must be worn. Employees should wear no loose clothing which could get caught. Chainsaws must comply with current legislation – chains correctly tensioned, chain brakes in working order, kick bar/guards in place, etc. Employees/volunteers should work in teams of minimum 2 people. First aid equipment should be carried when working away from main buildings locations, there should be good means of communications, and an escape route in the event of an accident must be identified.

Electrical Apparatus

Care must be taken when using electrical apparatus, particularly near water, or working within the vicinity of power lines.

Electrical wiring and electrically operated machinery/tools must be regularly checked to make sure there are no signs of breaks or damage to the insulation. Worn wires must be properly insulated, including where they join the machine or tool, and must be fitted with a correct plug fed from a suitable socket, fused to carry the required electrical loading. Sockets must not be overloaded. Where extension leads and portable equipment are used, cables must be laid carefully so they do not cause an obstruction or constitute a risk. Extension cables should be unrolled properly to avoid risk of magnetism or potential overheating of the cable, and must be carefully rolled up again afterwards and stored safely.

Supervisors are responsible for checking and monitoring electrical equipment, including checking plugs and cables for loose connections and faults. Periodic checks will be made on the installation of electrical equipment in accordance with the Electricity at Work Regulations.

Welding gear must be used by anyone unless they are properly trained and have attended the relevant course. Full safety equipment must be worn.

Where electrical tools are used outdoors, a 110 volts transformer must be used and/or earth leakage circuit breakers.

Particular care must be taken over use of forklifts or front end loaders, tall vehicles/implements, folded implements (e.g. sprayer booms), irrigation pipes, another such objects which might project unusually high above the ground, when working beneath overhead power lines. Take particular care when fencing beneath power lines – if fencing wire snaps and recoils it could make contact with the power line.

Ladders

All ladders must be examined before use to ensure that rungs are in sound condition. The ladder must be properly footed and tied off at the top to secure it, or held by another person.

Lifting of Weights

Employees/volunteers must exercise particular care when handling loads manually. As a general guide, employees should not lift or carry loads of more than 25kgs unaided. Where this is necessary, this should only be done where employees have received proper training. Extra care is required where loads are of an unusual shape or nature or are unstable. Where lifting gear is provided – including hoists, winching gear, trolleys, etc. – this should be used wherever possible.

Toxic substances, chemicals and poisons

Chemicals must be stored in their original container, and must be kept in a locked shed or proper chemical store. Where temporarily stored in a vehicle, this must be locked. Chemicals must not be allowed to pollute any watercourse or drain. They must be used only in accordance with manufacturers instructions, and for a legal use and no other purpose. They may be handled, used and applied only by employees who have received appropriate training; safety equipment and clothing should be used. All chemicals and harmful substances must be kept out of reach of children. Employees/volunteers must read labels and instructions for use carefully, should refer to the COSHH assessment generally and must consult the Safety Officer if any doubt about use. Proper records of purchase, storage and use must be kept.

Users must always wash hands after handling chemicals. Field workers should carry cleanser and paper towels for this purpose.

Livestock

Great care should be taken when near livestock or carcasses to avoid injury and the risk of transmission of disease. Particular care must be taken when working near bulls; an escape route must always be identified before entering a pen or field, and ideally another person should attend.

Children

Take particular care wherever children are likely to be present on the work site. Keep a very careful look out when operating any machinery – particularly when reversing. Make sure that children are properly briefed as to where they may or may not go; parents must also be fully briefed of the dangers of a work site.

No child under the age of 13 is allowed to drive or ride on any agricultural machine, vehicle or implement. They may only ride in the rear of a trailer, seated on the floor, where all 4 sides are higher than the load; legs/arms must not project beyond the sides of the trailer.

The Safety Officer will ensure that if WCSRT were to lead a school event or educational activity involving children then the appropriate risk assessment would be completed.

Dangerous premises must be kept as secure as practical – e.g. chemical store etc.

Contractors and Visitors

Contractors must obey all safety rules and regulations for: -

- safe maintenance and operation of machinery
- wearing of protective clothing or equipment
- implementation of COSHH regulation

Contractors working for the Wessex Chalk Stream and Rivers Trust must be told of the existence of this policy and must comply with it in full. (“Contractors” includes electricians, plumbers, agricultural or forestry contractors, painters, joiners, builders, etc.; also self employed, part time or casual staff.)

Visitors must likewise obey all safety rules and regulations, must wear protective clothing and equipment where appropriate, and must be required to obey instructions and orders given to them by Wessex Chalk Stream and Rivers Trust authorised persons, where this affects health and safety matters.

No visitor is allowed onto work sites without the express consent of the contract manager or a member of the Trust. Where that consent has been given by a member, that member must take full responsibility for the health and safety of his/her guest.

Section F

COSHH Assessment

General

This assessment has been undertaken to fulfil the requirement under the Control of Substances Hazardous to Health Regulations 1988 (COSHH), as revised in 1994. It has been conducted in conjunction with the attached substance appraisal and includes all substance types likely to be encountered by the Wessex Chalk Stream and Rivers Trust employees/volunteers. Any new substances should be notified to Safety Officer (see Section C) who will in turn notify all those concerned in assessing any risk presented by that substance.

Risk Definition

For the purposes of this assessment the threshold of risk has been taken to mean “of an accident requiring, at least, First Aid treatment” or presenting a known potential risk to any persons long term health.

Assessment

1. **Flammables:** The substances such as petrol, diesel and flammable gases, are mainly located in employees/volunteers vehicles. The potential hazard associated with these substances is considered high, but the actual risk is fairly low. Alternatives and precautions have been considered in the substances appraisal. On-going monitoring is considered to be necessary. Safe working practices should be adhered to, all substances stored securely when not in use.
2. **Substances which harm mainly through contact:** Substances, such as battery acid, fire extinguisher fillings, zoonoses, and fire, are considered to present a high level of potential hazard, but a fairly low level of risk. Alternatives and precautions have been considered in the substances appraisal. On-going monitoring must be carried out.
3. **Substances which are mainly harmful through inhalation:** This does not include pesticides or dust (see section 3.5 & 3.6), but included exhaust fumes, flammable gases, zoonoses (diseases transmitted to man by animals) and fungal spores. These substances present a wide range of hazards, but the risk is considered low.

Alternatives and precautions have been considered in the substance appraisal

4. **Substances mainly harmful through swallowing:** Petrol, diesel, anti-freeze and rat poison. The hazard presented by these substances is considered high, but the risk is assessed as being low. Alternatives and further safety measures have been considered in the substance appraisal. The main threat is assessed as arising from substances being stored in incorrectly marked or unsuitable containers. Wessex Chalk Stream and Rivers Trust employees/volunteers have been made aware of this and the risk is therefore considered low.
5. **Dust:** The main location where dust may be resented and harmful to health is the work site. This dust is mostly seasonal and employees are exposed for limited periods only. Approved respiratory equipment is always available and must be used where the COSHH assessment indicate this is necessary.
6. **Pesticides:** This assessment has been made principally with reference to data sheets supplied by the pesticide manufacturers and forestry press or other relevant literature. It is considered that the assessment must be on-going and pesticides new to the Wessex Chalk Stream and Rivers Trust employees/volunteers must be added to the inventory and their Hazard and Risk Assessment made before use. The risk is assessed as being ever present, but minimal due to the high level of awareness and training of the people involved in managing the handling, spraying, storage and disposal of pesticides, contaminated equipment and empty containers.

Conclusion

It is considered that all foreseeable substances which might be harmful to health have been assessed. Provided safe working practices are adopted and personal protective equipment is properly used none of the substances that the Wessex Chalk Stream and Rivers Trust employees/volunteers come into contact with should present an undue risk to health in normal use.

Section G

Risk Assessment

1. Introduction

The risk assessment has been set out in tabular format identifying the hazards in each department as set out below:

DEPARTMENT	HAZARDS ASSESSED
1. Wessex Chalk Stream and Rivers Trust staff	Machinery – Chainsaws etc Fencing Vehicles Tractors/Forwarders Falling/Tripping Falling Objects Dust Manual Handling Low Temperatures/Exposure Repetitive Work Electricity – Appliances Electricity – Installations Welding

	Chemical – Timber Preservatives Exposure to Sun Tiredness/Fatigue Noise Structures Bracken and Tick bites Livestock Infections ATV's Water Tree Climbing Grinders Assault 4WDS
2.Office Staff	Work Stations Electricity – Appliances Chemicals General Office Equipment Falling/Tripping Burns/Scalds Electricity Installation Manual Handling Repetitive Work
3.Open Days for Invitees/Public	Chemicals Machinery Vehicles Infections Electricity – Fences Fire Livestock Falling/Tripping/Slipping (Grounds)
4.Electrofishing	Electric Equipment Falling/Tripping/Slipping Livestock Noise River Manual Handling Repetitive Work Infections Fire Hypodermics Exposure to Sun

2. Risk Assessment

The following tables identify potential hazards within the working environment, the type and number of people affected and current safety measures in place. The hazard (potential to cause harm), the risk (probability of occurrence) and the extent of the risk (likely severity of injury) are then evaluated on the following scale.

High - Medium - Low -

Regular Possible Rare

3. Risk Assessment Conclusion

Providing the safe working practices recommended are adopted, the risk of physical injury to any staff or other persons is considered low.

Ref No: 1
Date:
Assessed by:
Activity: Use of a chainsaw- see tree felling and surgery assessments
Location:
What are the hazards: 1. Mishandling causing injury 2. Loose or worn chain causing it to come off 3. Damage to eyes and ears 4. Danger in extreme weather conditions 5. Fire Danger
Who may be affected: Employees/volunteers, helpers and general public

What control measures are in place – Are they effective?

1. Certificate of competence required for all users
2. ALWAYS wear correct protective equipment: safety helmet BS 5240, visor, eye protection, ear defenders, gloves with guard on back of left hand, non snag clothing, safety trousers and boots.
3. Work in pairs
4. Do not use above shoulder height
5. First aid kit containing large wound dressing plus hand cleaning materials and paper towels
6. Operators must be physically and mentally fit and capable of using the saw right handed. Saw Must be used right-handed. Keep thumb of left hand around the back of the front handle.
7. Check all external nuts, studs screws etc are secure. Check chain tension before and regularly during use and for equal cutter lengths, correct tooth angles and

- depth gauge settings.
8. Regularly check bar for wear, Inspect chain at each sharpening for abnormal wear patterns and damage.
 9. Do not use in very wet weather.
 10. In hot weather drink plenty of water and avoid prolonged use
 11. Petrol containers must comply with regulations. Fill fuel tank well clear of any flames and no smoking and check fuel cap after filling. Move saw away from fuel before starting.
 12. Avoid kickback
 13. Records to be kept of maintenance and training.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		
Ref No: 2		
Date:		
Assessed by:		
Activity: Working environment, working outdoors/alone		
Location:		
What are the hazards:		
<ol style="list-style-type: none"> 1. Danger if injured while working alone 2. Weather 3. Violence 4. Tetanus – The organism causing tetanus is widespread and can enter <p>Through cuts, abrasions or puncture wounds made by splinters and Thorns. It is potentially fatal and immunisation BEFORE infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.</p>		
Who may be affected: Employees/volunteers, helpers		

What control measures are in place – Are they effective?

1. Immunisation against tetanus
2. Be aware of other infections such as Weil’s Disease (a form of Leptospirosis contracted from rats.) And the tick borne Lyme disease.
3. Co-workers to be aware of location and expected time of return
4. When it is not safe to carry out particular jobs alone work needs to be planned when assistance is available.
5. Radio or mobile phone.

6. Map, compass or GSP equipment.
7. Personal first aid kit
8. Consider medical issues e.g. diabetes, epilepsy.
9. Consider weather conditions and wear waterproof clothing, sun screen etc and where necessary carry emergency survival equipment.
10. Dealing with violence – employees should not endanger themselves in potentially violent situations. Employees should obtain support from colleagues, or the police Gamekeepers powers must be in accordance with the law and exercised only in Circumstances where the keeper is not exposed to risk of injury.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 3
Date:
Assessed by:
Activity: Manual Handling
Location:
What are the hazards: 1.Musculoskeletal 2.Injury by incorrect lifting 3.Injury by falling timber
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Avoid manual handling if possible
2. Consider health and ability of the operative e.g. back problem.
3. Plan work to remove the need to move a load more than once.
4. Carry out the task near the load rather than moving the load to the task.
5. If the load is less than 25kg, easily gripped close to the body and the working conditions are good, the risk of injury to most working people will be low.
6. Look at the tasks involving loads that:
Exceed 25kg or are difficult to grip or handle
Need frequent lifting or lowering or carrying over long distances
Are difficult to manoeuvre, and/ or involve twisting or lifting above shoulder height or from the floor.
7. Mechanise the task or use mechanical assistance e.g. sack truck
8. Change type of load from big bag fertiliser to small bags.

9. Correct lifting techniques
 - Do not jerk and shove- twisting the body may cause injury.
 - Lift in easy stages – ground to knee then from knee to carrying position
 - Do this in reverse when pulling a load
 - Hold weights close to the body. Raise the chin as the lift begins. Lift With the legs and keep back straight.
 - Grips load with palms and not fingertips. Do not change grip while Carrying.
 - Do not let the load obstruct your view. Ensure your route is clear.
10. Wear appropriate safety boots, gloves and helmets that do not restrict the ability to handle safely.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by

Ref No: 4
Date:
Assessed by:
Activity: : Overhead power lines
Location:
What are the hazards: Electricity can arc across from overhead power lines onto carbon fibre rods or extended pruning saw.
Who may be affected: Employees/volunteers, helpers
LOW MEDIUM HIGH

What control measures are in place – Are they effective?

Carefully survey any area you are going to work in to make sure a minimum distance of 15m can be maintained between the lines and any equipment you will be using.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 5
Date:
Assessed by:
Activity: : Working on inland waters
Location:
<p>What are the hazards:</p> <p>1.Risk of drowning – reportable to RIDDOR 2.Risk of Weils Disease – reportable to RIDDOR</p> <p>Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining if the nose and mouth.</p> <p>Weils disease starts as a feverish illness with a high temperature and headache.</p>
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Personal fitness – being able to stay afloat and avoid exposure
2. Wear a life jacket to BS3595 or equivalent BS EN standard
3. Wading:
Take account of the depth, flow and nature of bottom. Potential for sudden increases in water depth Consider a wading stick.
- 4.Work in pairs when working in deep water

5. Be aware of the risk of Weils disease
6. Cover any cuts with waterproof plasters.
7. Always wash your hands before eating, drinking or smoking.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 6
Date:
Assessed by:
Activity: : Fire safety
Location:
What are the hazards: Injury from fire.
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Know location of fire extinguishers and hoses
2. Appropriate fire extinguishers to be available and serviced annually
3. Exercise care and wear protective clothing when burning waste material
4. Exercise care with exploding cans, aerosols etc.

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL	LOW RISK	MEDIUM RISK	HIGH RISK

Likely/Possible	(acceptable)	(moderate)	(substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 7
Date:
Assessed by:
Activity: Use of wire
Location:
What are the hazards: Injury caused by release of wire under tension.
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Wear gloves and eye protection
2. Tetanus inoculation advised
- 3. Do not stand near the wire when being tensioned**

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

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By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 8
Date:
Assessed by:
Activity: Use of hand tools
Location:
What are the hazards: 1. Slashers 2. Bill hooks 3. Drills 4. Hand grinders 5. Strimmers
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Wear safety boots, gloves and eye protection
2. Always cut away from user
3. Ensure equipment guards are fitted
4. Equipment to be serviced and checked regularly
5. Users trained to an acceptable level of competency
6. See electrical safety assessment
7. Exercise care when refueling

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Ref No: 9
Date:
Assessed by:
Activity: Use of Wheeled machinery and attachments
Location:
<p>What are the hazards:</p> <ol style="list-style-type: none"> 1.No vehicle to be driven without license and insurance 2. Manufacturers safety instructions to be available and read by all users 3. All machinery to be regularly serviced and maintained 4. Avoid traversing steep banks with wheeled vehicles 5. Helmet to be worn when driving ATV 6. Passengers to be carried on approved seats only 7. Drivers trained in safe techniques for off-road driving 8. Seat belt to be worn if fitted 9. When towing equipment behind quad bike ATV it is important to ensure good stability and braking, trailer brakes will help.
Who may be affected: Employees/volunteers, helpers

What control measures are in place – Are they effective?

1. Wear safety boots, gloves and eye protection
2. Always cut away from user

3. Ensure equipment guards are fitted
4. Equipment to be serviced and checked regularly
5. Users trained to an acceptable level of competency
6. See electrical safety assessment
7. Exercise care when refueling

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

TEMPLATE RISK ASSESSMENT

Ref No:
Date:
Assessed by:
Activity:
Location:
What are the hazards:
Who may be affected:

What control measures are in place – Are they effective?

	LOW HAZARD (slightly harmful)	MEDIUM HAZARD (moderately harmful)	HIGH HAZARD (extremely harmful)
LOW RISK POTENTIAL Highly unlikely/Unlikely	LOW RISK (trivial)	LOW RISK (acceptable)	MEDIUM RISK (moderate)
MEDIUM RISK POTENTIAL Likely/Possible	LOW RISK (acceptable)	MEDIUM RISK (moderate)	HIGH RISK (substantial)
HIGH RISK POTENTIAL More likely/near certain	MEDIUM RISK (moderate)	HIGH RISK (substantial)	HIGH RISK (intolerable)

By Whom	Target date	Completed
New risk rating	Review date	Signed off by
LOW MEDIUM HIGH		

Wessex Chalk Stream and Rivers Trust

Health & Safety Policy Health & Safety at Work Act, Etc. 1974

This statement explains that Wessex Chalk Stream and Rivers Trust, your employer, is aware of and comply with all duties as employer under section 2(1) of the above Act to ensure, so far as it is reasonably practical, the health and welfare of employees and others.

It is the intention to seek to provide the safest and healthiest possible working environment. In order to achieve this employees are required at all times to comply with current safety legislation, taking into account also their responsibilities for their workmates, visitors to the Estate and members of the public.

Safety Arrangement:

Wessex Chalk Stream and Rivers Trust Safety Officer must be consulted where employees are unsure of specific safety requirements.

All employees/volunteers must be fully acquainted with locations of telephones, nearest point with mobile phone signal, fire extinguishers and first aid boxes.

In the event of an emergency:

1. a) Dial 999 or 112 (whichever more appropriate) and give:
 - 1) Service required
 - 2) Directions to location of accident
 - 3) Details of accident
2. b) Notify the Safety Officer as soon as practical.

Fire:

If you locate a fire:

- Raise alarm
- Contact Fire Brigade and if small try to extinguish it (at no risk to yourself or others)
- If possible evacuate building of people first, then livestock then other contents
- Notify Safety Officer as soon as practical

Extinguishers are located within vehicles and the office. Ensure acquainted with their method of operation. Use:

Red (Water) - Wood, paper, fabrics – not electrical

Blue (Powder) - All applications

Black (CO2) - Electrical, flammable liquids, gasses

Green (Halon) - Electrical, flammable liquids, gasses

No smoking is permitted when working with or near inflammable materials and when refueling/loading containers.

First Aid:

First aid boxes are marked with green cross. Use of any first aid supplies must be reported to the Safety Officer who will be responsible for their replacement.

All accidents must be reported to the safety Officer and entered into the accident book which is kept by the Safety Officer.

Machinery:

Wessex Chalk Stream and Rivers Trust staff are specifically responsible for the safe operation and servicing of machinery with which they are working and for reporting of any deficiencies or malfunctions to the Trust. You must take particular care with lifting tackle, materials handlers, pressurised equipment and chain saws.

Machinery must always be operated with safety guards in place.

At no time are children allowed on machinery or permitted to be unsupervised around sites or at other places where work is in progress.

Safety Equipment:

Employees/volunteers must not interfere with or misuse any safety equipment and must immediately report faults or damage to Safety Officer.

General Care and Attention:

All staff are expected at all times to carry out their tasks with due care and attention to their own health and safety and that of others.

This policy statement is subject to revision as appropriate. All employees/volunteers will be notified of any such revision, as appropriate.

Signed (Chairman)

For Wessex Chalk Stream and Rivers Trust

Date