



## Queenswood Site Risk Assessment

**Site Grid Ref:** **SO 506 514**  
 /// undertook.actor.aspect

**Site Postcode:** **HR6 0PY**

**Emergency services access point: Road** **SO 507 515**  
 What3words ///defectors.workroom.roof

**Emergency services access point: Air Oak Avenue** **SO 505 511**  
 What3words ///archives.download.depravity

**Nearest defibrillator:** **Queenswood Tannery foyer, at bottom of stairs** (not accessible outside of office hrs by non HWT staff)**What3Words**  
 //walts.still.forkful. or **Hope-under-Dinmore Village Hall HR6 0PP SO 50730 52435**  
 ///bits.carbonate.date

**Nearest A&E:** **Hereford County Hospital (8 miles)**  
**HR1 2ER 01432 355444**

9/07/25

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|---------------------|----------------------------|
| Date of last Review | 29 <sup>th</sup> July 2025 |
| Date of Next Review | 29 <sup>th</sup> July 2028 |
| Review period       | 3 years                    |
| Responsible Officer | Rosie Wilson               |
| Department          | Reserves                   |
| Signed off by       | Reserves Team Manager      |

All H&S

Requirements are outlined in the Herefordshire Wildlife Trust H&S Policy

| <b>WHO'S AT RISK</b> Staff, Volunteers, public  |  |
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| <b>Hazard</b>                                   | <b>Mitigation</b>  |
| Uneven ground resulting in slip trips and falls | Paths within arboretum maintained to a fairly even standard where possible. With track maintenance operating year round with team to fix problems when they occur. |
| Deadwood and fallen branches/trees              | Fallen debris moved off of path and placed away from paths in arboretum.   |

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|  | <p>Trees safety inspections to be carried out and followed up on.</p> <p>Fallen branches will be cornered off and dealt with accordingly (follow relevant risk assessment)</p> <p>Large core wood can be left by the side of path as long as it is too heavy for the public to move.</p>  |
| Mobility scooters sharing paths with pedestrians                   | <p>Paths kept accessible for mobility scooter access.</p> <p>Mobility scooters have low top speed and inductions are given to those hiring them. Users clear on which paths are suitable for them to ride on.</p>   |
| Aggressive dogs  | <p>Do not approach dogs that you are unfamiliar with.</p> <p>Off lead dogs are allowed on site so be conscious of this when working. If confronted, avoid running or screaming, or staring directly at the dog. Try to create a barrier, remain calm and slowly back away.</p>  |
| Aggressive people  | <p>Avoid confrontation, especially whilst lone working and report antisocial and aggressive behaviour to the Reserves Manager or Park Ranger, or police if appropriate.</p>   |
| Busy site with high footfall                                       | <p>Any work carried out must follow other risk assessment and relevant policies. Any practical work on site should be aware of 365, 24/7 access.</p>  |
| Busy Car parking/ roads adjoining site ad site off main road (A49) | <p>Various car parking with multiple people coming and going, extra care must be taken at events and summer holidays when its busy, events may use stewards to direct people and staff should not park in the public car park. Lines of site should be maintained from entrance to road.</p> <p>Any staff walking between offices should be alert and try to stick to the edges of road.</p> <p>Vehicle access through site to residence behind Queenwood, road no entry signs put up for public.</p> <p>Any work carried out near main road must go through the highways agency.</p> |
| Dog and human waste  | <p>Free dog waste bags to be provided in Tannery building.</p> <p>Do not touch faeces, wash hands/use hand sanitiser if you may have been in contact with faeces. Wear a solid visor when strimming. Avoid litter picking tissue without a litter picker.</p> <p>Signage for dog owners about waste and awareness campaigns instigated.</p> <p>Staff have access to full welfare kits to wash up.</p> <p>Gloves should be worn when emptying bins.</p>  |



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| Deer (ticks and lymes disease)       | Long trousers advisable during summer months. Tuck trousers into socks. Check (self) for ticks and make people aware of risk of Lyme's disease. Ensure first aid kits are stocked with tick twisters.   |
| Playground equipment becoming unsafe | <p>Playground to be inspected daily (with a more in-depth check carried out monthly) and any repairs noted and fixed as soon as possible, cordon off playground if parts are broken/unsafe and will not be fixed that day.</p> <p>Remove hazard if able to or cordon off.</p> <p>Woodchip to be maintained to regulated depth and to be raked into high risk places eg under swings and around slides.</p> <p>External inspection (as per ROSPA guidelines) carried out annually and advice to be followed.</p> |
| Steep slopes, banks, quarries        | Be aware of specific zones such as quarries, fenced off at the top to stop people falling down. Fence to be maintained. Steep slopes all around Queenwood as it is on a hill. Paths on slopes to be checked and maintained.   |
| Vehicles/ machinery                  | <p>Proper signage to be placed when any work occurs within Queenwood, (follow relevant task assessment).</p> <p>Slow speed through the site.</p> <p>Be aware of surroundings and use a banks man.</p> <p>Timing of operations to avoid busy areas, times of day and year e.g. avoid work during school holidays where it is avoidable.</p>  |
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