



# Codes of Good Practice

Ninth edition  
2019

Also applies to  
Essex Wildlife Trust  
Subsidiary Companies

Essex Ecology Services Ltd  
Essex Wildlife Sales Ltd  
Chafford Gorges Ltd  
Thameside Nature Park Ltd

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Protecting **Wildlife** for the Future and for the People of Essex

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## Health and Safety at Work Codes of Good Practice

This booklet is compiled to encourage safe working practice throughout Essex Wildlife Trust and its subsidiary companies.

It forms part of the Trust's Health and Safety procedures which are summarised below:

1. Health & Safety Policy Statement - all staff and volunteers must have this statement which sets out the Trust's overall policy. If you require a copy it can be found on SharePoint (*documents/policies procedures and strategic documents/health and safety*) or please contact the Health and Safety Advisor.
2. Health and Safety Site Audit - a member of staff or volunteer who is responsible for a centre or building must complete a site audit by carrying out a welfare walkabout inspection monthly. A Trust site or reserve audit will take place every two years and be submitted to the Health and Safety Advisor. The Audit Form will be sent out to staff and/or volunteers in time for their audit.
3. Risk Assessment - a member of staff or volunteer organising work, courses or events on behalf of the Trust must assess any risks in advance and take sensible precautions to minimise accidents. A Risk Assessment Form B is available on SharePoint
4. Codes of Good Practice - this booklet identifies Good Practice and expected standards which will help staff or volunteers assess and reduce the risks associated with particular activities, equipment or materials.
5. First Aid and Emergency Procedures:  
All staff and key volunteers must have access to a proper First Aid Kit (see Form C\*), must be aware of the location of the nearest Hospital Accident and Emergency Unit and must report any accident, dangerous occurrence, near miss incident or dangerous disease which occurs. An Accident Report - Form E can be found on SharePoint
6. Working with Young People: there is a separate declaration form for those working with children under 18 years of age or adults at risk, which can be found on SharePoint.
7. Work Placements, Work Experience, Student Volunteers, internships: there is a separate form for these positions which is needed for insurance purposes it can be found on SharePoint (Form F\*).

The Trust has a very good safety record, but accidents do occur every year to staff, volunteers, visitors or contractors, and it is essential that steps are taken to minimise risks which lead to any accidents.

The Trust may investigate accidents or Incidents using the Investigation Procedure which is available on SharePoint.

This booklet will be supplied to all Trust staff and key volunteers and further copies are available from Abbots Hall, for any person who is engaged in any form of work on behalf of the Trust. This is the Ninth edition of the codes of Good Practice.

## **Risk Assessment Process and Form**

This is this process of assessing and reducing risk which is most important.

Completing the Risk Assessment Form is important for new or detailed tasks and for any task involving the use of powered machinery or which involves a group of people whether they are staff, volunteers, visitors or contractors. This form would be important evidence in the event of an accident occurring.

You can undertake a risk assessment for a Trust reserve, a Trust building or a particular activity.

## **Risk Assessment Guidance**

Under the Health and Safety at Work Act 1974 you must ensure the health and safety of yourself and others who might be affected by what you do or fail to do. This relates to all Trust staff and volunteers. It also has a bearing on contractors and visitors and even those who buy our products or services.

You **must** therefore assess risks for each individual event or action. A simple procedure is as follows and a Risk Assessment form is available for completion on SharePoint and an example is outlined at the end of this handbook:

1. Consider any hazards (a hazard is a thing or situation that could cause harm).
2. Consider the risk associated with these hazards (risk is the chance of harm occurring and will relate to people who might be harmed. You can assess the severity and likelihood of injury.)
3. Suggest precautions which reduce risks and implement these precautions in order of priority.
4. You can reassess the severity and likelihood of injury after precautions are taken.

It is this process of assessing and reducing risk which is most important.

Completing the Risk Assessment Form is important for new or detailed tasks and for any task involving the use of powered machinery or which involves a group of people whether they are staff, volunteers, visitors or contractors. This form would be important evidence in the event of an accident occurring.

**Before you start your Risk Assessment consider some of the points below.**

### **1. What Work or Activity is going to be carried out?**

First of all, consider the work that is going to be undertaken. Does Essex Wild Life Trust have the skills/competencies to carry out this work or activity or should we employ a specialist to carry out the task?

### **2. Identify the Hazards**

One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace.

A good starting point is to walk around your workplace and think about any hazards. In other words, what is it about the activity, processes or substances used that could injure your employees or harm their health?

When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- 3. Check manufacturers' instructions** for Machinery or data sheets for chemicals and equipment as they can be very helpful in explaining the hazards and putting them in their true perspective.
- 4. Take account of non-routine operations** (e.g. maintenance, cleaning operations or changes work patterns).

**Remember to think about long-term hazards to health** (e.g. high levels of noise, vibration or exposure to harmful substances).

## 5. Who might be harmed?

Then think **how** employees or volunteers (or others who may be present, such as contractors or visitors) might be harmed. Ask your employees what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks.

For each hazard you need to be clear about who might be harmed – it will help you identify the best way of controlling the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. people working in the storeroom or passers-by). Remember:

Some workers may have particular requirements, e.g. new and young workers, migrant workers, new or expectant mothers, people with disabilities, temporary workers, contractors, homeworkers and lone workers ([www.hse.gov.uk/toolbox/workers](http://www.hse.gov.uk/toolbox/workers)).

Think about people who might not be in the work place all the time, such as visitors, contractors and maintenance workers.

Take members of the public into account if they could be harmed by your work activities. If you share a workplace with another business, consider how your work affects others and how their work affects you and your workers. Talk to each other and make sure controls are in place. Ask your workers or volunteers if there is anyone you may have missed.

## 6. Evaluate the Risks

Having identified the hazards, you then have to decide how likely it is that harm will occur, i.e. the level of risk and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main or significant risks and the things you need to do to manage them responsibly.

Generally, you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Your risk assessment should only include what you could reasonably be expected to know – **you are not expected to anticipate unforeseeable risks.**

There are some hazards with a recognised risk of harm, for example working at height, working with chemicals, machinery, and asbestos. Depending on the type of work you do, there may be other risks that are relevant to you.

Look at what you're already doing and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

Some practical steps you could take include:

- trying a less risky option;
- preventing access to the hazards;
- organising your work to reduce exposure to the hazard;
- issuing protective equipment;
- providing welfare facilities such as first aid and washing facilities;
- involving and consulting with workers.

Improving health and safety need not cost a lot. For instance, placing a mirror on a blind corner to help prevent vehicle accidents is a low-cost precaution, considering the risks. Failure to take simple precautions can cost you and your organisation a lot more if an accident does happen.

**Please note:**

For any **High Risk Activity** or task as defined in your risk assessment, when all control measures have been taken and the risk level still remains high then your Risk Assessment must be sent to the Health and Safety Adviser for Assessment and Evaluation at least a week before the activity or work starts.

## **7. A Risk Assessment must be suitable and sufficient**

**It should show that:**

- a proper and robust check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, considering the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- you involved your employees or their representatives in the process.

Where the nature of your work changes fairly frequently or the workplace changes and develops (e.g. a construction site or wildlife site), or where your workers move from site to site, your risk assessment may have to concentrate more on a broad range of risks that can be anticipated. If your risk assessment identifies several hazards, you need to put them in order of importance and address the most serious risks first. Identify long-term solutions for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health. You should also establish whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place. Remember, the greater the hazard the more robust and reliable the measures to control the risk of an injury occurring will need to be.

## **8. Regularly review your Risk Assessment**

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense to review what you are doing on an ongoing basis, look at your risk assessment again and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learned anything from accidents or near misses?

- Make sure your risk assessment stays up to date and if nothing has changed it must be reviewed annually.
- If you require any advice or guidance, please contact the Health and Safety Advisor at Abbots Hall Farm.

Please use the Risk Matrix table to determine the risk Level on your Risk Assessment.  
Please Multiply the Likelihood by the Severity of the injury it could

**Risk Rating = Likelihood x Severity**

<b>S e v e r i t y</b>	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			<b>Likelihood</b>				

Catastrophic	<span style="color: red;">■</span>	STOP
Unacceptable	<span style="color: orange;">■</span>	URGENT ACTION
Undesirable	<span style="color: yellow;">■</span>	ACTION
Acceptable	<span style="color: lightgreen;">■</span>	MONITOR
Desirable	<span style="color: green;">■</span>	NO ACTION

**Also consider your Risk Assessment in relation to:**

**New Workers**

Workers are at particular risk of injury in the first six months of a job, when they are more likely to be unaware of risks. Follow these six steps to protect new workers:

- Always assess the new starter’s capabilities
- Plan and provide a detailed induction.
- Make sure control measures to protect people against risks are up to date and being properly used and maintained.
- Provide relevant information, instruction and training.
- Provide effective supervision.

Check the information given has been understood and they have the instruction and training they need to work safely.

**Young Workers**

Employers are responsible for ensuring a young person is not exposed to risk due to lack of experience, being unaware of existing or potential risks or a lack of maturity. A young person’s risk assessment should be carried out assessing their skills and experience. Consider if there are any young people as volunteers who need to have a risk assessment carried out.

A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (This may be during Work Experience Placements- Please see SharePoint for Work Experience Guidance) which may be just before, on, or just after their 16th birthday.



## Reporting of Accidents, Dangerous Occurrences, Diseases and other Injuries or Incidents

Under the Health & Safety of Work Act, the Trust is required to keep a record of:

1. Accidents
2. Dangerous Diseases
3. Dangerous Occurrences
4. Other Injuries and Incidents relating to Trust activities

All Accidents, Incidents and Near miss occurrences must be reported to the Health and safety Adviser at Abbots Hall Farm. This must be done on the accident/incident form within 24 hours of the occurrence.

This is covered by the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations). As explained in the Code of Good Practice Book, there is an obligation on all staff and volunteers to report such events to Trust Headquarters, where we will record them and take appropriate action.

Below we explain what the terms mean so you know what has to be reported. In general, you should report, by the quickest practical means, any accident, injury or incident which relates to any Trust activity and to any person, be they staff, volunteer, visitor or contractor. Please use the report form and return it to Trust Headquarters. The Trust Health & Safety Officer keeps the official record and will ask you for more information if required and will send the report to the Health & Safety Executive if appropriate.

### 1. **Accident**

You must report any work-related accidents to the Health and Safety Advisor on Form E (Example and the end of this booklet): **WITHIN 24 HOURS**

a) Any accident causing death; (Please call the H&S advisor Immediately)

b) Any of the following specified injuries:

- Fractures, other than to finger, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads or hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

### 2. **Occupational Diseases** (of possible relevance to the Trust)

The Trust must report any of the following to the Health & Safety Advisor on Form E:

- Carpal tunnel syndrome
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm

- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

3. **Dangerous Occurrences** (of possible relevance to the Trust)

The Trust must report any of the following to the Health & Safety Advisor on Form E:

any collapse or overturning of any lift, hoist, crane, access platform, excavator, drilling or piling rig, or amusement device as part of a funfair; any explosion, collapse or burst of any closed vessel like a boiler, resulting in stoppage of plant for 24 hours; any electrical overload accompanied by fire or explosion; any release of more than 1 tonne of flammable liquid; any collapse or partial collapse of scaffold, scaffold tower or platform of 5 metres or more; any collapse of a building or structure of part thereof; any ignition of explosive which was non-intentional; any incident involving a tank container used for flammable fuels or dangerous substance on a road; any incident where equipment contacts uninsulated power cables of **200** volts or more.

4. **Other Injuries and Near Miss Incidents**

The above are reportable to the Health & Safety Executive by law via the Health and Safety Advisor. You must complete the Accident Incident Form E and send to the Health and Safety Advisor.

- All injuries requiring doctor, ambulance or hospital must be reported to the Health and safety Advisor at Trust headquarters.
- Other minor injuries should be reported to the Health and Safety Advisor at Trust headquarters on the same form.
- All incidents or near misses should be reported where you think the knowledge may help others avoid accident or injury.

Please use the report Form E available on SharePoint. Copy this form if you wish, or obtain further copies from Essex Wildlife Trust, at Abbots Hall Farm, Great Wigborough, Colchester, CO5 7RZ. Tel: 01621 862960.

## First Aid and Emergency

It is important that First Aid provision is available for any Trust building, reserve, work party or event.

### Appointed Person

There must be an appointed person at any Trust workplace or activity who will take charge if there is an injury or illness.

On a Trust site, the appointed person would normally be a member of the staff/volunteer present at the time.

At a Trust Reserve it would normally be the Warden of the Reserve.

At a Trust Working Party, Education Course, Event or Open Day it would normally be the leader of the group or course

The Trust expects that such appointed persons have attended an accredited Emergency First Aid course. This training is valid for three years. Refresher courses must be attended prior to the expiration of their certificate. Contact your Line Manager if you need an Emergency First Aid Course or would like to attend a refresher course. If you are involved with organising a high risk activity or an activity with a large number of people a First Aid at Work qualification is recommended (please contact the Health and Safety Advisor for advise on how to proceed with this).

### First Aid Kits

The Trust supplies three types of First Aid Kits and the appointed person must ensure that the appropriate First Aid Kit is available and properly stocked.

#### Large First Aid Kit

This is appropriate for a Visitor Centre, an Office, a Reserve Warden and each leader of a group of people e.g. a Practical Work Party, Event or Educational Course.

#### Personal First Aid Kit

This is appropriate for individual staff, volunteers or trainees.

#### Bum Bag First Aid Kit

This is appropriate for small groups and low risk activities and the contents are similar to a personal first aid kit.

The contents below are the minimum recommended in a Trust First Aid Kit. Replacement items are available to order from Abbots Hall reception.

#### Please note:

- You must not include medication of any kind in a Trust First Aid Kit.
- You may add other bandages and non-medicines
- for chainsaw operators' additional extra-large wound dressings and a Celox dressing are recommended. **Celox impregnated dressings must only be placed in the box of persons undertaking Chainsaw or Brush Cutting Activities.**

For large first aid kits that are taken out on work parties or on education activities away from centres there must be at least two eye wash pods and if deemed necessary via Risk Assessment a reusable ice pack(s) for Educational visits. Where there are Chainsaw/Brush Cutter operation activities then the First Aid kit must contain two Celox Haemostatic dressings. Celox Granules can be kept until their expiry date and then replaced with Celox Haemostatic dressings.

Most items have a 'use by' date and where this is the case then it is Trust policy that items past their 'use by' date must be replaced.

**First aid boxes must have these items and numbers as a minimum. It is essential that a copy of the contents is kept in the box and regular checks to ensure that they are not past their expiry dates must be logged. Items must also always be replaced when used.**

Contents /Item	Large FA Box	Personal FA Kit	Bum Bag FA Kit
Suitable sufficient container	1	1	1
First Aid Guidance Notes	1	1	1
Wound dressings: Medium	9	5	5
Wound dressings: Large	3	0	0
<i>*For Chainsaw/Brush cutter Operators Celox Dressing. (Only When Celox Granules have reached their use by date)</i>	2	0	0
Eye pads	6	0	0
Eye Wash solution (Unless near Clear running water)	2	2	0
Assorted plasters/Blue Plasters for food prep areas.	40	20	20
Triangular bandages	4	2	2
Safety pins	12	6	6
Antiseptic Cleansing Wipes Non-Allergenic	10	6	6
Plastic gloves (latex free)	2	1	1
Blunt ended scissors	1	1	1
Resuscitation mouth shield	1	1	1
Thermal blanket (Foil)	1	1	1
Tick Twister	1	1	1
Reusable Ice Packs (Mainly for schools when away from Centres)	1	0	0

## Emergency Procedures

The appointed person must make themselves familiar with the location of the nearest telephone/ensure they have a mobile phone signal, and the best route to the nearest Hospital Accident and Emergency Unit. All participants on any EWT event / activity must be informed of the first aid arrangements and this must be documented in the event planning paperwork and communicated to all staff at the event. The appointed person must report any accident, dangerous occurrence, dangerous disease or near miss incident that occurs to the Health and Safety Advisor with in 24 hours. This is a

requirement under Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). See Example **Form E** at the end of this booklet.

## Personal Protective Equipment (PPE)



PPE/C includes all equipment which protects a person at work from risks to their health and safety and includes such things as safety helmets, gloves, eye protection, high-visibility (Hi Viz) jackets, safety footwear, safety harnesses, outdoor clothing to protect against weather, etc. The type of PPE/C will be determined by risk assessment where the task or activity that may constitute a risk cannot be eliminated.

The Trust will provide PPE for work by staff and volunteers where it is identified by risk Assessment when all other control measures have taken place and it is, therefore, important that:

- Staff and volunteers must assess and identify the need for PPE as part of any risk assessment and as a last resort when other control measures are in place.
- They must then approach their manager or key volunteer to request the equipment
- The Trust must then provide the necessary PPE
- Staff and volunteers must look after the PPE that is provided and ensure it is replaced when necessary. Any faults or damage must be reported to a line manager and replacements given
- Damaged or non-compliant PPE must be disposed of safely
- Staff and volunteers must use the PPE correctly in accordance with the manufacturer's instructions and it must not be modified in any way.
- No employee or volunteer will carry out a task if the recommended PPE is unavailable.
- PPE must be returned when no longer required, when the staff member leaves or the volunteer placement ends.

A summary of examples of PPE that are used in the Trust and which should be considered as part of a Risk Assessment are as follows:

<b>Eyes</b> Safety spectacles, goggles, face shields, visors	<b>Head</b> A range of helmets and caps
<b>Breathing:</b> Dust masks, half or full respirators, air fed helmets	<b>Body</b> Disposable overalls, boiler suits, all weather clothing, high visibility jackets, specialist body protection
<b>Hands and arms and Legs</b>	<b>Feet</b>

Disposable gloves, gauntlet gloves, mitts, arm guards, gaiters, leggings, chainsaw leggings.	Safety boots or shoes, toe caps, midsole protection
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Training and Maintenance – it is important that staff and volunteers understand why particular items of PPE are recommended. There will be spot checks to ensure that PPE is being used correctly and maintained and stored correctly. Most PPE is 'kite marked' or CE marked and is often dated so it is important that PPE is within its expiry date.

If a member of staff or volunteer considers they require PPE for any reason, they should ask their line manager or the Health and Safety advisor for advice.

**Health Risks:**  
**Diseases/Poisonous Plants and Animals**  
**Diseases related to Conservation Work**  
**Lyme Disease and other Tick borne diseases**



**Introduction:**

Ticks are found in many parts of Essex. They usually bite mammals or birds but occasionally bite people. Ticks can carry diseases one of which is Lyme Disease – an uncommon but serious disease which is reportable to the Health & Safety Executive. The number of cases in Essex is low but increasing. It is important to be aware of Lyme Disease and methods of prevention.

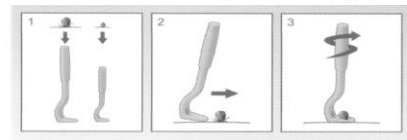
**What is Lyme disease?**

Lyme Disease is caused by a bacterium *Borrelia* (hence its other name Borreliosis). It can be spread to humans by the bite of a tick. The nymph and adult feed on larger mammals such as deer or sheep and can bite humans and thus transfer *Borrelia*. Not all mammals and not all ticks carry *Borrelia* and the risk of infection even from an infected tick is very low if the tick is removed properly within 24 hours. Early detection and removal are important. Remember that it is only the adult female tick which swells into the size of a small bean as seen on dogs and our aim is not to allow the nymph or adult tick to attach to us humans or if it does to remove it promptly.

**Prevention of Lyme Disease**

You must aim to prevent tick bites, so bear in mind:

- Tick bites are most likely in spring, summer or autumn.
- Ticks are more common where there are livestock – particularly sheep.
- Deer and infected ticks can occur on dogs.
- Ticks are more likely where there is damp vegetation beneath tall grass or overhanging shrubs:
  - you must assess the risk of ticks in the area you are working
  - you must assess the risk of contact with ticks according to the activity you are undertaking
- Where there is a higher or medium risk of ticks on the site and where the activity means a higher risk of contact with ticks you must wear long trousers and long sleeved shirts with cuffs. Light coloured clothing is better so any ticks can be seen and removed. It is more protective to have your long trousers tucked into boots or socks.
- you must examine clothing for ticks during the course of work and if you see them increase precautions
- at the end of the day you must brush down clothing outside and take a shower if possible and inspect for any ticks especially top of legs, armpits and waistband
- you must remove any tick as soon as possible
- preferably use a tick removing tool as this will grip the body of the tick and does not exert pressure on the mouth parts and twists the tick off, this has a better chance of a clean removal
- if no tick removing tool is available use tweezers to grip the head of the tick as close to the skin as possible; pull steadily upwards trying not to squeeze the body of the tick then apply disinfectant or an antiseptic wipe
- You must watch for symptoms of Lyme Disease i.e. expanding bullseye rash, flu like symptoms which recur – fatigue, chills, headache, aching muscles, swollen glands
- Consult your GP and make them aware of the possibility of Lyme Disease
- You must look after others i.e. if you have assessed that there is a risk of tick bites, then consider whether you can change the time or place to reduce risks and advise sensible clothing beforehand without being alarmist
- If you are responsible for Trust land, you must control tick populations
- Treat livestock for ticks and include in your livestock health plan
- Use effective pour-ons to control ticks
- Request other graziers to do the same and include it in their grazing agreement
- Keep a record of tick numbers on sheep or deer, so you can better understand the level of risk,
- If you have a dog, check it regularly for ticks and treat against them.



*Removing a tick with a remover*

Further information is available on British Lyme Disease Foundation website: [www.wadhurst.demon.co.uk/lyme](http://www.wadhurst.demon.co.uk/lyme).

## Signs and Symptoms

If the bacterium *Borrelia* has been transmitted then the most common early symptom is a spreading rash (*Erythema migrans*) which may persist for weeks and may spread into a bullseye rash. Flu like symptoms may develop and may be recurrent. A tick bite followed by any of these symptoms must be regarded with suspicion and you should consult your GP immediately. (Many people do not realise they have been bitten by a tick so bear in mind the symptoms and the methods of prevention below).

If left untreated more serious symptoms can occur because the bacterium can affect many parts of the body – e.g. pains in joints, inflammation of nerves, chronic fatigue, facial palsy, etc.

## Diagnosis

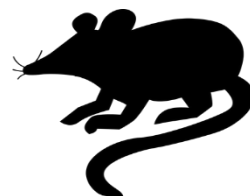
Where there is a known tick bite and the above symptoms are present, then diagnosis is easier for the GP. GPs, however, may be unfamiliar with Lyme Disease and without the bullseye rash, it can be difficult to diagnose. Blood tests will confirm the antibodies some weeks after infection. If you know you are at risk of tick bite, then you should make your doctor aware. If diagnosed with Lyme disease you must report this to the Health and Safety Advisor.

## Treatment

There is no vaccine against Lyme disease. Early treatment with antibiotics is very effective against Lyme disease: the later stages of infection are progressively more difficult to treat.

## Weil's disease or Leptospirosis

Weil's disease is an infection caused by a bacterium carried by rats and occurs where rat urine has contaminated water and banks of canals, ponds, rivers and ditches. There is also a form of Weil's disease found in cattle urine. Humans can get the disease by swallowing contaminated water, by water coming into contact with an open wound, or if bitten by an infected rat or other mammal. The risk of infection is highest in slow flowing or stagnant water where rats are associated with human rubbish or sewage. There is also a risk to those working closely with cattle.



## Prevention

- you must avoid working in stagnant and foul water or close to sewage
- you must educate work parties, volunteers and visitors about potential dangers



- if working by water then you must cover open cuts with waterproof plasters and rubber gloves and avoid getting water in the eyes, nose or mouth
- after working with dirty water, you should wash with soap or anti-bacterial handwash, paying particular attention around the nails and between the fingers, particularly before eating or drinking. Equipment should also be rinsed as soon as possible
- you must take particular care not to get bitten by rats or other small mammals
- you must take additional precautions if you are responsible for cattle.

If you develop flu like symptoms 3-19 days after contact with contaminated water, rats or cattle, then you should contact your GP, explain the circumstances and ask for the Elisa blood test. If you are diagnosed with Leptospirosis you must report this to the Trust Health and Safety Advisor and receive appropriate treatment from your GP.

## **Tetanus**

**All outside workers must be protected against this.** Please consult your doctor about boosters.

## **Toxicara**

This small parasitic worm is common in dog faeces and can be transferred to humans particularly children. The developing parasite can cause blindness.

### **Prevention**

- avoid contact with dog faeces or anything contaminated with faeces
- if you come into contact with dog faeces then wash hands thoroughly before eating or drinking
- Caution other persons about the risk.
- If you are responsible for Trust land you must do all you can to encourage all dog owners to be responsible and clear up the faeces of their dog.

If you work regularly with livestock, you must complete the COSHH – Biological Infection assessment which is available on SharePoint.

## **Poisonous Plants**

There are many poisonous plants in the countryside, too numerous to mention here. Most of us are familiar with some species and we all understand that we must not eat any wild plant, fruit or fungi nor encourage others to do so. There are some plants which we commonly come across in conservation work which can cause serious and often unexpected concern and these are dealt with here:

## Wild Parsnip, Giant Hogweed and Other Umbellifers

The sap from several umbelliferous plants reacts with melanin in the skin and can irritate the eyes and mouth. If you are cutting such plants in bright sunlight, then contact with the sap will result in sunburn and blistering which can be very serious. Serious swelling of the eyes or mouth can also result.



**Wild Parsnip**

**Giant Hogweed**

### Prevention

You must ensure that skin is not exposed to both sap and sunlight by wearing appropriate clothing and washing off any sap. Your eyes or mouth must be rinsed with clean water and serious swelling must be treated by a doctor.

### Bracken

There is a possible risk that bracken may be involved in a small number of cancers. Always wear protective gloves, eye protection and masks when dealing with bracken.

### Precautions

If cutting bracken, you must wear nitrile gloves and work with sleeves rolled down. If cutting bracken with powered equipment, you must also wear a face shield and appropriate respiratory equipment (e.g. BS7356 fitted with a filter EN143 type P2).



## **Blue-Green Algal Blooms**

These are naturally occurring in many inland waters and in still water can multiply in the summer and discolour the water green, blue/green or green/brown. During calm weather, the algae can rise to the surface forming a scum like green paint and this can be blown around on the surface.

Sometimes they can release toxins into the water. Illnesses include skin rashes, eye irritation, vomiting, diarrhoea, fever and pains in muscles and joints. It can be fatal to mammals e.g. dogs, sheep.

### **Prevention**

You must avoid contact with the bright green paint-like scum or water close to it. Fence off affected water and warn with signs and give time for the bloom to clear.

## **Blackthorn and Other Thorns**

Blackthorn is very common and every year many Trust staff and volunteers are involved in coppicing it. The thorns are extremely sharp, tend to break off in the skin and may cause septic wounds.

### **Prevention**

You must reduce the risk of such injuries by wearing appropriate gloves and other clothing. Eye protection e.g. safety spectacles, safety goggles, or chainsaw visors must be worn when coppicing/cutting thorns. Ensure that any thorn is removed and in serious cases seek medical assistance.

## **Plants which remain poisonous in hay**

The following are the main examples of poisonous plants which cause animal poisoning, usually because they are dried and collected with hay. Often these plants are avoided by animals when fresh but not when they are dried in hay: horsetails, bracken, yew, hellebore, columbine, lupin, laburnum, cowbane, water dropwort, bryony, henbane, black nightshade, foxglove, ragworts.

### **Ragwort**

This is a very common poisonous plant and landowners have a duty to take reasonable steps to control it under the 1959 Weeds Act Precautions. The toxins in ragwort are cumulative and can cause liver damage. The common method of control is by hand pulling therefore, gloves must be worn.



### **Prevention**

You should take reasonable steps to ensure that such plant species are removed from a meadow before any hay crop is taken.

## Poisonous Animals

### Adders

Adder bites to humans are not common and are rarely fatal but can result in severe shock.



Adder

### Prevention

**You must caution people either verbally or with signs if adders may be in the area. If leading a group take steps to avoid Adders and tell people taking part where you know they occur, advising that they must wear appropriate footwear.**

**You must not underestimate the seriousness of an Adder bite.**

The casualty should remain as immobile as possible and the affected body part should be kept below the level of the heart. You must dial 999 and seek urgent medical attention, reassure the casualty and arrange transportation to hospital. Wherever possible, a good identifying description of the snake should accompany the casualty to hospital. Snake bites can have a more serious effect on older people or the very young.

### Bee, Wasp and Hornet Stings

For most people one or two stings are a painful but short-lived problem. A small number of people are, however, hyper-sensitive to such stings, usually bee stings. Even one sting can cause very rapid and very extreme swelling in a hypersensitive person, particularly if the person is stung on the head or close to a blood vessel. The person is usually aware of their sensitivity and would know the very urgent need for treatment by a doctor or they may carry their own medication. The other concern is where any person is stung by a large number of bees, wasps or hornets. This usually occurs if a nest is disturbed, often by accident. A large number of stings (e.g. 8 or more) can result in severe swelling in a normal person which may continue to increase for 24 hours or more and, depending on the site of the sting, could affect breathing or circulation. In these cases, you should seek medical treatment, such as antihistamine, from a doctor or hospital immediately.



## **Brown tail Moth and Other Hairy Caterpillars**

The caterpillars of the brown tail moth are found on hawthorn, privet and other shrubs and can be very numerous. Their hairs can cause a severe rash usually around the waist of children and direct contact should be avoided



## **Asbestos**

### **What are the Health Hazards of Asbestos?**

When inhaled, the fibres of Asbestos can cause asbestosis and cancer. Although most of the reported cases have been in people employed in insulation lagging, spraying asbestos coatings, asbestos manufacture or demolition, other people have suffered disease as a result of much lower levels. All types of asbestos are hazardous to health and there is no known safe level of exposure. Symptoms can occur from 10 to 50 years after exposure. In spite of the common descriptions of 'white', 'brown' and 'blue' asbestos, colour is not an accurate guide to the type of asbestos present, since this can be changed by heat, age, deterioration, painting or the presence of other materials. The most likely sources on Trust reserves are in roof tiles, asbestos cement boards and old boiler or pipe lagging. The only certain method of identification is by laboratory analysis.

## **Precautions**

**If you are concerned asbestos is present in a building, you must not disturb this and must seek further clarification of the constitution of the material**

If you are responsible for a Trust building you must have an asbestos report for your building, which covers whether or not there is asbestos and, if so, where it is, plus plan for managing the risk. You should also have an asbestos register with a map of locations of where asbestos is on site. This must be kept on site. Any Trust buildings containing Asbestos must give sight of the Asbestos Register to contractors undertaking works within the building. The Asbestos Register relevant to each centre or Trust building will be held on the premises and must be kept updated. A copy of the register will be held centrally at Trust Headquarters by the Facilities Manager. The Register will incorporate the report, a plan of the building with areas containing asbestos clearly outlined and this must be shown to the contractor in advance of any work commencing.

## **Working with Contractors**

The tasks undertaken by contractors are extremely varied, as is the availability of Trust staff or volunteers to supervise their work. It is important, therefore that everyone involved is clear about their responsibilities regarding Health & Safety management on the site before work commences. This is not solely the responsibility of the contractors.

## **Preparation**

Before working with contractors, you must:

- Have a written contract (this is available on SharePoint) where the value of the contract is greater than £10,000, as stated in the Procurement Policy
- Ensure the contractor is provided with 'Form B: Site Information'
- Show the contractor the asbestos register for that building in advance of the commencement of work
- Pass on information about hazards on or near the work site, for example, public access, underground services.
- Ask the contractor to produce a method statement. This should demonstrate how and when the work will be carried out and the length of time it will take. They must also provide a risk assessment and a copy of their public liability insurance.
- Issue a permit to work if the work is exceptionally hazardous i.e. in a confined space or hot work (Contact the H&S Advisor if unsure)
- Inform the contractor of site safety rules e.g. First Aid Procedure, leaving the site at night, lone working, refueling points.
- Establish the contractor's competence to work the site safely by determining both skills competence and management competence through references or referrals.
- You must also implement a risk assessment taking into account any risks to staff or volunteers when contractors are on site.
- All documentation must be given to the H&S advisor for acceptance before the work commences.

## **Questions to Establish Skills and Competence**

- Experience: have you references, public liability insurance, relevant work experience?
- Training: have you First Aid, Health & Safety Awareness?
- Qualifications: have you competence certificates, references?

## **Questions to Establish Management Competence**

- Ability to identify suitable equipment: what are the requirements for this job?
- Maintenance regimes: do you keep maintenance records, Health & Safety records?
- Can I see your method statement and risk assessment before you start?
- Communication with subcontractors: who is responsible, how are they supervised
- Are they competent regarding Health & Safety (Trained and hold certificates)?

What each contractor needs to do will depend on the nature of the tasks and on assessment of risks. For major building contracts (usually over £100k) you must have an independent Principle Designer (PD). The Principal Designer will be responsible for coordinating the pre-construction phase of the project.

## **During Work**

Health & Safety must be monitored by the contractor and also by the person in charge of engaging the contractor in the work who will also inform the Health and Safety Advisor when appropriate. Adjustments may be needed to the risk assessment as the job progresses. Any adjustments must then be communicated to all staff working where the work is being undertaken and to the H & S advisor.

You must ensure the contractor reports any accident, injury, disease or dangerous occurrence as specified under the RIDDOR regulations, copying any occurrence to the Trust Health and Safety Advisor.

If, you are not confident the contractor's approach is appropriate then you must escalate this to your manager and inform the Health and Safety Advisor,

## **Hot Work**

Hot working is defined as any process capable of generating sparks and/or high temperatures. Common examples of hot working include but not exclusively limited to:

- gas or electric welding and cutting apparatus
- blowlamps or blowtorches
- bitumen or tar boilers
- angle grinders and grinding wheels
- brazing and soldering

You must not hot work on tanks or vessels that have previously contained a flammable liquid.

Serious fire can result from hot working therefore a written risk assessment must be completed when undertaking hot working.

The hot working risk assessment must include:

- provision of suitable firefighting equipment which must be close to hand
- flammable materials and flammable liquids within and around the work area must be removed
- checking the area after work

## **Hand Arm Vibration (HAVS)**

**All hand-held power tools vibrate and long term exposure to this can cause health problems. Essex Wildlife Trust has a duty of care to its staff and volunteers to limit**

**exposure to an acceptable level, therefore minimising the risk of long term health problems.**

Exposure to hand-arm vibration can cause significant damage to nerves, blood vessels and joints. Long term exposure can cause irreparable damage. The damage is preventable, and Health and Safety regulations have been put in place to protect individuals exposed to risk.

When people are using powered hand tools, hand-arm vibration must be considered in their risk assessments.

It must be considered whether the task can be completed in a different way or eliminated completely so minimising the risk. For some people, their exposure to vibration may require health surveillance to ensure that there are no long-term side effects. If the exposure is deemed to be too great then, in a few circumstances the activity may have to be stopped.

Operators must ensure that they take regular breaks, exercise and stretch their hands and keep their hands warm. These steps help reduce the risk of damage.

There are two points that outline exposure to vibration:

**Exposure Action Value (EAV)** – at this point action must be taken to reduce the levels of exposure and also may require some health surveillance. If people are exposed above this level, please discuss options for reducing your level of exposure with your manager

**Exposure Limit Value (ELV)** – this is the maximum limit for daily exposure and action must be taken immediately i.e. stop the activity. Please note this is your daily exposure limit and is cumulative and not a limit for each tool used.

## Calculating the Risk of Exposure

Manufacturers must, by law, give the vibration values for each of their tools. A person's exposure is the length of time they are using the tool multiplied by the vibration value of the tool. Vibration is measured in metres per second squared ( $m/s^2$ ), the higher the value, the greater the vibration risk. When using a powered tool, it is only the time the tool is being actually used that is considered e.g. using a chainsaw, an operator may only be using the saw for a few minutes, then put the saw down to clear up, then pick the saw up again and use it for a few minutes etc. Therefore, throughout the working day the operator may only accumulate 2 hours of trigger time and, consequently, 2 hours of vibration risk.

The Exposure value can be difficult to work out and EWT is working towards having a banding system for hand held Machinery.

<b>Band</b>	<b>HAV emission value</b>	<b>Trigger time to reach EAV</b>	<b>Trigger time to reach ELV</b>
Green	< 5 $m/s^2$	2 hours	> 8 hours
Amber	5 – 7 $m/s^2$	1 hour	4 hours
Red	7 – 10 $m/s^2$	30 minutes	2 hours
Black	> 10 $m/s^2$	15 minutes	30 minutes



The Trust will label each tool with the length of time it may be used to reach the EAV and ELV. If the trigger time reaches the EAV limit of exposure then they must talk to their manager about managing hand-arm vibration. If the trigger time reaches the ELV limit they must stop the activity.

A worked example - a typical professional chainsaw will have a vibration magnitude of  $<5$   $m/s^2$  and is banded Green. This figure ( $5m/s^2$ ) represents the largest vibration magnitude of a well-maintained chainsaw at maximum revs. If you are using a chainsaw for one hour you may only be on full throttle for 20 minutes within the hour and on a full day you may only be using the chainsaw for five hours. Therefore, the trigger exposure will be one hour forty minutes, well below the EAV. If the chainsaw in the previous example was rated as Red, then the EAV limit of 30 minutes would have been exceeded and the operator would need to speak with their manager about reducing exposure. If the Chainsaw was rated as Black, then work must cease after 30 minutes of trigger time and the operator would not be able to use another hand-held vibrating tool that day.

## Dust

If working in an environment where there is exposure to dust, a risk assessment will need to be carried out to see whether the task can be avoided and replaced with a different method to reduce the risk. A mask may be needed and if so the mask needs to be CE marked for working in dusty environments. If you need any help, the H&S Adviser can give guidance and advice on suitable masks.

## Noise

Noise is part of everyday life, but too much noise can cause permanent and disabling hearing damage. This can be hearing loss that gets worse over time, damage caused by sudden, extremely loud noises, or tinnitus (permanent ringing in the ears). However, there is no need for your hearing to be damaged by your work. The Trust has a duty to protect you and should be working with you on measures to reduce the risk. You can play a part in helping us to protect you

The Trust and your line manager will consider through a risk assessment:

- whether the noise is intrusive – like a busy street, a vacuum cleaner or a crowded restaurant or worse, for most of the working day;
- whether you have to raise your voice to have a normal conversation when about two metres apart, for at least part of the day;
- the impact if you use noisy powered tools or machinery for over half an hour a day
- Whether the type of work is known to have noisy tasks
- whether there are noises because of impacts (such as hammering, drop forging, pneumatic impact tools etc),
- Whether there are explosive sources such as cartridge-operated tools or detonators.

This can be controlled by:

- using quieter equipment or a different, quieter process
- engineering/technical changes to reduce the noise at source
- improved ways of working to reduce noise levels
- limiting the time spent in noisy areas or on noisy tasks

## What do I have to do?

- **Co-operate** Help the Trust to do what is needed to protect your hearing. Make sure you use any noise-control devices properly and follow any working methods that are put in place. Report any faulty PPE and do not commence work if the PPE is not available.
- **Wear any hearing protection you are given**, wear it properly (you should be trained how to do this), and make sure you wear it all the time when you are doing noisy work, and when you are in hearing protection zones. Taking it off even for a short while really reduces the overall protection you get, meaning your hearing could still be damaged
- **Look after your hearing protection** - The manufacturer's instructions will instruct you on how to look after your PPE. Make sure you understand what you need to do
- **Report any problems** Report any problems with noise-control devices or your hearing protection straight away. Let your line manager know immediately

**Note:** all the above are legal duties you must fulfil.

## Personal Hearing Protection

Hearing protection such as earmuffs and earplugs are your last line of defence against damage. Your employer should provide these, train you how to use them and how to get replacements. There are many different types and designs available, and your employer should consult you and offer a choice.

- **Earmuffs** They should totally cover your ears, fit tightly and have no gaps around the seals. Don't let hair, jewellery, glasses, hats etc interfere with the seal. Keep the seals and the insides clean. Don't stretch the headband – the tension is crucial to protection. Helmet-mounted earmuffs can need particular care to get a good seal around your ears.
- **Earplugs** They go right in the ear canal, not just across it. Practise fitting them and get help if you are having trouble. Clean your hands before you fit earplugs, and don't share them. Some types you use only once, others can be re-used and even washed – make sure you know which type you have.
- **Semi-inserts/canal caps** - These are held in or across the ear canal by a band, usually plastic. Check for a good seal every time you put them on. Follow the same general advice as for earplugs and make sure any band keeps its tension.

Under the Control of Noise at Work Regulations 2005, as an employee you have a legal duty to wear hearing protection where instructed and provided by your employer. It is an offence to interfere or adapt any PPE provided. You also have a duty to report any defects you find in the hearing protection provided. Failure to comply with these legal duties is an offence under the law.

## Leading Guided Walks

Taking people on a guided walk is an excellent way of introducing them to conservation, wildlife or a new site; however, they may have no experience of the countryside, of walking any distance or of the type of terrain. As a leader you are responsible for their welfare as well as their enjoyment of the walk. It is

necessary to carry out a risk assessment and a plan for the walk in advance. Be aware of the main hazards which can cause accidents, which are:

- tripping or falling over obstacles
- unsuitable foot wear
- falling from heights
- slipping or falling into water or deep mud
- getting stranded by the tide or drowning
- falling debris, land slips
- weather causing hyper- or hypothermia/cold stress/sunstroke/exposure
- over exertion causing fatigue, angina/heart attack, hypoglycemia, etc.
- plants and animals causing scratches, bites, diseases, stings, asthma, allergic reactions, poisoning or other injury

## **Precautions**

By following these basic precautions, you can ensure that everyone's walk is safe as well as enjoyable.

### **You must:**

- Inspect the site first, complete a risk assessment and plan your walk. Note the location of any hazards and of the nearest telephone. Form B will help on a Trust site.
- Avoid taking people too close to dangerous cliffs or other features.
- Take a recommended First Aid Kit and make sure it is readily accessible.
- Carry a mobile phone, and remember that dialing 112 will connect you to the emergency services as well as 999.
- Follow precautions relating to young people under 18 (see below), and do not take children under 16, unless they are accompanied by a responsible adult

### **You should:**

When advertising the walk, indicate what clothing and footwear would be suitable, how strenuous or how long the walk will be and whether it is suitable for all abilities.

Persons not wearing appropriate footwear will not be allowed to take part in the activity

- When giving instructions at the start or during the walk, make sure that everyone is gathered round and can hear you.
- Count your walkers at the start, during and at the end of the walk to make sure they are all with you.
- Ideally have an assistant stationed at the rear of the group (or you could appoint one of the group)
- Warn of any hazards before people reach them, for example slippery slopes, overhanging branches, poisonous plants or fungi.
- If in a coastal or estuary location, check the tide time and where the tides come in. This information should be incorporated in your risk assessment and your control measures recorded
- Be prepared to cancel or change a walk if the weather could make it hazardous or particularly tiring (as well as unpleasant). Consider your Plan B.
- Avoid walks under trees in high winds or adverse weather conditions including storms and lightning.
- Watch for signs of tiredness and if necessary shorten the route or have rest breaks.

## Leading a Practical Work Party

The tasks undertaken on Trust land are extremely varied and involve many volunteers of widely differing abilities. The Work Party leader has overall responsibility for the choice and organisation of the task but the leader must emphasise that each person has a responsibility to look after their own health and safety and that of others around them whilst working.



## Preparation

### You must

- Plan the work in advance, complete a risk assessment and estimate how long it will take
- Keep an attendance sheet listing all persons attending the activity and check at the beginning and end of the activity that all persons are accounted for
- Provide an appropriate First Aid Kit
- Carry a mobile phone and if there is no signal, make yourself aware of the nearest telephone and Hospital Accident and Emergency Unit
- Ensure that any tools are in good condition, a visual check before use will help: are the handles tight, blades sharp, etc.
- Explain the importance of appropriate clothing in advance e.g. appropriate footwear, thorn-proof gloves, clothes which will not snag, hard hats, long trousers/sleeves to prevent ticks or bites.
- Be aware of people with disabilities and ensure they have the opportunity to tackle something suitable to their abilities.

## Setting up

### You must:

- Always have your group attendance sheet with names of persons attending for that day/session.
- Clarify the estimated time of finishing (early leavers should let you know and sign out)
- Ensure each volunteer is familiar with proper use of tools and provide any training necessary before use
- Provide appropriate training for all tasks

- Explain the objectives of the task and allocate tasks according to abilities
- Provide work gloves or other protective clothing if people need these

## **During Work**

### **You must:**

- Insist on safe working distances and practices
- Ensure that people do not become over tired or thirsty especially in very hot or very cold weather.
- Stop people if they are working in an unsafe manner and reinstruct them
- Instruct any latecomers properly
- Encourage regular rest periods and be vigilant throughout the whole work party

### **You should:**

- Be aware of the dangers of exposure to extreme weather, diseases, poisonous plants and animals etc.

## **Closing the Task Down**

### **You must:**

- Ensure the task is complete or safe to leave
- Check the tools and equipment for any necessary repairs and that all tools are returned
- Leave the site tidy and safe
- Check that all fires are extinguished and not likely to spread before leaving the site

## **Working with Children and Young People (under 18 years of age)**

Please also refer to the Safeguarding Policy and Procedure – available on SharePoint

Anyone who works regularly and unsupervised with young people must complete a DBS Check before they start work (frequent is defined as once a week or more. Intensive is defined as four days or more in a single month) and must undertake level one training Safeguarding training before the end of their probation period. Volunteers must complete face to face in house training as soon as a course is available and read and sign the safeguarding information sheet on joining.

All volunteers regularly leading groups of children and young people without the presence of a DBS checked staff member must be DBS checked. Any disclosure revealing a criminal record, whether relating to a staff member or a volunteer, will be risk assessed so that a decision can be made as to that person's suitability to work with young people.

## **Precautions**

### **You must:**

- ensure adequate adult/child supervision ratios: under 5 year olds 1:5; 5-8 year olds 1:6; 8-11 year olds 1:8; 11-16 year old's 1:10 during activities. All ratios are minimum supervision ratios, for example, additional supervision may be

appropriate for those with special educational needs, behavioral considerations, in adverse weather conditions or for a particular activity. 16-18 year olds in full time education need to be included in supervision ratios as for 11-16 year old's) even if acting as 'Volunteer Assistants'. Only adults aged 18 and over may act in loco parentis. 16-18 year old's cannot act in loco parentis but may be delegated specific responsibilities within the group under the guidance of a staff member

- ensure in loco parentis forms are completed for all young people
- ensure there are sign in and sign out sheets for all young people attending
- ensure the supervision of school pupils, children on family events and birthday parties is clear and remains the responsibility of the school staff and parents/guardians at all times. Ensure school staff and parents/guardians have read and signed the relevant *Codes of Behavior and Responsibilities* (available on SharePoint)
- Ask for written permission on a photo permission form (available from SharePoint) from a child's parent/guardian or teacher acting in loco parentis before photographs of children under 18 are taken. This permission covers the use of such photographs for Trust publications and publicity only.
- Start any activity/session by introducing the plan for the day or session and explain any specific rules. Encourage the group to think of things they can and cannot do and ask the group (including adults) to agree these points.
- A safety briefing should be given to inform any children or Adults taking part of acceptable behavior.
- All activities and events involving children and/or young people must be risk assessed in advance of the activity.
- Educate groups and their leaders on the assessment of risk rather than dictation of a risk assessment - this allows the group to help manage their own risk.
- Make sure that one adult is never alone with children or young people
- ensure a Going Home Form is completed at the start and end of an activity when EWT staff or volunteers are acting in Loco Parentis
- Make sure that you or the leader of a visiting group is aware of any relevant behavioural, physical, mental or other health needs of the young people. Adapt to these needs where possible.
- Know the location of the nearest telephone and nearest Hospital Accident and Emergency Unit.
- Keep an adequate First Aid Kit with you and make sure that all helpers know the whereabouts of the kit and it is clearly labeled as such.

### **You should:**

- Organise and plan a structured and engaging session with supporting documentation- bored children can be a risk to themselves or others
- Arrange an alternative activity in case of extreme weather or other difficulties or emergency.
- Ensure sensitive wildlife areas are not damaged from inappropriate or over use. - ensure groups are made aware of other site users and ensure groups are courteous and respectful to others.

### **Work placements, Work Experience and Young Volunteers**

- Young volunteers should be 14 years and over to volunteer

- All information as outlined in the work experience document on SharePoint must be followed
- All requests for work experience must be passed to HR who will assess them in light of the paperwork provided by the school or placement organisation and the need for a DBS check for any staff overseeing the placement.
- Children under 14 are not allowed to volunteer under Essex County Council guidelines. Children aged between 14 and school leaving age (the summer holidays of their 16<sup>th</sup> birthday) require a child work permit from Essex County Council to volunteer. Clubs and groups carrying out tasks that are training young people in skills, are exempt from this but the activities must only be open to under 18s.
- Staff and volunteers must adhere to the **Safeguarding Policy and Procedure** when working with those under 18 or vulnerable Adults.
- The work experience provider or school should be informed of any concerns or if a young person does not arrive when expected.
- We have a specific information on SharePoint about work experience
- A named member of staff must have responsibility for a young volunteer at any given time, with access to their emergency contact and medical details.

If a member of the public, staff or volunteer raises a concern/allegation about an Essex Wildlife Trust member of staff or volunteer relating to their work with children the Safeguarding Officer for that area or Designated Safeguarding Lead must be informed immediately.

The Lost Child Procedure can be found on SharePoint (*documents/policies*).

If a child in your care receives a head injury the appropriate form must be filled in and handed to the parent and an acknowledgement signed by the parent on the attendance sheet.

## **Group Safety by Water**

Pond dipping, stream sampling, coastal studies, crabbing, wild beach and undersea explorers are popular activities especially enjoyed by children and young people but there are certain hazards involved which may put people at risk.

The main hazards are:

- Hypothermia
- Injury and drowning from falling in the water or soft mud
- Injury from net handles
- Catching Weil's Disease
- 

All these can be avoided by taking simple precautions:

## **Precautions**

**You must:**

- Limit the number of people at the aquatic site and maintain minimum supervision ratios

- Observe the general Code of Good Practice for working with children and young people relating to supervision, welfare etc.
- Inspect the site first and pick the most suitable place for activities by water:
- Avoid dipping in deep water (1 metre or more)
- Choose a stable edge or use a dipping platform if there is one
- Take a First Aid Kit as outlined previously
- Avoid soft mud
- Ensure dipping platforms have non-slip surfaces and take extra care if it is wet
- Safeguard against infection e.g. Weil's Disease, by covering open cuts with waterproof plasters or gloves and not letting anyone eat or drink before they have washed their hands
- Kick sampling must only be done in slow flowing, ankle deep water and stream beds or banks must be tested for stability by the leader before use by children and young people.
- If undertaking Undersea Explorers in a swimming pool then there must be a trained lifeguard present and a ratio of no less than 1 adult to 6 children.

#### **You should:**

- Prevent children from running, pushing or shoving near water.
- Space participants well apart along the dipping area.
- To guard against injury, ensure that no-one stands behind the person using the net. Advise people to check around them before they haul in their nets.
- Warn people not to 'dredge' too much with their nets or to reach out too far which could cause loss of balance.
- Avoid damage and disturbance to bankside plants and animals
- Take dry clothing if possible
- Adapt activity if possible, for disabled access.
- Take a buoyancy aid if there is deep or fast flowing water.

### **Nocturnal Activities**

- Ensure parents/guardians and the children/young people are aware that they are responsible for the supervision of those children/young people
- A maximum of 50 people to attend an evening activity with minimum of one staff member and one volunteer (this maximum may be exceeded if additional staff and/or volunteers are available to support)
- A maximum of 20 people to attend an overnight activity with minimum of one staff member
- Ensure all persons attending bring their own torch if required
- Walk proposed route for evening activities during the same day to check for any hazards, alter/make safe route as necessary
- Check that appropriate footwear for the activity is being worn by providing a list of equipment required at the point of booking
- Ask parents/carers to watch the weather forecast prior to the activity to ensure appropriate clothing is worn
- Check in/out all visitors to the event at the start to be aware of exact numbers of people on site
- The main gate should be locked (if appropriate) to prevent any other persons entering the site during the evening activity
- Adhere to any restrictions for nocturnal activities which may be imposed by the landowner



## After School Clubs on School Grounds

- After school clubs/sessions should be no longer than 2 hours in duration. After school clubs that are longer than 2 hours are required to be registered with Ofsted.
- Before the after school club sessions start, discuss (with a designated member of school staff) the arrangement between Essex Wildlife Trust and the school in terms of responsibilities for the children, and site safety checks, which will vary from school to school. This is very important and needs to be clarified and communicated to all concerned at the start.
- The school has overall responsibility for the after school club when it takes place on their land. Where a session is on adjacent land, responsibility needs to be clarified with the school/landowner, particularly in terms of site safety checks.
- The preference at all after school clubs is for a member of school staff to be present for the session. The member of school staff should support with behaviour management, but also respect that the session is being led by Essex Wildlife Trust staff/volunteers.
- In the absence of a teacher at each session, Essex Wildlife Trust has overall responsibility to lead and manage the session, managing the children and volunteers/helpers attending. In this case there must be a named member of the school staff who is contactable and on the school premises for the duration of the after school club. The named member of school staff on site must have access to both contact details and medical information/medication in the event of an accident/emergency.
- Where Essex Wildlife Trust staff/volunteers are acting in loco parentis. A loco parentis form (Available on SharePoint) must be completed by parents/carers for each child in advance of the club commencing and must be to hand throughout the session. At this point parents/carers/teaching staff should raise any special needs or medical conditions.
- A Going Home Form list must be used, listing each child attending and the name of the person collecting them, and this must be signed by the parent/carer on collection. If someone else attends to collect a child or the child says they will walk home on their own, the parent/carer/teacher must be contacted to clarify this is correct before the child can leave the session. A named member of school staff must be able to take charge if there is a delay with a child being collected.
- If there is an injury to a child, then an information form must be given to the parent and the accident must be recorded on an Accident report form and the going home form adjusted to capture that information.
- Completed 'in loco parentis' forms and Going Home Forms, should be treated as sensitive data and therefore kept in a locked file when not in use at a session and, unless the child/young person will be attending a group of related sessions the forms must be destroyed after use.
- The minimum supervision ratio (adult:child) at an after school club must be a minimum of 1:5, with a maximum number of 24 children attending. For small groups at least two adults must be present, ideally with no fewer than 5 children. Maximum number of children attending and supervision ratio, must be varied according to the ages of the children attending and the nature of the activities e.g. tool use with 5 year olds may be a ratio of 1:1. This should be clarified when the sessions are booked.
- After school clubs should start as close to the end of the school day as possible, to ensure it is clear at which point the children are in the care of the school or Essex

Wildlife Trust. Essex Wildlife Trust must not be left responsible for children before or after the session is due to commence/ends.

- Parent helpers/volunteers at after school clubs can either be parents/carers recommended by school staff i.e. those parents/carers that attend school trips and help in class, or Essex Wildlife Trust volunteers (which may include parents/carers recruited as Essex Wildlife Trust volunteers).
- The public liability insurance of both the school and Essex Wildlife Trust does cover after school clubs and other activities on school grounds. A copy of Essex Wildlife Trust's insurance documents is available on SharePoint.
- DBS checks must be obtained for all those working in an educational capacity with children/young people.



## Forest School and Bush Craft

Forest school is delivered to a range of groups including schools. The ethos of Forest School involves regular visits (usually once a week) to local woodland. The woodland maybe within schools' grounds, EWT property or a private landowner. Bush craft activities are delivered to a range of audiences and have similar safety considerations as Forest School. The following good practice must be followed:

- Ensure permission has been granted by EWT Landscape Conservation Area Managers/Officers, wardens/rangers or landowners as appropriate.
- Undertake a preliminary visit with a Landscape Conservation Area Manager/Officer, warden, ranger or land owner to agree an area within the wood that can be used.
- Complete a site Health and Safety check and complete risk assessments. Ensure any safety work required is completed before Forest School sessions commence.
- While the site is in use for Forest School, the EWT Landscape Conservation Area Officers/wardens/rangers will continue with tree safety checks. If the sessions are on private or school owned land the landowner must arrange for tree surveys and work to be completed.
- The Forest School leader should have a map showing clearly the area that has been agreed for use and activities should only be undertaken in this area. Clear boundaries must be set for the Forest School participants. Use markers to clearly indicate to the group the boundaries of the Forest School area.
- In the case of high winds (force 4 and above) or electrical storms, Forest School must be cancelled. Use local weather forecasts to check conditions. Following high winds and storms, a tree safety check must be completed by the relevant person.
- Prior to the arrival of a Forest School group, the leader must complete a visual check of the site and complete the daily site check form.
- Involve the children in the development of risk assessments and appropriate behaviour.
- The ethos of Forest Schools is 'Child Led'. Although the sessions are structured, the aim is for children to follow their own interests and personal learning. Adult helpers need to be introduced to the ethos of Forest School through the co-workers guide available on SharePoint. We recommend a ratio of 1:5 regardless of age in order for helpers to support and deepen the personalised learning that the children experience.
- Tools need to be stored in a sturdy, secure tool bag and a tool area needs to be clearly marked.
- Children of all ages are allowed to use appropriately sized tools on a 1:1 basis. Once they have learnt and demonstrated correct and safe use of tools the following ratios should apply:
- Children under 8 can use potato peelers, trowels, hand forks, long handled loppers, knives (less than 3 inch blade length) and appropriately sized spades and forks under a 1:5 ratio with close supervision.
- Children over 8 can use all of the above plus secateurs under a 1:5 ratio
- Bow saws and bill hooks, (only in a Forest School setting), will only be used under 1:1 supervision by children over 8.
- Forest School First Aid kits should include a fire blanket and survival blanket.
- Ensure an emergency procedure is in place that includes grid reference and access points to the woods. The school office or other base should have a copy of this.
- When having a fire, ensure children are aware of safety procedures around the fire e.g. no walking across the fire area (lit or unlit).
- To reduce smoke levels only dry wood should be used.
- An adult should always be in attendance at the fire
- Fire pit should either be a fire bowl that can be removed at the end of a session or have a log surround. The logs should be pegged in so that they do not move and should be soaked with water in dry weather before the fire is lit. A fire circle/square should be created using logs, 1.5 metres away from the fire
- Children should only enter this area if invited to by the supervising adult
- Water and a fire blanket should be available near the fire and adults made aware of their location.
- Hand washing facilities should be provided so children can wash hands before preparing and cooking food.

- Cooking can take place on whittled sticks when the flames have died down. Those cooking should have long hair tied back and sit outside the fire circle. They should eat around the fire and not walk around with hot food on sticks.
- Parents who attend with children are responsible for the food they cook. EWT leaders can cook a range of food over the fire such as damper bread, marshmallows, crumpets and use long handled metal pans for soup and eggs etc. Meat should be avoided.
- Heat proof gloves should be used to handle pans.
- Storm kettles should be used in a defined area with an adult taking responsibility. Those feeding or handling the kettle should wear heatproof gloves.
- Drinking water containers should be regularly sterilised.
- All other precautions listed under Group Safety by Water, Working with Staff and Volunteers with Disabilities, Working with Children and Young Children (under 18), Children / Young People and Practical Conservation Work should be adhered to.



## Children, Young People and Practical Conservation Work

There are extra risks to children and young people who are involved in practical work:

- Use of inappropriate tools
- Incorrect use or carrying of tools
- Cutting edges of tools
- Tools which are too large or heavy
- Lifting or carrying heavy tools or materials
- Bonfires
- Twigs etc. poking eyes
- Getting too close to other people working
- Straying into exclusion zones around felling operation.

### Precautions

All groups of children and young people under 18 MUST be closely supervised at all times. All activities must take into account lack of experience, dexterity, ability and maturity. Attendees must be given a detailed tool talk prior to work regardless of previous experience.

Some tasks will be unsuitable for children and young people altogether. Where children are to participate the following should apply:



- Children under 8 may take part in practical conservation work when supervised by a 1:2 adult/child ratio and are permitted only to use the following tools: hand tools, fork, spade and short handled rakes
- With groups of under 8 year old children mixed with older children they must be supervised by a 1:6 adult/child ratio and are permitted to use only the tools outlined previously
- Children aged 8-11 years old must be supervised by a 1:6 adult/child ratio and in addition may use the following tools: secateurs and loppers
- Children between 11-18 years must be supervised by a 1:5 adult/child ratio and in addition may use the following tool: bow saws (the use of a wider range of tools accounts for the increased supervision ratio despite the increase in age)
- Use of tools other than those mentioned above by under 18 year olds will only be permitted by completion of a risk assessment, discussion with the Outdoor Learning Manager or Education Advisor and signed confirmation from the Health and Safety Advisor that the tool usage is appropriate. Approval will only be considered when the group leader has demonstrated in the risk assessment that the young people are competent and physically able to use the tool(s) safely.
- Children and young people must not be allowed to run with tools
- Children and young people must be kept aware of safe distances and any exclusion zones
- Children and young people should only be asked to use tools or carry out work which is within their own strength and capability
- Children and young people should be provided with appropriately sized personal protective equipment where necessary
- Children and young people should be instructed in safe lifting and carrying techniques
- Children and young people should not carry tools they are not permitted to use
- No child or young person should operate or assist with operating powered machinery or tools. A safe exclusion zone for children and young people around such equipment should be specified
- When working on Trust sites and on Trust organised events the Codes of Good Practice outlined in this book will supersede any parental or guardian's decision on the suitability of tasks or equipment for their child(ren). These are our minimum working standards
- Those young people regularly working as volunteers on work parties should be advised to have an up to date tetanus vaccination.

## **Working with Staff and Volunteers with Disabilities**

The Trust is as inclusive as possible with all staff and volunteers and wishes to include people with disabilities wherever practicable and where it can be ensured they can work safely and productively. These are intended to identify the process you should use to ensure safe working.

- Establish whether any member of your team has a disability if people are happy to share this information. Likewise if you are disabled in any way, make sure your team leader is aware of any additional support you may require
- Through discussion, identify the needs of all individuals and clearly establish the what they are able to do both comfortably and safely Carry out a risk analysis of the work place and ensure it accommodates any

- limitations identified. Where specific tasks cannot be accommodated, it may not be possible for an individual to undertake that task.
- Consider all disabilities when looking for risks (physical, visual impairment, hearing issues, cardiac problems, mental health)
  - Carry out any simple modifications to make the work place safe, and make sure other staff are aware of their responsibilities (for example not congesting access routes in ways that affect the visually impaired, or providing visual warning of fire alarms for those with hearing impairment)
  - Ensure considerations such as assistance dogs and parking for vehicles are made.
  - Consider the need for any Braille documents and hearing loops
  - Make sure that all staff and volunteers, regardless of ability are given tasks that are within their abilities.

## Storage and use of Petrol or Diesel



Petrol and diesel or other flammable fuels are used in Trust vehicles and various other pieces of equipment

Proper storage of the fuel either in the machine or in a separate storage container is crucial. Proper transfer of fuel is likewise crucial. Any faults in the machine itself which lead to fuel leakage must also be dealt with immediately.

## Precautions

1. Flammable fuels must be stored in a container which complies with the Petroleum Spirit Regulations 1982. Such containers must be clearly marked with the type of fuel used. You must not store more than 10 litres of **petrol** (2 x 5 litre containers if plastic, 20 litres in total if metal containers) unless you have a vapour-proof lockable box. This does not apply to diesel. Larger quantities of petrol above 20 litres must be stored in containers inside a proper fireproof storage bin. This must be a licensed store. Do not store petrol for more than 2 months. Additives can be used to extend the storage period to 6 months. Such additives need to be added when the fuel is acquired. Containers must be stored in a locked outbuilding which is physically separated from domestic buildings or offices with no public access and must be at least 20m from any fire site or naked flame. When used in the field, the containers should be positioned 20m from where equipment is being used and out of direct sun. There are also regulations for the bulk storage of diesel or heating oils which involve the siting of an approved tank in a location which must be bunded. Oily rags must also be stored in appropriate labelled metal containers.
2. When transferring fuel, a proper fuel funnel should be used, the machine must be switched off and there must be no naked flame or other source of spark within 20m. If near a water body then fuel must be transferred in a designated and bunded location to prevent pollution.

3. Flammable fuels can also lead to breathing difficulties and some are carcinogenic, so it is important to minimise any contact with the fuel or its vapour. Undertake any transfer of fuel carefully but as quickly as possible, ensure good ventilation and avoid breathing in the vapour. Wipe off any spillage with a cloth as quickly as possible and wash hands thoroughly as soon as possible. Always be sure of the location of your fuel containers and keep them out of sight of the public as far as possible. Flammable liquid fuels must not be used to help start bonfires.

## Tractors, Telehandlers and ATVs

You cannot use a Trust tractor unless you have successfully completed a tractor driving training course. You will then be assessed in your ability to use the tractor over a period of time and in different situations by a competent tractor user. You should have a general refresher course once every 5 years.



**The following are reminders for those who are trained:**

### Are You Safe?

#### You must:

- Wear suitable clothing for the season or task and steel toe protection boots while using heavy equipment or machinery
- No loose clothing must be worn around machinery
- Long hair must be tied back
- Remove jewelry which could snag e.g. rings
- Know how to use and maintain the machinery
- Undertake a risk assessment when using complex or large machinery or when moving this around the county - take into account route, time of day, weather, etc.

#### You should:

- read instruction manuals for the tractor and machinery
- always operate machinery in accordance with the manufacturer's instructions
- plan the way in which you are going to undertake the work

### Remember: SAFE STOP

1. Make sure the Handbrake is on
2. Make sure all controls and equipment are safe
3. Stop the engine
4. Remove the key

## Is the Machinery Safe?

### You must:

- Carry out pre-start checks (WOOF — Water-Oil-Oil-Fuel). Check for oil and water leaks
- Visually check the machinery for loose nuts and bolts, damaged guards, leaks etc.
- Record any damage in the tractor log book before each use
- Where damage is visible take the machinery out of operation until it can be repaired
- Place an out of order sign on the machinery so that others do not use

### You should:

- Keep floors, doors, pedals, windows, mirrors and boots clean and mud free
- Check the independent brakes are locked together
- Check that the brakes and steering operate correctly
- Make sure no one else is nearby when you start the tractor, and ensure the Power Take Off (P.T.O.) and hydraulic controls are in neutral
- Check to ensure the stop button works, before you move off.
- Not drive the tractor or machinery unless they are well maintained (see tractor log book – there should be a record of service history)
- Not operate a machine unless you have been trained
- Make sure you are familiar with all controls when correctly seated in a tractor
- Before leaving the tractor follow SAFE STOP
- Ensure the tractor is suitable and weighted for the task e.g. front end loader, side arm flail.

## Hitching to a Trailer or Implement

### You must:

- Never stand between the tractor and the machine you are hitching to. This includes anyone helping you
- Check the PTO guard or other guards are well fitted, undamaged and well maintained. Never operate a machine with a damaged PTO guard
- Visually check the trailer or implement e.g. nuts and bolts secure, all guards are undamaged, the machine has been well maintained and the implement is stable and secure
- Use the correct hitching system
- Remember SAFE STOP
- Only operate controls from the correct position
- Not forget your assistants are also at risk
- Always lower machines to a safe position before leaving your seat



## Operating Machinery

### You should:

- Engage PTO at low engine speed and gradually build up the engine speed
- Always be aware of hazards around you, so damage does not happen to the machine



- Always listen to the tractor and machine, you can often tell if damage has occurred
- Ensure care is taken when turning so that the wheels do not foul lighting leads or pipes or draw bar
- Ensure those working near a machine find safe places to work or stand
- Reduce any risk of contact with overhead or underground power cables.

Medical conditions that may affect a person's ability to operate machinery:

- mobility (e.g. arthritis, stroke)
- alertness (e.g. diabetes or alcohol/drug dependency);
- physical strength (e.g. heart conditions)
- vision (which cannot be corrected by glasses or contact lenses)
- manual dexterity/grip strength (eg vibration white finger)
- balance (eg vertigo, giddiness or epilepsy)

Operators need to inform the Trust People Support team if any of the above apply to ensure an Occupational Health referral can be facilitated. Also, they should notify their manager and their HR support if they are taking prescribed medication which may affect their ability to operate any vehicles or machinery safely.

## Overtuning

A tractor can overturn if people misjudge slopes, changing ground conditions and the effect of loads on stability.

**In the event of an overturn the safest place is in your seat.**

## Road and Traffic Act

All tractors and machinery when taken on public highways must conform to the Road & Traffic Act.

- If lights are fitted to machinery, they must work
- If fitted, a seat belt must be worn
- A flashing beacon must used for travel on any public road
- Tractors towing unbraked trailers are restricted to 20 m.p.h. on a public road.

## All-Terrain Vehicles (ATV)

You cannot use an ATV unless you have successfully completed an ATV training course.

ATV's must not be driven on a public road unless road registered.



You must wear appropriate head protection, clothing and footwear when driving an ATV on Trust sites or for Trust business.

## Telehandler

You cannot use a telehandler unless you have successfully completed a telehandler training course or a refresher course within the last 5 years.

## Road Vehicles

The Trust has several vehicles including Land Rovers, 4-wheel drives, vans and cars, some of which are pool vehicles (to use 4-wheel drives off road you must have training.)



These vehicles are mainly driven by Trust staff and occasionally by volunteers. Whilst you may be very familiar with these vehicles, it is important not to overlook the risks.

Driving licenses vary, so you must check the limitations on your license e.g. not all licenses permit the driver to tow a trailer.

## Procedures

Main Driver - one person is nominated by the Trust as the Main Driver for each vehicle and that person must be over 25 years of age and take responsibility for the maintenance and upkeep of that vehicle.

### The Main Driver must:

- Take responsibility for the keys of the vehicle and for safe parking, ensure that the vehicle has a current MOT, insurance and road tax. (insurance details are available from Trust Headquarters. Insurance applies to staff and volunteers over 25 and on Trust business and does not include partners or friends except by arrangement.)
- Maintain a log book which records:
  - details of each journey (date, destination, purpose, mileage, driver)
  - Maintenance checks (radiator, oil, windscreen wipers, windscreen washers, indicators, lights, tyres, spare wheel, jack/spanner, mirrors, horn, brake fluid, coolant)
  - details of any accidental damage including reasons for this damage, date and driver
- Ensure appropriate servicing and repair of any faults.
- Grant permission to other drivers only if the proposed driver:
  - is over 25\* years of age and holds a valid driving license
  - has completed a training run of at least 4 miles to the satisfaction of the Facilities manager or Main Driver
- has accepted full responsibility for the vehicle and that they themselves are satisfied with their own ability to drive the vehicle and with its road worthiness
- has a clean driving license (or otherwise contact Trust main offices) and has shown evidence of this

\* Please Note: If the Driver is under 25 then please seek further information from the Office Manager at Abbots Hall Farm.

### In the event of an Accident:

Your first concern must be whether anybody is injured. If someone is injured you must look after them as best you can and you must inform the police. When you are able to do so, please inform the Health and Safety Advisor. In any event you must exchange the following details or report these details to the police within 24 hours:

1. Your name

2. The registration number and make of the Trust vehicle
3. The address of the Trust Headquarters
4. The Trust insurance company (available from Trust H.Q.)

You must take similar details from the other driver and report these together with details of the accident to the Trust headquarters.

You must record any accidental damage in the Trust vehicle's log book and report any damage to your Senior Manager. You must also report personal injuries to the Health and Safety Advisor.

## **Using your own vehicle on Trust Business**

If you are claiming mileage for using your own vehicle on Trust business then the Trust will ask you to sign to confirm that you have a valid driving license and valid insurance and that your vehicle is roadworthy and has an MOT and road tax. If you are employed by the Trust you must ensure that your insurance covers, you for business use. Details of how to claim mileage is available in the Staff or the Volunteer Handbook.

## **Road Trailers**

This information relates to using road trailers pulled behind vehicles and not agricultural trailers pulled by tractors (different requirements apply for agricultural equipment).

These are guidance notes to help understand the law and good practice relating to road trailers. If there is any doubt then manufacturers' recommendations must be sought and followed.

For information "Maximum Authorised Mass" is the combined weight of the trailer and load.

## **People authorised to tow a Trailer for Essex Wildlife Trust**

All drivers who wish to tow a trailer on Trust business must have passed trailer training course. Any person who has not been trained or does not hold a driving license allowing them to tow trailers is strictly prohibited from taking part in any activity that includes the use of trailers. Drivers must ensure their driving license allows them to tow a trailer. Drivers who have passed their driving test after 1<sup>st</sup> January 1997 are restricted to towing maximum authorised mass of up to 750kgs and must pass an additional test for trailers above this weight.

## **Trailer Log Books**

All Essex Wildlife Trust trailers have been issued with log books and these must be used to record the condition of the trailer each time it is used. All trailers should be regularly serviced and the log book must record the details of the service schedules. The log book must be used to record the monthly trailer inspections. If a driver is unhappy with the condition of a trailer they must report the faults and must not take the trailer on the road. Remember the driver is responsible for the condition of the vehicle trailer and the load.

## **Matching the Trailer and Weight of Load to Vehicle**

As a general rule the major handling factor is the relative weight of the towing vehicle and the load. Many other factors can affect the handling of the combination e.g. wheelbase, centre of gravity, springing etc. Vulnerability to cross winds and side draught further complicates handling. Below is guidance to the maximum weights that can be towed.

## **There are two types of Trailer, Braked and Unbraked**

Unbraked trailers - The maximum authorized mass for an unbraked trailer is restricted by law to 50% of the vehicle's kerb weight or 750kg, whichever is less, e.g. an Escort Van has a kerb weight of 1015kg, therefore the maximum weight of trailer and load it would be legally allowed to pull would be 505kg. A Landover has a kerb weight of 1790kg, therefore the maximum authorized mass of trailer and load that could be legally pulled would be 750kg

For unbraked trailers, in case the trailer breaks away from the vehicle, there **must** be a safety chain fitted to the trailer. The length of this chain has to be short enough to prevent the nose of the trailer from touching the ground.

**Note: towing an Unbraked Trailer can increase your safe stopping distance so please bear this in mind when driving.**

Braked trailers - There is one simple rule to follow with regard to towing a braked trailer: it must not exceed the maximum weight recommended by the tow vehicles manufacturer.

Some examples of Essex Wildlife Trust vehicles:-

Land rovers	Maximum authorized mass 4,000kg
Ford Ranger	Maximum authorized mass 2,800kg

Trailers are built to carry maximum authorized mass limits e.g. 3,500 kg or 2,500 kg. Always check on the trailer plate for the trailers maximum authorized mass. Although Land rovers could potentially tow up to 4,000kg the Land rover and trailer need to be specially adapted, therefore the maximum authorised mass of the trailer would be the limit.

An emergency brake away cable **must** be fitted to braked trailers

## **Loading a Trailer**

Overloading and unsecured loads are **ILLEGAL**.

For maximum stability a trailer should be loaded with as much of the weight over the axle as possible and the weight should be evenly distributed on both sides.

The trailer's nose weight must be considered; this refers to the maximum weight limit that should be exerted vertically downwards on a towing vehicle's tow ball (check this weight in an owners' manual). You should aim to get the nose weight as close to the limit as possible, but without exceeding it. Typically for Trust vehicles:-

land rover	Maximum nose weight	75kg
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Securing a load effectively is vital, to ensure the load will not move whilst in transit. Ratchet straps are preferable to ropes as they are far less likely to come loose and can be pulled far tighter.

An insecure or poorly loaded trailer may result in 'snaking' (the effect when a trailer swings from side to side as a car picks up speed).

### Overhanging loads

If the load overhangs the trailer by one to two metres, the end of the load has to be made clearly visible by tying a brightly coloured rag to the end of it or using a marker board. If the load overhangs the trailer by 2 to 3.05 metres a proper reflective end marker board, which must be illuminated if towing at night, must be used. The load must not overhang the side of the trailer by more than 305mm. If the load is greater than this then the police will have to be notified.

### Load Height

There is no legal requirement for the maximum height of a trailer but it is recommended that the overall height should not exceed 3m or 1.7 times the height of the wheel track (the wheel track is the distance between the centre lines of the trailer's near and off side wheels).

## UK Road Laws for Trailers

Speed limits - Restricted to 60mph on motorways and unrestricted dual carriage ways and 50mph on other roads with the National Speed limit.

Motorways - Trailers are not allowed to use the outside lanes unless instructed.

Number plates - Trailers must carry a number plate bearing the number of the car to which it is attached. If driving at night the plate must be illuminated. The plate must be made of the same reflective material as the car plate (hand written plates are not allowed).

Rear view mirrors - You must be able to see behind you through two rear view mirrors.

### Driving Trailers

If the trailer starts to snake, simply take your foot off the accelerator allowing the vehicle to gently slow, which will dampen out the snake. If you are going downhill it may be necessary to VERY GENTLY apply the vehicles brakes. **Do not brake suddenly or try to accelerate out of a snake, these actions will NEVER succeed.**

When cornering remember that you will have to take corners wider to compensate for the increased length of the vehicle and trailer.

When reversing a trailer, it is advisable to have someone help see you back, as visibility is often impaired.

An emergency brake away cable **must** be fitted to braked trailers and for unbraked trailers there **must** be a safety chain.

## POWER TOOLS

### Chainsaws

Chainsaws are potentially dangerous machines which can cause fatal or major injuries if not used correctly. It is essential that anyone who uses a chainsaw at work should have received appropriate training and be competent in using a chainsaw for the type of work that they are undertaking



You must not use a chainsaw on Trust business unless you have:

Passed either the National Proficiency Training Council (NPTC) units of competence CS30 and CS31, or the appropriate LANTRA standards.

If it is more than 5 years since you passed your original course (or passed a Refresher Course) then you must undertake a Chainsaw Refresher Course and pass this.

The Trust arranges regular training courses. You must also have completed the Chainsaw User Form and sent this in to Trust main offices. You must only undertake tasks for which you have been trained. Leaflets relating to safe use of chainsaws are available from Abbots Hall Farm. Use of a chainsaw from a ladder is prohibited as is using a chainsaw above shoulder height. The Trust has a strict no lone working policy whilst operating a chainsaw.

### **The following are reminders for those who have been trained:**

#### **Protective Clothing**

When buying new chainsaw clothing it must conform to current safety standards:

- Safety helmet - normally incorporating ear protection and eye protection. The helmet must conform with EN 397 and be replaced after 3-4 years use. The ear protection must conform with EN 352 and the eye protection must conform with EN 1731.
- Leg protection - within the Trust, chainsaw operators are classified as occasional users and leg protection must conform with EN 381-5. All round Type C leg protection must be worn. There must not be any damage to the woven long fibres that provide the protection.
- Gloves - these must have the protective pad on the back of the left hand and must conform with EN381-7.

- Chainsaw boots - proper chainsaw boots must be used with protective guard at front ramp and instep, with good grips and complying with EN 345 or EN ISO 172499 as designated on the label.

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## **Before starting work**

### **You must:**

- Check your personal protective equipment
- Have a First Aid Kit and always carry a large wound dressing on your person
- Carry a whistle to attract attention in an emergency
- Ensure the chainsaw is serviced and maintained correctly
- Have an adequate tool kit
- Ensure petrol is carried properly and stored at least 20m from where you are working (see earlier section on storage of petrol)

**You should:** Carry appropriate spare parts for the saw

## **Job Organisation**

### **You must:**

- Observe safe working distances
- when felling, no one to be within a distance equivalent to twice the height of the tree
- no fires or smoking within 20m of fuel point.
- no person within 5m of the chainsaw operator
- ensure you are competent to do the various jobs i.e. dealing with hang-ups, windblown, leaning or large trees - these tasks all require special training.

### **You should:**

- Assess any conditions which might affect the direction of fall e.g. wind conditions, leaning trees, rotten trees, branches which may snag
- Check for any branches which might fall
- Plan the work to minimise lifting and manual handling.

## **Starting and using the Chainsaw**

### **You must:**

- Only use the approved method for starting the saw and test the chainsaw for:
- Check for chain creep
- Check that the chain brake is working
- Ensure the chain oil is being used at the correct rate
- Check the on/off button is working
- Always ensure that a tree is felled if cutting has been started

### **You should:**

Avoid kick back by:

- Holding the chainsaw correctly with both hands, with thumb of left hand around handle
- Not over reaching
- Always cutting at high engine speeds
- Keeping the chain sharp, by following manufacturer's sharpening instructions;
- Using low kickback chains
- Avoiding contact with the nose of the bar, branches etc.
- Never look straight along the bar when cutting.

**REMEMBER: You Must Never Work Alone When Using a Chainsaw (this is strictly prohibited by the Trust)**

Medical conditions that may affect a person's ability to operate machinery and should be notified to the People Support Team:

- Mobility (e.g. arthritis, stroke)
- Alertness (e.g. diabetes or alcohol/drug dependency);
- Physical strength (e.g. heart conditions)
- Vision (which cannot be corrected by glasses or contact lenses)
- Manual dexterity/grip strength (eg vibration white finger)
- Balance (e.g. vertigo, giddiness or epilepsy)

Operators must inform the Trust People Support Team when they are taking prescribed medication which may affect their ability to operate machinery safely

Chainsaws expose operators to high levels of noise and hand-arm vibration, which can lead to hearing loss and conditions such as vibration white finger. These risks may be controlled by good management practice such as:

- buying low-noise/low-vibration chainsaws (e.g. with anti-vibration mounts and heated handles);
- providing suitable hearing protection, proper maintenance schedules for chainsaws and personal protective equipment (PPE);
- Giving information and training to operators on the health risks associated with Chainsaws and use of PPE etc.

Existing chainsaw operators are encouraged to report any signs or symptoms which may affect their ability to use a chainsaw safely or may indicate adverse health effects from noise and/or vibration. Employers are required to carry out health surveillance of their employees where they cannot reduce noise or hand-arm vibration exposure to safe levels and this will be put in place if a concern is raised.

## Powered Brush Cutters and Hedge Trimmers





Brush cutters must only be used by operators who have been trained in their correct use. The Trust will organise courses for those who need training. You will need to attend a refresher course every 5 years.

The Trust does not require a formal training course when using hedge trimmers. Operators must follow the manufacturer's operating and maintenance instructions and be shown how to use their machine by another competent operator. The Trust will make available the appropriate brush cutter/hedge trimmer and will maintain this in serviced and safe working order, together with the necessary protective clothing, other equipment and First Aid Kit. The Trust will also provide, on request, appropriate safety notices and fencing to enable safe working. You are not permitted to use a brush cutter or hedge cutter from a ladder or step.

The following are reminders for those who have been trained:

### **Protective clothing**

You must wear:

- Ear defenders and suitable eye protection (in some cases with a visor when goggles will also be needed)
- Appropriate clothing and footwear which includes steel toe cap or chainsaw boots (for fixed blade brush cutting) and thorn-proof gloves.

### **Preparation**

You must:

- Visually check the machine, check any nuts and bolts and check the blade is in good condition, sharp and securely fitted
- Check that the harness on the brush cutter is undamaged and the quick release is working
- Adjust the harness for a comfortable fit
- Use the correct petrol/oil mix and ensure it is not too old
- Have the correct tools for maintenance.

### **Setting Up and Starting Work**

You must:

- Check the work area for any hazards e.g. metal posts, holes etc.
- Site petrol at least 20 metres from where you are working
- Start the machine on level ground and test the on/off switch
- Ensure the blade is stationary when the machine is idling

## During work

### You must:

- Keep a safe working distance of at least 15 metres from other persons
- Check regularly that the bar/blade is secure
- Switch off the machine if the blade becomes tangled or if any faults develop.
- Only attempt to use the machine for the type of material it is intended to cut.

## Closing down

### You should:

- Visually check the machine over at the end of work so that any faults can be repaired.

## Maintaining a Chainsaw

Proper maintenance is essential if a chainsaw is to be safe to use and will provide protection against ill health from excessive noise and vibration. Maintain the saw in accordance with the manufacturer's recommendations with all the safety devices in efficient working order and all guards in place. It will need to be regularly serviced by someone who is competent to do so.

Operators need to be trained in the correct chain-sharpening techniques and chain and guide bar maintenance to keep the saw in safe working condition. Operators need to report any damage or excessive wear from daily checks on the following:

- on/off switch
- chain brake
- chain catcher
- silencer
- guide bar, drive sprocket and chain links
- side plate, front and rear hand guard's, anti-vibration mounts
- starting cord for correct tension



## Personal Protective Equipment (PPE) for Chainsaws

- The Trust have duties concerning the provision and use of personal protective equipment (PPE) at work.

- PPE is equipment that will protect the user against health and/or safety risks at work. It can include items such as safety helmets, gloves, eye protection, leg protection, high-visibility clothing, safety footwear, safety harnesses.

PPE should only be used as a last resort, ie when all other ways to eliminate or reduce risks have been considered.

When selecting PPE, make sure it's CE marked, and it suits the user in terms of size, fit etc. If more than one item of PPE is worn at the same time, make sure they can be used together, eg wearing safety glasses may disturb the seal of a respirator, causing air leaks. Make sure that users of PPE are instructed and trained on its use and it is maintained and available at all times when required Protective clothing complying with the appropriate BS standard should provide a consistent level of resistance to chainsaw cut-through. Other clothing worn with the PPE needs to be close fitting and non-snagging.

Note: No protective equipment can ensure 100% protection against cutting by a hand-held chainsaw.

### Relevant PPE Standards:

- Safety helmet to EN 397. It is recommended that arborists working from a rope and harness use a mountaineering style helmet.
- Hearing protection to EN 352-1.
- Eye protection: Mesh visors to EN 1731 or safety glasses to EN 166.
- Upper body protection: chainsaw jackets to BS EN 381-11. Chainsaw jackets can provide additional protection where operators are at increased risk (eg trainees, unavoidable use of a chainsaw above chest height), however, this needs to be weighed against increased heat stress generated by physical exertion (eg working from a rope and harness).
- Gloves: The use of appropriate gloves is required. The type of glove will depend on a risk assessment of the task and machine. Consider the need for protection from cuts from the chainsaw, thorny material and cold/wet conditions. Where chainsaw gloves are used these need to be to EN 381-7.
- Leg protection to EN 381-5. (All-round protection is recommended for arborists working in trees and occasional users, such as those working in agriculture.)
- Chainsaw boots to BS EN ISO 20345:2004 and bearing a shield depicting a chainsaw to show compliance with EN 381-3 (for occasional users working on even ground where there is little risk of tripping or snagging on undergrowth or brash, protective gaiters conforming to EN 381-9 may be worn in combination with steel-toe-capped safety boots).

### Powered Mowers

Powered mowers must only be used by operators who have had a training course in their correct use. The Trust will organise courses for those who need training.

A variety of types of mowers are used on our reserves for cutting large areas of grass and meadows. Mowers with enclosed cutters, e.g. cylinder and rotary, are most suitable for the management of short grass, whereas mowers with

exposed cutters (e.g. Allen Scythes and modern reciprocating bar mowers), are suitable



for tall rough grass. Do not use a mower for any task for which it is not suited. Do not use a faulty machine.

**The following are reminders for those who have been trained:**

### **Preparation and maintenance**

#### **You must before use:**

- Check all nuts and bolts for tightness - cutters and blades can become loose
- Fill all oil reservoirs with the appropriate oil and only use the correct petrol/ oil mix
- Sharpen cutter blades and keep them sharp
- Ensure air filter is not blocked and check and clean after use
- Inflate tyres correctly, unevenly inflated tyres make a machine difficult to use
- Ensure all on/off switches and engine cut offs are in full working order and brakes (if fitted) are working properly

### **Setting up and Starting Work**

#### **You must:**

- Ensure the petrol is kept at least 20 metres away from work and fire risks.
- Wear appropriate clothing, stout boots, gloves
- Ensure a full tool kit and all appropriate spares are available
- Check the area to be cut for dangerous objects e.g. metal posts, wire fencing, blocks of concrete and other similar hazards.

#### **You should:**

- Familiarise yourself with the position of any ditches, ponds, streams, and steep banks. Do not cut too close to them

### **During work**

#### **You must:**

- check at regular intervals that cutter bars and blades are not working loose
- stop the machine and switch off before undertaking any repairs or freeing a clogged or jammed cutter

#### **You should:**

- keep the axles, cutters, exhausts and filters free from cut vegetation
- work methodically so other workers can anticipate your movements
- do not work too close to other workers
- rest when tired

**Please Note:** Operators need to inform the Trust People Support Team if they have a medical condition that would prove dangerous when operating machinery, and/or notify them when they are taking prescribed medication which may affect their ability to operate a chainsaw or other machinery safely.

### **Closing Down**

#### **You should:**

Check the machine over for damage and faults at close of use so that full repairs can be carried out before next use. Report any faults to your supervisor and arrange to have them fixed

## **Circular Saws or Powered Bench Saws**

You must not use a circular saw or powered saw bench unless you have had training in the proper use and maintenance of such a saw. Even if you have been trained you must not use such a saw on your own. You must always familiarise yourself with the particular bench saw and check that the saw is fitted with a failsafe on/off switch and that the safety guard is in place and in good working order before you start the saw. You must have an appropriate first aid kit available at all times.

## **Wood Chippers and Shredders**

You must not use a wood chipper or shredder unless you have had appropriate instruction and training. Wood chippers/shredders are very noisy and are operated at speed to maximise productivity. You must not operate if tired or affected by such noise. Never operate the machine alone. Three persons are ideal. ONE trained operator to feed the material in, TWO to move and stack material. When hiring a wood chipper then ensure it is a model with a brake mechanism.

### **You must:**

- Wear suitable safety clothing and footwear - operator wears helmet, visor, ear defenders, gloves (without tight cuffs) - stackers wear safety spectacles, ear defenders, gloves
- Have no loose articles or clothing which could snag. Boiler suits are ideal.
- Familiarise yourself fully with the operation of the machine, particularly the brake mechanism
- Always have a First Aid Kit to hand.

### **You should:**

- Read all notices on the machine and obey any instructions given.
- Plan your operation and prepare your material before starting the machine.
- Position the machine correctly and use any stabilising device fitted.
- Take account of the positioning of the chute when siting the machine.
- Never walk in front of, or under, the chute when the machine is running.

## **Is the machinery safe?**

### **You must:**

- Check for leaks and check fuel and oil levels
- Look for loose nuts and bolts, retighten where necessary
- Pay particular attention to the securing devices on the chute and on the cover which isolates the flywheel and blades

- Ensure the stabilising devices and handbrake are applied when a self-powered machine is detached from the towing vehicle.

#### **You should:**

- Make sure that the chute and flywheel/blades are free of debris before starting the machine
- Keep the working zone around the machine clear of obstacles and excessive material
- Adjust the level of the machine to give a comfortable working height.

## **Operating the machine**

#### **You must:**

- Allow engine to idle for 20 seconds when starting from cold, before building to full revs
- Test the on/off switch
- Test all the safety features
- At full revs test the operating bar located around the 'mouth' of the machine
- Practice to familiarise yourself with the bar positions
- Always process materials with the engine at full revs and the rollers in the 'forward' mode
- Be aware of the maximum size of material that the machine will process and do not exceed this
- Find out whether there is an adjustment required to the roller speed for different sizes of material.

**Never reach into the 'mouth' of the machine to free material or clear a blockage.**

#### **Use a stout stick to push through or dislodge material stuck near the rollers**

- The operator does not 'cram' the mouth with small material, which can clog the machine
- The reverse mode is tried first to unblock jammed rollers
- The operating bar is checked regularly
- The operator does not stand directly in front of the mouth. An oblique stand is safer.
- When feeding in longer material ensure it is released quickly to avoid 'snap-back' as it is grabbed by the rollers, which can result in a painful blow to the hands.

## **Hand Tools**

It is not possible to go into detail here on the correct usage of all hand tools. Before using such tools, you must familiarise yourself or ensure that people you are overseeing are given instructions on their safe and effective use and are made aware of other safety considerations, covered below, by an experienced person. Users must be closely supervised until the experienced person is confident that the trainee is competent to handle the tool safely. Training will be

arranged by the Trust if there is not an experienced person available for this purpose.

Edge tools (axes, billhooks slashers etc.) require extreme caution and must not be used by those under 18 years. They should instead be trained in the use of loppers and bowsaws. Double-edged billhooks must not be used on Trust property. Volunteers must not use their own tools.

## **Safety Checks and Maintenance**

Hand tools must be checked to ensure they are in a safe condition before each work-party. They must be kept clean and sharp. Tools with damage of any sort must not be used.

### **Metal Tools with Wooden Handles**

Check handle is firmly fixed to the head without splinters or cracks in either. Metal parts should be oiled with WD40 or other suitable oil and handles protected with linseed oil for storage at the end of season.

### **Bowsaws**

Check tension and fist-guard. Replace blade when bent or blunt. They should be sheathed with custom-made sheaths when not in use. Replacing saw blades should be done on a workbench, not on site.

### **Sharpening of tools**

Axes, billhooks and slashers should be sharpened regularly during use with a canoe Stone.

Use a cigar stone for grass hooks and a file for mattocks.



Canoe stone



Cigar Stone

### **Knives:**

Under normal circumstances you must not carry a knife which has a blade length of more than Three inches. If you need a longer knife you must consult your line manager and explain why you need this. If you carry you will need to be prepared to make that explanation to the police if you were questioned or cautioned.

## Using and Transporting Tools

Use a wheelbarrow or strong box with handles to convey most tools to and from the worksite and return them there when not in use. Long-handled tools should be carried with the business end pointing down and away from you, and then placed where they will not cause tripping. Move heavy tools with care to avoid potential back strain. Tools put down between tasks are safest when left on the ground in an obvious place. Don't mask them in the soil or tree stumps.

As a rule, **work gloves** must be used when working with hand tools especially bowsaws, but not when using edge tools as they may prove slippery; special gripper gloves are available for this purpose. **Hard hats** must be worn by everyone felling trees or in the felling area and it is good practice for them to be worn by everyone at the work party. A **first aid kit** must be maintained near to the worksite.

You must maintain **Safe working distances**. **For example:** for a person using hand tools, the distance maintained must be twice the distance of the person and the hand tool held outstretched. Work must stop if anyone comes nearer than this.

Be aware of the **weather**: Wet, cold or very hot conditions require extra care. Ensure you work within your **abilities** and stop when exhausted. Do not overreach and maintain a firm stance. Try not to work alone. Organise a rest period every 75-90 minutes.

## Coppicing/Clearing/Burning

### Coppicing and Clearing with Hand Tools

Coppicing is the cutting of hardwood trees and shrubs at ground level such that a crop of wood can be taken and the stumps will regrow. This traditional form of management has been practiced over many hundreds of years and can result in a very rich and distinctive flora and fauna.

Although chainsaws may be used (see relevant section) coppicing is still often undertaken with hand tools. For further details of coppicing see "A Guide to the Techniques of Coppice Management" by Ray Tabor.

### Preparation

You should ensure you have a clear plan of action which takes into account not only the areas to be coppiced but how the crop will be utilised and transported in the most safe and efficient manner.

You must ensure that all hand tools are in good condition and that sites for bonfires, wood chipping, stacking or habitat piles are selected to minimise risks.

You must temporarily close paths used by the public and if necessary post guards to warn/explain to people why they cannot come close.

### Coppicing and Clearing



You should clear brambles and other growth first, so as to give clear working conditions and escape route.

You must establish safe working distances between workers before starting to fell i.e. for tree felling – at least two tree lengths; for snedding with billhooks - at least 6 metres.

You must wear hard hats if involved with felling or in the felling area.

You must wear eye protection e.g. safety spectacles, safety goggles, or chainsaw visor when hedge laying and clearing scrub.

You must take great care when dealing with hung up trees which should be walked out, levered out or hand winched (if you are trained in use of winch).

You must take great care with trees under compression or tension and make relieving cuts on the opposite side to the strain before making the final cut.

You must ensure that tools are stored carefully and are visible - do not mask billhooks or axes in stumps.

You must not undertake coppicing from a ladder.

At the end of each period of work you must leave the work area safe - timber stacks secured, bonfires dampened down, no sharp stumps and no hung up trees. Stumps must not be left on a public right of way or permissive footpath - they must be pulled out or ground with a stump grinder. Stumps close to such paths must be left as safe as possible.

## **Burning on Reserves**

There is no general ban on the use of fires by work parties. The waste material from activities such as coppicing, felling and grass cutting must not be burnt if other uses can be found. There may be local restrictions on when you can have fires.

Every effort must be made to find a use or market before burning.

### **Possible uses are:**

- firewood,
- Chipping,
- planking,
- charcoal,
- garden or thatching products,
- compost,
- dead hedging,
- habitat piles
- path defining.

A statement of what can and cannot be burned should be included in the action plan for your reserve.

## Precautions

If waste material cannot be disposed of then ensure the following:

- Ensure a Risk Assessment has been undertaken for any planned fires
- Keep fire sites on a reserve to an absolute minimum.
- Fire sites must be in a clear area with no overhanging branches and no underground services or underground root systems that are close to the surface nor where there is deep leaf litter nor peat (in dry conditions, roots, leaf litter or peat can ignite and spread the fire underground).
- Never light fires in very windy conditions.
- Never use petrol, other flammable substances or old tyres to light or to sustain a fire.
- Take into account the wind direction. Do not light a fire if the smoke will be blowing across a road or into neighbouring gardens.
- Never leave a strongly blazing fire unattended.
- Fire prevention equipment must be close by – at least, fire beaters or fire extinguishers, or pumped water.
- Avoid excessive inhalation of smoke and advise helpers to do the same and do not burn materials that cause black smoke.
- When leaving the reserve make sure the fire is either out or at a stage where it is not likely to cause damage.

You must not leave until you have satisfied yourself that the fire site is safe.

### Please Note:

During unusually hot or dry weather a suspension of lighting Fires maybe put in place.

You will be informed if this happens.



## Grass Cutting and Raking

The flower rich swards we are trying to conserve were created as a result of their management in the past. Continued grazing and/or cutting is essential for their conservation and a range of cutting equipment is available. The safe use of the powered mowers, brush cutters, hand tools and tractor mounted equipment is dealt with elsewhere. Unless a forage harvester or hay making equipment is available then the cut vegetation has to be removed by hand so it does not smother the flora. Raking to remove this vegetation is time consuming and strenuous.

### Preparation

You should agree a mowing and raking plan in advance which should take into account the most efficient stock piling and disposal.

## Fencing

This Code of Good Practice is to ensure that people who will be involved with fencing are working safely. For more detail on fencing techniques

and styles of fencing, TCV have produced a very good book called, 'Fencing: a practical guide'. The hazards involved with fencing relate to driving the stakes into the ground, straining the wire and also handling treated wood which requires gloves.

### **Driving stakes into the ground**

There are two manual methods of driving the stakes into the ground, either by the use of a Driveall or a Mell. Sledge hammers should not be used because they split the fence post very quickly. (If a tractor mounted post rammer is available you must be trained to use it).

### **Drivealls**

Drivealls have the advantage over fencing mells, as they are safer and will cause little damage to a fencing post. They come in different sizes and if too large a size is used on a fence post, chafing damage may occur. Drivealls are heavy tools to lift over the top of a fence post. Two people must be available to lift into place and use it. When in use, both operators must take care to keep themselves (and particularly their hands) clear of the post. The other main danger is accidentally raising the Drivealls over the top and above head height of the post and therefore hard hats must be worn.

### **Fencing Mells**

Some strength and experience is needed to use these tools effectively. The Mell needs to be swung so the head hits the post squarely. Often someone is needed to hold the post upright and this person is at risk of being hit, so must wear a hard hat and gloves. It is recommended that a fence post holder is used to reduce the risks.

### **Straining Wire**

The main risk when straining wire is the possibility of the wire breaking. It is therefore mandatory that eye protection is worn. Before tensioning wire, it should be checked for any defects e.g. kinks or excessive rust. Different types and gauges of wire will have different recommended tensions. It is not possible to give all the various tensions here. Tension indicators can be bought. In general, do not try to over tighten, and do not drive staples in so hard that they damage the wire. Tie the end of the wire around the straining post so as not to damage by stapling. If the post needs to be supported when hammering in staples then use another post, not yourself, to provide support.

## Working at Height

The biggest cause of serious accidents at work results from people falling from height.

Like all employers, the Trust is therefore required by law to do all that is reasonably practicable to prevent staff, volunteers, visitors or contractors from falling.

### Principles

- You must avoid working at height wherever possible and avoid others being exposed to situations where they could fall from height
- Where you cannot avoid working at height you must use equipment and measures which prevent falls
- Where there remains a risk of a fall, you must minimise the risk and minimise the height from which you or others could fall
- You must never cut, coppice or prune trees from a ladder; wherever possible, work from the ground and if necessary, use long handled saws or pruners or request specialist assistance.



### Precautions

- You must not plan to do work at height if there is a reasonable alternative
- If you have to work at height, you must plan the work carefully and you must undertake a Risk Assessment, ensuring that you change your plans to minimise the risks
- You must take account of weather conditions or other relevant conditions and, if appropriate, change the time of the work at height so it is done during favourable conditions
- You must not plan to do work at height for which you are not adequately trained and, if you require training, you must ask for this
- If work at height requires equipment such as scaffold towers, ladders or stepladders, you must ensure that this equipment is right for the job, is in good condition and has been inspected. You are not permitted to use wooden or plastic ladders, stepladders or towers, you may only use ladders, stepladders or towers which are predominantly metal or fibre glass. Any ladder or stepladder must be Type 1 or Type 2 and EN131 (i.e. not a domestic ladder) and any tower must have been inspected at least once in the last two years at the time of the site audit and it must bear a sticker to say:

This equipment was inspected on..... (date) and was found to be in good condition and in good working order.

Name ..... Signed .....

- You must also undertake visual inspection of the condition of the ladder and check any catches or accessories immediately before use and repeat this on each occasion of use.
- If you are working in a situation where you could fall more than 2 metres, then you must have attended working at height training. If you have not received training, then please ask for a letter authorising work until you have attended the course. Also, you must not work alone and must have completed a specific risk assessment for the activity.
- You must not use a ladder or tower to a height of more than 5 metres. Any work above 5 metres must be undertaken by contractors who must be responsible for their own equipment.
- If using a ladder, then you must ensure that the ladder is properly placed on a firm surface and is set at a proper angle (i.e. about 1m out for every 4m of height) and you must, wherever possible, tie off the ladder or you must have a second person footing the base of the ladder.
- You must only have one person on a ladder and one or two persons on a scaffold tower.
- You must not carry heavy items on a ladder.
- You must not do any work above the top rung of a ladder nor from the top platform of a stepladder unless there are special handrails fitted.
- On a ladder or stepladder, you must have three points of contact of hands and or feet at all times, you must not overreach to the side, you must use tool belts to carry tools or a tool platform or shelf.
- You must prevent any other person from walking under or near a ladder by using barriers or cones or a person standing guard.
- You must not work within 6m of any overhead power line unless it is dead or insulated.
- With regard to scaffold towers, you may only use a purpose made mobile scaffold tower (you must not assemble scaffolding from scaffolding poles), you must have guardrails in place and you must ensure the access ladder is tied off and it must extend at least one metre above the platform.
- On no account must you work at height on any fragile roofs or fragile surfaces - this is a job for specialist contractors.
- You must ensure that nothing is thrown or tipped from height or stored at height in any way which might fall or hit a person.

## Manual Handling

Any of the following operations must be fully assessed before carrying them out:



- Transporting and supporting a load
- Lifting, putting down, pushing and pulling a load
- Carrying or moving a load by bodily force

The assessment must take into account the following:

- Size, shape and weight of the object to be lifted or moved
- Available/suitable space to carry out the job

- Environmental conditions/Weather
- Safest clear route for moving the object
- Health and Safety requirements.

## Handling Techniques

You must be aware that serious injury can occur through poor handling techniques, such as:

- Lifting with the legs straight
- Lifting weights that are too heavy
- Overstretching or overreaching
- Placing a heavy load too high up
- Lifting when off balance
- Twisting with or without a load
- Pulling or pushing when off balance
- Lifting with the arms instead of the legs

### The correct technique for lifting heavy loads is as follows:

**Plan the lift.** Can handling aids be used or do you need help?

**Plan the route** Where is the load going to be placed?

**Remove obstructions** such as discarded wrapping materials.

**Consider** breaking long lifts by resting the load mid-way

**The load should be kept close to the body**, with the heaviest side nearest. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Adopt a stable position.** Keep feet apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). Feet should be moved to maintain balance during the lift. Avoid tight clothing and unsuitable footwear which might impair movement.

**Get a good hold.** Where possible, hug the load as close as possible to the body. This may be better than gripping it tightly with hands only.

**Employ good posture.** At the start of the lift, slight bending of the back, hips, and knees is preferable to fully flexing the back (stooping) or fully flexing the hips or knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to lift the load.

**Avoid twisting** the back or leaning sideways, especially while back is bent.

**Shoulders should be level** and facing the same direction as the hips.

**Turning by moving the feet** is better than twisting and lifting at the same time.

**Keep up the head when handling.** Look ahead, not down. Once the load is held securely, move smoothly.

**The load should not be jerked or snatched**, as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between the amounts different people can lift safely. If in doubt, seek advice or get help.

**Put the load down, and** then adjust. If precise positioning of the load is necessary, put it down first and then slide it into the desired position.



## Winches and Lifting Equipment

### Lifting Equipment

All portable lifting equipment e.g. slings, harnesses, ropes etc. must be inspected every six months and a written record of the inspection kept. Other lifting equipment must be inspected annually, and a written record kept. When lifting equipment is used it must be inspected prior to use. Do not use any damaged or faulty equipment.

### Winches

You must not be responsible for a winching operation unless you have had a training course in its correct use. There are many different types of hand operated winch, so before you use the winch you must check the winch is suitable for the job proposed. Within the Trust you must not use a winch for lifting unless the winch has been inspected within the last 6 months. You must never use the winch for lifting people. There are also powered winches which require a further course of training.



### Testing of Hand Winches

When using winches and slings, a written record of examination and inspection must be maintained. If winches and/or slings are to be used for lifting they must have a certificate of inspection within the last six months (or slings replaced every six months). If they are to be used solely for pulling purposes there are no set guidelines, however, winches and equipment must be in good working order. It is recommended that winches are tested every 3 years.

### Checking of Winches

The winch and associated equipment must be visually checked on every day of use. This involves visually checking the following for signs of damage or wear:

- Safety mechanisms; casing; nuts and bolts; shear pins; operating handles; hook or anchor pin.
- The cable must be checked for any twists, bends or frayed strands.
- The slings or strops must be checked for signs of damage or uneven wear.

## Using the Winch

You must be confident that any anchor point that is used is strong enough. When fixing to an anchor point you must use a sling and not the winch cable.

### Note on choice of slings using the normal colour codes:

Green = 2 tonne; Yellow = 3 tonne; Red = 5 tonne

When using a winch there must not be any obstructions which prevent the wire rope and winch from operating in a straight line.

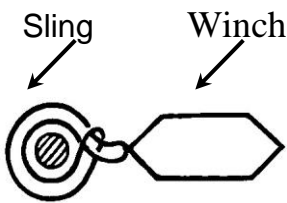
a. Anchor Sling Winch



The angle of direction of pull can be changed using a suitable pulley arrangement.

However, when operating the winch you must ensure that no one is within the triangle area that has been formed i.e. from the winch to the pulley.

b



A sling can be looped over an anchor point providing there are no bends in the sling. The breaking strain of the sling is equal to the given limit of the sling, e.g. yellow = 3 tonnes (see fig. a).

The sling can be wrapped around the anchor point, in which case there is now a bend in the sling, so the breaking strain is now 0.8 that given on the sling, e.g. yellow = rated at 3 tonnes the safe working load is now 2.2 tonnes (see fig. b).

c

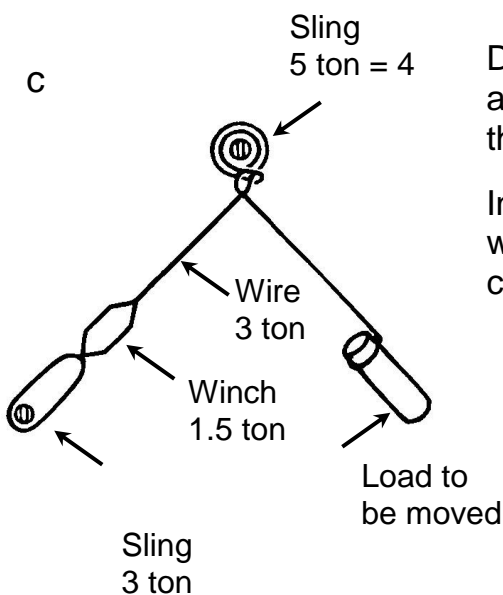


Diagram looking from above pulling wood through an angle. Note the weakest point in the pulling system is the winch (see fig. c).

In any winching operation you must ensure that the weakest point in the line of the winch, the rope, cable, slings and pulleys, is the winch itself.



## Boat Handling for Dinghies with Outboard Motors



To use a Trust boat, you must have done a boat-handling course  
You must plan your trip, checking the weather, particularly wind strength and direction and tides. You must choose appropriate equipment and clothing. It is always much colder over the water than on land and once out, you may be exposed to the elements for a considerable time. Be aware of submerged hazards. The following are reminders for those who are trained:

### Preparation is important - you must have at least the following:

- Lifejacket or buoyancy aid for yourself and anyone else accompanying you
- Waterproofs and plenty of clothes, including a hat and gloves
- Deck shoes or waterproof boots (depending on conditions) with good grip. You must not wear waders.
- Sunglasses (with retaining strap)/sun cream for hot, sunny conditions
- A bailer, attached by a length of line (even if the boat is fitted with self-bailers)
- Tow rope, paddles or oars and rollocks and a knife
- Anchor, chain and rope (at least 20 metres for estuaries and tidal backwaters)
- Either a radio, CB, or mobile 'phone (only need flares on boats more than 13m long)
- First aid kit
- Spare fuel and oil
- The engine must be fitted with a kill cord and you must be able to use it.

### In addition, for Tidal Waters you **MUST** have the following:

Fixed buoyancy which is not prone to damage and which will keep the dinghy afloat; fenders; waterproof torch; Deadman (stop switch); floating line.

### The Outboard Engine

Follow the manufacturer's instructions. With a hand pull engine, make sure you are balanced and clear of other crew members. Check that the cooling water is circulating (jet of water should be obvious). Before moving off, check both forward and reverse gears are working. Check steering is working. **Check 'Deadman' will stop engine and ensure the kill cord is attached.**

### River & Estuary Boat Work

There are recognised codes of conduct which must be understood before using boats in rivers and estuaries, just as there are for roads. These are available on request.

## **Capsizing or falling overboard**

The main threat to life during prolonged immersion is from cold and drowning. Immediately after entering cold water it will be difficult to breath normally. Float quietly in a life jacket or cling to something buoyant, and the discomfort will rapidly decrease. Do not swim unless you are forced to do so. Do not leave the support of wreckage etc. Even good swimmers are liable to drown suddenly if they attempt to swim in near freezing water and few people could swim 200 metres. Do not exercise in the water in an attempt to keep warm - it will have the reverse effect. Be aware of waterborne diseases.

## **Treatment for Hypothermia**

- With cases of hypothermia take people to a sheltered location as quickly as possible and remove wet clothing. If you can insulate the casualty from the ground e.g. using material such as branches, bracken, dry newspapers etc., then do so. Cover the casualty with an emergency foil blanket and insulate them with blankets etc making sure the head is covered.
- Call emergency help and ideally someone should remain with the casualty.
- To help re-warm a casualty warm drinks and high energy food such as chocolate can help.

## **Use of Computers**

All staff and regular volunteers should complete a VDU Workplace Assessment. If you experience physical discomfort, you should talk to your line manager and re-visit the VDU Assessment Document, which is available from the Health and Safety Advisor.

### **Getting comfortable**

- Adjust your chair and VDU to find the most comfortable position. Your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space. A document holder may help avoid awkward neck and eye movements
- Arrange your desk and VDU to avoid bright reflections on the screen. Contact Trust main offices if this is not possible
- Make sure there is space under your desk to move your legs freely
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful
- Make sure the lower back is well supported that knees are level to or lower than the hips and that feet are flat on the floor (unless using a footrest).

### **Keying in**

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting your hands when not keying
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers.

### **Using a mouse**

- Position the mouse within easy reach, so it can be used with the wrist straight.
- Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Adjust the position of the keyboard
- Support your forearm on the desk and don't grip the mouse too tightly
- Rest your fingers lightly on the buttons and do not press them hard.

### Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions  
Make sure the screen surface is clean
- Ensure that text is large enough to read easily and select colours that are easy on the eye
- Individual characters on the screen should be sharply focused and should not flicker or move. If this is the case, contact Shadowfax
- Reduce the risk of eye strain by every so often focusing on a more distant object.
- Take regular breaks from your desk

### Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your position as often as practicable. Some movement is desirable but avoid overstretching to reach things - if this is so, rearrange your workstation
- Most jobs provide some opportunity to take a break from the screen, but if there is not a natural break you should still take mini breaks. Shrugging the shoulders, letting the arms and hands hang and relax by your sides can relieve tension. Frequent short breaks are better than fewer longer ones.

### Repetitive Strain Injuries (RSI)

RSI covers a range of disorders, such as tenosynovitis, carpal tunnel, and tendonitis, but the symptoms are usually associated with hands, arms, backs and shoulders. There may be difficulty in relating symptoms to particular work. Symptoms may only occur when away from the job. Be aware of the symptoms and consult your G.P. if you are experiencing problems.



#### Symptoms include:

- numbness or whiteness in fingers or thumb
- inability to use hands for detailed intricate work
- tendon problems - the symptoms include a dull aching sensation around the tendon, discomfort in specific joint movements and tenderness when touched.

### Prevention is Better than Cure

Look at the way in which you work and avoid awkward lifting or pulling movements that could cause injury. Avoid constant repetition of the same movement. It may also be that the equipment or furniture you are using is stiff or needs adjusting. If you are regularly using a computer keyboard read the code of practice with reference to the importance

of position and posture. Ensure that vibrating equipment like chainsaws, brush cutters and outboard motors are well maintained. Exercise as part of your regular life.

Helpful websites: <http://rsi.unl.edu/> and <http://www.rsi.org.uk/>

## Work Near Power Cables or Gas Pipes

Overhead power lines can be either high voltage lines (above 6.5kv) normally carried on steel towers or low voltage (440v) on wooden “telegraph” poles. Underground cables and gas pipes may or may not be marked. Dangers associated with these are easy to imagine and great care must always be observed.



## Overhead High Voltage Power Lines (steel towers)

**Please contact the Health and Safety Advisor before undertaking this activity.**

- Work must not be undertaken within 15 metres of overhead lines on steel towers unless the local offices of National Grid Co. or the Electricity Co. have been consulted. The exception is work within the 15 metre zone (as measured along the ground) where no part of the operation exceeds 2.3 metres high e.g. grass cutting. When felling a tree outside the 15 metre zone the safe working distance is 2 times the tree height. Tree felling work within 2 tree lengths of a power line must be undertaken by a chainsaw operator with the appropriate qualification. A written risk assessment must be created for each specific task on each site.
- Work must not be undertaken which will raise tools above 4 metres from the ground unless clearance has been granted by National Grid or Electricity Company in your area. All cutting or felling of trees and scrub must be directed **away** from the power lines.
- If erecting wire fencing within 40 metres of power lines be aware that minor shocks may be felt from the induced low voltage and therefore the Electricity Co. must be consulted.
- Bonfires must not be sited under power lines and must be at least 15 metres to the side.
- When using heavy machinery, you should get advice from Electricity Co to check safety.

## Overhead Low Voltage Power Lines

**Please contact the Health and Safety Advisor before undertaking this activity.**

- Work must not be undertaken within 9 metres of overhead power lines on wooden/ concrete/steel poles, unless the National Grid, or Electricity Co. have been consulted.

The exception is work within the 9 metre zone (as measured along the ground) where no part of the operation will exceed 2.3 metres high e.g. cutting grass. Otherwise you must observe the same precautions as for high voltage lines.

## **Working near underground cables or gas pipes**

Normal mowing and scrub clearing using hand tools and portable power tools above underground cables or pipes poses no danger.

- If you are going to disturb the ground near a cable or pipe its position must be marked prior to work.
- If the exact location of the cable or pipe is not known, dig trial holes with great care to find it.
- Dig only with spades and shovels, only apply gentle foot pressure whilst locating the cable or pipe.
- **DO NOT USE PICKS OR MATTOCKS OR FORKS.** If in doubt consult the Services Company for example Essex Water, Electric supply company for that area
- Backfill any holes with soft soil - do not use stones.
- Any damage to the cable or pipe coating must be reported - however slight the damage.

## **Suspected Gas Leaks:**

- a) Clear everyone from the area
- b) Telephone local gas office immediately (emergency number 0800 111 999)
- c) Ban naked flames

Treat all cables or overhead lines as **live**, unless certified otherwise.

## **Working Near Buildings**

Tree felling work within 2 tree lengths of a building must be undertaken by a chainsaw operator with the appropriate licence and training. A written risk assessment must be created for each specific task on each site

## **Working on or Near a Public Road or Roadside Verges**

### **Working On or Near a Public Road**

The Code of Practice 'Safety at Street Works and Road Works', requires anyone carrying out work on or near a public road to do so in a safe manner. This Code applies to all highways and roads, except motorways and any dual carriageways with a speed limit of 50 mph or more.



It is a criminal offence to fail to comply with this Code of Practice, and we have a responsibility to make sure works and workers are safe, and that drivers and pedestrians are informed about the nature of the works. All such works need

warning and information. Guidelines on advance signs, cones, lamps, safety zones, traffic barriers, pedestrian barriers, information boards and End signs can be obtained from a person who is qualified in Signing, Lighting and Guarding – Operative of the New Roads and Street Works Act 1991 (NRSWA). In many cases the local traffic authority, emergency services, and railway managers need to be consulted in advance before work commences. In emergencies as much warning must be given as the circumstances permit, and full signing provided as soon as possible.

Other situations relating to public roads and Trust Work are wide ranging and include:

- Transport of staff and volunteers to and from sites
- Parking and gaining access to sites
- Inspecting reported incidents close to roads
- Tree inspections along roadsides
- Work on protected roadside verges.

There are a wide range of measures which you can take to limit the risk to yourself or others.

### **Precautions**

- Ensure you contact the police in advance if your work interferes with traffic on a public road.
- Ensure that access off the road is as good as possible and that sight lines are clear.
- Ensure there is sufficient parking space for your activity.
- Ensure that staff and volunteers working near a road are wearing high visibility jackets (if on dual carriageways), or waistcoats (all other roads).
- Ensure that such people are instructed correctly, that they do not take risks, and that they are relieved regularly, so they do not get tired.

### **Work on Special Roadside Verges**

Safety is paramount for all verge reps and other road users at all times. These notes are intended to help verge reps whilst surveying or carrying out work on Special Verges. These points have been derived from a risk assessment of the operations.

#### **1. Safety of Verge Reps**

Where possible use two people to carry out the survey - one to keep an eye open for problems whilst the other surveys. If surveying alone, use the 'buddy' system (tell someone where you are going and when you are expected to return). If you use a car, park it safely, so it does not create a hazard near to a corner and does not block a working entrance. Park off the road if possible. At all times wear the appropriate high visibility clothing. Erect a 'surveying' warning sign 30m (60m if traffic speeds are high) before the start of the area to be surveyed on either side of the road. Wherever possible, survey whilst on the verge itself - not by walking along the road surface. If you have to be present during verge management operations, stay well clear of any cutting equipment. You should not carry out any management on the verge itself without proper training and without permission of the Landscape Conservation Area Manager.

## Contractors

Anyone arranging for a contractor to manage work must check that the contractor is aware of the following requirements:

- To prepare a Risk Assessment, including a 'safety' plan.
- Ensuring they hold at least £10,000,000 Public Liability Insurance.
- Ensuring that all vehicles are licensed for use on the highway.
- Checking that maintenance records are available for any equipment used.
- Ensuring that all personnel are trained and certified for the work.
- Ensuring all personnel have the correct safety clothing.
- That they will need adequate signage to be available for the road.
- That they can provide documentation for any COSHH materials/operations.
- That they have a 'method statement' showing how risks are mitigated.



## Events

Anybody arranging events on behalf of the Trust must complete an Events planning checklist. Appendix 4

They must ensure that all parts of the event have been planned and evidence this on the paperwork to support this. A risk assessment and emergency plan along with the events planning checklist will need to be completed.

Please speak to the Health and Safety advisor if in doubt about how to proceed.

## Using a Substance Regulated under COSHH

The Control of Substances Hazardous to Health (COSHH) requires that before any work is carried out using potentially harmful substances an assessment of risks is made. Precautions must be introduced to prevent or control the exposure of personnel to any foreseeable health hazards. Substances hazardous to health



include gases, vapours, liquids, dusts, solids and micro-organisms. Listed below is information regarding potentially hazardous substances that may be used within the Trust and are subject to COSHH assessments.

A CoSHH Register must be kept locally listing what chemical is kept on site. The data sheets supplied by the manufacturer of the Substance must be kept on file to refer to when needed and to assess safe usage of the product, when carrying out your risk assessment. All chemical must be labelled and kept in an appropriate container. Please contact the Health and safety adviser for advice and guidance.

**Please ensure that when using these substances you abide by the recommendations for use as shown.**

If you wish to use a hazardous substance which does not appear on the list you must make a full assessment of the risks involved under the same headings as below and you must keep a list of the products and keep these assessments in a COSHH folder at base of work

Substance	Risks	General care	Health Precautions	Disposal
<b>BLEACH</b> (Sodium hypochlorite)	Skin and eye irritant If ingested is destroyed by stomach acids but will still cause vomiting sometimes with blood.	Store in well-sealed bottles and use only in diluted form. Keep on CoSHH register and keep manufacturers Data sheet on file	Wear rubber gloves Wear eye protection	Dilute greatly with large volumes of running water and run to waste.
<b>CREOSOTE (Old Type).</b> <b>This should no longer be in use. Therefore disposal will need to take place via a licensed disposal company. Please contact the H&amp;S advisor for assistance.</b> (Wood Tar Fraction) Replace with new type of Creosote.	Suspected carcinogen Skin, eye and lung irritant Very harmful if ingested	Keep in well-sealed containers in open or well-ventilated area	Wear rubber gloves Wear eye protection Wear face mask Wear overalls	Old type (Wood Tar Fraction) dispose of via specialist waste disposal company. If spillage occurs absorb onto spill kit and transfer to a suitable sealed container. Contact the H&S advisor for assistance.



<b>SOLVENT CONTAINING MATERIALS</b> - e.g. Spray mount, Epoxy glues, Correction fluid	Lung irritant Highly flammable	Keep containers tightly shut and only use in no smoking areas. Keep under CoSHH Regulations. A CoSHH Register must be kept and keep Manufacturers data sheets on file.	Do not breathe in vapours	Allow vapours to evaporate in a large, well ventilated no-smoking area or flammables cupboard
<b>DIESEL</b>	Skin, eyes and nose irritant	Store in airtight metal or poly containers in a cool well ventilated no smoking area	Wear rubber gloves Do not work in confined spaces	<b>Same Procedure for diesel, petrol and paraffin</b> Less than litre spill shut off all sources of ignition or naked flame. Absorb onto suitable material or spill kit. Leave in a well-ventilated non-smoking area to evaporate
<b>Substance</b>	<b>Risks</b>	<b>General Care</b>	<b>Health Precautions</b>	<b>Disposal</b>
<b>PETROL</b>	Skin, lung, eyes and nose irritant Highly inflammable	Store in airtight stainless steel or polythene containers 3 x 5 litre containers only, in one place. Keep in a well-ventilated non-smoking area.	Wear rubber gloves Do not work in confined spaces Do not breathe in or let vapour build up	Less than litre spill. Shut off all sources of ignition or naked flame. Absorb onto suitable material or spill kit. Leave in a well-ventilated non-smoking area to evaporate. Contact the H&S advisor for assistance.
<b>PARAFFIN</b> Kerosene		Store in poly containers in a	Wear rubber gloves and	Wash area with running water

	Eye and skin irritant Highly flammable	well-ventilated non-smoking area or flammables cupboard. A COSHH register t must be kept and data sheet from manufacturer kept on file	goggles if using for prolonged use. Do not breathe in vapour	and ventilate to disperse vapours and contact the H&S Advisor for assistance.
<b>OILS</b> Chainsaw, automobile, tractor, lubricating oils	Prolonged exposure Eye and skin irritant	Keep in well stoppered containers	For prolonged use wear rubber gloves and goggles	See Product Substance Data sheet for safe use and disposal and inform the H&S Advisor Immediately

## Health and Safety Signage

**The overuse of signs can be counter-productive. A safety sign should be used where a risk assessment concludes that a sign is the most appropriate precaution to reduce a risk to an acceptable level.**

- Signs must not be used in place of some other action which is required (a temporary sign is however acceptable)
- Signs must not be used to deny rightful access (although a diversion sign is acceptable)
- Signs should not be used to try to disclaim responsibility or liability
- Where any sign is used then the aim must be to give clear information

### Design of Safety Signs

When planning new or replacement signs you should:

- Use clear wording
- Be consistent so people get used to the style of signs.
- Consider the category of sign and, if you are going to use a symbol, then use the correct shape of sign and use the correct recognised colours.

### Location of signs

Signs must be located so they are visible, and people can take in the information and act before being exposed to the hazard.

- Example 1 A sign warning of a cliff edge or tree felling operation must be positioned well in advance of such a hazard.
- Example 2 A 'Danger – Deep Water' sign is only necessary at a site where a path or access takes visitors close to the water, i.e. within 15m.
- Example 3 Where ice covers an accessible water body a permanent 'Danger – Deep Water' sign would be better than a temporary sign about ice. (However, efforts must be made verbally or with temporary signs to deter people from venturing on to ice and if they do not heed your warnings then the police should be called).

### Inappropriate signs

The following two examples are where a sign is inappropriate because other action is necessary to reduce the risk:







Example 1.

A Dangerous tree or branch over a footpath.  
The tree or branch must be removed, and/or the path diverted.

Example 2.

A Rotten section in bridge/boardwalk/path/bench/steps/handrail.  
The danger must be removed by reconstruction, removal or diversion.

## Category of Signs

Category	Design	Example
Prohibitory Signs: Used to prohibit behaviors.	Round Symbol Red Edge and Diagonal Red Line	 A rectangular sign with a white background. At the top, there is a red circle with a diagonal red line through it, containing a black silhouette of a dog. Below this, a red rectangular box contains the text "No dogs" in white, and "except guide dogs" in smaller black text below it.
Warning Signs: Warning of a severe hazard	Triangle shaped symbol, Black Edge and Black Symbol/Text on Yellow	 A yellow triangular sign with a black border. Inside the triangle is a black lightning bolt symbol. Below the triangle, the words "HIGH VOLTAGE" are written in bold black capital letters.
Mandatory Sign: Prescribes specific behavior	Round Shaped Symbol White symbol/text on blue background	 A rectangular sign with a white background. At the top, there is a blue circle containing a white silhouette of a person wearing safety goggles. Below the circle, the text "SAFETY GOGGLES MUST BE WORN IN THIS AREA" is written in black capital letters.
Other Warning Signs e.g relating to traffic and other hazards	Various shapes Red Edge, Black Symbol/Text on White	 A triangular sign with a white background and a red border. Inside the triangle is a black silhouette of a person walking. Below the silhouette are two horizontal dashed lines.
Fire Fighting Sign: identifies Location of Fire – Fire fighting Equipment	Rectangular shape White Symbol/Text on Red background	 A rectangular sign with a red background and a white border. It features a white silhouette of a fire extinguisher on the left and a white flame symbol on the right.
Safety Information Sign: Gives information	Rectangular shape, White Symbol/Text on green background	 A rectangular sign with a green background and a white border. It features a white silhouette of two people standing, with four white arrows pointing towards them from the corners. To the right of the figures, the text "Fire assembly point" is written in white.

The great majority of our signs will be information signs and we already use white on blue/green for most of these and white on orange for others, e.g. gates closing.

## Flood Risk

In recent years people have been affected by flooding from inland rivers and there is always the risk of an unusually high tide which could flood coastal land. Such a high tide would be associated with low pressure and strong north easterly winds. **The Environment Agency** gives up-to-date information about flood risks on the website [www.gov.uk/flood](http://www.gov.uk/flood) and the telephone service called **Floodline**. You can register for updates on any possible flood risks via these methods.



- **Flood Alert** (means that flooding is possible – be prepared).
- **Flood Warning** (means flooding is now expected – immediate action is required).
- **Severe Flood Warning** (means severe flooding is now expected – danger to life).
- **Flood warnings are issued on radio and television, as well as TV text services.**
- You can find the up-to-date information for your area, at any time, by telephoning Floodline on 0345 988 1188.

When you are on Floodline you can use quick dial codes for your area, e.g.:

<b>035122</b>	<b>for Essex coast Stour Estuary to Clacton</b>
<b>03612</b>	<b>for Essex coast Clacton to St Peter's Bradwell</b>
<b>036123</b>	<b>for Essex Coast St Peter's Bradwell to Shoeburyness</b>

## Working Alone



The Trust must do what is reasonably practicable to protect staff, volunteers and contractors who have to work alone. Likewise a member of staff, volunteer or contractor has a responsibility to take reasonable care for their own health and safety. It is important to assess any additional risks related to working alone and to take precautions which reduce these risks.

Working alone is strictly prohibited and unacceptable in the following situations:

- Work in a confined space e.g. loft, manhole
- Work on or near electricity cables or gas pipes
- Work with chainsaws, winches, ladders, scaffold
- Work involving tree climbing, cliffs, mines, caves, derelict buildings, building sites
- Excavations if more than 1.2 Metres deep
- Where someone needs training under supervision
- Investigations of theft, break-in, illegal use of firearms
- Confronting a person who is likely to be aggressive or violent
- Working on, in or close to water
- Working as the only adult with a group of children or young people.

You must observe the following precautions for working alone:

- Only engage in work for which you are trained, and which can be done without assistance
- Assess the risks related to working alone which apply to you in the particular situation
- Do not put yourself in a situation of unreasonable risk
- Ensure you have access to appropriate first aid

### **Know what to do in an emergency:**

EITHER you must have a mobile phone, mobile radio, alarm transmitter or/and you must use the “buddy system” whereby you leave your location and expected time of return with a “buddy” (colleague, relative or friend) who will act if you do not return.

Keep your outlook diary up to date at all times so that colleagues and your line manager know where you are and can monitor your wellbeing.

### **Work Related Stress**

Stress is defined as the degree to which an individual feel overwhelmed or unable to cope as a result of pressures that are unmanageable (mentalhealth.org).

It is important to distinguish between pressure, which can be positive and motivating, and excessive stress which can be detrimental. Reactions to stress vary from one individual to another and may vary at different times of people’s lives.

Stress itself is not an illness, however, if stress is excessive and prolonged it could lead to physical or mental illness.

When we are under stress, our bodies undergo a number of chemical changes to prepare us for fight or flight. In our modern work situations, we can often do neither and if the changes are long lasting or we cannot react appropriately to diffuse the stress, this can result in adverse effects. Stress can occur due to many various situations and perceptions. For example, where the demands are perceived as, or are too great and the person cannot cope, or where the demands are too small and the person is bored.

Most stress does not last long and has no detrimental effect, however, persistent symptoms such as headaches, migraine, indigestion, tightness across the shoulders and chest, irritability, depression, fatigue, forgetfulness, inability to concentrate and poor sleep patterns can be indications of the negative effects of stress or some other medical problem and if you are suffering from any of these, you may wish to consult your GP or contact HR who can refer you to Occupational Health or undertake a Stress Risk Assessment with you, or you can call the Trust Employee Assistance Programme EAP helpline (contact your manager for details).

The Trust is committed to protecting the health and wellbeing of staff and volunteers and recognises that stress can be a health and safety issue. The Trust will work together with its staff and volunteers to manage work related stress through such actions as:

- Honest and open communication on stress related issues
- Good organisation of workloads, rotas, unsocial hours, task variation
- Regular breaks at work and holidays from work
- Working to realistic targets
- Providing training and instruction to give employees the tools to undertake their roles
- Consistency in management and encouraging managers to be vigilant and take action to manage stress
- Training for managers, particularly in management of workloads and performance, time off in lieu and annual leave
- Giving people discretion in planning and performing their job
- Support and respect from colleagues
- Awareness that responsibilities or pressures outside work can also cause stress and, therefore, the Trust is supportive in providing support for personal difficulties through advice, counselling, compassionate leave etc.
- Limiting the time and distance people drive to reasonable levels
- A culture which encourages people to ask for and offer appropriate help and which does not tolerate unacceptable or discriminatory behavior
- Communicating and managing change well in the organisation
- Recognising and thanking good work
- Encouraging staff to be helpful and on the other hand accepting that staff may need to say 'no' where unacceptable pressure could lead to stress
- Giving upward feedback through line managers and about line managers in Annual Reviews
- Support for staff or volunteers returning to work after absences
- Putting in place a suite of wellbeing training and sessions

The Trust wishes to encourage good working practices and aims for an honest investigation of any problems. If you do feel that you have a problem:

- In the case of staff, please talk first to your line manager
- In the case of Volunteers please contact the Volunteer Coordinator

## **Mobile Phones**

Using a mobile phone whilst driving is an offence and it could result in prosecution. It may also cause accidents to yourself or others. The Trust will not condone use of a mobile phone while driving. Whilst operating machinery it is dangerous to use a mobile phone as it can distract your attention and could result in an accident. Always check for a phone

signal when working in remote locations in case you need to summon help in an emergency.

### **Precautions:**

- check your signal meter before using the phone and if the signal is low you should move to improve the signal before use.
- you must not use a mobile phone in a petrol filling station - switch phone off before filling
- it is an offence to use a hand held phone whilst driving a motor vehicle and the Trust policy is that you must not use a hand held phone whilst driving on Trust business. The use of hands free phones is not prohibited by the regulations, but could justify charges of careless or dangerous driving, and the Trust policy is that you should avoid using use a hands free phone wherever possible whilst driving on Trust business. In addition, if using a vehicle on Trust land, or on private land, you must stop the vehicle before using a hand held phone. If anyone is witness using a mobile phone whilst driving a Trust vehicle or in a personal vehicle on Trust land, then a disciplinary process will be implemented.
- you must not use a hand held mobile when operating machinery.

## **Guidelines for Handling Food**



Good food hygiene is essential to ensure that the products we serve to our visitors are safe and meet legal requirements. The organisms that cause food poisoning spread easily. It is our responsibility to stop this happening. All food handlers can read the details contained in The Food Standards Agency booklet - *A guide to Food Hygiene*. If you are unclear about anything regarding Food Safety you must ask your line manager. It is now very easy for staff and volunteers to be trained in food hygiene and as the level of catering increases across the Trust's facilities, all staff and volunteers handling food must undertake formal training to ensure that high standards are maintained in our food preparation areas, particularly at visitor centres.

### **Personal Hygiene**

- anyone with symptoms of food poisoning, abscesses, cold sores, or any discharge, must not handle food



- wash hands with anti-bacterial soap and warm water and dry them with a disposable towel before starting work, after touching raw food, before handling ready to eat food, and after a break or going to the toilet
- wear a protective apron (disposable is best) or other clean garment and keep hair covered
- protective clothing must stay in the kitchen area
- wear only plain jewelry, short nails (no nail varnish), and cover any cuts with a blue catering plaster
- do not smoke or eat while preparing food, and do not cough or sneeze over it
- ensure that the number of volunteers or staff entering the food preparation area is kept to a minimum
- no outdoor clothing should be worn in the food preparation area, i.e. muddy footwear/outdoor clothing should be removed
- Ideally a daily log of all kitchen staff /volunteers should be maintained
- there are special precautions relating to food hygiene at Forest School events – please see Forest School and Bush craft section.

## **Cleaning for Food Areas**

A daily log of the opening and closing actions required in the food preparation area should be used and filled in to ensure that all the necessary cleaning is carried out and signed by the completer.

These actions will include:

- The kitchen area and all surfaces with which food will come into contact must be properly cleaned every time they are used following the guidelines. Clear up any spillage as you go to inhibit any contamination.
- Use a clean kitchen waste bin with a closable lid and a bin liner for waste food and empty it at the end of each day and take to the designated area.
- Surfaces must be washed with warm water and a detergent to remove all debris, followed by the application of a non-tainting sanitizer (D10), which should not be washed off and then air dried
- Damaged utensils or cutting boards that cannot be properly cleaned must not be used and are to be removed from the kitchen as they are a potential hazard.
- Areas and appliances that are used for the preparation and storage of food (at least twice a year) for public consumption, should have a schedule for cleaning and temperature checking. A record of this schedule should be maintained recording the date, time and person carrying out the task for both regular cleaning and daily temperature checks of fridges and freezers. These records should be maintained in a book or folder, which is made clear to staff and volunteers and available for inspection if required. This is now called Safer Food Scores and it to be completed daily and sent to the Catering Advisor on a weekly basis. A form for recording temperature and cleaning for food related appliances can be found on SharePoint in the Forms and Templates section.

## **Temperature Controls**

- Chilled food must be kept below 8°C (46°F) and should ideally be kept between 1 to 4°C. Use the oldest food first and abide by use-by dates (FIFO). Ideally use: Day of the Week, colour day dots and Coded Food Labels for all products and

refrigerate them in the correct way. All chilled and frozen deliveries are to be checked for temperature and recorded in the safer foods scores folder.

- Once cooked, hot food must be kept above 63°C (145°F) and probed regularly to maintain this.
- Fridge and freezer temperatures should be checked twice daily at the start and end of the working day and recorded in a folder, “safer food scores”, which can be inspected by any visiting Environmental Health Officer
- Ready to eat foods must be kept refrigerated or eaten within 4 hours of manufacture.
- 

## **Thorough Cooking**

- When cooking poultry, pork, or minced meat (e.g. burgers/sausages) they must be cooked until piping hot in the centre, when juices run clear and meat is no longer pink. Ideally a temperature probe should be inserted into the cooked meat to ensure it is thoroughly cooked and the temperature recorded for the audit trail.
- Both chicken and pork must be cooked through properly, with the safe internal temperature for chicken being 180°F (80°C) and pork 165°F (75°C). Beef and lamb can be served at various stages of rareness, with recommended internal temperatures being, 150°F (65°C) for medium and 170°F (75°C) for well done.
- These cooked products should also be cooled as quickly as possible using an ice bath and not refrigerated until they are at the correct cool core temperature ideally within 2 hours. Cooked products that are to be consumed cold must be cooled within 90 minutes.

## **Contamination**

- Never use the same utensils for raw and ready-to-eat food. Always prepare ready-to-eat food first and wash down between preparation of the alternative types of food
- Wrap food to avoid cross-contamination, and if raw and ready to eat food goes in the same fridge, keep them as far apart as possible, putting ready-to-eat products above raw products
- Always wash hands thoroughly before and after handling raw food to eliminate the contamination risk
- Do not handle or eat your own food in the kitchen area whilst preparing food for others. Go to the correct staff area on your allocated break and eat your food there.

If you see people not following these guidelines, remember you have an obligation to inform them and/or your line manager.

## **Allergen Legislation**

- Changes to food labelling have applied since December 2014. These helps provide allergen information in a clearer and more consistent way.
- Any of the 14 allergens that are on the regulatory list needs to be emphasised on the label, if they are used as ingredients in a pre-packaged food. We can choose what method we want to use to emphasise these allergens, for example, by listing them in bold, italics, highlighted or underlined, to help identify them.

- Any homemade dishes need to be put into the safer food scores folder and all allergens stated by the person who made the food. This can then be shared with the team to eliminate the chance of risk and to show the dish composition.
- Information about allergenic ingredients must be in a single place, i.e. the ingredients list on pre-packed food. This means that the voluntary use of the current types of allergy boxes (such as 'contains nuts') that provide a short cut to allergen information also given in the ingredients list, will no longer be allowed.

From December 2014, loose foods, those that can be bought without packaging in our tea rooms and have require information on any of the 14 allergens used as ingredients in them. The 14 allergens that require advice are:

- Eggs
- Milk
- Fish
- Crustaceans (for example crab, lobster, crayfish, shrimp, prawn)
- Molluscs (for example mussels, oysters, squid)
- Peanuts
- Tree nuts (almonds, hazelnuts, walnuts, cashews, pecans, brazils, pistachios, macadamia nuts or Queensland nuts)
- Sesame seeds
- Cereals containing gluten (wheat (such as spelt, Khorasan wheat/Kamut), rye, barley, oats, or their hybridised strains).
- Soya
- Celery and celeriac
- Mustard
- Lupin
- Sulphur dioxide and sulphites (at a concentration of more than ten parts per million)

If you are unsure of any of the above, please contact the Catering Manager

## **Working with Electricity**

- The use of 240 volt **hand held portable tools** on EWT sites is forbidden.
- Where 110 volt equipment is to be operated using an extension lead, the transformer must be close to the 240 volt power socket and the extension lead must be fitted to the 110 volt side of the transformer. Special 110 volt extension leads are readily available and will be coloured yellow and have yellow connectors.
- Where equipment is prone to damage or used in a hazardous environment, greater precautions should be taken like using 110v or using residual current device (RCD).
- Where portable equipment is prone to damage or used in a hazardous environment, it should be visually checked and if regularly used or prone to damage, inspected by a trained competent person at least annually.

## **Ensure the electrical installation is safe**

People working with electricity may be working in a building or outside. The risk of injury is linked to where and how electricity is used and the risks are greater when electricity is

used in harsh conditions. The main hazards are: electric shock from contact with live parts and faults, which could cause fire or explosion.

## Reducing the risk

The first stage to reduce the risk is to complete a Risk Assessment. This will highlight hazards and examine risk reduction.

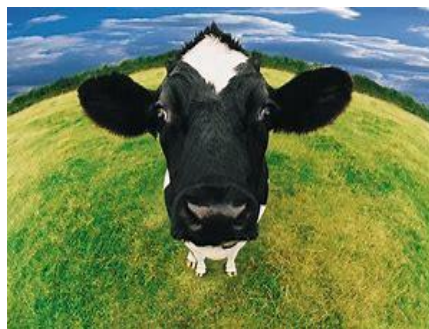
Ways to reduce risk:

- Reducing the voltage Use low voltage lighting
- When using electrically powered tools, battery operated are the safest.
- Powered **hand held portable tools** (such as drills, angle grinders, circular saws and jigsaws) used on EWT sites must run from 110 volts or less. An appropriate transformer is required to operate these
- Maintain equipment in a safe condition and check plug fuse rating is correct.
- Provide accessible and clearly identified switches near each fixed machine.
- For portable equipment use nearby socket outlet
- Replace damaged sections of cables. The outer sheath of flexible cables must be firmly clamped.
- Use appropriate connectors to join lengths of cable.
- Some equipment is double insulated. The supply leads have only two wires; if the plug is not a moulded on type then make sure they are properly connected.
- Protect light bulbs and other equipment, which could be easily damaged.
- Do not use electrical equipment in an explosive/flammable atmosphere.
- Use a residual current device (RCD) wherever possible, these may be built into the main switchboard or put onto the socket outlet. When using an RCD remember:
  - never bypass an RCD
  - If the RCD trips it is a sign there is a fault. Check system before using again.
  - If the RCD frequently trips and no fault can be found, consult an electrician.
  - Use the test button regularly to check that the mechanism is free and functioning.
  - Make sure that people working with electricity are competent to do the job.
  - Ensure that tools and power sockets are switched off before plugging in or unplugging and when cleaning or making adjustments.
  - Equipment must be repaired by a competent person.
- The electrical system comprises fixed wiring and **portable** electrical appliances. A **portable** electrical appliance is defined as anything which has a plug regardless of whether it can be moved. Everything else is considered to be to be fixed electrical wiring which must be checked every 5 years.
- All portable appliances must be **PAT** tested for safety by a trained competent person within 1 year from new and regularly re-tested annually by our contractor. The retest due date will be shown on the "Pass" Green label.

## Stock Handling

### **Many volunteers and staff come into contact with stock on our reserves.**

This code of practice is intended to give some practical advice on dealing with stock. Anyone helping with stock tasks must be made aware of the following points before being asked to assist. It must be recognised that only through experience and training can people become fully aware of the skills needed to handle livestock.



## Diseases

Livestock can carry diseases and conditions which can be transmitted to people and other animals. This code of practice cannot go into the detail required to give all the relevant information, but volunteers and staff should be made aware of the relevant risk assessment and biosecurity information before helping to moving or handling livestock. High standards of personal hygiene should be observed at all times, and this is particularly important prior to eating and drinking.

- A Control of substances hazardous to health (COSHH) assessment form for biological agents can be located on SharePoint.

## Moving and Handling Stock

If animals have to be moved or rounded up on reserves, the people in charge must plan ahead, making sure there are enough people and equipment to complete the task safely and successfully. All helpers must be briefed regarding what is expected of them and the aim of the task. No-one should wear loose or bright coloured clothing which might frighten the livestock. Always make sure everyone remains vigilant and is made aware that the unexpected will sometimes happen. Livestock must always be treated in a calm manner.

- The medical treatment of livestock must only be carried out by trained competent persons.
- When handling livestock in confined spaces, i.e. handling pens and crushes, the animal must be correctly held or controlled to prevent the animals from injuring themselves and/or people. Extra care must be taken with un-castrated animals or animals with young because they can become aggressive. Young children and dogs must not be allowed in close proximity to an area in which livestock are being handled or moved.
- No More than one animal should be led at a time in case the handler is crushed between two animals.

## Tree Inspection

The Trust has large numbers of trees on its property. Each year in the UK about 6 people are killed by tree falls. Therefore, considering the vast numbers of trees in the UK, the risk of death or serious injury is not high. Essex Wildlife Trust has a Tree Policy that outlines the need to identify where there is highest risk and take steps to reduce that risk. The approach is:



### Zone 1 Formal Tree Survey and Inspection

Zone 1 includes trees which are in high use areas, for example, where there are public roads, access tracks, buildings, railway lines, and paths and bridleways used by the public every day (defined as an average of > 50 people each day. This includes Education and Forest School areas.

The Trust will undertake Formal Tree Inspection on the highest priority trees, by a person trained to assess trees, at least once every year, or less if any significant event occurs which is likely to damage the condition of trees (e.g. major storm, collision with vehicle, excavation near trees, etc). Records of these Formal Tree Inspections must be kept, and actions are monitored by the Landscape Conservation Area Manager for that area.

### Zone 2 Tree Observation

Zone 2 includes trees which are not in Zone 1. These do not receive Formal Survey and Inspection, however, the health of the trees are monitored through Site Audits, at least once every 2 years, or less if any significant event occurs which is likely to damage the condition of trees. Records will be kept of any tree that requires work or future inspection for health and safety reasons. As well as the Site Audit, there may be occasions where a member of staff or volunteer or member of the public, observes a tree to be in a condition which could present a risk to health and safety of any person. Whether this is in Zone 1 or Zone 2, a tree inspection would be undertaken.

### Zone 3 – Tree Observation

Zone 3 areas are low use areas that border property e.g. private gardens, industrial areas etc. These areas will be surveyed by a trained person at a frequency of once every three years.

### Zone 4 - Tree Observation

Zone 4 includes trees which are not in Zone 1, 2 or 3. These do not receive Formal Survey and Inspection, however, the health of the trees are monitored through Site Audits, at least once every 2 years, or less if any significant event occurs which is likely to damage the condition of trees. Records will be kept of any tree that requires work or future inspection for health and safety reasons.

As well as the Site Audit or formal tree surveys, there may be occasions where a member of staff or volunteer or member of the public, observes a tree to be in a condition which could present a risk to health and safety of any person. Whether this is in Zone 1,2, or 3, a tree inspection must be undertaken.

## **Action**

Where tree work needs to be undertaken the Trust will do this work at the earliest opportunity, in order of health and safety priority and to reduce the level of risk. In some cases, this may mean immediate removal, or coppicing, pollarding, reduction, de-limbing or tagging of the tree for future inspection at a date not more than one year ahead (in the latter case the re-inspection would be diarised by the Tree Inspector or Warden/Ranger and appropriate action taken).

All tree work will only be undertaken by a trained person, whether this is a member of staff, volunteer or contractor. Before the work is undertaken, due regard will be given to other factors:

- Tree Preservation Orders
- Protected species, for example bats are known to roost in holes/cracks in some trees, as could badgers, reptiles, great crested newts, etc.
- Veteran or Heritage Trees
- Trees which are important landmarks or landscape features
- Trees which are particularly important for other ecological or historical reasons.

Whereas these factors may not override Health and Safety law, they may influence the the work and when this work will occur.

There may also be concerns relating to insurance/subsidence of Trust land or a neighbour's land in relation to trees but the section above is concerned with Health and Safety matters.

# Example - FORM A: RISK ASSESSMENT

SHEET NUMBER

1	of	
---	----	--

(Please attach map or other notes if this helps, please read appropriate sections of Codes of Good Practice)

This form is for staff or volunteers responsible for a Trust site or a Trust activity. You have a responsibility to assess the risks and undertake precautions

which reduce significant risks. This form is to help with your assessment and is designed to show how your precautions reduce any risks.

Name of site ..... Date of assessment ..... Assessed by .....

Are you undertaking this assessment for a whole site or a particular activity? Please specify

.....

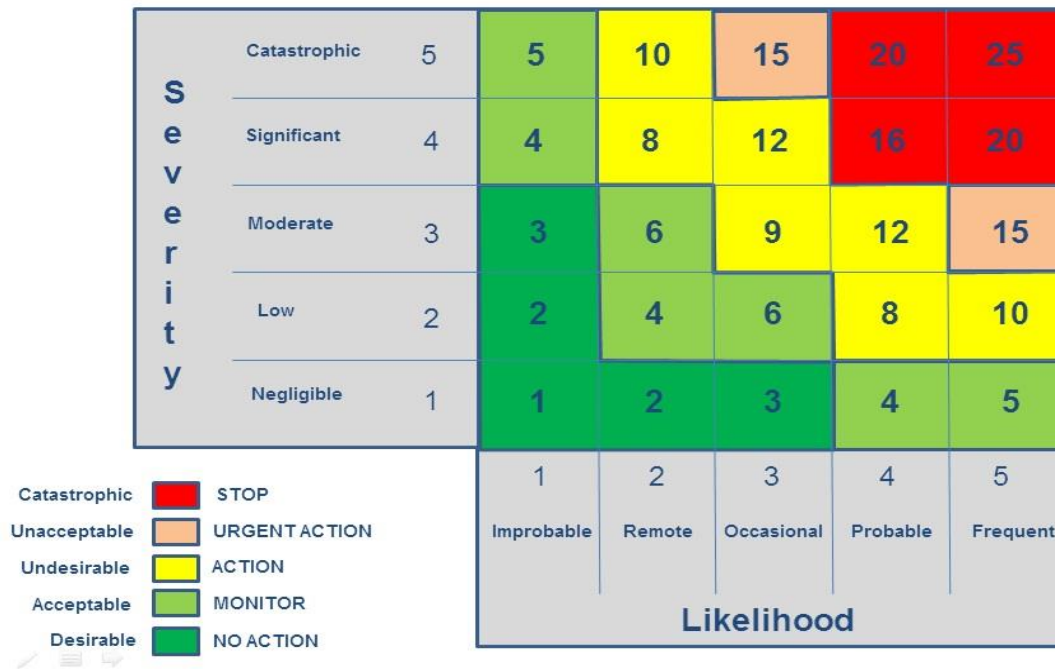
Description of Hazard	Who is at risk?	Risk of injury		Precautions needed to reduce risks	Risk of injury with precautions	
		Severity of injury rating without controls	Likelihood of injury rating without controls		Severity of injury rating with Controls*	Likelihood Rating with Controls*



- If Risk level Remains High with all control measures in Place. Please refer the Risk Assessment to the H&S Advisor for further advice.

Please use the Risk Matrix to determine the level of risk. Multiply the likelihood of an accident/Injury occurring by the potential severity of the accident/Injury.

### Risk Rating = Likelihood x Severity



Review Date	Adjustments/Actions	Name of Person Completing the Risk Assessment	Signature

## Example - Form B: Site Information

This form is to record useful site information. Please provide contractors, or any person responsible for work or activity on your site, with a copy of this and any accompanying map.

1. Name of site	
2. Grid Reference of the main Entrance	
3. Name, address and telephone no. of main contact person(s)	
4. Is there any problem getting a mobile signal?:	
5. What is the location of the nearest public telephones?	
Phone 1	Phone 2
6. How far from site entrance?	
7. Where is the nearest Hospital Accident and Emergency Unit?	
8. What First Aid provision is actually available on site?	
9. Location of tap water on site (if any)?	

Please mark clearly on a map of this site all hazards and any particular features on your site that you think a contractor or leader should be aware of. Ideally, this should include: **vehicle access points indicating if locked/open - overhead power lines - public access routes - water courses - location of fire-fighting equipment - underground pipes and services - parking arrangements - uneven or steep terrain.**

Name of person completing this form:	
Signature:	Date:

In the event of an accident, fire or other emergency, the emergency plan is: Phone 999, explain which the best entrance is to gain access and how far it is to the accident etc.

## Example - FORM C: First Aid Kits

At any Trust workplace or activity there must be an appointed person who knows they will take charge if there is an injury or illness. An appointed person is defined as someone who has attended an Emergency First Aid course in the last three years. The Trust supplies two types of First Aid Kits and the appointed person must ensure that the appropriate First Aid Kit is available and properly stocked. Use this form to check the contents of your First Aid Kit and to order replacement materials.

**LARGE FIRST AID KIT** - This is appropriate for a Visitor Centre, an Office, a Ranger/Warden, and each leader of a group of people, e.g. a Practical Work Party, Event or Educational Course.

**PERSONAL FIRST AID KIT** – This is appropriate for individual staff, volunteers or trainees travelling on Trust business.

**BUM BAG FIRST AID KIT** – This is appropriate for small groups or low risk activities and contains similar to a Personal First Aid Kit.

### CONTENTS

The contents below are the minimum recommended in a Trust First Aid Kit. Replacement items are available. **You must not include medication of any kind in a Trust First Aid Kit.** You may add other bandages and non-medicines and for chainsaw work you should include additional extra-large bandages.

Item	Large FA Box	Personal FA Kit	Bum Bag FA Kit
Suitable sufficient container	1	1	1
First Aid Guidance Notes	1	1	1
Wound dressings: Medium	9	5	5
Wound dressings: Large	3	0	0
*For chainsaw/Brush cutter Operators Celox Dressing. (Only When Celox Granules have reach their use by date)	2	0	0
Eye pads	4		
Eye Wash solution (Unless near Clear running water)	2	2	2
Assorted plasters/Blue for food handling	40	20	20
Triangular bandages	4	2	2
Safety pins	12	6	6
Antiseptic Cleansing Wipes Non-Allergenic	10	6	6
Plastic gloves (latex free)	2	1	1
Blunt ended scissors	1	1	1
Resuscitation mouth shield	1	1	1
Thermal blanket (Foil)	1	1	1
Tick Twister	1	1	1
Reusable Ice Packs (Mainly for schools away from centres)	1	0	0

***If you require replacement materials because they are used, please order ASAP. You should check the contents for use by dates and restock regularly.***

# Example - FORM E: Accident/Incident Form

REPORT OF AN ACCIDENT, INCIDENT,  
INJURY, DANGEROUS OCCURRENCE, DISEASE OR NEAR MISS INCIDENT



This form must be completed within 24 hours of the event taking place

For Office Use Only	Accident/Incident Number		
RIDDOR Report	YES	NO	Report Number:

<b>1. What type of event is this? (please circle)</b> ACCIDENT/INCIDENT/ DANGEROUS OCCURRENCE/ DISEASE/ NEAR MISS INCIDENT			
<b>2. The name of Centre, reserve or trust premises where the event occurred?</b>			
<b>3. Date of this event?</b>		<b>4. Time of event?</b>	
<b>4.a Date the event was reported?</b>		<b>4.b. If then injury was reported to a child. Has the parent been informed (if on an Education activity)?</b>	
		(Please Circle) Yes                  No	
<b>5. Description of what happened?</b> (Please give as much detail as possible i.e. weather and ground conditions. If necessary, please continue on a blank sheet of paper)			
<b>6. Who did this event happen to?</b> (Please circle)		Staff                  Volunteer                  Visitor                  Contractor	
<b>7. Was the person injured or did they suffer ill health because of this event?</b> (Please circle)		YES    NO	
		If Yes - Please give details of the injury and mark on sheet 2 on the diagram the location of the injury	
<b>8. Full name of the injured person?</b> (Please print)		<b>Gender (Circle)</b> M                  F	
<b>9. Date of Birth</b>		<b>9a. Age</b>	
<b>10. Full address and postcode of the person?</b>			
<b>11. Telephone number:</b>			
<b>12. Was First Aid Given?</b>			
<b>13. Details of First Aid Given?</b>			
<b>14. First Aider Name? (Please print)</b>			
<b>15. Was the injured person told to seek medical help or taken to hospital?</b> (Please circle)		Hospital                  Doctor                  No medical attention required	
		Other:	
<b>16. Name of staff member completing this form?</b>			

17. Position of Staff Member:

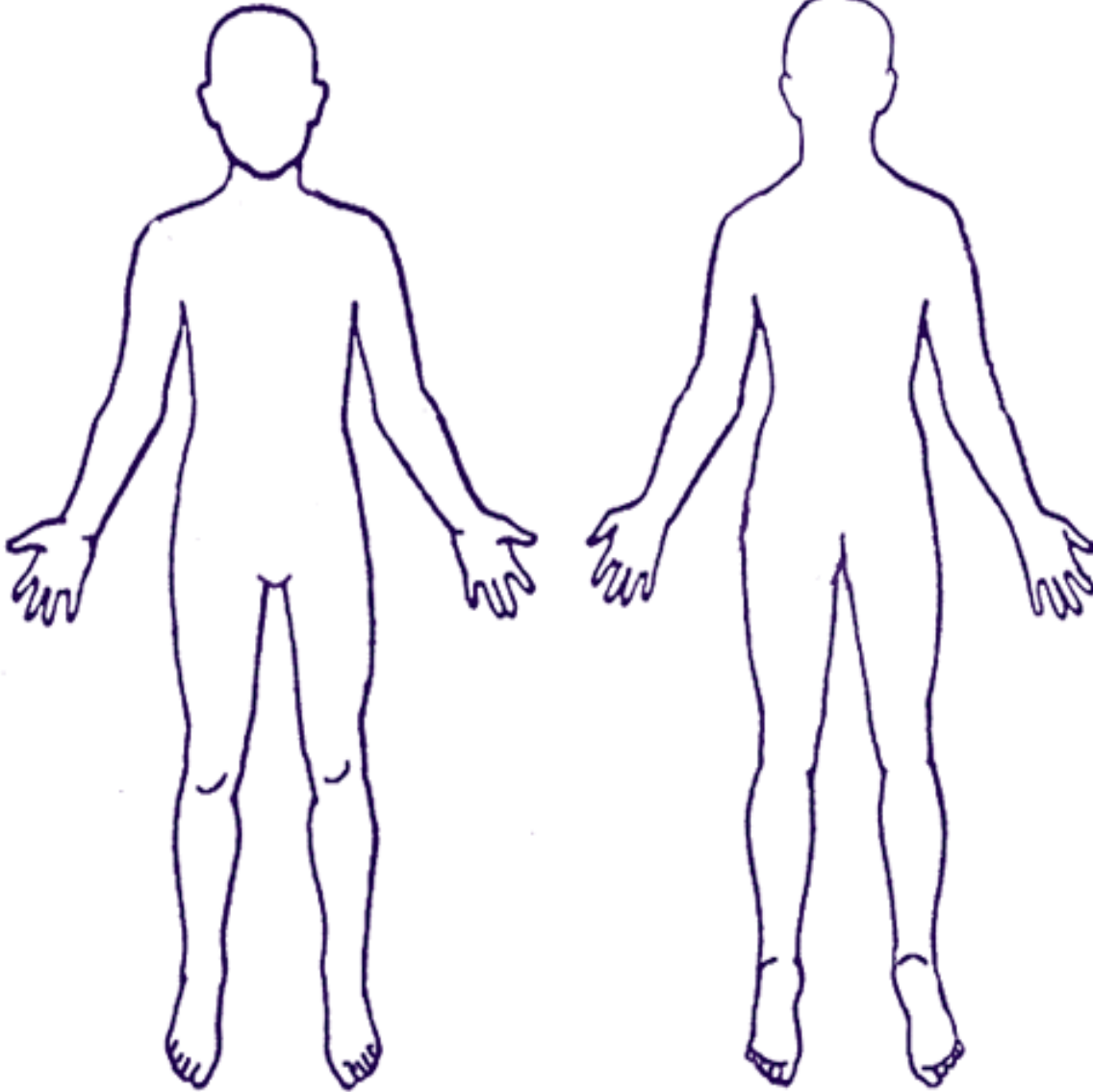
18. Staff Signature:  
Date:

It is mandatory that this form is completed within 24 hours of the occurrence and it must be forwarded to the Health and Safety Advisor for investigation as soon as it is completed.

19. Please indicate where the person's injury is located on the diagram below.

Front

Back



Completion of this form does not in any circumstance constitute any admission of liability on behalf of the Essex Wildlife Trust and its board. This documentation is to enable the Essex Wildlife trust to fulfill its statutory obligations and reporting responsibilities in accordance with Health and Safety and Data Protection legislation. This form will be kept securely for the recognised statutory period of three years. In the case of a child or young person under the age of 18 years the form will be kept in accordance with the statute of limitation.





**ESSEX**  
Wildlife Trust

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**This booklet is available in larger type in A4 size and is available to all staff and all volunteers on SharePoint and by contacting Essex Wildlife Trust at the address opposite.**