

## Herefordshire Wildlife Trust - Generic Risk Assessment Form

Name: Claire Spicer

Job Title: Head of Nature Recovery

Date Created: 24-03-2025      Review Date:

Activity/Function Assessed: **Nature Reserves Volunteer Led Work Activity**

Scope: Includes site visits, yard and workshop work, volunteer work parties and surveys

Who is at risk: Task Leaders (volunteer leading the work party) and volunteers

Hazard	Control measures
Fire – accidental/arson	<ul style="list-style-type: none"><li>• Do not attempt to tackle serious wildfires without appropriate and if necessary professional assistance</li><li>• Manage sites to reduce risk of wildfires e.g. create fire breaks where appropriate</li><li>• Do not undertake controlled burns</li></ul>
Health, Hygiene and Welfare	<ul style="list-style-type: none"><li>• Task Leader to inform volunteers of biological hazards e.g. ticks, Weils disease, toxic plants, Avian Influenza, wasp/bee nests if known about</li><li>• Task Leader to provide gloves and PPE to volunteers</li><li>• Take measures to avoid tick bites e.g. tucking trousers into socks</li><li>• Wash hands before eating/drinking/smoking especially where there is risk of Weils Disease, Avian Flu or Toxocaria</li><li>• Volunteers should inform Task Leader of any health issues and medication they might need during the task</li><li>• Task Leader should maintain vigilance and frequently check in with volunteers and staff to ensure they are ok physically and mentally</li></ul>
Lone Working	<ul style="list-style-type: none"><li>• Do not lone work</li></ul>
Weather	<ul style="list-style-type: none"><li>• Red warning: do not carry out a site visit if a red warning has been issued by the Met Office</li><li>• Amber warning: staff to review on the day of the site visit, line manager to be consulted as to whether to proceed</li><li>• Wind speed: site visits should not be carried out in woodlands <i>during high winds or gale force winds</i> ie when the wind speed is over 45mph (unless trees are very young and no taller than a person)</li></ul>

Hazard	Control measures
	<ul style="list-style-type: none"> <li>• Avoid working for long periods in full sun on hot summer days – seek shade, rest frequently and drink plenty of water, wear a sun hat and sun cream and UV protective glasses</li> <li>• Avoid working for long periods in exposed areas on cold days – seek shelter from wind and rain and wear warm, waterproof clothing</li> <li>• Ensure that you are appropriately dressed for the occasion; waterproof clothing, stout footwear</li> </ul>
Provision and Use of Equipment	<ul style="list-style-type: none"> <li>• Only fully trained and competent persons to operate equipment (chainsaws, brushcutters, strimmers, pole saw, tractors, ATV, wood chipper, ladders, power tools)</li> <li>• Correct PPE must be provided and worn by all users/operators and where relevant those working nearby</li> <li>• Correct standard operating procedures (SOP's) for equipment/tools must be followed at all times</li> <li>• All PPE, equipment and tools must be returned to the workshop at the end of the activity – defects should be reported and procedures followed to prevent others from using defective equipment e.g. signs on equipment and communications with Reserves Manager</li> <li>• All equipment and PPE must be cleaned and where necessary maintained ready for use</li> </ul>
Control of Substances Hazardous to Health	<ul style="list-style-type: none"> <li>• Only fully trained and competent persons can use hazardous substances</li> <li>• All hazardous substances must be listed on the COSHH register and have an up to date COSHH assessment which must be followed when in use and being stored</li> </ul>
The Workplace	<ul style="list-style-type: none"> <li>• Site Specific Risk Assessments must be carried and referred to when working on Nature Reserves</li> </ul>
Manual Handling	<ul style="list-style-type: none"> <li>• Only those trained and/or competent should be carrying out manual handling of large and bulky items</li> <li>• Follow manual handling standard operating procedure (SOP)</li> <li>• Avoid manual handling where possible and use mechanical assistance, break the load down into smaller elements or work in pairs/teams</li> <li>• Correct PPE must be provided and worn</li> </ul>
Children and Vulnerable Adults	<ul style="list-style-type: none"> <li>• All Task Leaders will be trained in Safeguarding best practice (Level 1)</li> <li>• Follow Safeguarding procedures and policies</li> <li>• Persons under 18 and supported adult volunteers must be accompanied by a parent/guardian or other responsible adult with Level 1 Safeguarding Training and a valid DBS check</li> <li>• Never be alone with someone under 18 or a vulnerable adult except in an emergency</li> <li>• Report any concerns to the Reserves Manager or a member of SMT</li> </ul>

Hazard	Control measures
Dangerous & Irresponsible People	<ul style="list-style-type: none"> <li>Do not approach anyone you believe to be acting suspiciously or dangerously, instead call for help either a member of the public, a volunteer or the emergency services</li> <li>If you witness something illegal or dangerous, record as much detail as possible as soon as possible and report to the police or other authorities</li> <li>If you absolutely have to confront someone, call for help first and keep the line open, do not put yourself at risk, attempt to de-escalate the situation, keep calm and move away if necessary and call for help</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>Task Leaders are responsible for ensuring an up to date first aid kit is taken out with the work party during an activity</li> <li>All Trust vehicles have first aid kits</li> <li>Carry an appropriate first aid kit and if necessary a trauma kit for all volunteer work parties</li> <li>The Task Leader is responsible for ensuring that a suitably trained first aider is present during the activity. <b>The first aider will have an accredited certificate in emergency first aid, if the work party includes the use of powered tools then the first aider will have an accredited certificate in emergency first aid with Forestry plus (F+).</b></li> <li>Those participating should be told who the first aider is and where the first aid kit will be during the work activity</li> </ul>
Working in/near water	<ul style="list-style-type: none"> <li>Follow Working in and near water Risk Assessment and Standard Operating Procedure (SOP)</li> </ul>
Dead Birds and mammals	<ul style="list-style-type: none"> <li>Do not touch dead animals/birds</li> <li>Report to line manager</li> <li>If Avian flu suspected report to DEFRA hotline in line with current guidance</li> </ul>
Dead wood	<ul style="list-style-type: none"> <li>Avoid walking under hanging deadwood, alder trees infected with phytophthora or ash trees infected with ash tree dieback (<i>Hymenoscyphus fraxineus</i>)</li> </ul>
Attack, impact or crushing by farm animals resulting in injury or fatality	<ul style="list-style-type: none"> <li>Care should be taken when entering a livestock area where potentially dangerous animals are located, particularly when young are present and the location prevents a safe exit if needed.</li> <li>If in doubt do not enter the area</li> </ul>
Highways and Driving	<ul style="list-style-type: none"> <li>Only persons sufficiently qualified, trained and competent will be allowed to drive Trust vehicles, tow trailers and drive off road</li> <li>Trust vehicles and trailers will be checked according to the procedures (daily, weekly, monthly)</li> </ul>

Hazard	Control measures
	<ul style="list-style-type: none"> <li>• Checks and maintenance will be recorded and defects reported to the Reserves Manager</li> <li>• Only take Trust vehicles off-road and onto Reserves where absolutely necessary for work and only when ground conditions allow. Keep to surfaced tracks and paths where possible. Maintain a safe speed and select the appropriate gear. Never traverse steep slopes or enter water or soft ground without knowing how deep it is and that you can safely exit it</li> <li>• If using your own car you must ensure that any tools or equipment are stored securely in the boot (equipment must not be stored on the back seat or drivers seat).</li> <li>• Follow driving standard operating procedure (SOP)</li> </ul>