



SAFE WORKING MANUAL

**GUIDELINES AND GENERIC RISK
ASSESSMENTS FOR OFFICERS,
CONTRACTORS AND VOLUNTEERS
UNDERTAKING PUBLIC RIGHTS OF WAY
WORK**

Prepared: March 2001

Revised: July 2005, November 2007 and April 2013

**Bath & North East
Somerset Council**

PUBLIC RIGHTS OF WAY

**RISK ASSESSMENT GUIDELINES FOR
UNDERTAKING PUBLIC RIGHTS OF WAY WORKS**

This booklet contains documents as prepared to aid those involved in the management and carrying out of public rights of way projects and works on site.

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RISK ASSESSMENT GUIDELINES WHEN UNDERTAKING WORKS ON PUBLIC RIGHTS OF WAY FOR OFFICERS, CONTRACTORS AND VOLUNTEERS

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1. Introduction

The identification of hazards and evaluation of risk is an underpinning requirement for successful health and safety management. The process should lead to the effective control of risks and the adoption of '*safe systems of work*'. Under the Management of Health and Safety at Work Regulations 1999 (*MHSWR*) it is a specific legal requirement to make suitable and sufficient assessment of health and safety risks.

Works on site will only be permitted following the completion of a Risk Assessment.

This document provides guidance for Council officers, contractors and volunteers in assessing the principles of risk assessment, and how they should be applied to all countryside/rights of way work areas as undertaken by and on behalf of the Council. In addition to this explanatory text, a selection of examples and a simple flow chart is provided to help manage risk assessment obligations, whilst not placing a great demand on time and expense.

2. Requirements of the Regulations

Regulation 3 of the Management of Health and Safety at Work Regulations requires every employer and self employed person to make suitable and sufficient assessment of the health and safety risks to employees and others not in his employment to which his undertakings give rise, in order to put in place appropriate control measures.

3. Definitions

Hazard - Something with the potential to cause harm, this can include machines, equipment, chemicals and methods of work;

Risk - The likelihood that the harm from a particular hazard will be realised in terms of the severity of the consequences to individuals or groups of people.

4. What is Risk Assessment?

Risk assessment can be defined as the systematic identification of the hazards present in a workplace, and the estimation of the likelihood and magnitude of risks to the health and safety of the workforce and others.

5. Risk Assessment Methodology

The risk assessment process has a defined purpose in health and safety legislation, '*it is to identify the measures an employer needs to take to comply with the requirements and prohibitions imposed upon him under the relevant statutory provisions*'. These include the general duties under the Health and Safety at Work etc. Act 1974 and also specific duties imposed by other health and safety regulations.

The risk assessment process requires a systematic examination of activities undertaken on behalf of (by contractors) and by (officers of) Bath and North East Somerset Council. This involves:

- The identification of hazards, arising from work activities, the use of equipment and machinery, or the condition and layout of premises;
- Noting carefully all existing precautions;
- Evaluating the risks involved in relation to severity, numbers affected and likelihood of realisation;
- Removing or reducing the risk to an acceptable level.

6. Risk Assessment Objectives

- To adopt a method of assessment which concentrates on those activities which involve the greatest risk. In practice, this means addressing those work activities that have the potential to cause fatal or serious injury to any person, together with those hazards which lead to a substantial number of minor injuries;
- To take into account any local variations / evaluate risk at a local level;
- To assist in decisions on the precautions which should be taken before and during work.

- To enable Bath and North East Somerset Council to meet its legal obligations;
- To ensure that the above lead to significant benefits for the health, safety and welfare of staff, volunteers and the public.

7. Who should undertake risk assessments?

Where works are to be undertaken for the Council, all contractors, volunteer team leaders and officers will be expected to forward a risk assessment statement, regardless of contract size or complexity. The risk assessment / guidance proforma provided here may be used. It is the responsibility of the Council's contracts officer (i.e. the officer who lets the contract) to ensure that the risk assessment is completed prior to commencing works on site.

In applying the principles of Risk Assessment (through the Management of Health & Safety at Work Regulations 1999), The Council should only permit works to be carried out on site when these requirements have been met.

8. Project Information Sheets (See Appendix 1)

As part of the works process, the Council will provide a Project Information Sheet as part of the work specification for those proposing to carry out works on site. This will apply to contractors, volunteer groups and officers and will aid in their preparation for any works on site. This will provide a summary of all known relevant site information. The aim is to provide contractors (and others) with as much necessary site information for the preparation of prices and risk assessments for site works.

The Project Information Sheet should be completed by officers and attached with any contract specifications as and when sent out to contractors and volunteer groups or officers.

A blank copy of the Project Information Sheet is provided for your use at Appendix 1.

Where specific site information is not available (eg Underground Services) these should be worked into the Risk Assessment Procedure.

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9. Completion of Risk Assessments/Site Safety Plans (Guidance and examples)

The production of risk assessments, whilst a requirement of the Management of Health & Safety at Work Regulations 1999, should not be a time-consuming task. However, it is a statutory part of all contract and work procedures. It should be a process that augments both the process of contract management, and when working with volunteers on the ground.

Officers employing contractors. In most instances officers will appoint contractors to undertake site management works. In such cases it is the responsibility of the contractor to complete the risk assessment prior to commencing works on site.

Officers working with volunteers. Where the work is with volunteers ultimately the Volunteer Team Leader is responsible for ensuring that a suitable Site Safety Plan has been completed prior to the commencement of works on site.

Officers should always complete **Project Information Sheet** as fully as possible when sending out works specifications. This provides as much relevant site information for the attention of those proposing to carry out the works.

A completed **risk assessment (Site Safety Plan) will be required prior to undertaking works on site.** It is the responsibility of the Contractor or Volunteer Team Leader to ensure that the risk assessment form has been satisfactorily completed. The Officer may request a copy of the completed Risk Assessment form prior to commencing works on the site. In any case a completed copy will be required prior to payment of invoices.

10. Risk Assessment Proforma

To ease this process, a standard Risk Assessment Form (**Safety Plan at Appendix 2**) is enclosed to assist the production of risk assessments, together with a set of standardised Generic Risk Assessments (GRA) and Guidance Notes (GN). A blank Safety Plan Risk Assessment will be printed on the reverse of Project Information Sheets.

Although this may appear daunting (and a lot of paperwork), the format is easy to follow, and the risk assessment form (when correctly completed) will serve to demonstrate that all risks and precautions have been properly considered. To help everyone involved in the process, completed Site Safety Plan examples are enclosed for assistance (**see Appendices 3**), and additional help and guidance with the completion of the Site Safety Plan is included within in Guidance Note 001 (**Appendix 6**). The aim is to encourage a process which should be efficient in time, comprehensive in recognition of risk, and generic in the developing assessment of risk on a site by site / work basis. It is proposed that Generic Risk Assessments are made available for a selection of tasks.

Generic Risk Assessments (GRA) and Guidance Notes (GN) are valuable tools for use in risk assessment preparation procedures. They enable the hazards and precautions associated with particular work activities (including the use of machinery and equipment) to be highlighted and set out in a standard format. This should save considerable time on behalf of those preparing risk assessments. An up-to-date list of regulations and publications can be found at Appendix 8.

i) **The Generic Risk Assessments R.001-R.026 (Appendix 6):**

- An index lists the activities for which GRAs have been prepared;
- the GRAs set out the hazards arising from particular activities;
- identify the most important precautions to be adopted for the protection of staff, volunteers and the public;
- and refer to relevant legal requirements and additional published guidance material see appendix 8.

ii) **Guidance Notes G.001 – G.024 (Appendix.7):**

- provide guidance on good, responsible working practices;
- cross-reference GRA in the identification of precautions to be adopted for the protection of staff, volunteers and the public;
- refers to relevant legal requirements and additional published guidance material see Appendix 8.

iii) **Example Risk Assessments.**

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A standard risk assessment (Site Safety Plan) has been prepared, a copy of which is enclosed at **Appendix 2**. The form must be completed when organising project works on behalf of Bath and North East Somerset Council (see above). Full use of the Generic Risk Assessments / Guidance Notes should be made when completing these forms. Additional information on hazards and risks should be added where there are significant variations from the Generic assessment. For guidance, the following examples are enclosed:

iv) Example Risk Assessment – Volunteers

Path Clearance near water (Appendix 3a) - This risk assessment simply lists the following Generic Risk Assessments and Guidance Notes that would be most applicable for this activity. Each site should also be individually assessed for site-specific hazards.

- R.016 Working on a slope.
- G.004 Managing insect bites and stings.
- G.008 Water Hazards.
- G.013 Working with volunteers.
- G.014 Working with young people.
- G.015 First Aid.
- G.019 Weil's Disease.
- G.021 Tetanus Infection.

Waymarking (Appendix 3b) - This risk assessment simply lists the following Generic Risk Assessments and Guidance Notes that would be most applicable for this activity. Each site should also be individually assessed for site-specific hazards.

- G.003 - Transport & safe use of hand tools.
- G.007 - Personal safety.
- G.009 - Manual handling.
- G.013 - Working with volunteers.
- G.015 - First Aid.
- G.018 - Working near Public Highways.
- G.021 - Tetanus Infection.

iv) Example Risk Assessment – Contractor

Strimming paths near a pond/erection of a bridge over 1.5m ditch (Appendix 4a) - This risk assessment simply lists the following GRA and GN that would be most applicable for this activity. Each site should also be individually assessed for site-specific hazards.

- R.005 - Use of brushcutters, clearing saws and strimmers.
- R.016 - Working on a slope.
- G.003 - Transport and safe use of handtools.
- G.004 - Managing insect bites and stings.
- G.008 - Water Hazards.
- G.009 - Manual Handling.
- G.015 - First Aid.
- G.020 - Lyme Disease.
- G.022 - Tetanus Infection.

Installation of Kissing Gate & vegetation clearance (Appendix 4b) - This risk assessment simply lists the following GRA and GN that would be most applicable for this activity. Each site should also be individually assessed for site-specific hazards.

- R.003 – Use of chainsaws.
- R.005 – Use of brushcutters, and strimmers.
- R.006 – Use of hedge cutters and trimmers.
- R.016 – Working on a slope.
- G.003 – Transport and safe use of handtools.
- G.009 – Manual Handling.
- G.015 – First Aid.
- G.022 – Tetanus Infection.

Appendix 4 shows that the application of information on the GRA's and GN's will not always enable all the necessary precautions to be adopted. Therefore officers and contractors should not rely solely on this information. Local variation will need to be taken into account, eg:

- the physical conditions.
- the experience and competence of the persons involved.
- existing precautions.
- the frequency of the operation.

There are many activities that take place in many different areas or workplaces which are fundamentally the same. In such cases it is possible to undertake generic risk assessments, which reduce the overall burden of producing hundreds of identical assessments. However, it must be emphasised that where a generic assessment has been produced, it must be checked against the actual workplace to ensure that other hazards have not been introduced.

11. Record of Completed Site Safety Plan Risk Assessments

Officers should keep a record of completed risk assessment documentation on the relevant parish / project file. By keeping copies on file, officers can easily look at and offer as examples for use, previous risk assessments for guidance which may also assist in saving time when preparing future risk assessment documentation.

12. The Process: Flow Chart for Officers when working with contractors and volunteers – (Appendix 5)

The flow chart presented in appendix 5 provides a basic summary of how and where the risk assessment process should be engaged when arranging public rights of way projects as organised by and with the Council.

13. Corporate Health & Safety Policy Statement

Officers should be aware that both the Councils' corporate Health & Safety Policy Statements, together with other organisations and arrangements in respect of health & safety can be found on the Councils' intranet sites under Health & Safety. This includes generic risk assessments for a variety of tasks and activities, including lone working. Officers should familiarise themselves with this information from time to time, or when specifically instructed.

For office use only

Agresso Order No.....	Budget Sheet	<input type="checkbox"/>	Map Attached	<input type="checkbox"/>	Stock Control Sheet	<input type="checkbox"/>	Copy of Order to Workshop	<input type="checkbox"/>
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CONTRACTOR / GROUP DETAILS			DATE	
OFFICER		REPORT / JOB NO.		
SITE LOCATION				
PATH REF.		GRID REF		
DESCRIPTION OF WORK				
DATE TO BE COMPLETED BY:				
LANDOWNER DETAILS		PROW TEAM CONTACT Nos.		
Tel:		Office	01225 477532	
L/O CONSENT OBTAINED				
ACCESS				
Site specific and other relevant information (Including any identified site hazards – <i>FURTHER DETAILS ON RISK ASSESSMENT OVERLEAF</i>)	<p>e.g. Unstable ground, water, overhead power lines, underground services, and features of environmental, archaeological or nature interest.</p> <p>(CONTINUE ON SEPARATE SHEET IF NECESSARY)</p>			

DECLARATION:

I have completed the risk assessment form overleaf and will implement the appropriate safe working practices and precautions.

Signed:		Dated:	
Print Name :			

Public Rights Of Way

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The site safety plan must be completed before each activity commences and a copy retained. It will provide site-specific information, in addition to the generic risk assessment reference, for the activity taking place, eg clearance, dry stone walling. Please use BLOCK letters when filling in the form.

Name of risk assessor:..... Tasks:..... Date:.....

Hazards	Who might be harmed by the hazards	Precautions taken to minimise risk of injury
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions on the site Refer to the Generic RISK ASSESSMENTS listed in Booklet.</p> <p>Risk Assessments</p> <p>Use of –</p> <ul style="list-style-type: none"> <input type="checkbox"/>R.003 chainsaws; <input type="checkbox"/>R.005 brushcutters, and strimmers; <input type="checkbox"/>R.006 hedge cutters and trimmers <input type="checkbox"/>R.010 - Welding <input type="checkbox"/>R.013 - Work near underground services <input type="checkbox"/>R.014 - Work near to cliffs / crags <input type="checkbox"/>R.015 - Working at height, ladder & scaffold <input type="checkbox"/>R.016 - Working on a slope <input type="checkbox"/>R.018 - Tree climbing <input type="checkbox"/>R.020 - Work involving bracken <input type="checkbox"/>R.023 - Litter picking / removal of rubbish; <input type="checkbox"/>R.021 - Storage of LPG in cylinders <input type="checkbox"/>R.026 - Working near/adjacent to Overhead Power or telephone lines <p>Guidance Notes</p> <ul style="list-style-type: none"> <input type="checkbox"/>G.002 - C.O.S.H.H. <input type="checkbox"/>G.003 - Transport & safe use of hand tools <input type="checkbox"/>G.006 - hazards from burnt-out vehicles <input type="checkbox"/>G.007 - Personal safety <input type="checkbox"/>G.008 - Water hazards <input type="checkbox"/>G.009 - Manual handling <input type="checkbox"/>G.010 - Machinery & equipment <input type="checkbox"/>G.013 - Working with volunteers <input type="checkbox"/>G.015 - First-aid <input type="checkbox"/>G.016 - Lone working <input type="checkbox"/>G.017 - Noise & hearing protection <input type="checkbox"/>G.018 - Working near Public Highways <p>Disease</p> <ul style="list-style-type: none"> <input type="checkbox"/>G.019 – Weil's <input type="checkbox"/>G.020 - Lyme <input type="checkbox"/>G.021 - Tetanus <input type="checkbox"/>G.022 – Legionnaires <input type="checkbox"/>G.024 - Working near Animals <input type="checkbox"/>Other – Please specify 	<p><i>There is no need to list individuals by name, just think about groups who are carrying out work, or who may be affected by it.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Public <input type="checkbox"/> Workers/staff <input type="checkbox"/> Other – please specify 	<p>Have you already taken precautions against the risks from the hazards you listed? Please list here precautions, eg tool safety talk, protective gear.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notices <input type="checkbox"/> Cones <input type="checkbox"/> PPE(protective gear) <input type="checkbox"/> Safety Talk <input type="checkbox"/> Safe working distance <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Hi Viz <input type="checkbox"/> Cat Scan <input type="checkbox"/> Hand dig only <input type="checkbox"/> Other – please specify <p>Bath Royal United Hospital Combe Park, Bath. Tel: (01225) 428331</p> <p>Bristol Royal Infirmary Marlborough St., Bristol Tel: (0117) 923 0000</p> <p>Frenchay Hospital Frenchay Park Rd, Bristol. Tel: (0117) 970 1212</p> <p>Southmead Hospital Southmead Rd, Bristol. Tel: (0117) 950 5050</p> <p>NHS Direct Tel: 111</p>

Additional information

Nearest casualty unit: See Hospital List above

*{Nearest public telephone:

*{Mobile Telephone Number on site:

(Please check reception prior to starting works)

BATH & NORTH EAST SOMERSET COUNCIL.

PROW, Riverside, Temple Street,

Keynsham

BS31 1LA

01225 477532

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The site safety plan must be completed before each activity commences and a copy retained. It will provide site-specific information, in addition to the generic risk assessment reference, for the activity taking place, eg clearance, dry stone walling. Please use BLOCK letters when filling in the form.

Name of risk assessor: *John Smith* Tasks: *Vegetation Clearance* Date: *01/04/2013*

Hazards	Who might be harmed by the hazards	Precautions taken to minimise risk of injury
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions on the site Refer to the Generic RISK ASSESSMENTS listed in Booklet.</p> <p>Risk Assessments Use of –</p> <ul style="list-style-type: none"> <input type="checkbox"/> R.003 chainsaws; <input type="checkbox"/> R.005 brushcutters, and strimmers; <input type="checkbox"/> R.006 hedge cutters and trimmers <input type="checkbox"/> R.010 - Welding <input type="checkbox"/> R.013 - Work near underground services <input type="checkbox"/> R.014 - Work near to cliffs & crags <input type="checkbox"/> R.015 - Working at height, ladder & scaffold <input checked="" type="checkbox"/> R.016 - Working on a slope <input type="checkbox"/> R.018 - Tree climbing <input type="checkbox"/> R.020 - Work involving bracken <input type="checkbox"/> R.023 - Litter picking / removal of rubbish; <input type="checkbox"/> R.021 - Storage of LPG in cylinders <input type="checkbox"/> R.026 - Working near/adjacent to Overhead Power or telephone lines <p>Guidance Notes</p> <ul style="list-style-type: none"> <input type="checkbox"/> G.002 - C.O.S.H.H. <input type="checkbox"/> G.003 - Transport & safe use of hand tools <input type="checkbox"/> G.006 - hazards from burnt-out vehicles <input checked="" type="checkbox"/> G.007 - Personal safety <input checked="" type="checkbox"/> G.008 - Water hazards <input checked="" type="checkbox"/> G.009 - Manual handling <input type="checkbox"/> G.010 - Machinery & equipment <input type="checkbox"/> G.013 - Working with volunteers <input type="checkbox"/> G.015 - First-aid <input type="checkbox"/> G.016 - Lone working <input type="checkbox"/> G.017 - Noise & hearing protection <input type="checkbox"/> G.018 - Working near Public Highways <p>Disease</p> <ul style="list-style-type: none"> <input type="checkbox"/> G.019 – Weil's <input type="checkbox"/> G.020 - Lyme <input checked="" type="checkbox"/> G.021 - Tetanus <input type="checkbox"/> G.022 – Legionnaires <input type="checkbox"/> G.024 - Working near Animals <input type="checkbox"/> Other – Please specify 	<p>There is no need to list individuals by name, just think about groups who are carrying out work, or who may be affected by it.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Workers/staff <input type="checkbox"/> Other – please specify 	<p>Have you already taken precautions against the risks from the hazards you listed? Please list here precautions, eg tool safety talk, protective gear.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Notices <input type="checkbox"/> Cones <input checked="" type="checkbox"/> PPE (protective gear) <input type="checkbox"/> Safety Talk <input type="checkbox"/> Safe working distance <input checked="" type="checkbox"/> First Aid Kit <input type="checkbox"/> Hi Viz <input type="checkbox"/> Cat Scan <input type="checkbox"/> Hand dig only <input type="checkbox"/> Other – please specify <p><i>Mobile phone on site. Work in pairs</i></p> <p>Bath Royal United Hospital Combe Park, Bath. Tel: (01225) 428331 Bristol Royal Infirmary Marlborough St., Bristol Tel: (0117) 923 0000 Frenchay Hospital Frenchay Park Rd, Bristol. Tel: (0117) 970 1212 Southmead Hospital Southmead Rd, Bristol. Tel: (0117) 950 5050 NHS Direct Tel: 111</p>

Additional information

Nearest casualty unit: See Hospital List above
*{Nearest public telephone:
*{Mobile Telephone Number on site:
(Please check reception prior to starting works)

BATH & NORTH EAST SOMERSET COUNCIL.

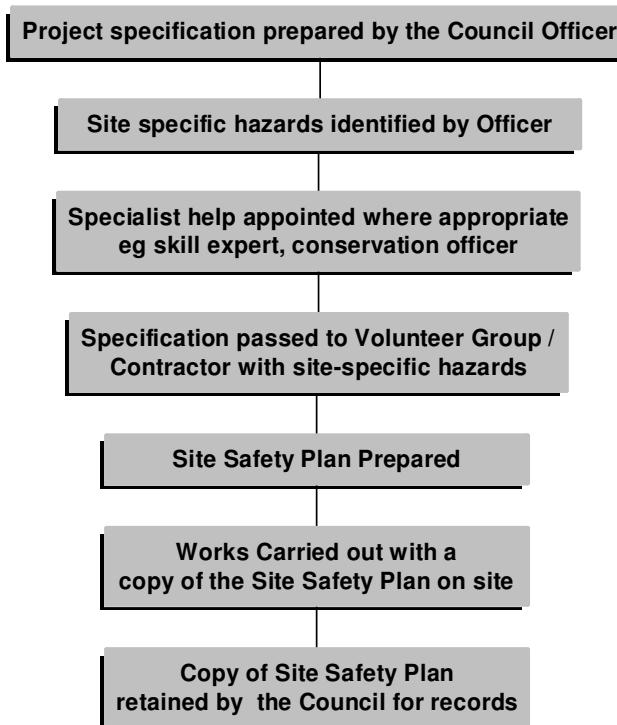
PROW, Riverside, Temple Street,
Keynsham
BS31 1LA
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Process Flow Chart for Officers, Volunteers & Contractors



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INDEX OF GENERIC RISK ASSESSMENTS

WORK ACTIVITY

Title	Date Prepared	Last Date Reviewed	Reference
Use of hand-operated winches	13/03/01	15/04/13	R.001
Use of ATVs	13/03/01	15/04/13	R.002
Use of chainsaws	13/03/01	15/04/13	R.003
Use of chippers	13/03/01	16/04/13	R.004
Use of brushcutters, clearing saws and strimmers	13/03/01	16/04/13	R.005
Use of hedge cutters and hedge trimmers	13/03/01	16/04/13	R.006
Use of mowing machines	13/03/01	16/04/13	R.007
Use of dumper trucks	13/03/01	16/04/13	R.008
Use of mechanical excavators	13/03/01	16/04/13	R.009
Welding	13/03/01	16/04/13	R.010
Initial entry into derelict and dilapidated buildings and structures (NOT ADVISED)	13/03/01	16/04/13	R.011
Entry into disused mines (NOT ADVISED)	13/03/01	16/04/13	R.012
Work near underground services	13/03/01	16/04/13	R.013
Work near to cliffs & crags	13/03/01	16/04/13	R.014
Working at height, ladder & scaffold	13/03/01	16/04/13	R.015

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Working on a slope; slips, trips and falls	13/03/01	16/04/13	R.016
Guided Walks	13/03/01	16/04/13	R.017
Tree climbing	13/03/01	16/04/13	R.018
Pond dipping	13/03/01	16/04/13	R.019
Work involving bracken	13/03/01	16/04/13	R.020
Storage of LPG	13/03/01	16/04/13	R.021
Removal of dead animals / carcasses	13/03/01	16/04/13	R.022
Litter picking / removal of rubbish	13/03/01	16/04/13	R.023
Bonfire Management	13/03/01	17/04/13	R.024
Working on or adjacent to Railway Lines	18/07/05	17/04/13	R.025
Working near or adjacent to Overhead Power or telephone lines	18/07/05	17/04/13	R.026

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GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of hand-operated winches	R.001
Explanatory note	This Generic Risk Assessment covers the use of hand-operated winches (<i>Tirfors</i> are a common make) to pull or lift heavy objects, e.g. logs, rocks. They can also be used to remove tree stumps from the ground and in directional tree felling.	
Other relevant model risk assessments	Use of chainsaws [R.003].	
Physical hazards arising	Struck by wire following sudden fracture of wire or failure of winch components; Struck by object being winched; Trapping of fingers in winch mechanism; Contact with broken strands of wire; Strains from manual handling.	
Health hazards arising	No significant hazards to health.	
Persons at risk	Operators and persons in the vicinity.	
Principal organisational precautions	Instruction and training: Users should be experienced in the operation of the equipment and have received training on suitable courses (e.g. FASTCo, ATB, manufacturer) or from a member of staff experienced in the use of the equipment; Minimum age 18 years, unless under direct 1-to-1 supervision.	

	<p>Inspection, maintenance and examination:</p> <p>The winch and its cable, plus associated chain and wire slings should have a test certificate;</p> <p>The winch and associated chain and wire slings should be clearly marked with their safe working load;</p> <p>Do not use cable other than that supplied by the manufacturer;</p> <p>The winch, cable and all ancillary equipment should be subject to regular inspection before use by staff - any defects (<i>e.g. damage to or kinks in the cable</i>) should be rectified before use;</p> <p>The winch and cable should be maintained and used in accordance with the manufacturers instructions;</p> <p>The winch and associated chain and wire slings should be subject to routine statutory examination.</p> <p>Preparation for work:</p> <p>Each operation should be carefully considered to take full account of local terrain and ground conditions;</p>
Principal organisational precautions (contd)	<p>Locate overhead and underground services which might affect the work being carried out;</p> <p>A clear set of signals should be agreed before work starts;</p> <p>Check that all components of the winch system, and all other necessary equipment are present;</p> <p>Check that all components of the winch system are compatible with respect to their safe working loads, and that other equipment, <i>e.g.</i> anchorage devices are compatible with the winch system;</p> <p>Check that safety devices (<i>e.g. shear pins</i>) are fitted correctly.</p> <p>System of Work:</p> <p>Winching should not be carried out by an individual working alone;</p> <p>Only people directly involved should be near the winch - all other persons should stay well clear of the winch, its attachments and the load;</p> <p>Select suitable anchor points - if using a tree as an anchor, ensure that it is strong enough to take the weight without damage (<i>avoid using smooth-barked trees, as they are easily damaged</i>);</p> <p>Ensure the cable is not doubled back on itself as a sling</p>

	<p>around the object to be moved - use a separate sling, attached to the winch cable;</p> <p>When winching, check that the anchor sling is not riding up the anchor, and that the anchor is not suffering excessive strain;</p> <p>Leave the site in a safe condition after completion of work.</p> <p>Do not:</p> <ul style="list-style-type: none"> - use the winch to pull or lift people; - use the winch to pull trees over (<i>where not being used as part of a controlled tree felling operation</i>); - overload the winch (<i>stop work if there are any indications of excessive strain on the winch or cable</i>); - allow the cable to become kinked; - leave the winch system assembled and under tension after the task has been.
	<p>Public safety:</p> <p>The public should be excluded from the working area by barriers, tape or similar, or by active supervision of the area.</p> <p>Additional, specific precautions for directional felling and takedown:</p> <p>Each tree to be dealt with should be assessed as an individual case, taking into account its size, location, degree of decay, direction of lean and weight of crown;</p> <p>The chain saw operator must be able to see the winch operator clearly - if not, alternative means, i.e. third person or walkie-talkie, should be used;</p>

Principal organisational precautions (contd)	<p>Winching should only proceed on the instruction of the chainsaw operator;</p> <p>Stop immediately if any person comes within 2 tree lengths of the tree being worked;</p> <p>Any additional ropes used should be compatible with the safe working load of the winch.</p> <p>Additional, specific precautions for removing stumps:</p> <p>Stop immediately if any person comes within twice the length of the bight of rope, or near the stump itself;</p> <p>Consider making a notch in the trunk to prevent the wire slipping off as the stump tips over;</p> <p>Never work in the hole under the root plate;</p> <p>Ensure the root plate is stable after the operation, and will not fall back into the hole.</p>
Principal physical precautions	<p>Protective equipment and clothing:</p> <p>Protective clothing for operators and other persons involved should include:</p> <p>safety helmet to BS EN 397;</p> <p>heavy-duty gloves for handling wire;</p> <p>safety boots;</p> <p>non-snag outer clothing;</p> <p>high-visibility clothing when working near the highway.</p> <p>A first-aid kit should be available.</p>
Specific legal requirements	Provision and Use of Work Equipment Regulations 1998; Lifting Equipment and Lifting Operations Regulations 1998.
Further guidance	AFAG 310 - <i>Hand winches</i> ; HSE Agricultural Safety leaflet AS15 - <i>Farm and forestry operations</i> .

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of all-terrain vehicles	R.002
Other relevant model risk assessments	Working on a slope [R.016].	
Physical hazards arising	<p>Overturning due to:</p> <ul style="list-style-type: none">- loss of control on steep slopes;- jack-knifing of towed equipment;- excessive speed;- excessive or uneven loading;- collision with fixed objects, other vehicles or pedestrians;- contact (<i>particularly eyes</i>) with branches, brambles and other vegetation;- contact with moving parts (<i>vehicle and towed equipment</i>), particularly:<ul style="list-style-type: none">- loose clothing becoming caught on tyre treads;- foot / leg contact with rear wheel / tyre through the area between the foot rest and rear wheel fender;- flying debris from the use of associated implements;- fire / explosion during refuelling;- contact with hot surfaces, e.g. exhaust pipes.	
Health hazards arising	<p>High noise levels;</p> <p>Vibration and severe jarring;</p> <p>Exhaust fumes in confined areas;</p> <p>Hypothermia / exposure from prolonged use in extreme cold / heat.</p>	

Persons at risk	Operator, and other persons in the vicinity.
Principal organisational precautions	<p>Selection, authorisation and training:</p> <p>Operators should be selected and authorised in writing by the manager designate - use of these vehicles should be restricted to those who have relevant experience or have undergone training;</p> <p>Minimum age of operators - 17 years;</p> <p>New operators must be given training - external courses are available through bodies such as LANTRA;</p> <p>Existing operators are recommended to attend external training courses;</p> <p>Operators should be given specific instruction (e.g. by a dealer) on the design features, controls and means of operation of the vehicle and any towed or mounted equipment to be used with it.</p> <p>Maintenance:</p> <p>Routine maintenance should be carried out in accordance with the manufacturers instructions;</p> <p>The operator should inspect the machine daily before use in accordance with the manufacturers instructions, particularly to check:</p> <ul style="list-style-type: none"> - damage to tyres and tyre pressures (<i>tyres should be inflated to the correct pressure - use a low pressure gauge, since automotive tyre gauges are not sufficiently accurate for ATV tyre pressures</i>); - the effectiveness of the brakes and steering; - fuel, water, oil and fluid levels; <p>A record of maintenance and inspection should be kept.</p>
	<p>Use on public roads:</p> <p>Use should be restricted to authorised members of staff who possess a current full driving licence;</p> <p>ATVs should not be used on public roads unless they have been suitably adapted (<i>kits are available</i>) to conform to road vehicle legislation, and are correctly licensed;</p>

	<p>ATVs used on public roads must be fitted with a differential; Maximum speed on public roads is 20 mph.</p> <p>Other: Assess the terrain, define areas unsuitable for ATV use, and plan safe routes; Where used by an individual working alone in remote locations, planned movements must be given to another member of staff.</p>
Principal physical precautions	<p><u>Passengers should not be carried</u></p> <ul style="list-style-type: none"> • Drive with feet on the foot-rests at all times; • Select low gear before negotiating slopes or obstacles; • Use only first and second gears on difficult terrain; • Drive down slopes in low gear, with low throttle and careful use of the brakes; <p>Driving precautions:</p> <ul style="list-style-type: none"> • Never let the ATV roll backwards on a hill; • Increased speed greatly increases the risk of overturning; • Follow driving techniques as per the manufacturers operating manual; • On completion of the work, the engine should be switched off, the vehicle immobilised, and the key removed to a safe place. <p>Trailers and towed equipment:</p> <p>Brakes should be fitted to all towed equipment to help prevent jack-knifing;</p> <p>The safe ratio between the maximum weight of trailer and load, and the unladen weight of the ATV should be assessed for each operation - as a guide, on level ground, the maximum ratios are 4 x the unladen weight of the ATV for braked trailedequipment, and 2x the unladen weight of the ATV for unbraked trailedequipment;</p> <p>To increase traction and control, and to reduce the risk of</p>

	<p>jack-knifing, some of the trailer weight should be placed onto the ATVs rear wheels;</p>
	<p>Personal protective equipment: The following protective clothing should be provided and worn:</p> <ul style="list-style-type: none"> - motor cycle helmet to BS 6658 or BS EN 1384; - hearing protection; - eye protection BS EN 166; - safety boots BS EN 345-1; - gloves; - non-snag outer clothing (<i>ideally high-visibility</i>) which covers arms and legs. <p>A first-aid kit and vehicle repair kit should be carried.</p>
Specific legal requirements	All Terrain Motor Vehicles (<i>Safety</i>) Regulations 1989; Provision and Use of Work Equipment Regulations 1998.
Further guidance	ATB Trainee Guide 248-TG - <i>All-terrain vehicles</i> ; HSE booklet HS(G)136 - <i>Workplace transport safety</i> ; HSE Agricultural Safety leaflet AS22 - <i>Prevention of tractors overturning</i> ; HSE AFAG702: ATV quad bikes.

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of chainsaws	R.003
Explanatory Note	<p>This Generic Risk Assessment (<i>GRA</i>) gives basic practical advice on the safe use of portable, hand held, internal combustion-engined chainsaws. It is not intended as a substitute for proper instruction and training, nor as an exact interpretation of the law.</p> <p>Anyone who uses a chainsaw for work should:</p> <p>have received adequate training in safe use (<i>Provision and Use of Work Equipment Regulations 1998</i>);</p> <p>wear suitable protective clothing (<i>Personal Protective Equipment at Work Regulations 2002</i>);</p> <p>ensure that they have taken all reasonably practical steps so that no-one is put at risk by their work (<i>Health and Safety at Work etc. Act 1974</i>).</p>	
Other relevant model risk assessments	Working near Public Highways [G.018]; Use of hand-operated winches [R.001]; Use of brushcutters, clearing saws and strimmers [R.005].	
Physical hazards arising	Struck by flying objects and debris; Contact with moving chainsaw blade; Kick-back from contact with obstructions or woody material; Contact with stationary chainsaw blade or saw dogs.	
Health hazards arising	High noise levels; Vibration from prolonged use; Back strain from prolonged use.	

Persons at risk	Operator; Others straying into work area.
Principal organisational precautions	<p>Training: Use should be restricted to trained persons, of minimum age 17 years; New users must be fully trained on external courses (e.g. through Lantra or ATB) on completion of training they will be assessed and if successful, the relevant certificate of competence will be issued by the National Proficiency Tests Council (NPTC). Further guidance on training and standards of competence is found in HSE Guidance Note: AFAG301.</p> <p>Maintenance: Proper maintenance is essential for safe use. Make sure the saw is regularly and thoroughly examined by someone who is competent to do the job.</p> <p>You should check the following items on a daily basis for damage or excessive wear: chain catcher; silencer; guide bar, drive sprocket and chain links; side plate, front and rear hand guards, chain brake; anti-vibration mounts</p> <p>Pre-use checks: Before you use a chainsaw make sure that the chain is properly tensioned and sharpened to the manufacturer's specification; Incorrect filing of the cutters or depth gauges can make it difficult to control the saw safely.</p> <p>Also check that: the stop switch works; all nuts, screws etc. are tight; the chain brake functions correctly; it isn't possible to squeeze the throttle trigger unless the throttle trigger lock-out is pressed.</p>

Fuelling and lubrication:

Make sure that fuel containers are in good condition, clearly labelled and have securely fitting caps. Plastic containers must be designed and approved for use of fuels.

Avoid getting dirt in the fuel system since this may cause the chainsaw to be unreliable.

Allow chainsaw to cool to ambient temperature before refuelling.

Replace all fuel caps securely immediately after fuelling and wipe away any spilt fuel. Keep fuel containers well away from fires and other sources of ignition - including the saw itself - during starting and use. Four metres is of minimum distance recommended.

Don't use discarded engine oil as a chain lubricant - it is a very poor lubricant and can cause cancer if it is in regular contact with the skin.

Operation:

You need good judgement and quick reactions to use a chainsaw. That means being alert, with your senses not dulled by fatigue, alcohol or drugs.

Chainsaws are designed to be used right-handed and it is potentially very dangerous to use them left-handed. Always hold the saw firmly with your left-hand on the front handle and right-hand on the rear. Make sure you have a good footing and if you are going to walk with the engine running, always apply the chain brake first.

Don't allow the guide bar nose to touch any obstruction, eg branches, logs, stumps.

Do not over reach.

Keep the saw below chest height;

Keep the thumb of your left-hand around the back of the front handle;

Always cut at full power;

Do not allow anyone within two tree lengths or 5 metres which ever is the greater of the operator.

Principal physical precautions	<p>Protective clothing: The following protective equipment should be provided and worn:</p> <ul style="list-style-type: none"> - safety helmet to BS EN 397 (<i>replace in accordance with manufacturers instructions</i>); - hearing protection BS EN 352-1; - eye protection (<i>visor-BS EN 1731 or Safety glasses-BS EN 166</i>); - chain saw protective leggings (<i>all round protection is recommended for occasional users</i>) BS EN 381-5; - safety boots with good grip incorporating protection for the toes, top of foot and front of lower leg BS EN 345-2; - gloves with protector on the back of the left-hand BS EN 381-7; - clothing to be close fitting, protective material is recommended for the shoulders, neck, arms and upper chest area BS EN 381-10. <p>High visibility reflective jacket may be required in certain situations (<i>e.g. roadside working</i>).</p>
Specific legal requirements	The Control of Noise at Work Regulations 2005; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	AFAG 301 - <i>Using petrol driven chainsaws</i> ; AFAG 801 - <i>Noise & Hearing Conservation</i> ; INDG214 - <i>First-Aid at work: Your questions answered</i> ; HSE leaflet IND(G)126L - <i>Hand-arm vibration: advice on vibration white finger for employees</i> . HSE leaflet IND (G) 175 – Health Risks from hand-on vibration HSE leaflet IND (G) 317 – Chainsaws at Work

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of chippers	R.004
Explanatory Note	<p>This Generic Risk Assessment (GRA) gives basic practical advice on the safe working practices to be followed when using mobile chippers.</p> <p>Anyone who uses a mobile chipper for work should:</p> <p>have received adequate training in its safe use (<i>Provision and Use of Work Equipment Regulations 1998</i>);</p> <p>wear suitable protective clothing (<i>Personal Protective Equipment at Work Regulations 1992</i>);</p> <p>ensure that they have taken all reasonably practical steps so that no-one is put at risk by their work (<i>Health and Safety at Work etc. Act 1974</i>).</p>	
Other relevant model risk assessments	Working near public highways [G.018]; Use of chainsaws [R.003].	
Physical hazards arising	Struck by flying objects and debris; Contact with moving parts of chipper; Entanglement with feed system or PTO shaft.	
Health hazards arising	High noise levels; Back strain; Hand-arm vibration.	
Persons at risk	Operator; Other people straying into work area.	

Principal organisational precautions

Training:

Use should be restricted to trained persons, of minimum age 17 years.

Maintenance:

Proper maintenance is essential for safe use. Make sure the chipper is regularly and thoroughly examined by someone who is competent to do the job.

You should check the following items on a daily basis:
drum / disc and knives each day for damage and wear;
wear gloves when handling knives;
before working on the knives confirm that the engine stop mechanism is applied and the disc / drum is stationary;
knives must be changed if damaged or dull;
knives must be scrapped if down to the minimum size specified by the manufacturer;
before fitting correctly sharpened knives, check that they are all the same size;
ensure that the knife cutting edges are sharpened to the angle specified in the manufacturers handbook;
when new / sharpened knives are fitted ensure that there is clearance between the knives and the anvil.

Fuelling and lubrication:

Make sure that fuel containers are in good condition, clearly labelled and have securely fitting caps. Plastic containers must be designed and approved for use with diesel or petrol.

Avoid getting dirt in the fuel system since this may cause the chipper to be unreliable.

Replace all fuel caps securely immediately after fuelling and wipe away any spilt fuel. Keep fuel containers well away from fires and other sources of ignition - including the chipper - during starting and use. Four metres is of minimum distance recommended.

Job Organisation:

select a firm surface free from obstructions;
if detached from the tow vehicle apply the handbrake and chock the wheels;
on road-sides, position the chipper away from the road edge;
operate from the side furthest from the road;
do not stand on embankments etc., so that your waste is significantly higher than the feed tube;
ensure that the discharge chute is positioned to prevent chips being blown on to the highway during road-side operations;
ensure drum /disc rotates without fouling the lock bolt or anvil;
check that no partially chipped produce is lodged in the feed area;
remove the engine start key when the machine is left unattended.

Operation:

check that material to be chipped is free from stones and metal;
stand to one side out of line with the feed rollers;
let material go as soon as it is engaged in the rollers;
if a continuous feed system is not in use, use a push stick at least one metre long for the last piece of produce;
do not place any part of your body inside the feed chute;
keep the area in front of the in-feed chute free from debris.

If material becomes lodged:

reverse the feed rollers and re-locate the material
or switch off, secure the drum / disc lock;
lift the in-feed chute;
extract the material.

If material becomes lodged:

reverse the feed rollers and re-locate the material
or switch off, secure the drum / disc lock;
lift the in-feed chute;
extract the material.

Principal physical precautions	<p>Machine: ensure that pulley belts, shafts and fan blades are guarded; ensure that there is a clearly marked and working engine stopping device readily accessible to the operator from the normal working position.</p> <p>Protective clothing: The following protective equipment should be provided and worn:</p> <ul style="list-style-type: none"> - safety helmet to BS EN 397 (<i>replace in accordance with manufacturers instructions</i>); - hearing protection BS EN 352; - eye protection (<i>visor or face shield</i>) BS EN 1731 or BS EN 166; - safety boots with good grip; - gloves for fuel / oil and handling materials; - non-snag outer clothing; -safety boots BS EN 345-1. <p>The following equipment may be required in certain situations:</p> <ul style="list-style-type: none"> - high visibility reflective jacket (<i>roadside working</i>).
Specific legal requirements	Control of Noise at Work Regulations 2005; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	AFAG 604 - <i>Wood Chippers</i> ; AFAG 801 - <i>Noise & Hearing Conservation</i> ; INDG 214 - <i>First aid at work: Your questions answered</i> ; AS 24 - <i>Power take-offs and power take-off drive shafts</i> AFAG 802 - <i>Emergency planning</i> .

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of brushcutters, clearing saws and strimmers	R.005
Other relevant model risk assessments	Working near public highways [G.019]; Work involving bracken [R.020].	
Physical hazards arising	Struck by flying objects and debris; Contact with electric cables; Contact with rotating blade or nylon cord; Kick-back from contact with obstructions or woody material; Contact with stationary blade.	
Health hazards arising	High noise levels; Vibration from prolonged use; Back strain from prolonged use; Contact with hazardous plants e.g. bracken, hogweed; Contact with dog faeces.	
Persons at risk	Operator; Other persons within close proximity (<i>up to 15 metres</i>).	
Principal organisational precautions	Training: Use should be restricted to trained persons, of minimum age 17 years; New users must be fully trained on external courses (e.g. through Lantra or NPTC); Users should obtain AFAG 203.	

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Operation:

Keep hands and feet well clear of blade or cord when machine is running or idling;

Ensure blade or cord is stationary when machine is idling;

Only use blades supplied or approved by the manufacturer;

In the event of a jam, switch off or isolate before attempting to clear the machine;

One-person operation - cutting must be stopped if any other person (or animal) comes within 15 metres;

Take particular care to ensure good footing when working on slopes;

When cutting woody material, and where obstructions create a risk of kick-back, use the 8-11 o'clock sector of the blade;

Consider need for hazard warning signs, or second person to act as lookout if public can approach work site without operator being aware;

Ensure there is visual or radio contact with other staff;

Ensure that use of the equipment in car parks does not cause damage to vehicles from flying debris - ideally, car parks should be closed.

Health:

If visor or face shield fails to exclude dog faeces, wash face as soon as practicable, and in any case before eating, drinking or smoking.

Take regular breaks, and in hot weather drink plenty of water.

Principal physical precautions	<p>Machine: The machine should be provided with:</p> <ul style="list-style-type: none"> - a clearly marked stop / off switch; - an undamaged, correctly fitted blade guard; - a cover for the blade when not in use; - a harness for supporting the machine. <p>Protective clothing: The following protective equipment should be provided and worn:</p> <ul style="list-style-type: none"> - safety helmet to BS EN 397; - ear defenders BS EN 352; - eye protection (<i>visor or face shield</i>) BS EN 1731 or BS EN 166; - chain saw or clearing saw protective leggings (<i>wellingtons may provide sufficient leg protection for strimmers</i>); - safety boots with good grip BS EN 345-1; - thorn-proof gloves; - comfortable non-snag outer clothes. <p>The following equipment may be required in certain situations:</p> <ul style="list-style-type: none"> - high visibility reflective jacket (<i>roadside working</i>); - respiratory protection for cutting of bracken, or work in areas contaminated by dogs).
Specific legal requirements	Control Noise at Work Regulations 2005; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	AFAG 203 - <i>Clearing Saw</i> ; AFAG 801 - <i>Noise & Hearing Conservation</i> ; HSE leaflet IND(G)126 - <i>Hand-arm vibration</i>

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GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of hedge cutters and hedge trimmers	R.006
Other relevant model risk assessments	Working near public highways [G.019]; Work involving bracken [R.020].	
Physical hazards arising	Contact with moving blade or cutters; Contact with fling objects / material / hidden obstructions; Electric shock from contact with damaged or severed cable; Fire / explosion when refuelling petrol-driven machines; Falls from height when using access equipment.	
Health hazards arising	Exposure to high noise levels; Exposure to exhaust fume from petrol-driven cutters; Vibration from prolonged use; Dust, particularly from pollen at certain times of year.	
Persons at risk	Countryside staff; Other persons in the vicinity.	
Principal organisational precautions	<p>Training and instruction: Users should be over 17 years old (<i>or over 16 years old if operating the machine under direct 1-to-1 supervision by an experienced user</i>); New users should be given detailed instruction by experienced staff; Manufacturers instructions should be followed.</p> <p>Operation: Use both hands to hold the machine; Do not overstretch when cutting from access equipment; Isolate the power supply before clearing jams; Do not leave the equipment unattended; Exclude visitors and other persons from the working area.</p> <p>Maintenance: Machines should be maintained in accordance with the manufacturers instructions; All electrically-powered machines should be subject to regular inspection and periodic electrical testing; Records of maintenance should be kept.</p>	

Principal organisational precautions (contd)	Electrically-powered machines: Do not use in wet conditions; Check the cable and plugs for damage before use; Use 110v equipment, or 240v equipment with a residual current device (<i>RCD</i>) fitted in the supply; If the cable is severed, unplug from the power supply immediately.
Principal physical precautions	<p>Machine: There should be a clearly marked 'on-off' switch; Newly-acquired electrical equipment should conform to BS 2769; which requires new machines to:</p> <ul style="list-style-type: none"> - be designed so that when both hands are on the handles, hand contact with the moving cutters is impossible; - to have a maximum run-down time for the cutters of 2 seconds; - be designed so that when the switch on either handle is released, the motor is switched off or the operation of the cutters stopped. <p>Guards provided by the manufacturer should be in place and maintained in good condition; There should be a guard cover for the cutters when being transported.</p> <p>Personal protection: The following protective equipment should be provided and worn:</p> <ul style="list-style-type: none"> - eye protection <i>(goggles or polycarbonate visor to BS EN 166, or mesh visor EN 1731).</i> - ear defenders BS EN 352; - safety boots BS EN 345-1; - gloves. - A dust mask should be provided as required; - A first-aid kit should be available
Specific legal requirements	Control of Noise at Work Regulations 1992; Electricity at Work Regulations 1989; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	FASTCo Safety Guide; BS 2769; Manufacturer's instruction.

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of mowing machines	R.007
Other relevant model risk assessments	Use of chainsaws [R.003]; Use of brushcutters, clearing saws and strimmers [R.005].	
Physical hazards arising	Contact with moving blade or cutters; Contact with fling objects / material / hidden obstructions; Fire / explosion when refuelling petrol-driven machines.	
Health hazards arising	Exposure to high noise levels; Exposure to exhaust fume from petrol-driven cutters; Vibration from prolonged use; Dust, particularly from pollen at certain times of year.	
Persons at risk	Country-side staff; Other persons in the vicinity.	
Principal organisational precautions	<p>Training and instruction: Users should be over 17 years old (<i>or over 16 years old if operating the machine under direct 1-to-1 supervision by an experienced user</i>); New users should be given detailed instruction by experienced staff; Manufacturers instructions should be followed.</p> <p>Operation: Use both hands to hold the machine; Do not use on steep slopes; Switch off engine before clearing jams; Do not leave the equipment unattended; Exclude visitors and other persons from the working area.</p> <p>Maintenance: Machines should be maintained in accordance with the manufacturers instructions; All electrically-powered machines should be subject to regular inspection and periodic electrical testing; Records of maintenance should be kept.</p>	

Principal organisational precautions (contd)	<p>Electrically-powered machines: Do not use in wet conditions; Check the cable and plugs for damage before use; Use 110v equipment, or 240v equipment with a residual current device (<i>RCD</i>) fitted in the supply; If the cable is severed, unplug from the power supply immediately.</p>
Principal physical precautions	<p>Machine: There should be clearly marked 'on-off' switch; To be designed so that when the handle is released, the motor is switched off or the operation of the cutters stopped; Guards provided by the manufacturer should be in place and maintained in good condition.</p> <p>Personal protection: The following protective equipment should be provided and worn: - eye protection (<i>goggles or polycarbonate visor to EN 166, or mesh visor EN 1731</i>); [Note - eye protection may not be required for cutting certain surfaces where there is no risk of flying material]; - ear defenders EN 352; - safety boots EN 345-1; - gloves. A dust mask should be provided as required; A first-aid kit should be available.</p>
Specific legal requirements	Control of Noise at Work Regulations 2005; Electricity at Work Regulations 1989; Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	AIS No. 25

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of dumper trucks	R.008
Other relevant model risk assessments	Use of mechanical excavators [R.009]; Working on a slope [R.016]; Working near public highways [G.018].	
Physical hazards arising	Overturning; Collapse of unstable ground; Driving over edges or into excavations; Collision with other vehicles, fixed objects or pedestrians; Falling from the vehicle, particularly when driving over rough ground; Contact or entanglement with moving parts; Trapping between the dumper (<i>or dumper skip</i>) and a fixed object; Kickback from the starting handle or steering wheel; Injuries from oil under pressure as a result of burst hydraulic hoses; Strains from manual handling, starting, or travel over rough ground.	
Health hazards arising	High noise levels; Exhaust fumes in confined areas; Dermatitis from contact with oils, greases, etc.; Dust.	
Persons at risk	Driver / staff / volunteers / contractors working in the vicinity; General public in the vicinity.	

Principal organisational precautions	<p>Authorisation, training and competence:</p> <p>Operators should be selected and authorised by a site supervisor or manager designate, who should verify that operators are competent;</p> <p>Minimum age 18 years, unless undergoing direct 1-to-1 supervision as part of a training programme;</p> <p>Operators should have received training in the safe use of dumpers (<i>course are available through bodies such as the Construction Industry Training Board</i>);</p> <p>Staff who supervise or manage the use of these vehicles should be experienced in their operation, or where necessary should undergo training themselves to enable them to understand the risks involved, and the necessary precautions and safe operating practices.</p> <p>Maintenance and inspection:</p> <p>The operator should inspect the vehicle daily before use in accordance with the manufacturers instructions, particularly to check:</p> <ul style="list-style-type: none"> - tyre pressures and damage to tyres; - the effectiveness of the brakes and steering; - the hydraulic system for leaks; - fuel, water, oil and fluid levels; <p>Regular inspections and servicing should also be carried out in accordance with the manufacturers instructions;</p> <p>A prop or mechanical scotch should be used for maintenance work beneath the raised skip.</p> <p>Operation:</p> <p><u>Passengers should not be carried under any circumstances.</u></p> <p><u>Dumpers should not be driven at excessive speed on site.</u></p> <p>Steep slopes, and turning across gradients, should be avoided;</p> <p>The driver should remain seated at all times when the vehicle is moving;</p> <p>Where practicable on site, traffic routes should be designated, with vehicles and pedestrians separated;</p>
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Principal organisational precautions (contd)	<p>In areas restricted for space, consideration should be given to the use of a trained banksman to assist the driver in manoeuvring;</p> <p>Turning areas should be designated to avoid operators having to drive excessive distances in reverse;</p> <p>Care is required when using the starting handle, in case of kickback - the thumb should be kept over the top of the handle;</p> <p>Thumbs should be kept outside the rim of the steering wheel, in case the wheel spins suddenly on uneven ground;</p> <p>When leaving the dumper, even for short periods, the handbrake must be applied and the vehicle left in neutral;</p> <p>On completion of the work, the engine should be switched off, the vehicle immobilised, and the keys removed to a safe place.</p> <p>Loading and unloading:</p> <p>The load carrying capacity of the bucket should be clearly marked, and should not be exceeded;</p> <p>All loads should be stowed safely, and secured or netted if necessary - uncontained liquids (<i>other than water</i>) should not be carried in the skip;</p> <p>Loads should not obscure the drivers vision;</p> <p>The handbrake should be applied when loading or unloading;</p> <p>The driver should not remain on the vehicle while it is being loaded by crane, excavator or similar;</p> <p>The contents of the skip should not be discharged while the vehicle is moving.</p> <p>Road use:</p> <p>Use of a dumper on roads to which the public have access requires the operator to have a full driving licence, and the vehicle to be licensed and to comply with relevant road vehicle legislation.</p> <p>Work near excavations:</p> <p>Dumpers should not be driven or parked close to the edge of excavations, in case of ground collapse;</p> <p>If the dumper is to be used to tip material into an excavation, or over the edge of any embankment, precautions (e.g. <i>timber baulks</i>) should be taken to prevent the vehicle over-running the edge.</p>
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Principal physical precautions	<p>Machine: Rotating shafts should be fully guarded; All hand controls should be clearly marked to indicate their functions.</p> <p>Protective clothing: The driver should be provided with, and should wear: <ul style="list-style-type: none"> - hard hat BS EN 397; - hearing protection BS EN 352; - safety footwear. Wet weather clothing should be provided; High-visibility clothing should be provided for the driver and others working on foot in the immediate vicinity; Eye protection should be available for the transport of dusty loads; A first-aid kit should be available </p>
Specific legal requirements	Road Vehicles (Construction and Use) Regulations 1986; Control of Noise at Work Regulations 2005; Provision and Use of Work Equipment Regulations 1998; Construction (Health, Safety and Welfare) Regulations 2007.
Further guidance	HSE booklet – CIS 52 – Construction Site Transport Safety – Safe use of compact dumpers; HSE booklet HS(G)136 - <i>Workplace transport safety</i> .

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Use of mechanical excavators	R.009
Explanatory note	These machines are commonly used for excavating holes and trenches, and for clearing out ditches. Excavation is by means of a hydraulically-powered arm with bucket attached. This Model Risk Assessment covers JCB-type excavator / loaders, 360 excavators, tractor-mounted machines, trenches and small mini-diggers, whether owned by Bath and North East Somerset Council or hired from plant hire firms.	
Other relevant model risk assessments	Work near underground services [R.013]; Water hazards [G.008]; Working near public highways [G.018].	
Physical hazards arising	Contact with underground electrical, gas, water or sewer services; Contact with, or arcing between machine and overhead power cables; Overturning (<i>e.g. due to unstable or soft ground</i>); Sliding or falling into an excavation, trench, or ditch (<i>e.g. due to ground collapse, or soft ground</i>); Entanglement or crushing when attaching or detaching the implement; Struck by debris falling from bucket or grab; Struck by moving / swinging machinery; Entanglement with PTO shafts (<i>tractor-mounted machinery</i>) or other rotating shafts; Crushing between machinery and fixed objects; Collision with fixed objects or structures, moving vehicles or pedestrians; Injuries from oil under pressure as a result of burst hydraulic hoses; Fire / explosion during refuelling; Explosion from contact with unexploded ordnance.	

Health hazards arising	High noise levels; Exposure to exhaust fumes in confined areas; Dermatitis from contact with oils, greases, etc.; Chemical or biological hazards (<i>particularly Weil's Disease</i>) from the working environment; Dust.
Persons at risk	Operator / staff / contractor / volunteers / public in the vicinity.
Principal organisational precautions	<p>Selection, authorisation, training of SGC staff: Operators should be selected and authorised by the manager designate - use of this type of equipment should be restricted to those who have undergone training; Training is recommended for existing operators - courses are available through bodies such as the Construction Industry Training Board; Minimum age of operators is 18 years.</p> <p>Hired plant drivers: When hiring plant (<i>as opposed to engaging a subcontractor</i>), the Council (<i>as the hirer</i>) must meet all the hirers responsibilities for safety as set out in the conditions of hire for the machine concerned; Hired drivers must demonstrate possession of a Certificate of Competence, and be competent for the task on which they are engaged; Under standard conditions of hire, hired drivers are usually considered to be under the direction and control of the hirer</p> <p>Preparation: A careful assessment should be made of the site and access routes before work commences to identify the hazards from ground conditions, slopes, water hazards, weak bridges, overhead and underground services - precautions in relevant GRAs should be followed; A clear procedure should be devised for attaching and detaching a tractor-mounted implement to the tractor; The application of the Construction (<i>Design and Management</i>) (CDM) Regulations 2007 should be considered - each project will require the completion of a Health and Safety Plan (<i>if CDM applies</i>) or a Site Risk Assessment.</p>

Execution:

The machine should only be used for the purposes for which it is designed;
Outriggers and stabilisers should be used in accordance with the manufacturers instructions;
Excavators should not be positioned on the edge of, or across existing excavation or trenches;
Adequate clearances should be established to ensure that structures and scaffolding are not undermined or damaged by the excavation work or the movement of the excavator arm;
When backfilling, ensure the trench is consolidated to its full depth to prevent future collapse;
Use a banksman where necessary to guide the driver;
Work should be stopped if unauthorised persons approach within 10 metres;
Excavations should be fenced or covered if the site is unattached, and lighting provided as necessary;
Warning signs and barriers should be posted in areas to which the public have access, and tape, barriers or fencing used to exclude unauthorised persons;
When leaving the machine, even for short periods, the handbrake must be applied, the vehicle left in neutral, and the bucket lowered to the ground;
On completion of the work, the engine should be switched off, the machine immobilised, and the keys removed to a safe place.

Road use:

Use of an excavator on roads to which the public have access requires the operator to have a full driving licence, and the vehicle to be licenced and to comply with relevant road vehicle legislation;
The vehicle should be fitted with an orange flashing light for use on public roads.

Maintenance, inspection and examination:

Equipment should be inspected and maintained in accordance with the manufacturers instructions, checking particularly for hydraulic leaks;

The operator should inspect the machine daily before use in accordance with the manufacturers instructions, particularly to check:

- tyre pressures and damage to tyres;
- the effectiveness of the brakes and steering;
- the operation of the horn and lights;
- the hydraulic system for leaks;

	<p>- fuel, water, oil and fluid levels;</p> <p>Machines used in construction work should be subject to weekly inspections by an authorised operator, and the results recorded in Form F91;</p> <p>Council-owned equipment should be subject to statutory routine examination.</p>
Principal physical precautions	<p>Machine:</p> <p>All hand controls should be clearly marked to indicate their functions;</p> <p>Guards should be provided to prevent access to rotating shafts and dangerous moving parts;</p> <p>The machine should be fitted with a cab or overhead guard to protect against falling objects - safety cages and safety equipment should not be removed from the machine;</p> <p>Specific requirements apply to excavators used as cranes - consult HSE Guidance Note PM42.</p> <p>Personal protection:</p> <p>Hearing protection BS EN 352 and protective footwear should be worn;</p> <p>High-visibility clothing should be provided for the driver and others working on foot in the vicinity of the excavator;</p> <p>Hard hat BS EN 297 and gloves should be available.</p>
Specific legal requirements	<p>Road Vehicles (<i>Construction and Use</i>) Regulations 1986;</p> <p>Provision and Use of Work Equipment Regulations 1998;</p> <p>Construction (<i>Design and Management</i>) Regulations 2007;</p> <p>Construction (<i>Health, Safety and Welfare</i>) Regulations 2007.</p>
Further guidance	<p>HSE booklet HS(G) 47 - <i>Avoiding danger from underground services</i>;</p> <p>HSE booklet HS(G)130 - <i>Health and safety for small construction sites</i>;</p> <p>HSE booklet HS(G)136 - <i>Workplace transport safety</i>;</p> <p>HSE Guidance Note GS 6 (Rev)- <i>Avoidance of danger from overhead electrical lines</i>;</p> <p>HSE Guidance Note PM42 - <i>Excavators used as cranes</i>;</p> <p>HSE Construction Information sheet No. 7 – <i>Avoiding danger from buried services</i>;</p> <p>Manufacturers operating instruction.</p>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Welding	R.010
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Other relevant model risk assessments	C.O.S.H.H. [G.003].
Physical hazards arising	Burns; Electric shock.
Health hazards arising	Dependant on the consumables used, the parent material and the method; Radiation (<i>arc eye</i>), irritation of the respiratory tract, metal fume fever, systemic poisoning, chronic effects from fume inhalation.
Persons at risk	Staff engaged in welding process and any person that is in the vicinity of the welding process.
Principal organisational precautions	Only competent persons who are fully trained are to have access to or use welding equipment; All equipment is to be well maintained and free from defects; No persons other than the operator is to be in the vicinity of any welding activity unless fully protected from the effects of radiation, fumes and burns.
Principal physical precautions	Protective equipment must be worn at all times to protect against burns, splatter, radiation and fumes; Surfaces to be welded must be clean and free from contaminates such as paint and solvents; If arc, MIG or TIG welding then a good earth must be established; A C.O.S.H.H. assessment must be completed to assess the composition of any fume that may be given off during the process;

Public Rights Of Way

prepared by Minos Services March 2001

revised July 2005, November 2007 and April 2013

	<p>Local Exhaust Ventilation (LEV) must be used as a method of control if welding indoors; Personal LEV should be used at all times; Suitable screens or restriction in entry must be used to protect others from the effects of radiation (<i>the most common being arc eye</i>); Emergency procedures must be in place to deal with electric shock, burns or other injuries or incidents.</p>
Further guidance	HSE 'Welding Health and Safety' webpage

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*prepared by Minos Services March 2001
revised July 2005, November 2007 and April 2013*

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Initial entry into derelict and dilapidated buildings and structures (THIS ACTIVITY IS NOT ADVISED FOR PROW OFFICERS, VOLUNTEERS OR CONTRACTORS)	R.011
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Explanatory note	This Generic Risk Assessment (<i>GRA</i>) covers initial appraisal of and entry into a derelict or dilapidated building, to establish its general integrity, its structural stability, and the nature and extent of other hazards created by its current and former uses. Officers, volunteers and contractors must not enter derelict and dilapidated buildings and structures without the consent of the Service manager – Highways due to the high residual risk
Other relevant model risk assessments	Entry into disused mines [R.012].
Physical hazards arising	Falls from height, due to rot or damage to floors and structural members, and concealed and unprotected edges and openings; Fall of materials, due to the instability of the structure; Electric shock or burns from faulty electrical installations; Fire / explosion from ignition of gas leaking from cylinders or faulty / damaged installations; Oxygen deficiency or accumulations of poisonous gas in confined spaces; Injury from loose or projecting objects; Trips and slips; Unexploded ordnance; Waterlogged or flooded basements, pits or cellars; Assault in remote locations.
Health hazards arising	Exposure to chemical or similar contamination, arising from: - abandoned chemicals (<i>spillage or in containers</i>); - asbestos materials; - PCBs (<i>polychlorinated biphenyls</i>) in old oil-filled electrical equipment.

	<p>Exposure to radioactive contamination.</p> <p>Biological hazards, e.g. leptospirosis (<i>Weils Disease</i>), pathogens from leaking sewers, disease from decaying animals or accumulations of bird / bat droppings, contact with hypodermic syringes.</p> <p>Dust, e.g. from lead, arsenic in old paint.</p>
Persons at risk	Officers, Consultants, contractors, and unauthorised visitors.
Principal organisational precautions	<p>Information should be collected from plans and other documents prior to the initial site appraisal;</p> <p>An initial appraisal should be carried out to identify structural defects and hazardous areas;</p> <p>Relevant information should be given to consultants and contractors before entry is allowed;</p> <p>At least 2 persons should be involved in the initial entry - notification should be given to another person of their whereabouts, and the duration of their visit;</p> <p>Look for signs of bats, and follow relevant guidance if evidence is found.</p>
Principal physical precautions	<p>Barriers and signs: Unauthorised persons should be excluded from the site by physical barriers, at a sufficient distance from the building to allow for falling debris; Signs should be posted to warn of hazards to visitors and unauthorised persons.</p> <p>Equipment and protective clothing: Hard hats and steel toe-capped protective footwear should be worn at all times; Dust masks, eye protection, gloves and disposable suits may be required; A first-aid kit should be available; Other useful equipment might include: <ul style="list-style-type: none"> - flashlight or miners-type headlight ; - portable radio communication; - access inspection ladder; - rope or tape to mark the route; - stick (<i>for exploration</i>); - binoculars. </p>

Specific legal requirements	Control of Lead at Work Regulations 2002; Ionising Radiations Regulations 1999; Asbestos at Work Regulations 2012; Control of Substances Hazardous to Health Regulations 2002.
Further guidance	HSE booklet HS(G)66 - <i>Protection of workers and the general public during the development of contaminated land</i> ; HSE Guidance Note - <i>Confined Space Regulations</i> ; HSE Approved Code of Practice L11 – Guide to Asbestos (licensing) regulations; HSE Approved Code of Practice L27 – Control of asbestos at work regulations; HSE Approved Code of Practice L28 - Work with asbestos insulation, asbestos coating and asbestos insulating board; Department of the Environment booklet - <i>Asbestos materials in buildings</i> ; HSE leaflet MS(A)19 - <i>PCBs and you</i> ; Suzy Lamplugh Trust pocket guide - <i>Personal Safety at work for you</i> .

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Entry into disused mines	R.012
(THIS ACTIVITY IS NOT ADVISED FOR PROW OFFICERS, VOLUNTEERS OR CONTRACTORS)		

Explanatory note	This Generic Risk Assessment (<i>GRA</i>) covers initial appraisal of and entry into a derelict or dilapidated building, to establish its general integrity, its structural stability, and the nature and extent of other hazards created by its current and former uses. Officers, volunteers and contractors must not enter disused mines without consent from the Service Manager – Highways due to the high residual risk.
Other relevant model risk assessments	Entry into derelict buildings [R.011].
Physical hazards arising	Being struck by falling rock; Contact with rock and other obstructions (<i>head injury</i>); Asphyxiation from build-up of dangerous gasses or lack of oxygen; Explosion from ignition of flammable gases; Falls from height from collapse of floor, or openings in floor; Drowning; Trips and falls on same level; Hypothermia, arising from long periods underground, or following trapping underground by flooding or rock falls.
Health hazards arising	Exposure to radon (<i>only likely to be significant where extensive work underground is carried out</i>).
Persons at risk	Countryside staff and others engaged in bat surveys, industrial archaeology, geological surveys; visitors.

Principal organisational precautions	<p>No persons should go underground alone.</p> <p>Planning:</p> <p>Obtain plans of the mine workings in advance, where available;</p> <p>Note weather conditions for at least 24 hours before going underground, particularly into caves or mine systems prone to flooding after heavy rain;</p> <p>The minimum size of the party entering mine should be four persons (<i>in the event of injury, one person should remain with the injured person, while two persons go for assistance</i>);</p> <p>A minimum of two persons are required as back-up at the mine entrance;</p> <p>At least one person in the party should be experienced in the work;</p> <p>At least one person in the party underground should be a qualified first-aider;</p> <p>Hazards should be identified in advance;</p>
	<p>The capabilities of the members of the party should be taken into account;</p> <p>Monitoring for dangerous gases / lack of oxygen should take place where these are identified as potential hazards;</p> <p>Expert geological advice should be sought on the stability of strata in abandoned mines;</p> <p>The need for shoring, particularly at the entrance, should be considered;</p> <p>Training would be required where harnesses and ropes have to be used;</p> <p>Entry should only take place under a written permit-to-work system;</p> <p>Extra time should be allowed for the exit from the mine;</p> <p>Written emergency procedures should be prepared.</p>
Principal physical precautions	<p>Equipment:</p> <p>Gas monitoring equipment should be used to warn of dangerous gases;</p> <p>Vapour-sealed (<i>to prevent ignition of flammable gases</i>) electric headlamp units should be worn, and a spare lamp of a different type carried by each person going underground;</p>

Lifelines (*where required by the nature of the mine and length of the expedition*) should be provided;

Ropes and harnesses may be required for access to parts of the mine; Survival bags (*when a long period underground is contemplated*) should be taken;

Spare food and drink should be carried;

Waterproof watches should be worn;

First-aid kits should be carried.

Protective clothing:

Safety helmets to EN 397 should be worn;

Eye protection to EN 1731 or EN 166 should be worn if hammers and chisels are used for taking rock samples;

Safety boots;

The need for wet suits and / or waders should be considered;

Adequate clothing should be worn for a cold, wet environment.

Exposure:

Exposure can occur very rapidly underground in the cold, wet conditions (*in winter, it could also affect those waiting at the mine entrance*). If exposure is suspected, take the following action:

- find a dry location away from draughts;
- huddle together for warmth, and cover the head and hands;
- place the exposed or injured person in the survival bag, ideally with another person;
- use ropes and other equipment for insulation from the floor;
- give out some of the spare food;
- two persons should go for assistance, leaving the exposed person and one other together.

Specific legal requirements	The Law relating to health and safety in mines and quarries Acts; Wildlife and Countryside Act 1981 ; Management and Administration of Safety and Health at Mines Regulations 1993.
Further guidance	HSE Approved Code of Practice L44 - <i>Management and administration of safety and health at mines</i> ; Institute of Biology - <i>Safety in biological fieldwork - guidance notes for code of practice</i> .

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Work near underground services	R.013
Explanatory note	The term <i>underground services</i> covers electricity cables; gas, water and sewage pipes and telecommunications and computer services. As well as building and construction work, this MRA will be relevant to countryside work, where powered augurs, crow bars and hand tools are used to create post holes in fencing and similar work.	
Other relevant model risk assessments	Use of mechanical excavators [R009]; Working near public highways [G.018]	
Physical hazards arising	Explosion resulting from the arcing current, burns or electric shock when live electricity cables are damaged; Fire or explosion resulting from ruptured gas service pipes; High-pressure water jets from ruptured water pipes may cause injury and damage to adjacent services; Broken telephone cables may disrupt security arrangements at houses.	
Health hazards arising	Exposure to microbiological hazards as a result of contact with sewage, or rupture of a sewer pipe.	
Persons at risk	Staff, volunteers and contractors.	
Principal organisational precautions	Planning the work: Assume buried services are present until proven otherwise; Where there is any doubt about the identity of an exposed service, it should be treated as an electricity cable or gas pipe until proved otherwise; All services should be assumed to be live until disconnected and proved safe at the site of work; Assess the precautions necessary for supporting the sides of any excavation;	

	<p>A safe system of work must be devised, based on obtaining as much information as possible before work commences (<i>see HSG47 for detailed guidance</i>);</p> <p>If a buried service sustains damage, however slight, the service company should be informed immediately.</p> <p>Plans:</p> <p>Plans or other suitable information on all buried services should be obtained before excavation work starts;</p> <p>The site should be inspected to identify any visible evidence of buried services, e.g. manhole covers, lamp posts and valve pit covers;</p> <p>Information, plans and advice should be sought from the company owning the service, who may send a representative to view the site;</p> <p>Do not assume that services will be at the location or depth indicated on plans;</p> <p>Where underground services are located plans should be updated and amended accordingly.</p> <p>Street works:</p> <p>Any excavation work involving breaking up of a road, or any sewer, drain or tunnel under it must be supervised by a person having the prescribed supervisors qualification;</p> <p>There must also be at least one person on site who holds a prescribed qualification as a trained operative.</p>
Principal physical precautions	<p>Safe digging practices:</p> <p>Follow recognised safe digging practices (<i>see HS(G)47</i>);</p> <p>Excavators should not be allowed to <i>break ground</i> until the supervisor on site is satisfied from the information available that no underground services are present;</p> <p>Hand-held power tools and mechanical excavators should not be used within 0.5 metres of underground services;</p> <p>Spades and shovels should be used in preference to other spiked tools such as picks and forks;</p> <p>Trial holes or trenches should be dug by hand to establish the route of the service;</p> <p>Steel pins, spikes or long pegs should not be used to indicate the route of services once they have been detected.</p>

	<p>Other: Smoking and naked flames should be prohibited when working near underground services;</p> <p>LPG cylinders should not be used or stored near excavations - any leakage of gas will sink to the bottom of the excavation.</p>
Specific legal requirements	<p>Electricity at Work Regulations 1989; New Roads and Street Works Act 1991; <i>Street Work (Qualifications of Supervisors and Operatives)</i> Regulations 1992; <i>Construction (Health and Safety Welfare)</i> Regulations 2007.</p>
Further guidance	<p>HSE booklet HS(G)47 - <i>Avoiding danger from underground services</i>;</p> <p>HSE booklet HS(G)130 - <i>Health and Safety for small construction sites</i>;</p> <p>HSE Construction Summary Sheets No. SS7;</p> <p>HSE leaflet IND(G)198L - <i>Working with sewage - the health hazards</i>;</p> <p>CITB Site Safety Note No. 28 - <i>Buried services</i>;</p> <p>National Joint Utilities Group Publication (NJUG) No. 3 – <i>Cable locating devices</i>;</p> <p>Guidelines on positioning and colour-coding of utilities apparatus - NJUG</p> <p>British Gas booklet - <i>Precautions to be taken when carrying out work in the vicinity of underground gas pipes</i>.</p>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Work near cliffs and crags	R.014
Explanatory note	<p>The type of work covered by this Generic Risk Assessment (<i>GRA</i>) includes:</p> <ul style="list-style-type: none"> - installation, repair and removal of fencing; - installation and maintenance of stiles, posts and signs; - footpath repair and maintenance; - clearance or thinning of vegetation; - litter clearance; - and other nature conservation work. <p>This <i>GRA</i> is primarily concerned with work at the top of cliffs and the hazard of falls from height, but also includes work at the base with the hazard of falling rock.</p>	
Other relevant model risk assessments	Working on a slope [R.016].	
Physical hazards arising	<p>Cliff top: Fall from height.</p> <p>Base of cliff: Struck by falling rock; Cut off by rising water levels.</p>	
Health hazards arising	No significant hazards to health.	
Persons at risk	Countryside staff, contractors, visitors and others present.	
Principal organisational precautions	Do not attempt to carry out work on the cliff or rock face itself without considering the additional precautions necessary for rope access work.	
	<p>Preparation: Ascertain whether the cliff area in question is subject to undercutting, subsidence or rapid erosion; Take particular care of wet and slippery vegetation; The manager designate should ensure that staff /</p>	

	<p>contractors do not suffer from vertigo;</p> <p>For work at the base of a cliff, ascertain times of high water to prevent being cut off by the rising tide;</p> <p>Ensure that the necessary equipment and protective clothing is available.</p>
	<p>Work on the edge:</p> <p>As far as practicable, keep at least two metres clear of the edge;</p> <ul style="list-style-type: none"> - check carefully for undercutting or signs or collapse; - the need for safety harness and lifeline should be carefully assessed; - if safety harness and lifeline are necessary, staff should have received training in their use; - work should be carried out by a minimum of two persons; - avoid working in high winds; - where practicable, means of communications should be available; - emergency procedures in case of accident should be prepared in advance and understood by all those involved. <p>Public safety:</p> <p>Consider whether areas or sections of path or beach need to be closed off, information and warning signs posted, and alternative routes provided - this applies to areas at the top <u>and</u> base of the cliff.</p>
Further guidance	<p>Protective equipment and clothing:</p> <p>Where work is carried out at the base of cliffs, hard -hats should be provided and worn;</p> <p>Persons carrying out the work should wear stout footwear with good grip;</p> <p>Clothing should be appropriate to the environment, the time of year, and weather conditions (<i>prevailing and anticipated</i>);</p> <p>A first-aid kit should be carried.</p>
Specific legal requirements	Personal Protective Equipment at Work Regulations 1992.

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Working at height, on ladders & scaffold	R.015
Other relevant model risk assessments	Transport and safe use of hand tools [G.003]; Working near public highways [G.018].	
Physical hazards arising	Fall of person from height due to:- inadequate construction of tower scaffold (<i>e.g. guard rails missing, working platform too narrow</i>); <ul style="list-style-type: none"> - vehicle impact with scaffold; - moving a mobile scaffold while a person remains on the working platform; - overturning as a result of excessive loading of top platform; - overturning due to high winds; - fall of objects or materials; - contact with, or arcing between scaffold and overhead power lines. 	
Health hazards arising	No significant hazards to health.	
Persons at risk	Building staff (<i>building maintenance work</i>); Contractor/Wardens (<i>PROW works</i>) Conservation staff (<i>in-situ conservation</i>); Persons at ground level, including visitors.	
Principal organisational precautions	Staff who erect and dismantle tower scaffolds should be competent, i.e. they should have practical and theoretical knowledge, plus actual experience of the work - external training will normally be required; Components should be inspected before erection for damage, and to ensure all necessary components are present;	

	<p>Tower scaffolds & ladders should be erected on firm, level ground; outdoors, they should not be erected near overhead power lines;</p> <p>Manufacturers or suppliers instruction should be followed;</p> <p>Recommended height / base ratios should not be exceeded;</p> <p>Where practical, the scaffold or ladder should be tied to a building or structure;</p> <p>Scaffolds should not be moved with any person on the working platform;</p> <p>Ladders should not be placed on the working platform;</p> <p>The working platform should not be overloaded;</p> <p>The scaffold should be located and protected so as to minimise the risk of vehicle impact;</p> <p>The working area should be segregated to prevent non-essential staff, or visitors, approaching. (coning & notices as appropriate)</p>
Principal physical precautions	<p>Provision of guard rails and toe boards on the working platform;</p> <p>Use of outriggers or stabilisers to increase stability;</p> <p>Safety helmets to be worn during erection and dismantling, and during use when there is a risk of falling objects or materials.</p> <p>Footwear should be suitable & free of slippery substance eg mud/grease</p>
Specific legal requirements	<p>HSE – Safe Use of Ladders and Stepladders;</p> <p>Provision and Use of Work Equipment Regulations 1998;</p> <p>Construction (Health & Safety and Welfare) Regulations 2007.</p>
Further guidance	<p>Work at Height Regulations;</p> <p>HSE IN(G)401 – Work at height regulations – a brief guide;</p> <p>HSE Guidance Note CIS 10 - <i>Tower Scaffolds</i>;</p> <p>Manufacturers or suppliers instructions.</p> <p>CIS 49 – General Access Scaffolds & Ladders.</p>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Working on a slope – slips, trips and falls	R.016
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Explanatory note	<p>The type of work covered by this Generic Risk Assessment (GRA) includes:</p> <ul style="list-style-type: none">- installation, repair and removal of fencing;- installation and maintenance of stiles, posts and signs;- footpath repair and maintenance;- clearance or thinning of vegetation;- litter clearance;- planting of vegetation;- and other nature conservation work. <p>This GRA is primarily concerned with working on slopes and the hazard of slips / trips at the same level.</p>
Other relevant model risk assessments	Work near cliffs and crags [R.014]; Transport and safe use of hand tools [G.003].
Physical hazards arising	Slips due to adverse environmental conditions; trips on natural and man made hazards, such as rocks, tools etc; poor lifting technique due to local environment.
Health hazards arising	No significant hazards to health
Persons at risk	Countryside staff, contractors, visitors and others in the vicinity.
Principal organisational precautions	<p>Do not attempt to carry out work on slopes without considering the additional precautions necessary.</p> <p>Preparation: Ascertain whether the slope area in question is subject to undercutting, subsidence or rapid erosion; Take particular care of wet and slippery vegetation;</p>

	<p>For work at the base of a slope, be aware of those working above and do not work directly beneath them; Ensure that the necessary equipment and protective clothing is available.</p> <p>Work on the slope:- check carefully for undercutting or signs or collapse;</p> <ul style="list-style-type: none"> - work should be carried out by minimum of two persons; - avoid working in high winds; - where practicable, means of communications should be available; - emergency procedures in case of accident should be prepared in advance and understood by all those involved; <p>tools should not be left lying on the ground, could be potential trip hazards or slide down the slope and injure people below;</p> <ul style="list-style-type: none"> - never walk on a slope immediately above a fire; - do not allow cut branches or dislodged stones to slide or roll unattended down a slope. <p>Public safety; Consider whether areas or sections of the slope need to be closed off, information and warning signs posted, and alternative routes provided - this applies to areas at the top <u>and base</u> of the slope.</p>
Principal physical precautions	<p>Protective equipment and clothing: Where work is carried out at the base of the slope, hard-hats should be provided and worn; Persons carrying out the work should wear stout footwear with good grip; Clothing should be appropriate to the environment, the time of year, and weather conditions (<i>prevailing and anticipated</i>); A first-aid kit should be carried.</p>
Specific legal requirements	Personal Protective Equipment at Work Regulations 1992.
Further guidance	INDG214 <i>First aid at work: Your questions answered</i>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Guided Walks	R.017
Other relevant model risk assessments	Managing insect stings and adder bites [G.004]; Working with young people [G.014]; First-aid [G.015]; Working near public highways [G.018].	
Physical hazards arising	Falls from height; Steep and slippery rock surfaces; Slip, trips and falls.	
Health hazards arising	Wasp / bee stings (<i>any allergies to be reported in advance</i>); Adder bites; Sunburn; Exposure.	
Persons at risk	Visitors; Staff.	
Principal organisational precautions	<p>Child welfare: Activity organisers must safeguard the welfare of children and young people in their charge, by establishing management policies and practices as a means of preventing physical, sexual and emotional abuse by other children, strangers, staff and volunteers.</p> <p>Competence:</p> <ol style="list-style-type: none"> 1. Staff leading the activity must be familiar with the route and hazards along it; 2. Staff leading groups must be qualified First-Aiders. <p>Planning and control:</p> <ol style="list-style-type: none"> 1. The route must be planned with due consideration for the ability of the group; 2. The activity must be led by a member of staff accompanied by a sufficient number of assistants from the visiting group to ensure adequate supervision of the participants; 	

	<p>3. Visitors with special needs will need close supervision;</p> <p>4. The session should be cancelled in extreme weather conditions;</p> <p>5. Clear procedures must be established, in advance of any activity, to deal with a visitor apparently missing or in difficulties;</p> <p>6. Instructor to be in radio contact with centre, or have a portable telephone as appropriate;</p> <p>7. All allergies to be reported to the activity organisers in advance of the visit.</p>
	<p>Briefing of staff:</p> <p>All visitors should understand the following:</p> <p>The specific hazards along the walk, e.g. falls from height, slippery rocks, steep descents, water and the need for good behaviour for safety reasons;</p> <p>First-aid and emergency procedures;</p> <p>Children on the walk are not to talk to `strangers.</p>
	<p>Equipment:</p> <p>A first-aid kit should be carried on the walk.</p>
	<p>Briefing of staff:</p> <p>All visitors should understand the following:</p> <p>The specific hazards along the walk, e.g. falls from height, slippery rocks, steep descents, water and the need for good behaviour for safety reasons;</p> <p>First-aid and emergency procedures;</p> <p>Children on the walk are not to talk to `strangers.</p>
	<p>Equipment:</p> <p>A first-aid kit should be carried on the walk.</p>
Principal physical precautions	Clothing and footwear should be appropriate for the conditions and protect against cold and rain.
Specific legal requirements	Health and Safety at Work etc. Act 1974
Further guidance	<p>Department of Education and Science - <i>Safety in Outdoor Education</i>;</p> <p>Department for Education - <i>Safety in Outdoor Activity Centres Guidance</i>;</p> <p>HSE - <i>An interim report into safety at outdoor activity centres</i>.</p>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Tree climbing	R.018
Other relevant model risk assessments	Use of chain saws [R.003]; Transport and safe use of hand tools [G.003]; Working near public highways [G.018].	
Physical hazards arising	Fall of person from height due to: - collapse of weak or rotten branches; - failure or collapse of means of access; - loss of balance; - fall of objects (<i>e.g. tools, equipment, branches</i>) from height; - contact or arcing between overhead power lines and person / equipment / tree; - contact with fixed objects (<i>eye injuries from twigs and branches</i>); - strains from awkward movements.	
Health hazards arising	No significant hazards to health.	
Persons at risk	Tree climber, grounds man; other persons at ground level.	
Principal organisational precautions	Prior to climbing, the tree should have been inspected following Bath and North East Somerset Council's Guidelines on the inspection of trees. Those engaged in tree climbing work (<i>i.e. both climber and groundman</i>) should be: <ul style="list-style-type: none"> • selected and authorised by SGC with relevant experience; fit for work; • trained, by having attended a course in basic (<i>or advanced</i>) tree climbing run by an accredited assessor or training organisation; • assessed by an approved assessor at least every 3 years; trained, by having attended a course in emergency first-aid; 	

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prepared by Minos Services March 2001

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Principal organisational precautions (contd)	<ul style="list-style-type: none"> • issued individually with a copy of ASCI and AFAG 401. <p>Tree climbing operations should always be carried out by a team of at least 2 trained persons. Equipment (<i>i.e. ropes, harnesses, access equipment</i>) should be designed or approved by the manufacturer for tree climbing. All items should be inspected before use by the person in charge of the operation on site - defective equipment should not be used.</p> <ul style="list-style-type: none"> • Ropes, harnesses, strops and karabiners should be included on the register of equipment for periodic examination.
Principal physical precautions	<ul style="list-style-type: none"> • Access into the tree should only be by ropes direct from the ground, by ladder or by mobile access platform. The relative risks of different means of access should be evaluated as part of the Site Risk Assessment. Ladders should be used in accordance with the guidance in ASC1. • Climbing should not take place in trees within 15 metres (line suspended from steel towers) or 9 metres (line suspended from wooden poles) of an overhead power line without prior advice from the local electricity company. • Persons not involved should be excluded from the area of risk beneath the tree - generally at least 2 lengths - by means of tapes, ropes, barriers or similar. • Work should be supervised periodically by the manager designate to ensure that these precautions, and other local rules, are being followed. • Procedures should be established for contacting the emergency services in the event of an accident.

Principal physical precautions (contd)	<ul style="list-style-type: none"> • Harnesses: Current standards relating to the use of harnesses distinguish between work positioning equipment (intended to prevent falls) and fall arrest equipment (intended to prevent falls or safely arrest them). Work positioning would include ascent / descent / work from a taut rope; need for fall arrest could arise from work level with or above the anchor point, whilst not additionally secured by an adjustable lanyard around the tree stem. <ul style="list-style-type: none"> - Work positioning equipment includes: work positioning belts (commonly known as sit belts), these are considered to be only suitable for use in conjunction with an adjustable work positioning lanyard, and only then when used to ascend / descend tree stems which are essentially vertical; - sit harnesses (which have thigh straps and pelvic attachment - they may also have shoulder straps) - these are only suitable for techniques which involve work positioning. (BS EN 813 and BS EN 358) - Fall arrest equipment means full body harnesses incorporating shoulder straps and chest attachment EN 361 - these are preferred by HSE in situations where there is a need for fall arrest, but have ergonomic disadvantages and may in some situations increase the overall risk to the wearer. - The decision regarding choice of harness should be agreed between the climber and manager designate. The decision should take into account the working techniques employed, the type of harness on which the climber was trained and with which he/she is familiar, and the individual climber's preference. • Other tree climbing equipment: climbers ropes minimum 12mm diameter; slings or strops of the same construction and minimum diameter as the ropes; karabiners, screwgate type for climbing, minimum rating 2300kg. • Protective clothing (climbing only - additional protective clothing required for tree surgery or chain saw work at ground level):
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Principal physical precautions (contd)	<ul style="list-style-type: none"> - safety helmet to BS EN 397 with suitable chin strap; - visor BS EN 1731 or safety goggles BS EN 166; - safety boots BS EN 345-2; - gloves EN 381-7 - leg protection type 'C' BS EN 381-5- hearing protection BS EN 352. <ul style="list-style-type: none"> • Rescue equipment: <ul style="list-style-type: none"> - ropes, harness, slings, karabiners as above, plus first-aid kit. <p>In all other respects, the practical precautions set out in ASC1 and AFAG 401 & 402 should be followed.</p>
Specific legal requirements	Provision and Use of Work Equipment Regulations 1998; Personal Protective Equipment at Work Regulations 1992.
Further guidance	Arboricultural Safety Council leaflet ASC1 - <i>Tree climbing operations</i> ; AFAG 401 - <i>Tree climbing operations</i> ; AFAG 402 - <i>Aerial tree rescue</i> ; AFAG 804 - <i>Electricity at Work: Forestry and Arboriculture</i> AIS30 - <i>LOLER: How the Regs. apply to arboriculture</i> INDG 278 Tree Work Accidents.

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Pond Dipping	R.019
Other relevant model risk assessments	Weil's Disease [G.019]; Personal safety [G.007]; Water hazards [G.008]; Occupational health and hygiene [G.011]; Working with young people [G.014]; Guided walks [R.017].	
Physical hazards arising	Slippery rock surfaces; Slips, trips and falls; Falling in water.	
Health hazards arising	Leptospirosis (<i>Weil's Disease</i>); Blue / green algae; Wasp / bee stings (<i>any allergies to be reported in advance</i>); Sunburn; Exposure.	
Persons at risk	Visitors; Staff.	
Principal organisational precautions	<p>Child Welfare: Outdoor activities must safeguard the welfare of children and young people, by establishing management policies and practices as a means of preventing physical, sexual and emotional abuse by other children, strangers, staff and volunteers.</p> <p>Competence: Staff leading the activity must be familiar with the route and any hazards along it; Staff leading activities must be qualified first-Aiders.</p> <p>Planning and control: The activity must be led by a member of staff accompanied by a sufficient number of teachers from the visiting school to ensure adequate supervision of the students;</p>	

Principal organisational precautions (contd)	<p>Staff and visiting teachers must keep students in view at all times;</p> <p>Students with special needs will need close supervision;</p> <p>The session should be cancelled in extreme weather conditions;</p> <p>Clear procedures must be established, in advance of any activity, to deal with a student missing or in difficulties;</p> <p>Instructor to be in radio contact with office, or have a portable telephone;</p> <p>All allergies to be reported to the office on the student's medical declaration form in advance of their visit.</p> <p>Briefing of staff:</p> <p>All staff should understand the following:</p> <p>The specific hazards that ponds can present e.g. falling in water, slippery rocks, blue / green algae, Weils Disease;</p> <p>Any cuts to hands should be covered with a waterproof plaster before going pond dipping;</p> <p>Having put hands in pond water, all should keep hands away from their face and wash their hands before eating or drinking;</p> <p>The need for good behaviour for safety reasons;</p> <p>First-aid and emergency procedures.</p> <p>Equipment:</p> <p>A first-aid kit should be carried on the activity.</p>
Principal physical precautions	<p>Clothing and footwear should be appropriate for the conditions and protect against cold and rain.</p>
Specific legal requirements	<p>Health and Safety at Work etc. Act 1974</p>
Further guidance	<p>Department of Education and Science - <i>Safety in Outdoor Education</i>;</p> <p>Department for Education - <i>Safety in Outdoor Activity Centres Guidance</i>;</p> <p>HSE leaflet - IND(G)84 – <i>Leptospirosis</i>;</p>

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Work involving bracken	R.020
Explanatory note	<p>Work includes mechanical cutting, rolling and crushing using tractor or ATV mounted attachments; cutting with powered tools such as brushcutters and strimmers; hand-cutting using scythes, sickles and slashers; and spraying of pesticides. This model deals specifically with hazards and precautions relating to bracken, Refer to:</p> <ul style="list-style-type: none"> - other relevant model assessments for hazards and precautions associated with particular items of equipment; - guidance on safe use of hand tools; - guidance on safe use of pesticides. 	
Other relevant model risk assessments	<p>Use of all-terrain vehicles (ATVs) [R.002]; Use of brushcutters, clearing saws and strimmers [R.005]; C.O.S.H.H. [G.002]; Transport and safe use of hand tools [G.003]; Managing insect stings and adder bites [G.004]; Use of pesticides [G.005]; Lyme Disease [G.020].</p>	
Physical hazards arising	Cuts to hands from contact with fronds.	
Health hazards arising	<p>Suspected carcinogenic properties - research indicates that parts of the plant, including the spores, may produce cancer in animals; Bracken is a favoured habitat for ticks which may carry the bacteria causing Lyme Disease; People with asthma, hay fever and similar conditions may suffer breathing problems when bracken is producing spores (particularly August-September).</p>	
Persons at risk	Staff and contractors carrying out work, particularly with powered equipment.	

Principal organisational precautions	Careful consideration should be given to the need for bracken control; Staff and contractors should be informed of the hazards; Staff and contractors should wash their hands and face before eating, drinking or smoking; As far as practicable, work should be avoided during August and September, when release of spores is usually greatest.
Principal physical precautions	For all work with bracken, clothing should fully cover arms, body and legs; Protective gloves should be worn; For work with powered equipment, in addition to the protective clothing required for the particular item of equipment, respiratory protection i.e. a disposable particle face mask to BS EN 149, should be provided and worn.
Specific legal requirements	Control of Substances Hazardous to Health Regulations 2002.
Further guidance	Information Sheet. Inf.Lymes.002

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Storage of Liquefied petroleum gas (LPG) in cylinders	R021
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Other relevant model risk assessments	C.O.S.H.H. [G.003].
Properties of LPG	LPG is commonly referred to as propane (<i>cylinders are conventionally coloured red</i>) or butane (<i>conventionally blue</i>). It is pressurised into liquid form for storage in cylinders. The gas forms flammable mixtures with air in concentrations of between 2% and 10% by volume. It is naturally colourless and odourless, although it is usually odourised to enable easy detection at low concentrations. It is heavier than air, and any gas released will tend to accumulate in cellars, pits or drains. It is non-toxic, but will displace oxygen and could therefore cause asphyxia in substantial concentrations.
Physical hazards arising	Fire or explosion resulting from: - escape and subsequent ignition of gas; - cylinder becoming involved in a fire. Contact with LPG liquid can cause severe cold burns; Strains from manual handling of cylinders.
Health hazards arising	No significant hazards to health.
Persons at risk	All staff who use LPG cylinders (eg use for welding and brazing), who change LPG cylinders at fixed installations or on appliances and staff and visitors who have access near LPG storage locations.

Principal organisational precautions	<p>Smoking and other sources of ignition should be prohibited in or near an LPG storage area. LPG cylinders should be stored in a well-ventilated position in the open air, with no obstructions in the vicinity to impede ventilation.</p> <p>LPG cylinders should be stored on firm, level ground at least 1 metre from any building, and at least 6 metres from any historic building. LPG should not be stored below ground level, nor within 3 metres of cellars, excavations, drains, etc. where gas can collect. To prevent tampering, every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible material are not acceptable.</p>
Principal physical precautions	<p>Cylinders and regulators should not be stored in buildings or site huts unless they are connected to an appliance. Also, LPG must not be stored in lockable metal huts where leaking gas could build up to a dangerous level.</p> <p>Flammable liquids, combustible, corrosive, oxidising, toxic materials and other compressed gases (<i>with the exception of acetylene</i>) should be kept separate (<i>at least 3 metres</i>) from LPG cylinders. The storage area should be kept clear of accumulations of rubbish, leaves and vegetation which could catch fire.</p> <p>In general, there should be no sources of electrical ignition (<i>eg lighting, power sockets</i>) within 3m of the store. If electrical equipment is required within the storage area, it must be protected to specified standards.</p> <p>The LPG store should be clearly marked with a notice to indicate:</p> <ul style="list-style-type: none"> a) that it is an LPG store; b) that the contents of the storage area are flammable;

Principal physical precautions (contd)	c) that smoking or other sources of ignition are prohibited; d) the procedures to be followed in case of fire.
Specific legal requirements	Dangerous Substances and Explosive Atmospheres Regulations 2002.
Further guidance	CHIS.5. – Small Scale Use of LPG in Cylinders

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Removal of dead animals / carcasses R.022
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Other relevant model risk assessments	Weil's Disease [G.019]; Tetanus infection [G.021]; Occupational health and hygiene [G.011]; Manual handling [G.009].
Physical hazards arising	Sprains, strains and other handling injuries.
Health hazards arising	The principal hazards are from zoonoses - <i>animal bourne infections transmissible to humans</i> ; These include; brucellosis, Q fever, leptospirosis and ring worm.
Persons at risk	Countryside staff, volunteers, visitors and others engaged in field work, surveys or visits.
Principal organisational precautions	Avoid touching corpses unnecessarily; If expected to examine a corpse, do so as briefly as possible; Avoid touching mouth, eyes or nose until able to wash properly; Have suitable washing facilities available close to hand.
Principal physical precautions	Avoid touching corpses; Wear long waterproof gauntlets or use an implement such as a stick to turn over the corpse; Wash hands and forearms thoroughly before eating, drinking or smoking; Disinfect or safely dispose of any protective clothing used; Avoid ingesting or inhaling any particles, eg fungal spores or feather dust; Exercise great care where there is a suspicion of poisoning;

	<p>Avoid handling the corpse if it needs to be collected for laboratory examination. Place it in a clearly marked, strong, tightly sealed polythene bag or plastic container. Use a stick or tongues to place it in the container and avoid inhaling any of the air it displaces;</p> <p>Dispose of any corpses correctly, ie by incineration or burying, checking first with the Environmental Agency that any site chosen is suitable;</p> <p>Sites for burial must be at least 30m from any watercourse, be at least one metre deep and free from water when first dug;</p> <p>The burial site must be recorded.</p>
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GENERIC RISK ASSESSMENT

WORK ACTIVITY	Litter picking / removal of rubbish R.023
Other relevant model risk assessments	Weil's Disease [G.019]; Tetanus infection [G.021]; Manual handling [G.009]; Occupational health and hygiene [G.011]; Working near public highways [G.018]; Removal of dead animals / carcasses [R.022].
Physical hazards arising	Sprains, strains and other handling injuries; Cuts from sharp objects; Infection from other <i>sharps</i> ; Contact with hazardous substances.
Health hazards arising	Health hazards are wide ranging due to the unknown composition of litter types and rubbish that has been dumped; The more common health hazards are likely to be; Leptospirosis, hepatitis, zoonoses, <i>phytophotodermatitis</i> tetanus toxocariasis.
Persons at risk	Countryside staff, volunteers, and others engaged in litter picking and rubbish removal.
Principal organisational precautions	Avoid touching litter or rubbish without suitable hand protection; Assess the litter and rubbish to be removed; Cover all cuts and abrasions prior to work; Avoid touching mouth, eyes or nose until able to wash properly; Have suitable washing facilities available close to hand.

Principal physical precautions	Avoid touching litter; Wear suitable hand protection, particularly against <i>sharps</i> and possible infection from blood or blood products; Use aids wherever possible to avoid bending and contact with litter; Wash hands and forearms thoroughly before eating, drinking or smoking; Disinfect or safely dispose of any protective clothing used; Avoid ingesting or inhaling any released particles; Exercise great care where there is a suspicion of hazardous substances and seek help to identify any unknown containers, substances etc; Dispose of any litter collected correctly.
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GENERIC RISK ASSESSMENT

WORK ACTIVITY	Bonfire Management	R.024
Explanatory note	<p>This Generic Risk Assessment (<i>GRA</i>) deals with the issues of bonfires on Bath and North East Somerset Council's land / property and should only be referred to when other environmental methods of disposal have been considered.</p> <p>Fires are only permitted by agreement with Bath and North East Somerset Council's staff, who will advise on:</p> <ul style="list-style-type: none">- suitable locations;- times and the type of material that can be burnt.	
Other relevant model risk assessments		
Health hazards arising	Damage to respiratory tract.	
Persons at risk	Staff, volunteers and contractors carrying out work activity; Other persons in the vicinity.	
Principal organisational and physical precautions	<p>It is essential that the following precautions are considered before and during the burning of material: neighbours should be informed if it is considered that the fire could be a potential nuisance;</p> <p>it is advisable not to start fires in high winds and attention must be made to the direction of prevailing winds;</p> <p>the burning of materials which produce dark smoke will not be permitted;</p> <p>fires must not be left unattended, and must be extinguished and marked out / protected to prevent accidental access at the end of the working day;</p>	

Principal organisational and physical precautions (cont'd)	<p>fires shall be sited more than 16 metres from the centre of carriageways and</p> <p>shall not be located under or near to overhead power lines;</p> <p>staff must take all appropriate precautions to contain fires within authorised areas and to prevent the outbreak of fires elsewhere;</p> <p>suitable equipment e.g. spades, fire beaters and water must be on site to control accidental outbreaks of fire;</p> <p>flammable materials, especially petrol, shall be kept at least 20 metres away from fires at all times;</p> <p>petrol must not be used to start or rekindle a fire;</p> <p>don't burn used tyres, aerosol cans or other flammable substances on fires;</p> <p>keep the fire small so that it won't get out of control;</p> <p>first-aid provisions should be made available to deal with burns and other associated injuries;</p> <p>in the event of a fire spreading and becoming out of control, make sure staff know how to raise alarm.</p>
Specific legal requirements	Control of Substances Hazardous to Health Regulations 2002.
Further guidance	

GENERIC RISK ASSESSMENT

WORK ACTIVITY	Working on or adjacent to Railway Lines R.025 (THIS ACTIVITY IS NOT ADVISED FOR OFFICERS, PATH WARDENS, VOLUNTEERS OR CONTRACTORS)
Explanatory note	<p>This Generic Risk Assessment (<i>GRA</i>) covers working on or adjacent to Railway Lines. Officers, volunteers and contractors must not work on or adjacent to Railway Lines without the consent of the Service manager – Highways and Network Rail due to the high residual risk.</p>
Other relevant model risk assessments	<p>Working near public highways [G.018]; Working on a slope [R 016]</p>
Physical hazards arising	<p>Collision with moving train traffic Trips, slips with rail furniture Electrocution from electric rails, other infrastructure.</p>
Health hazards arising	<p>Severe injury likely if collision or electrocution occurs; minor injuries from trips</p>
Persons at risk	<p>Contractor/Wardens (<i>PROW works</i>); Conservation staff (<i>in-situ conservation</i>).</p>
Principal organisational precautions	<p>If absolutely necessary to work 'lineside' the Principal Rail Network Management organisation should be contacted prior to any works (currently Swindon 01793 515410/417). Staff required to undertake work on railway property should be restricted and accompanied by a PICOW (qualified person at work) and be in possession of a valid Personal Track Safety Certificate; eliminate or restrict occasions when staff need to access railway property ALL staff involved to be issued with <u>orange</u> Hi Viz jackets. Where works adjacent to railway property are essential care should be taken to avoid egress onto railway property.</p>

Principal organisational precautions (cont.)	'Lineside' is defined as within the area between the railway boundary fencing and the point that is on or near the line and where you would be in the view of the train driver of an approaching train or movement. On or near the line means if you are on the line or within 3m of the nearest rail or if there is a permanent structure or fence within 3m of the nearest rail then if you are on the line itself or within the space between the structure or permanent fence and the nearest rail.
Principal physical precautions	At all times avoid working lineside or on or near the line. Adjacent works to be carried out only after full Risk Assessment of other condition and avoiding any contact with lineside equipment (direct or indirect).
Specific legal requirements	The Railways (Safety Critical Work) Regulations 1994; Personal Protective Equipment at Work Regulations 1992.
Further guidance	Guidance to the RSCW Regs: Approved Code of Practice; Network Rail Standard RT3170 Personal Track Safety Handbook; Network Rail Standards RT 3171; RT 3171/1 GE/RT8000/T7 Safe systems of work when walking or working on or near the line.

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GENERIC RISK ASSESSMENT

WORK ACTIVITY	Working near or adjacent to Overhead Power or telephone lines	R.026
Other relevant model risk assessments	Working near public highways [G.018]; Working on a slope [R 016].	
Physical hazards arising	Electric current passing to equipment or persons from direct contact or arcing from power cables; Contact/ damage to lines by equipment or branches – disconnection of services will be chargeable to the contractor by the service provider.	
Health hazards arising	Electrical shocks, burns or fires arising from direct contact with or arcing to equipment. The possible hazards increase when working in damp conditions.	
Persons at risk	Contractor/Wardens (<i>PROW works</i>) Other persons straying into area (<i>public</i>)	
Principal organisational precautions	<p>No person shall be engaged in any direct electrical works without sufficient qualifications, training and experience of the systems and equipment involved.</p> <p>Where works are required adjacent or near to such apparatus measures will be taken prior to the commencement of any such works to avoid direct contact with the equipment. All PPE must be suitable for the job and checked for damage prior to use. Only ‘authorised persons’ are permitted to work within a 1 metre safe working clearance of low voltage overhead lines. ‘Competent persons’ (GE12) may work outside this 1 metre clearance and only work within the zone when accompanied by an ‘authorised person’. (Those apparatus with 1 metre clearance are marked with red band 19mm fixed to the pole horizontally at 3 metres from ground level.)</p> <p>Overhead lines should be assessed for the proximity to branches if trimming/felling activity. Appropriate action be taken to avoid branches/trees from falling into/against lines</p>	

Principal physical precautions	No work is permitted within 1 metre zone unless by 'Authorised persons'. Avoid contact with or placing or equipment within 3 Metres of cables. No structure is to be erected within 3 Metres of overhead lines. If using extending equipment such as ladders care must be taken to avoid contact. Damp conditions will increase the risk of arcing consideration should be given to working close to electrical overhead lines when damp and works discontinued.
Specific legal requirements	The Electricity at Work Regulations 1989; Personal Protective Equipment at Work Regulations 1992; Management of H&S at Work Act Regulations 1999.
Further guidance	BS7671 Requirements for electrical installations. Western Power General Engineering 12 (GE12)

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prepared by B&NES Council July 2005,
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HEALTH AND SAFETY: ACTS, REGULATIONS, GUIDANCE AND PUBLICATIONS

Generic Risk Assessments (1-26)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Provision and Use of Work Equipment Regulations 1998																										
Lifting Operations and Lifting Equipment Regulations 1998																										
AFAG 310 – Use of winches in directional felling & takedown																										
AS15 – Farm and Estate forestry operations																										
BS EN 397:2012 – safety helmets																										
All Terrain Motor Vehicles Safety Regulations 1989																										
Provision and Use of Work Equipment Regulations 1998																										
HSE booklet HSG136 – Workplace transport safety																										
HSE Agricultural Safety leaflet AS22 – Prevention of tractors overturning																										
HSE AFAG 702: ATV quad bikes																										
BS EN 1384:1997 – motor cycle helmets																										
BS EN 166:2002 – eye protection																										
BS EN 1731:2002 – visors																										
BS EN 345-1:2002 & BS EN 345-2:2002 – safety boots																										
BS EN 352-1:2002 – hearing protection																										
BS EN 381-5: 1995 – chainsaw protective leggings																										
BS EN 381-7:1999 – protective gloves																										
BS EN 381-10:2002 – protective clothing, shoulders, neck etc.																										
Control of Noise at work Regulations 2005																										
Provision and Use of Work Equipment Regulations 1998																										
Personal Protective Equipment at Work Regulations 2002																										
AFAG 301 – Using petrol driven chainsaws																										
SG 801 – Noise and Hearing Conservation																										
INDG 214 – First Aid at work: Your questions answered																										
HSE leaflet IND(G)175 – Health risks from hand/arm vibration																										
HSE leaflet IND(G)317 – Chainsaws at work																										
Health and Safety at Work etc. Act 1974																										
AFAG 604 – Wood Chippers																										
AS 24 – Power take-offs and power take-off drive shafts																										
AFAG 802 – Emergency planning																										
AFAG 302 – Use of clearing saws																										
BSEN 2769:1992 – Handheld electrical tools																										
Electricity at Work Regulations 1989																										
Road Vehicles, Construction and Use Regulations 2004																										
Construction (Health, Safety and Welfare) Regulations 2007																										
HSE booklet CIS 52 - Safe use of compact dumpers																										
HSE guidance note PM42 - use of excavators																										
Construction (Design and Management) Regulations 2007																										
HSE booklet HSG47 – Danger from underground services																										
HSE booklet HSG130 – H&S for small construction sites																										

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HSE construction sheet no.7 – Danger from buried services																										
Control of Lead at Work Regulations 2002																										
Ionising Radiations Regulations 1999																										
Control of Asbestos at Work Regulations 2012																										
Control of Substances Hazardous to Health Regulations 2002																										
HSE booklet HSG66 – Development of contaminated land																										
Confined Spaces Regulation 1997																										
HSE leaflet MS(A)19 – PCBs and you																										
Quarries Regulations 1999																										
Wildlife and Countryside Act 1981																										
Management and Administration of Safety and Health at Mines Regulations 1993																										
New Roads and Street Works Act 1991																										
Street Work (Qualifications of Supervisors and Operatives) Regulations 1992																										
HSE leaflet IND(G)198L – Working with Sewage																										
CITB Site Safety Note No.28 – Buried Services																										
Guidelines on positioning & colour-coding of utilities apparatus																										
HSE booklet - Avoiding danger from underground services																										
HSE booklet - Safe use of Ladders and Stepladders																										
HSE guidance note CIS10 – Tower Scaffolds																										
Work at Height Regulations 2005																										
HSE IN(G)401 – Work at height regulations																										
CIS 49 – General Access Scaffolds & Ladders																										
Dept for Ed. – Safety in Outdoor Activity Centres Guidelines																										
BSEN 813/358 – Use of Sit Harnesses																										
ASC1 – Use of ropes harnesses etc.																										
AFAG 401 – Tree climbing operations																										
AFAG 402 – Animal tree rescue																										
AFAG 804 – Electricity at Work: Forestry and Arboriculture																										
INDG 278 – Tree work accidents																										
HSE leaflet IND(G)84 – Leptospirosis																										
BS EN 149:2001 – Use of face masks																										
Dangerous Substances and Explosive Atmosphere Regulations 2002																										
CHS5. – Small scale use of LPG in cylinders																										
Network Rail Personal Track Safety Handbook																										
Network Rail - Safe systems of work on or near the line																										
The Railways (Safety Critical Work) Regulations 1994																										
The Guidance to the Railway Safety Critical Work Regulations - Approved Code of Practice																										
Management of H&S at Work Act Regulations 1999																										

Guidance Notes (1-25)

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Control of Substances Hazardous to Health Regulations 2002																									
Classification, Packaging and Labelling of Dangerous Substances Regulations 1989																									
COP29 SCH.6 - Substances Requiring Health Surveillance																									
Control of Pesticides Regulations 1986																									
The Plant Protection Products Regulations 2011																									
INF.TETAN.003 - anti-tetanus vaccination																									
INF.WEILS.001 - Weil's disease																									
Manual Handling Operations Regulations 1992																									
HSE Booklet L23 - Manual Handling																									
HSE AS23 - Agricultural safety leaflet - Lifting and carrying																									
HSE IND(G) 110L Guidance on musculoskeletal disorders																									
HSE IND(G) 143L Getting to grips with manual handling																									
Provision and Use of Work Equipment Regulations 1998																									
HSE booklet L22 – Safe use of work equipment																									
Electricity at Work Regulations 1989																									
HSE - The Event Safety Guide																									
Health and Safety at Work etc. Act 1974																									
Health and Safety (Young Persons) Regulations 1997																									
Protection of Children Act 1999																									
Care Act Standards																									
Working Time Regulations 1998																									
Our Duty of Care - Principles of Good Practice for Protection of Children																									
HSE booklet HS(G)165 - Young people at work																									
Health and Safety (First Aid) Regulations 1981																									
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995																									
Management of H&S at Work Act Regulations 1999																									
HSE IND(G)73L - Working Alone in Safety																									
The Control of Noise at Work Regulations 2005																									
BSEN 352-1 – Hearing protection																									
Personal Protective Equipment at Work Regulations 1992																									
HSE Leaflet - Noise at Work, Advice for Employees																									
HSE Leaflet IND(G)122L - Listen Up!																									
HSE IND(G)299 – Protect your hearing																									
New Roads and Streetworks Act 1991																									
Rehabilitation of Offenders Act 1974																									
Criminal Justice and Court Service Act 2000																									
The Police Act 1997																									
Control of Vibration of Work Regulations 2005																									
IND(G)175 – Control the risks from hand-arm vibration.																									

GUIDANCE NOTE

USE OF RISK ASSESSMENT SYSTEM

Introduction

The identifying of hazards and evaluation of risk is an underpinning requirement for successful health and safety management. The process should lead to the effective control of risks and the adoption of “*safe systems of work*”.

Under the Management of Health and Safety at Work Regulations 1999 it is a specific legal requirement to make suitable and sufficient assessment of health and safety risks.

Legal aspects

Requirements of the Regulations:

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires every employer and self employed person to make suitable and sufficient assessment of the health and safety risks to employees and others not in his employment to which his undertakings give rise, in order to put in place appropriate control measures.

For the purpose of this guidance note, the term ‘employee’ includes volunteers and trainees. The term ‘non-employee’ includes visitors and contractors.

Definitions

Hazard - Something with the potential to cause harm, this can include machines, equipment, chemicals and methods of work;

Risk - The likelihood that the harm from a particular risk will be realised in terms of the severity of the consequences to individuals or groups of people.

Methodology

The risk assessment process has a defined purpose in health and safety legislation, '*it is to identify the measures an employer needs to take to comply with the requirements and prohibitions imposed upon him under the relevant statutory provisions*'. These include the general duties under the Health and Safety at Work etc. Act 1974 and also specific duties imposed by other health and safety regulations.

The risk assessment process requires a systematic examination of activities undertaken by the Council. This involves:

- The identification of hazards, arising from work activities, the use of equipment and machinery, or the condition and layout of premises;
- Noting carefully all existing precautions;
- Evaluating the risks involved in relation to severity, numbers affected and likelihood of realisation;
- Removing or reducing the risk.

Objectives

- To adopt a method of assessment which concentrates on those activities which involve the greatest risk. In practice, this means addressing those work activities that have the potential to cause fatal or serious injury to any person, together with those hazards which lead to a substantial number of minor injuries;
- To enable the Council to meet its legal obligations;
- To ensure that the above lead to significant benefits for the health, safety and welfare of staff, volunteers and the public.

'Generic' Risk Assessments and Guidance Notes

Generic Risk Assessments (*GRA*) are a key element in procedures. They enable the hazards and precautions associated with particular work activities, or the use of machinery and equipment to be highlighted and set out in a standard format.

The 'Generic' Risk Assessment forms:

- Set out the hazards arising;
- identifies the most important precautions to be adopted for the protection of staff, volunteers and the public;
- refers to relevant legal requirements and additional published guidance material.

Risk assessment

In some cases, application of the information on the generic risk assessment form will enable all the necessary precautions to be adopted. However, it will not be sufficient to rely solely on this information. Local variation will need to be taken into account, eg:

- the physical conditions;
- the experience and competence of the persons involved;
- existing precautions;
- the frequency of the operation.

A standard risk assessment form 'Site Safety Plan' has been prepared and should be completed where there are significant variations from the generic assessment.

The objectives of carrying out a site safety plan risk assessment are:

- to ensure that the information provided within any Generic Risk Assessment is fully considered;
- to take into account any local variations;
- to review the existing precautions for the work activity;
- to evaluate the risk at a local level;
- to assist in decisions on the precautions which should be taken before and during work.

The site safety plan should be made compiling a series of written statements; the standardised format of the generic assessments will assist this process.

The form will serve to demonstrate that the risks and precautions have been properly considered.

The form does not have to be completed on each occasion an activity is carried out, although this may be necessary for certain infrequent activities.

Risk assessment involves the periodic, objective assessment of work activities - this is different from the day to day decisions which are made during the course of a job.

Estimation of risk

The evaluation should consider:

- the worst case outcome
- the frequency of the work
- the groups at risk
- the current precautions
- the comparison between these precautions and those in the generic assessment

In conclusion they are likely to be:

HIGH

Risk of serious or fatal injury; essential precautions missing or inadequate; urgent remedial action required before work is continued.

MEDIUM

Significant risk of minor injury; some important precautions lacking or insufficient.

LOW

Minor injury unlikely; less important deficiencies in precautions identified.

The results of the risk assessment should be discussed with and explained to those involved in the work activity, or those who may be affected by it.

Completion of Site Safety Plan - Risk Assessments

Task	Use the generic risk assessment for guidance.	
Hazard	Identify the hazards associated with the work activity, use the generic assessment for guidance and draw on your own and members' of staff's experience. Note the reference numbers of the Generic Risk Assessments and Guidance Notes	
<i>Hazards that you are likely to encounter are:</i>		
Contact with moving machinery	Contact with hand tools	Contact with vehicles
Fall from /overturning vehicles	Fall from height	Collapse of floors / surfaces
Fall of object from height	Struck by moving object	Struck against fixed object
Trips / slips / falls (<i>same level</i>)	Manual Handling	Electrical hazards
Fire /explosion	Contact with hot surfaces	Contact with hot liquids
Exposure to harmful substances	Exposure to radiation	Noise
Vibration	Violence	Drowning
Asphyxiation	Hypothermia / exposure	Animals
Insects		Pathogenic micro-organisms
Who might be harmed by the hazards	This could include staff, trainees, volunteers, contractors, the public, visitors and tenants. There is no need to list individuals by name.	
Precautions taken to minimise the risk of injury	This section should describe the measures which are in place at the time of the assessment to reduce or remove a hazard and should specify the additional measures which are required to reduce the level of risk. These precautions should be compared with those indicated in the generic assessment to determine whether the current precautions are sufficient or further consideration is required and may include changes in the system of work, training, physical improvements (<i>guarding of machines, warning signs</i>) or personal protective equipment.	

GUIDANCE NOTE

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 apply in this instance,

Failure to comply with the Approved Code of Practice (ACOP) is not an offence, but may be viewed by a court as proof of contravention of a regulation. The onus of proof of compliance in some other way would rest with the Employer.

The Regulations seek to systemise the control of exposure to hazardous substances in connection with work which is under the Employers control. All substances hazardous to health are subject, except lead and asbestos, so far as specific control regulations apply, and substances only hazardous because of explosive, flammable, or radioactive properties.

A hazardous substance may be in a form of a solid, liquid, gas, fume, vapour, dust, mist or micro-organism. It may endanger health by being inhaled, ingested, injected or absorbed into the body.

Regulation 2(i) lists the following hazardous to health:

1. Substances listed in the *Classification, Packaging and Labelling of Dangerous Substances Regulations* as being: **Very Toxic, Toxic, Harmful, Corrosive or Irritant.**
2. Substances with specified Maximum Exposure Limits (M.E.L.) or Occupational Exposure Standards (O.E.S.).

Substantial concentration of any dust; micro-organism that can cause illness, and - **ANY OTHER SUBSTANCE not listed above, but WHICH HAS SIMILAR POTENTIAL EFFECTS.**

The employers duties are not only to his / her employees, but also, as far as is reasonably practicable, to anyone who may be affected by the work under his control.

Where the use of substances in processes is governed by existing written procedures issued to operatives and supervisors, such as in the use of pesticides, documents should be cross referenced to the COSHH Record System. In preparation for this, such procedures should be identified and marked.

The following definitions can usually be adopted:

Acute toxic	means	A substance that may immediately cause unconsciousness, dizziness or even death at certain concentrations, e.g. volatile solvents.
Chronic Toxic Substances	means	A substance that may initiate progressive disease such as cancer or silicosis. Some solvents and dusts such as silica fall into this category.
Micro-organism	means	A microscopically small unicellular plant, animal or bacterium capable of replication.
Sensitiser	means	A substance to which a person may develop a sensitive reaction, following which very low exposure results in a severe onset of symptoms. Isocyanates, and some welding fumes containing metal can be sensitisers.
Nuisance Substances	means	Substances, often dusts, which are not Toxic, but which may cause some degree of discomfort. Workshop dusts are an example of such substances.
L.E.V.	means	Local exhaust Ventilation plant or equipment used to control the level of exposure by removing the hazardous dust, fume or similar. (Welding fume extractors, sawdust extraction equipment, grinding dust collectors and fume cupboards are all examples of L.E.V.).

Seven main obligations are placed upon the Employer by the Regulations which should be borne in mind when drawing up an Action Plan:

- i) Assess the Health Risks - Set up systems for identifying health risks and for providing protection to employees and others affected.
- ii) Control Exposure - Eradicate or minimise exposure using engineering etc, methods, alternative substances or, as a last resort, personal protective clothing (P.P.E.).
- iii) Correct Use of Controls - Written safe systems of work ensuring proper use of Controls provided. Employees have a particular responsibility to cooperate in this endeavour.
- iv) Maintenance of Controls - Written systems to ensure adequate maintenance, examination and test of Controls. Such records to be kept for a minimum of five years.
- v) Monitor Exposure - Where adequacy of control measures is in doubt, monitoring may be required. Normally an initial survey by a qualified chemist determines this need.
- vi) Health Surveillance - There may in special cases be a need for Health Surveillance. COP29 Sch. 6 lists substances requiring mandatory Health Surveillance. Other substances may also dictate the setting up of a programme. Normally the supervising Medical Practitioner defines the medical test programme. Records are required to be kept for thirty years after the subject employee leaves the Company employ.
- vii) Train and Inform - Written safe systems of work are required for employees and the results of assessments must be communicated to affected employees or their representatives. Work may be delegated under COSHH, but NOT responsibility. All persons with COSHH duties must be competent to carry out those duties.

Note: All staff with delegated COSHH duties should be trained sufficiently for such purposes. The employer is responsible for the

competence of all persons carrying out COSHH duties on his / her behalf, whether employees or not.

Other duties under the COSHH Regulations include monitoring and maintenance / inspection of Local Exhaust Ventilation Plant (*L.E.V.*) and Personal Protective Equipment (*P.P.E.*). Staff will carry out these duties. Accountabilities and training provision must be arranged and procedures drawn up and issued to ensure the Regulations are complied with. *L.E.V.* will require a weekly visual examination. *P.P.E.* examination frequency and scope will depend upon the equipment and level of use.

Contractors should be subject to directives issued by the Council to ensure safe working. In the case of COSHH the main points to note are:

- i) An occupying employer has responsibilities for anyone who may be affected by his / her work processes. Visiting contractors must be advised of hazards perceived to affect them, and if training is required - trained or given sufficient information to allow them to become trained.
- ii) The contractor has responsibilities for assessments of processes / substances used by his / her staff on a site being visited, and a duty to communicate assessment results to the occupier if requested to do so.
- iii) COP29 Reg. 3 Para. 5 recommends a cooperative approach in such circumstances.
- iv) There should be a clear written requirement that all unused substances are removed upon completion of a contractors visit.

Contributory to assessments is the identification and recording of substances. Purchase records are a useful means of creating an overview of rate of use.

NOTE: Change of rate of use could invalidate an existing assessment. Substances generated by work activities should be identified and listed. Information on substances should be gathered from suppliers, trade publications and enquiry of outside specialists to establish *State of the Art* information files.

NOTE: Generated substances can include dusts from sawing wood, demolition of brickwork: Fumes can arise from welding, use of bleaches, adhesives etc., and other hazardous substances can be generated by disturbing mouldy hay, bracken and similar.

GUIDANCE NOTE

TRANSPORT AND SAFE USE OF HAND TOOLS

Introduction

Hand tools are used for a great deal of practical conservation work, particularly work carried out by countryside staff and volunteers.

This section illustrates the range of tools most widely used and the correct techniques for using them safely.

All people on conservation projects must be shown how to use, carry and store these tools correctly before starting work. This not only encourages safe working practices but also makes the job easier. This section will help by outlining the key safety and technical points.

Remember that other factors affect how tools are used and these need to be taken into account. Site conditions, terrain, weather and the attitude of participants will all influence the ease and safety with which the work can be undertaken.

All tool use is hazardous, however safe it may seem. By observing the recommendations given here, these hazards will be minimised.

Clothing

When using hand tools it is best to wear clothes which are tough enough for the work and give adequate protection from vegetation, weather and the harmful effects of the sun. Wear stout footwear, preferably steel toe-capped. Avoid soft shoes which offer no protection at all. Although clothing should allow for freedom of movement, it is advisable to wear fitted work clothes, such as a boiler-suit or dungarees. Loose fitting work clothes and inappropriate footwear could get snagged on tools, twigs, branches and protruding nails etc.

Gloves can be useful, but should not be worn when using edged tools because they reduce your grip.

Be careful to protect the head, face and back of the neck from cold, heat and sun as well as from injuries, dust and other harmful substances.

What you will need to consider when working with hand tools

Before work is carried out, adequate training and supervision should be given about the correct way of handling, carrying and transporting tools, a few valuable points are listed below:

- Use the correct tool for the job;
- Do not use damaged or worn tools;
- Hand tools must be properly maintained;
- Lift and carry tools in a safe manner;
- Keep hands behind the cutting edge when using a sharp tool;
- Keep a safe working distance from other people when using hand tools such as pickaxes, slashers or bill-hooks;
- If in any doubt about tool use, then advice, guidance and a demonstration should be given by a supervisor;
- Use hand winches only under careful supervision and after adequate training;
- Never leave tools in a position where they could injure someone;
- Plan work programme ahead so that you don't have to rush or take dangerous short cuts;
- Making time for breaks helps you avoid strains and sprains.
Tiredness can make you careless;
- Choosing the right tools and equipment, and keeping them in good condition, not only saves time it also reduces the risk of accident;
- leaving the work site tidy and safe is a crucial part of doing a good job.

Transportation of hand tools

To avoid transport accidents and personal injuries you will need to consider the following points:

- Hand tools will need to be contained in a safe and secure manner;
- Hand tools should not be transported in the same vehicle as people, unless separated by a steel guard or cage;
- Where possible, hand tools should be transported in a trailer;
- All sharp edges and blades should be protected to avoid damage during transportation.

GUIDANCE NOTE

MANAGING INSECT STINGS AND ADDER BITES

Insect stings:

Bee, wasp and hornet stings are usually more painful and alarming than they are dangerous. An initial sharp pain is followed by mild swelling and soreness which can be relieved with first-aid.

Treatment:

If the sting is still in the skin, then you will need to:

- remove it carefully with a pair of tweezers;
- grasp the sting below the poison sac as close to the skin as possible and pluck firmly;
- apply a cold compress to relieve pain and minimise swelling;
- advise the casualty to see his / her own doctor if pain and swelling persist or increase.

For a sting in the mouth, give the casualty ice to suck to minimise swelling and seek medical assistance immediately.

Anaphylactic shock:

Some people are allergic to these stings and can rapidly develop the serious condition, anaphylactic shock. This is the name given to a massive allergic reaction within the body. It is a serious, potentially fatal condition that may develop in some people within a few minutes or seconds of a sting from a particular insect.

The reaction causes substances to be released into the blood that dilate blood vessels and constrict air passages. Blood pressure falls dramatically and breathing becomes difficult. Swelling of the face and neck increases the risk of suffocation. The amount of oxygen reaching the vital organs is severely reduced. The casualty urgently needs oxygen and a life-saving injection of adrenalin. There is no specific first-aid treatment beyond assisting breathing and minimising shock until help arrives.

Seek assistance immediately once symptoms appear. The symptoms to look out for after a sting include:

- Anxiety;
- Widespread red, blotchy skin eruptions;
- Swelling of the face and neck;
- Puffiness around the eyes;
- Impaired breathing, ranging from a tight chest to severe difficulty;
- The casualty may wheeze and gasp for air;
- A rapid pulse;
- Slurred speech.

Adder Bites:

The adder is the only poisonous snake native to the UK. Its bite is rarely fatal but can be very frightening for the victim.

Treatment:

- Lay the casualty down and tell them to keep calm and still;
- Do not attempt either to suck the poison out or to apply a tourniquet;
- Keep the wounded part below the level of the heart so that the venom is contained locally;
- Seek medical advice immediately.

GUIDANCE NOTE

USE OF PESTICIDES

This guidance note gives advice to users on practical measures for planning and carrying out work involving pesticides. It includes the steps to take under the Control of Substances Hazardous to Health Regulations 2002 (*COSHH*) when assessing the risks and deciding what precautions are necessary. It also advises on disposal and discusses good practice which are not compulsory but which you may find helpful in considering what to do. It is not a legal document, but **must** refers to action that has to be taken to comply with the law.

It is a legal requirement that any person:

- born after December 31 1964 - unless working under the direct and personal supervision of a certificate holder;
- wishing to apply pesticides to land or property not owned or occupied by them or their immediate employer;
- who is required to **supervise** a person who does not hold a certificate but is required to use pesticides;

MUST have a ‘Certificate of Competence’.

What are Pesticides?

Pesticides contain chemicals, known as active ingredients, which destroy pests, or drive them away. They may be products that you use every day without realising, such as fly sprays, weed-killers, mould killers and products to protect wood from insect or fungal attack. They are used against fungi, mould and insects that may be present in your home or garden, or against weeds and insect pests in your garden. Some are also used in special paints to prevent barnacle and seaweed settling on the hulls of boats.

Do I need to use a pesticide?

You should only use pesticides when necessary, and if the benefits from using them significantly outweigh the risks to human health and the environment. When deciding whether to use pesticides you need to consider;

- Alternative means of control;
- Likely human effects of the pesticides;
- The nature of the pest;
- The likely amount and cost of damage;
- Previous experience of dealing with the problem;
- Likely effectiveness of the pesticide.

If, having considered the above, you decide to use a pesticide, it should be one that is:

- Least likely to harm humans, livestock and the environment;
- Still capable of controlling the pest, disease or weed problem that has been identified without encouraging or aggravating any problems with resistant pests or diseases.

What are the controls on Pesticides?

Unlike most chemicals, pesticides are designed to harm living organisms and therefore there is the potential for harm to people and the environment if they are misused. In Great Britain, pesticides must have an approval under The Control of Pesticides Regulations or The Plant Protection Products Regulations, and these Regulations ensure that the correct use of a pesticide should not harm people, non-target species or the environment. All approved pesticides are subject to review and an approval can be amended or withdrawn at any time if necessary.

Using the Pesticide Safely

When using a pesticide you must take **all reasonable precautions to protect the health of humans, creatures and plants, to safeguard the environment and in particular, to avoid polluting water.** The label tells you how to apply the pesticide effectively and how to protect yourself, other people nearby (*including children*), pets and the environment from harm.

It is very important to read and understand the pesticide label. The instructions must be followed so that the pesticide is used safely and effectively.

The label will also contain an approval number (*eg HSE 3456, MAFF 03456*) and only pesticides approved under the Regulations can carry such a number. The approval number and the names of the active ingredients should be noted in cases of accident and emergency.

You must satisfy any specific approval conditions given on the product label, for instance:

- what the product is approved for, eg `For use only as a wood preservative. *The pesticide must not be used for any other purpose.*
- instructions on who is allowed to use the pesticide, for instance whether it is approved for use by:
 - *an amateur user* - the pesticide is available to the general public, eg the use of weed-killers in your garden;
 - *a professional user* - the pesticide can only be applied by people who have to use pesticides as part of their work and who have received appropriate training to enable them to do this safely;
 - *an industrial user* - the pesticide can *only* be used in industrial wood pre-treatment plants to protect wood against fungi or insect attack. It can only be applied by people who have to use pesticides as part of their work and who have received appropriate training to enable them to do this safely.
- whether any protective clothing or equipment needs to be worn when using the pesticide;
- how to use the pesticide without harming yourself, other people or pets;
- whether access to treated areas needs to be restricted;
- how to use the pesticide without harm to the environment and wildlife, for example fish, bats and bees. If you intend to use a pesticide in or near water, notify the National Rivers Authority (*NRA*);
- how to apply the pesticide effectively.

Provided that the instructions are followed, there should be no health problems, but if you feel ill after using a pesticide, you should contact your doctor. Make a note of the product name, approval number and active ingredient to give to your doctor - keep the container if possible. You should report the incident to your local HSE office so that any necessary action can be taken.

If you are an employer or are self-employed, you are required by the COSHH to carry out an assessment of the risks to human health. The assessment may confirm that the pesticide you have chosen is the most appropriate, but if it becomes apparent that using another pesticide may involve less risk, you will need to reconsider your choice. Always make sure that the product is approved for the intended use and situation.

Storing pesticides

Every pesticide store should be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store may be separate or within an existing building or may be purpose-built or suitably adapted chest or bin.

Read the label before you buy - use pesticides safely

Where pesticides are used professionally or industrially, the requirements of the Health and Safety at Work etc Act 1974, and regulations made under the Act may also apply.

FURTHER INFORMATION

For further information on the Regulations controlling pesticides please contact:

Health and Safety Executive
4th Floor, The Pithay,
All Saints Street,
Bristol BS1 2ND

An HSE free leaflet *Pesticides and veterinary medicines reporting incidents, guidance for the general public*, is available from HSE Books.

Training is available from the National Proficiency Test Council at:

City & Guilds,
Building 500,
Abbey Park,
Stretton,
Warwickshire
CV8 2LY

GUIDANCE NOTE

USE OF PESTICIDES

This guidance note gives advice to users on practical measures for planning and carrying out work involving pesticides. It includes the steps to take under the Control of Substances Hazardous to Health Regulations 2002 (*COSHH*) when assessing the risks and deciding what precautions are necessary. It also advises on disposal and discusses good practice which are not compulsory but which you may find helpful in considering what to do. It is not a legal document, but **must** refers to action that has to be taken to comply with the law.

It is a legal requirement that any person:

- born after December 31 1964 - unless working under the direct and personal supervision of a certificate holder;
- wishing to apply pesticides to land or property not owned or occupied by them or their immediate employer;
- who is required to **supervise** a person who does not hold a certificate but is required to use pesticides;

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What are Pesticides?

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Do I need to use a pesticide?

You should only use pesticides when necessary, and if the benefits from using them significantly outweigh the risks to human health and the environment. When deciding whether to use pesticides you need to consider;

- Alternative means of control;
- Likely human effects of the pesticides;
- The nature of the pest;
- The likely amount and cost of damage;
- Previous experience of dealing with the problem;
- Likely effectiveness of the pesticide.

If, having considered the above, you decide to use a pesticide, it should be one that is:

- Least likely to harm humans, livestock and the environment;
- Still capable of controlling the pest, disease or weed problem that has been identified without encouraging or aggravating any problems with resistant pests or diseases.

What are the controls on Pesticides?

Unlike most chemicals, pesticides are designed to harm living organisms and therefore there is the potential for harm to people and the environment if they are misused. In Great Britain, pesticides must have an approval under The Control of Pesticides Regulations or The Plant Protection Products Regulations, and these Regulations ensure that the correct use of a pesticide should not harm people, non-target species or the environment. All approved pesticides are subject to review and an approval can be amended or withdrawn at any time if necessary.

Using the Pesticide Safely

When using a pesticide you must take **all reasonable precautions to protect the health of humans, creatures and plants, to safeguard the environment and in particular, to avoid polluting water.** The label tells you how to apply the pesticide effectively and how to protect yourself, other people nearby (*including children*), pets and the environment from harm.

It is very important to read and understand the pesticide label. The instructions must be followed so that the pesticide is used safely and effectively.

The label will also contain an approval number (*eg HSE 3456, MAFF 03456*) and only pesticides approved under the Regulations can carry such a number. The approval number and the names of the active ingredients should be noted in cases of accident and emergency.

You must satisfy any specific approval conditions given on the product label, for instance:

- what the product is approved for, eg `For use only as a wood preservative. *The pesticide must not be used for any other purpose.*
- instructions on who is allowed to use the pesticide, for instance whether it is approved for use by:
 - *an amateur user* - the pesticide is available to the general public, eg the use of weed-killers in your garden;
 - *a professional user* - the pesticide can only be applied by people who have to use pesticides as part of their work and who have received appropriate training to enable them to do this safely;
 - *an industrial user* - the pesticide can *only* be used in industrial wood pre-treatment plants to protect wood against fungi or insect attack. It can only be applied by people who have to use pesticides as part of their work and who have received appropriate training to enable them to do this safely.
- whether any protective clothing or equipment needs to be worn when using the pesticide;
- how to use the pesticide without harming yourself, other people or pets;
- whether access to treated areas needs to be restricted;
- how to use the pesticide without harm to the environment and wildlife, for example fish, bats and bees. If you intend to use a pesticide in or near water, notify the National Rivers Authority (*NRA*);
- how to apply the pesticide effectively.

Provided that the instructions are followed, there should be no health problems, but if you feel ill after using a pesticide, you should contact your doctor. Make a note of the product name, approval number and active ingredient to give to your doctor - keep the container if possible. You should report the incident to your local HSE office so that any necessary action can be taken.

If you are an employer or are self-employed, you are required by the COSHH to carry out an assessment of the risks to human health. The assessment may confirm that the pesticide you have chosen is the most appropriate, but if it becomes apparent that using another pesticide may involve less risk, you will need to reconsider your choice. Always make sure that the product is approved for the intended use and situation.

Storing pesticides

Every pesticide store should be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store may be separate or within an existing building or may be purpose-built or suitably adapted chest or bin.

Read the label before you buy - use pesticides safely

Where pesticides are used professionally or industrially, the requirements of the Health and Safety at Work etc Act 1974, and regulations made under the Act may also apply.

FURTHER INFORMATION

For further information on the Regulations controlling pesticides please contact:

Health and Safety Executive
4th Floor, The Pithay,
All Saints Street,
Bristol BS1 2ND

An HSE free leaflet *Pesticides and veterinary medicines reporting incidents, guidance for the general public*, is available from HSE Books.

Training is available from the National Proficiency Test Council at:

City & Guilds,
Building 500,
Abbey Park,
Stretton,
Warwickshire
CV8 2LY

GUIDANCE NOTE

PERSONAL SAFETY

Helping yourself to be safer

Risks at work do not exist just at your desk or work space. There may be risks in travelling to and from work or in connection with your work; in work that you might do on someone else's premises; or in car parks, lifts, corridors, on site etc.

Although employers must implement measures for the personal safety of their employees, you should remember that personal safety is a shared responsibility between employer and employee. You also have a responsibility to take reasonable care of yourself and other people who may be affected by your work. Help yourself to be safer. Think also about the personal safety of others. Cooperate with your employer about safety.

Follow the 'On-Call' procedures detailed in Guidance Note C.026 when lone working.

Emergency Number

If you are out and about or travelling and need to call the police - dial 999 - the call is free.

Give as much information as possible including the following:

- Nature of incident;
- Location of incident;
- Type and seriousness of injuries if any;
- Keep calm, speak clearly and do not hang up until the emergency services have ALL the information needed.

Don't wait until an emergency arises - read this guide now and often; No policy or precautions can guarantee the safety of every individual in every situation;
Please note that the information given here is no substitute for training, procedures and practice.

The key to personal safety

Develop confidence

- Learn how to deal with difficult situations: develop communication skills and assertiveness through training;
- Look confident - not arrogant: a confident person is less likely to be attacked;
- Keep fit - exercise can help you develop posture, stamina and strength.

Avoid risk

- Avoid confrontation: do all you can to defuse a potentially violent situation;
- When out of the office, inform others of your exact movements and when you expect to finish. Advise or phone with any change of plans;
- Know where you are going and how you are going to get there;
- Assess risky situations, especially when travelling (*consider the time of day, weather / visibility, crowds etc.*). What actions can you take to reduce the risks?
- Leave vehicle facing in exit direction to enable easier route.

Never assume that it won't happen to you

- Be aware of your surroundings and potential hazards;
- **TRUST** your intuition. If you feel scared or uneasy, act on it straightaway;
- Recognise that fear is natural, but can be channelled into positive action.

Take action when in real danger

- **Your primary aim is to get away fast;**
- **Remember:** avoiding violence is a sign of strength, not weakness;
- **Be prepared** to help if you see someone else in danger.
Ring 999.

Being in control is the key to personal safety

Reducing the risks

You can do a great deal to reduce the risks to your personal safety, and that of others. Knowing what to do gives you the confidence to respond positively in times of stress - to assess the situation and automatically choose the most appropriate course of action.

Communicate

Effective communication can greatly reduce the risk of aggressive, or potentially violent situations developing:

- Remember that communication is just not verbal - up to 90% of communication between individuals is non-verbal;
- If clients or colleagues focus their aggression on you, work to placate rather than provoke them;
- Talk your way out of problems;
- Learn relaxation and tension control techniques: obvious stress or fear may increase the other person's aggression.
- Report any adverse situations to your line manager as soon as possible after the event.

Respect personal space / territory

Avoid actions which may appear aggressive or an invasion of privacy:

- Desk or work area, for example; reading papers without asking first, taking a pen;
- Standing too close / touching someone you work with.

Protect yourself

A few sensible precautions:

- Do not give your home telephone number or address to anyone who you feel is a potential threat;
- If anyone in a lift makes you feel uneasy, get out at the next floor;
- Avoid unnecessary after-hours meetings if you are on your own;
- Wear clothes which give out the signals you intend: you can dress to please yourself, but bear in mind that society has unwritten rules about appropriate dress for most occupations;
- No matter how convenient, do not get into a car with somebody you do not know and trust.

Dealing with aggression

In the workplace, aggression may include verbal abuse, ostracism, discrimination, racial or sexual harassment, bullying, etc. You need to assess the situation: what actions can you take to contain and curtail this aggression? Is there a risk that it could lead to physical attack?

Containing aggression

It is important, even if someone is trying to provoke you, not to respond in kind. Meeting aggression with aggression leads to confrontation and someone could get hurt:

- Stay calm, speak gently, slowly and clearly. Do not argue or try to outsmart the person verbally. Breathe slowly to control your own tension;
- Avoid body language which may be misinterpreted, such as looking down on the aggressor; hands or hips / folded arms, raised arm; any physical contact. Keep your distance;
- Talk through the problem; suggest going to see a colleague; suggest a walk or some fresh air; allow aggression to be diverted against inanimate objects; such as banging the table;
- Compromise: offer the aggressor a way out of the situation.

Curtailing aggression

To protect yourself and others from repeated aggressive behaviour, you must take action.

Report the incident to your immediate supervisor: ensure that your complaint is taken seriously and receives a fair hearing.

If you can't deflect or defuse the situation, get away. Sometimes it is not possible to contain and defuse the threat of violence.

Trust your instincts and do not underestimate the situation. Things can get out of control very quickly.

Be prepared

- While talking, assess possible ways out you can escape if the situation worsens;
- Try to prevent the aggressor blocking any possible escape route;
- **Do not turn your back.** If you are trying to get away, move gradually backwards.

Physical attack

If you are threatened, you must first of all release the tension. Use the techniques of stress control, breathe out and don't freeze up.

1. You must

- Get away as fast as you can. Aim towards a place you know where there will be people;
- Don't look back;
- Report the incident immediately. Someone else might be attacked and might not be able to get away.

2. If you cannot get away, protect yourself

- Shout out or scream - your voice is your best defence;
- Give the command 'Phone the Police!' or similar positive instruction - people are more likely to react when given a call to action;
- Use a personal alarm to shock and disorientate your assailant. You will create vital seconds to get away.

3. As a last resort, the police advice is:

- 'Bash and Dash' - if you have to fight back, do it quickly, aim for the knee, solar plexus, elbow joint or little fingers. Then get away;
- It is safer to carry a personal alarm than an offensive weapon, which could be used against you.

SELF-DEFENCE

Physical self-defence should only be used as the last resort because it limits your options of getting away and will invariably commit you to a fight that you could well lose.

Remember also, that if you respond physically you could be legally liable for assault. **Avoiding risky situations is your best form of self-defence!**

GUIDANCE NOTE

WATER HAZARDS

Introduction

This guidance note offers simple advice for staff working near water. It does not deal with activities on the water or in boats or other crafts. With the exception of shallow ponds and ditches, all work close to water should be regarded as hazardous because of currents, submerged objects and muddy or slippery edges. In most situations work near to fast flowing rivers, weirs and locks and all activities at night should be regarded as dangerous.

Precautions:

- staff should be equipped with sufficient protective clothing for the task in hand, for the time of year and weather conditions;
- it should be remembered that large open areas of water are often exposed and can be much colder than other areas;
- some form of protective foot-wear should be worn e.g. wellington boots or thigh waders;
- in situations where chest waders are needed, take care never to work alone;
- if working in water regularly, a current anti-tetanus vaccination is essential (*see INF.TETAN.003*);
- staff should be aware of the dangers of Weil's disease (*see INF.WEILS.001*) and other pollution;
- adopt a high standard of personal hygiene and treat any cuts and abrasions immediately with water-proof dressings.

When working on rivers or next to lakes staff should:

- always take note of currents, water flow etc. Remember the stillest waters are often the deepest;
- choose a gently shelved bank when climbing into or out of water;
- wading in rivers, lakes and flooded areas is hazardous. Always be aware of currents, boulders and pot holes and other hidden dangers;
- never step on ice.

When working near water:

- have a buoyancy aid or lifeline nearby;
- if the water is flowing swiftly enough to carry a person away, have an additional safeguard in place, e.g. a rope or chain hanging down stream slightly above the water;
- an approved safety harness, belt or lifeline must be worn and securely anchored;
- adequate training and supervision must be given to all staff involved;
- beware of any strange or unusual objects that have been washed up such as chemical drums, canisters etc. **DO NOT TOUCH**
- do not take personal risks if you see anyone in distress.

Health Risks

Exposure to sewage or its products may result in a number of illnesses. These include:

- Gastroenteritis, characterised by cramping stomach pains, diarrhoea and vomiting;
- Weil's disease (*see INF.WEILS.001*);
- Hepatitis, characterised by inflammation of the liver, and jaundice;
- Occupational Asthma, resulting in attacks of breathlessness, chest tightness and wheezing, and produced by the inhalation of living or dead organisms (*see RIS.CORPS.022*);
- infection of skin or eyes;
- rarely, allergic alveolitis (*inflammation of the lung*) with fever, breathlessness, dry cough, and aching muscles and joints;

How do micro-organisms enter the body?

- the most common way is by hand-to-mouth contact during eating, drinking and smoking, or by wiping the face with contaminated hands or gloves, or by licking splashes from the skin;
- by skin contact, through cuts, scratches, or penetrating wounds;
- certain organisms can enter the body through the surfaces of the eyes, nose and mouth;
- by breathing them in as either dust, aerosol or mist.

Protecting workers from risk to health

- exposure to sewage should be eliminated or minimised;
- ensure that all involved understands the risks and are provided with sufficient training and supervision;
- provide suitable personal protective equipment, that may include waterproof / abrasion-resistant clothing, gloves, footwear, eye and possibly respiratory protection. Face visors are particularly effective against splashes;

Note: equipment selection and a proper system for inspection and maintenance are important.

- adequate welfare facilities should be provided, including clean water, soap and disposable paper towels;
- areas for storage of clean and contaminated equipment should be segregated and separate from eating facilities;
- provide adequate first-aid equipment;
- make effective arrangements for monitoring the health of staff.

GUIDANCE NOTE

MANUAL HANDLING

Manual Handling

Work carried out by conservation field workers frequently involves the manual handling of loads. This may be regular lifting of light weights or the occasional lifting of heavier objects.

By its very nature, conservation field work is often physical. Staff and volunteers must be aware of the risks involved and the potential for personal injury in lifting and carrying.

Over 25% of the accidents reported to the Health and Safety Executive each year are injuries received during lifting and carrying operations. The cost of back pain to industry generally is estimated by the Department for Work and Pensions at over 119 million days of lost production each year.

Lifting and carrying, if not done properly, can lead to ruptures, strains and back injuries which may mean that staff are unable to work for weeks and even months. Safe lifting is a skill rather than simple brute force. Excessive loads can severely strain even the strongest and most experienced worker.

Six point action list for manual handling and lifting

- **Correct grip**
Avoid lifting with the finger tips. Use the palm of the hand and the roots of the fingers and thumbs.
- **Start in a 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 and knees (squatting).
- **Feet position**
Keep feet apart, with one foot in front of the other and pointing in the direction intended to travel. Make sure feet are not wider apart than the hips.
- **Arms**
Keep them close to the body to minimise the work of chest, shoulder and upper back muscles.

- **Body weight**

Kinetic handling uses the body as a counter weight to the load. This usually feels uncomfortable before the movement starts.

Workers should remember to size up the job before attempting to lift any object. If it is too heavy or cumbersome, find an alternative to lifting it by hand, or get help.

Wear suitable protective foot wear, industrial gloves and other protective clothing when injuries are considered possible. Take particular care when moving chemicals.

Manual Handling Operations Regulations

The Manual Handling Operations Regulations 1992 apply in this instance. The Regulations place a duty on employers to reduce manual handling operations which involve a risk of injury. Where there is a risk of injury from a manual handling operation, question whether the handling operation can be eliminated altogether. Or can it be achieved by any other means? If not, can the operation be altered or mechanised, eliminating the need for manual handling? This may simply involve using a wheelbarrow or a sackbarrow.

If the risk of injury cannot be dismissed as trivial, then make an assessment of the risks, taking into account the tasks, the load, the working environment and the individual's ability. In general, the assessment should be recorded and kept readily accessible as long as it remains relevant.

The assessment need not be recorded if:

- it could very easily be repeated or explained at any time because it is simple and therefore obvious;
- the manual handling operation is quite straightforward, or low risk, or is going to last only a very short time and the time taken to record it would be disproportionate.

It would be unrealistic to attempt to assess every single instance of manual handling. Instead, the assessment should identify each type or category of manual handling operation and establish the range of risks that each creates. Remedial measures can then be determined on a broader basis for each type of task.

Employers are responsible for making sure that assessments are carried out. In most cases a meaningful assessment can be made through practical understanding of the type of task to be performed, the loads handled and the working environment in which the tasks are carried out. This will inevitably mean that staff will need to carry out the assessment. They will need to be familiar with the main requirements of the regulations and know how to complete assessments properly. **Under the Regulations it is mandatory that all employees undertake some training or instruction.**

Broadly speaking the following points need to be considered when making an assessment:

The task - Does it involve:

Holding the load away from the body?
Twisting?
Scooping?
Lifting and lowering?
Carrying for long distances?
Excessive pushing and pulling?
Sudden movement of the load?
Handling while seated?
Awkward posture?
Team handling?

The load - Is it:

Heavy?
Bulky or unwieldy
Difficult to grasp?
Unstable?
Sharp, hot or potentially damaging?

The environment - Are there:

Space constraints preventing good posture?
Uneven, slippery or unstable floors?
Rough surfaces?
Steps?
Poor lighting?

Individual capacity - Does the task:

Require more than average strength?
Put at risk people who are pregnant or who have a health problem?
Require staff to have special training or knowledge?

Additionally, the Regulations stipulate that every effort should be made to reduce the risk of injury by improving the working environment. It may be difficult to change the load or the workplace in conservation work, so the emphasis must be on making the load easier to handle.

Effective training is particularly important to ensure that staff use safe handling techniques and recognise the need to avoid or modify hazardous handling operation.

Further reading

HSE Booklet L23 *Manual Handling - Guidance on the manual handling operations regulations*

HSE (AS 23) *Agricultural safety leaflet - lifting and carrying;*

HSE IND(G) 110L - *Lighten the load - Guidance for employees on musculoskeletal disorders;*

HSE IND(G) 143L *Getting to grips with manual handling - a short guide for employers.*

GUIDANCE NOTE

MACHINERY AND EQUIPMENT

Introduction

Detailed and specific regulations dealing with particular industries or classes of machinery have now largely been replaced by the general requirements of the Provision and Use of Work Equipment Regulations 1998. Their main purpose is to ensure that employers across all industrial, commercial and service sectors provide work equipment which is safe by design, and that it is used safely. The definition of use is wide, and includes not just the operation of equipment, but activities such as repair, modification, maintenance, cleaning, setting and transporting of equipment. The phrase 'work equipment' is also widely defined, and covers items from tractors to hand tools.

The main requirements on employers are as follows:

- ensure that work equipment is suitable, in terms of its initial integrity, the place where and conditions under which it will be used, and the purpose for which it will be used;
- maintain work equipment at all times in an efficient state, in working order and in good repair;
- ensure that measures are taken to prevent access to dangerous parts of machinery, where necessary by appropriate guarding;
- ensure that measures are taken to prevent or control exposure to other specified hazards arising from the use of work equipment;
- ensure that equipment is provided with clearly marked operating emergency stop controls;
- ensure that equipment is provided with facilities for isolation from sources of power.

There are also requirements relating to stability, lighting, maintenance operations, markings and warning devices.

Further Guidance

HSE booklet L22 – Safe use of work equipment – Approved code of practice and guidelines

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GUIDANCE NOTE

OCCUPATIONAL HEALTH AND HYGIENE

Introduction

The Health and Safety at Work etc. Act 1974 places duties on employers to provide a safe and healthy workplace. In particular, Section 2.2(d) requires 'the maintenance of any place of work...in a condition that is safe and without risks to health...' and Section 2.2(e) requires 'the provision and maintenance of a working environment for employees that is...safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.'

These duties rely upon individuals, particularly those working alone, taking a high degree of responsibility for their own working practices. Consideration should also be given to good personal hygiene as an essential element in preventing illness and disease at work.

Chemicals, oils and some plants are hazardous, while some micro-organisms are an unseen hazard. The following hazards are the most common faced in the countryside, and are listed below into three areas according to the nature of the hazard which are:

Biological factors	Physical factors
Tetanus infection; Hepatitis and E.coli; Leptospirosis (Weil's disease); Lyme disease; Toxocariasis; Stings and bites; Working with animals; Hazardous plants; Avian Flu Other animal diseases	Exhaustion and exposure; Noise and hearing protection; Hand-arm vibration; Chemical factors; Dermatitis; Occupational asthma; Manual handling; Whole body vibration.

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General Precautions

In general, these simple steps should be taken to help prevent illness or disease from many of the hazards:

- always wash hands and, if necessary, forearms and face in clean water after work and after using the toilet and before eating, drinking or smoking;
- if obliged to eat without washing hands, avoid touching food directly. Pick food up with something clean, e.g. a clean plastic bag or paper;
- clean and cover small cuts and abrasions immediately with a sterile dressing and get first-aid treatment as necessary;
- wear any personal protective equipment (*PPE*) issued to you. If PPE is not issued to you, you can request it if you believe the task requires it;
- all outdoor workers should have an up-to-date tetanus inoculation;
- keep your doctor informed of the nature of your work so that he / she will be aware of any occupational diseases;
- avoid inhaling substances and vapours which might be dangerous in the long term;
- do not drink stream water, or assume it is clean enough to wash hands effectively.
- Avoid direct contact with animals or their faeces
- Carry safety equipment where provided eg a travel first aid kit; mobile telephone; maps
- Follow procedures for any site visits particularly logging out, reporting in

GUIDANCE NOTE

HEALTH AND SAFETY AT EVENTS

Introduction

Organisers should bear in mind that the Health and Safety of an event is of paramount importance and should be carried out in a professional manner.

Large crowds are a normal part of the operation of many public events. From a commercial point of view large numbers of visitors may be desirable, but excessive crowding and poor crowd management can lead at worst to crushing, injury, death and at the very least to such anxiety and stress that visitors decide not to come again or recommend a visit to others.

Even small changes in the layout or venue, or a gradual increase in visitors, might lead to a disaster. In addition to the personal suffering such incidents cause the accompanying adverse publicity, loss of revenue, compensation payments, insurance costs and possible prosecution can have a long-term effect. Incidents should not happen provided those responsible, at all levels, pay careful attention to managing crowds safely.

Safety measures to adopt at outdoor events

Crowd safety is primarily a management responsibility and requires the application of the best practices of health and safety management. All who run venues, organise events or manage places which attract crowds should have a health and safety management system which anticipates, monitors and controls potential crowding risks.

Because venues, both fixed and transient, are large and complex spaces, the management of crowds requires team work with **good communications and co-ordination** between those responsible for the overall operation and those managing crowds face-to-face. Effective team work depends on senior managers providing a positive and pro-active safety culture so that staff at all levels are aware of the importance of crowd safety. In particular, the team needs:

- defined roles and responsibilities;
- written arrangements for the regular analysis, planning, inspection, operation and review of crowd safety systems;
- adequate training.

The day-to-day management of crowds carries with it great responsibility. Preventing the unexpected from becoming an incident depends on good management systems and experience. When staging an event the organisers will have to consider the following in order to demonstrate their duties to the care of employees, contractors and visitors and between them, members of the crowd safety team should:

- research the type of visitor / number of people likely to attend the event, along with plans for their arrival, departure, emergency evacuation procedures and anticipated likely crowd behaviour;
- if it is available, collate and assess information about the health and safety record of previous events at the venue;
- carry out hazard and risk assessments to help decide the adequacy of arrangements in place to control crowds and change them if necessary. All Statutory Requirements should be met;
- inspect the venue and review crowd safety arrangements at regular intervals;
- set targets for crowd management (*for example, if queues extend past a particular point, open another service point*);
- plans for provision of Fire Fighting Equipment, access for Emergency Service Vehicles should be drawn up. Sufficient First-Aid cover treatment facilities should be arranged. An effective communications system with outside organisations such as police and the emergency services at the early planning stage of an event should be sought, their guidance should be complied with;
- adequate provisions of services to the site should be available, e.g. water, electricity, gas, toilet facilities, waste disposal, hygiene facilities for catering areas;
- food hygiene controls should comply with the code of practice issued by the Mobile Outside Caterers Association;
- materials and components used on site should comply with current Building Standards, where they exist;
- no temporary structures should be used unless it is of a 'type' having a certificate of approval from the relevant government department;
- all electrical wiring, fittings and appliances should be installed in compliance with Electricity at Work Regulations 1991;

- stages and platforms, lighting - towers and temporary grandstands should be inspected by an independent structural engineer and a certificate of stability obtained; where necessary, any plant or machinery used for lifting must comply with the Statutory Regulations;
- lasers. Strobes or other high intensity lighting to be used must be authorised by the licensing authority;
- marquees, tents and tented structures should be safely erected in accordance with manufacturers recommendations in a safe position, all marquees and drapes should comply with BS for fire retardation;
- the provision of the noise at work regulations must be met with regard to sound systems and the environmental issue with regard to the travel distance of sound must be considered;
- records should be kept of all inspections carried out and of all visitors to the site during build-up and break-down. All certificates issued for structures and documentation referring to build-up, or break-down should be retained and be available for inspection;
- any accident occurring (*no matter how small*) should be recorded and investigated by a competent person immediately;
- an Event Control Point should be established and manned throughout the duration of the build-up and break-down;
- a final check list should be compiled and a pre-event inspection carried out of all areas before the public are permitted on to the site;
- a specialist firm should be appointed to arrange and establish security arrangements;
- adequate provisions for insurance must be arranged.

Factors to consider when making a risk assessment

When assessing the risks to safety in a venue both physical and behavioural factors need to be considered. Some of the more important ones are:

Design and layout: The layout of the venue, design of circulation routes and the design and location of facilities can have a fundamental influence on crowd behaviour. For example, small entrances or a limited number of turnstiles may control crowd flow into cramped areas, but may result in dangerous build-ups on the other side. Barriers can direct crowd flows and the shrewd location of desirable facilities can help spread visitors more evenly. It may not always be possible to change the layout to enhance safety, but it should always be considered as an option.

Provisions should also be given to ensure that:

- adequate car parking facilities are made available;
- local traffic arrangements are managed in a controlled way;
- where possible, pedestrian movement should be segregated from vehicle movement;
- ease of access for the emergency services should be of paramount importance at all times.

How much people know about the layout and design of the place affects the way they act, especially in an emergency? Visitors familiar with a venue are likely to use known routes to favourite viewing-points or attractions and may persist in doing this, even if the routes are closed. Those who don't know a venue may block routes while deciding which way to go and well-placed signage and information about attractions can help them decide quickly. In an emergency people often leave by the way they know best, even if it appears more dangerous.

Behaviour is affected by the provision of information: Clear signposts and simple, audible public address messages are vital. Poor communications can lead to people stopping, moving against the flow of the crowd, blocking passages or making frequent demands on staff for directions. Visitors without information, or given contradictory information, can become frustrated and aggressive.

What type of crowd: Different types of crowd behave in different ways. Shoppers in a crowded mall, each with their own interests, make up different crowd from spectators at a sports stadium. It is important to know, for example, the age-range and social dynamics of visitors to anticipate probable behaviour and make appropriate arrangements for it.

The behaviour of individuals is influenced by those around them:

Individuals within a crowd usually behave in a rational and goal-orientated manner. For example, someone whose aim is to watch an event or celebrity may climb onto a roof or to the top of scaffold poles to get a better view, despite the danger. Other spectators with a similar aim may follow, leading to more people on the roof and the possibility of collapse and injury. A risk assessment should pick up the likelihood of this happening and enable adequate measures to be taken before the event.

Some hazards to watch out for: Identified physical features of a venue that may lead to overcrowding and possible injury are as follows (*the list is by no way exhaustive*):

- steep slopes;
- dead ends, locked gates;
- convergence of several routes into one;
- uneven / slippery flooring or steps.

The potential for injury increases in some situations. Potential hazards requiring identification and management crowd control include:

- reverse or cross flows in a dense crowd;
- flows which are obstructed by queues, or gathering crowds;
- large pedestrian flows mixing with animals or traffic;
- moving attractions within a crowd.

Further Guidance can be obtained from:

Health and Safety Commission (HSC), 1 Chepstow Place,
Westbourne Grove, London, W2 4TF.

The Event Safety Guide from HSE Books

GUIDANCE NOTE

WORKING WITH VOLUNTEERS

Introduction

This guidance note sets out the broad principles for voluntary involvement. It is relevant to everyone directly concerned with recruiting, supporting, developing and managing volunteers and promoting volunteering activities.

The overall responsibility for the safety of volunteers on countryside sites lies with the site manager. Work parties may be used to carry out a variety of practical conservation projects. These include competent and trained volunteer groups, individual volunteers, school and youth groups, armed forces, community based groups, special interest groups and trainees on government schemes. Each group will have different abilities and skill levels and will require a project to match these. The groups motivations for undertaking the project will vary and the role of both the leader and / or site manager will be to maintain the groups morale and ensure safety.

Most groups forming work parties will not be employed directly by the Council but will come on a voluntary or contract basis.

Where a group is receiving some payment for the work being undertaken, eg travel expenses, out of pocket expenses, overhead costs and is providing all its own tools, equipment and leadership then it may be treated in the same way as a contractor.

However, purely voluntary groups do not have the same statutory duties as an employer, and may not have the necessary knowledge or experience to undertake risk assessments. This does not obviate the need for the Council to carry out a risk assessment, to check that the group are competent to do the work, and to ensure that it has taken account of all safety matters in planning for the project.

Defining volunteers

A volunteer is someone who, without expectation of financial compensation beyond reimbursement of expenses, performs a task at the request of and on behalf of Bath and North East Somerset Council.

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The importance of maintaining a balanced, effective and mutually beneficial staff / volunteer partnership is essential. It is based on the principle that staff provide the structure, organisation, direction and day-to-day management together with appropriate levels of accountability, while volunteers add value to the Council's work by performing a wide range of supportive roles, contributing time, flexibility and specialist skills.

Legal Requirements

Under section 3 of the Health and Safety at Work etc. Act 1974, an employer has a duty towards those people not in his employ, but who may be affected by his work activities. If a work party comes from another organisation, eg a company using the activity as part of its management training, that company retains its own duties towards their employees as normal.

Safety Leadership

With any group regardless of its size or composition, it is important to establish appropriate responsibilities before commencing any work. The leadership role is vital in ensuring the safe and effective working of the group. The leadership may come from within the group if they have sufficient skills and abilities, from the Bath and North East Somerset Council manager if the group is completely inexperienced, or has been directly recruited by that site manager, or a combination where the manager provides practical leadership and the group provides the *discipline*.

It is important that the leader of any activity is competent. If the Council is relying on the group to provide the leader, the Council requires to check that the appointed leader has tackled this type of work before, that they are competent at leadership skills, that the group has a good safety record and that the leader fully understands the safety requirements of the activity and the site.

In all circumstances, before any work commences:

- a risk assessment must be completed, taking into account the nature, skills and ability of the group;
- a leader should be identified as responsible for site safety coordination and instruction;
- information on site hazards must be made available to this leader;

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- clear leadership roles should be agreed, covering safe systems of work and the safe use of tools and equipment;
- a plan for dealing with emergencies must be agreed;
- appropriate first-aid cover must be available.

At the start of any project, the group must be briefed on the following:

- the reason for the work being done;
- the site, its history and development;
- the work to be done that day and any targets to be achieved;
- the safe systems of work to be used;
- the tools to be used, and any limitations on their use, by whom and where;
- what, if any, machinery and powered equipment will be used and by whom;
- any other users of the site eg visitors, walkers, staff or contractors;
- what first-aid arrangements are in place and procedures in the event of an accident;
- what P.P.E. is required, where to obtain it and how to use it;
- the plan for the day eg breaks, finishing times etc.

With any group, it is important to match the work to the abilities of the individuals within it. Work should be rotated wherever possible to ensure that everyone has an opportunity to experience a range of activities. This may require frequent instruction and reminders of safe techniques.

Many volunteers are not used to regular outside physical activity. Targets should be set, recognising the groups experience and fitness level. Group leaders should monitor the group to ensure that no-one is working beyond their capabilities, and that safety instructions have been fully understood and are being implemented. In most places of work, the new members of staff are at greatest risk, as they are likely to be unfamiliar with the workplace, systems of work and the associated hazards. With most groups this is even more so, as each group will come onto a particular site for only a limited period of time. Managers have a responsibility to inform each group of the hazards likely to be present on site, as even a repeat visit by a group may contain some new members.

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Project Planning

If you are organising a group, it is important to formalise a clear agreement of responsibilities and roles prior to the commencement of work.

There needs to be clear agreement on:

- who is responsible for the site and work risk assessments;
- who is responsible for any other assessment, eg manual handling, noise, C.O.S.H.H.;
- what level of insurance cover is required and who has to provide it;
- where vehicles may be parked;
- safe access points;
- who is to provide first-aid cover;
- who is to provide the tools and equipment;
- who will provide the instruction in their safe use;
- who will instruct in the safe systems of work and safe practices;
- what the emergency procedures are;
- what powered equipment is required and who will provide and use it;
- what chemicals are needed and who will provide and apply them;
- who will estimate and order any materials;
- what safety standards are acceptable, eg safe working distances, action in the event of unsafe or unacceptable behaviour;
- accident reporting procedures;
- others who may be on site and the arrangements between them, eg contractors, or other groups;
- how the site should be left at the end of the day;
- how to deal with visitors or public on site;
- any special requirements, eg location of bonfires;
- what will be done with any surplus materials at the end of each day.

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GUIDANCE NOTE

WORKING WITH YOUNG PEOPLE

Introduction

This guidance note deals with young people in the workplace and explains the nature of the risks to young people, what employers should do to tackle them, and to outline the other health and safety legislation which applies.

Conservation work is increasingly popular with young people, both voluntary and as paid employment. Young workers may be particularly at risk from workplace hazards because of their lack of awareness of existing or potential risks, immaturity or inexperience.

As well as the requirement to meet the provisions of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, this is covered more specifically by the Health and Safety (*Young Persons*) Regulations 1997. They are designed to protect the health and safety of young persons at work, who are considered to be at greater risk by virtue of their lack of awareness in the workplace environment. They implement the European Directive on the protection of young people at work, by amending the Management Regulations. See also The Protection of Children Act 1999 and the Care Standards Act 2000.

Legal Requirements

The principal requirements placed on Bath and North East Somerset Council as employer, are as follows:

1. to **make an assessment of the risks** (*or review the existing risk assessment*) so as to take account of the risks to the health and safety of any young person, before they start work;
2. when assessing the risks, to **take particular account of young peoples inexperience, lack of awareness and immaturity**, and to address specific factors (*as listed below*);

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3. to take account of that risk assessment in order to determine whether a young person should be prohibited from doing certain work;
4. to inform parents of school age children (*or those with parental responsibility for them*) of the outcome of the risk assessment, and the control measures introduced.

The specific factors to be taken into account when carrying out the risk assessment are:

- the fitting-out and layout of the workplace and the workstation;
- the nature, degree and duration of exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the health and safety training provided or to be provided to young people;
- the risks from certain agents, processes and work;
- the age and relative inexperience of the young person;
- their physical capability and limitations;
- Working Time Regulations 1998.

The key findings of the risk assessment and the control measures which have been taken to protect them must be explained to the young person, and if they are under 16 years old, the results must be made available to their parents or legal guardians before they are employed. There is a general requirement to take account of the nature and abilities of any group when drawing up a risk assessment.

Commonly under 16s come to the organisation for work experience placements. The Health and Safety (*Young Persons*) Regulations 1997 apply to this situation, though providing the risk assessment to the school placing the person with you is likely to be sufficient.

Definitions:

Under the legislation:

- a **young person** means any person who has not attained the age of 18;

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- a **child** means a person who is not over the compulsory school age (*in practice, this is just before or just after their 16th birthday*).

No person under 14 can be employed, and there are prohibitions on some work activities for young people under 18. These are as follows:

- Circular saw. No person under 18 may use a woodworking machine such as a circular saw unless he / she has the necessary maturity and competence and has successfully completed an appropriate course in its use, or is undergoing training under the direct supervision of a competent trainer.
- Tractors. No person under 14 may operate any tractor, though most organisations set a minimum age of 16 for any machinery use. A tractor test, which can be taken at 16, is required before driving on public highways. For any other machinery being taken onto the highway eg dumper trucks or other farm machinery, the minimum age is 17, and requirements for supervision and training must be followed.

Raising Awareness of Dangers

Types of Harm

Physical - where young people receive physical hurt or injury;

Neglect - where adults fail to care for young people and protect them from danger, seriously impairing their health, well-being or development;

Emotional - where young people are harmed by a constant lack of love and affection, or intimidated by threats or taunts;

Sexual - where young people are encouraged or forced to observe or participate in any form of sexual activity by adults or other children.

Common sense should be relied upon to recognise the warning signs. However, it is essential to rely on facts rather than opinions and not to jump to conclusions.

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Who can harm?

It is important that any organisation working with, or involving, young people, take steps to minimise the opportunities for abuse to take place. Abusers look for situations in which they can gain access to children, but they do not appear different from the rest of society, and do not come from one particular class, group or sex. An abuser is most often known to the child, and it is from a position of trust that most abuse starts.

When involving children, and this can include taking them on work experience placements, the child's welfare must be paramount. Using the guidance from the Home Office, the following are recommended as minimum standards:

- Disclosures may be required for persons working with young or vulnerable persons through the Criminal Records Bureau (CRB).
- Establish and work to a code of practice for all contact and involvement with children and young people;
- Wherever possible, work with parents, teachers, carers and other organisations to involve children;
- When parents are involved with a group, the responsibility for the behaviour and discipline of the children should lie with them;
- In all circumstances, except in an absolute emergency, groups of children must be led by two or more adults.

Except in the case of absolute emergency a single adult must not be left in the company of a single vulnerable person.

Written consent from a parent or guardian must be gained for all those under 16, and must cover:

- their presence with you;
- what they are doing;
- agreement for emergency medical treatment for the child;
- if any crew-bus or minibus likely to be used has no seatbelts, permission for the child to ride in it.

All people expected to work regularly and frequently in a direct supervisory role with children (*ie without parents or a host organisation present*) must complete a job application form, be interviewed for their suitability to carry out such work and provide references. These references must be followed up regarding this suitability.

A form of identification which includes a photograph, eg passport, must also be viewed to check details provided on the application form. The name and telephone number of an independent person to whom an appeal can be made if they feel concerned or have been subject to abuse must be made available to all children with whom staff come into contact on more than the odd occasion (*ie more than once a fortnight*).

Appointments to a long-term post involving direct supervision are subject to a probationary period of six months. The date for the review of the probationary period should be set on appointment and the review should include an assessment of the person's ability and commitment to prevent the abuse of children and vulnerable people.

Further Guidance

Our Duty of Care: Principles for Good Practice for Prevention of Children - Available from Childcare Northern Ireland at 11 University Street, Belfast, B17 1FY.

HSE booklet HS(G)165 - *Young people at work - a guide for employers*.

The Protection of Children Act 1999.

Care Standards Act 2000.

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GUIDANCE NOTE

FIRST-AID

The legal position

The Health and Safety (First-Aid) Regulations 1981 apply in this instance. They place a general duty on employers to ensure that there is adequate first-aid provision for their employees if they are injured or become ill at work and that all first-aiders are suitably trained. Employers must also inform their employees of the first-aid provisions made for them.

In deciding what provisions to make, the following must be assessed:

- The numbers and distribution of staff;
- The nature of their work;
- The location of staff in relation to National Health accident and emergency facilities;
- First-aid kits should contain only those items which a first- aider has been trained to use.

Sufficient quantities of each item should be available in every first-aid box or container. In most cases these will be as listed overleaf.

First-aid facilities

A first-aid box with contents suitable for one to five people should be sufficient for most work places. However, additional travelling first-aid kits should be carried by staff who are working away from their work-base. The contents of any first-aid box should be checked frequently and replenished immediately after use or if any items become worn or old. Please note the following important points relating to first-aid boxes:

- Containers for first-aid equipment, i.e. boxes or bags, must be made of a material which will protect the contents as far as possible from damp and dust;
- Containers must be clearly identifiable if containing first-aid material. The standard safety sign is a white cross on a green background. Most first-aid boxes or kits bought through chemists or suppliers will conform to these requirements;
- Containers which form part of a permanent first-aid provision (*i.e. not travelling first-aid kits*) should contain only the items listed on the above table and nothing else. Creams and tablets should not be included;

- Soap and water disposable towels should also be available;
- When tap water is not available, sterile water or sterile saline solution in disposable containers should be kept easily accessible to the first-aid box or eye irrigation station. At least two bottles holding at least 300ml each should be provided. They should be used only once and then disposed of and replenished immediately;
- It is advisable to have disposable surgical gloves available near to but not in the first-aid box for first-aiders to wear when treating patients. It is essential that they are disposed of immediately after use in an appropriate manner;
- There must be a system for safe disposal of soiled items.

Contents of first-aid kits	Travel first-aid kit	Permanent First-aid kit
First Aid In An Emergency Booklet - Single	1	1
HSE Medium Dressing	1	6
HSE Large Dressing	1	2
Disposable Non-Sterile Triangular Bandage	1	3
Finger Dressing	0	3
Conforming Bandage 7.5cm x 4.5m	1	2
Safety Pins (pack of 6)	1	2
No. 16 Eye Pad	1	3
Washproof Low Allergy Plasters Assorted (Pk 10)	1	6
Sterile Cleansing Wipes (pk 10)	1	3
Microporous Tape 2.5cm x 10m	1	1
SJS Nitrile Powder Free Gloves (large)	1	9
Revive Aid	1	1
Disposable Heat Retaining Adult Blanket	1	2
St John Ambulance Eye Wash	1	2
Burnshield® Dressing- 10 x 10cm	1	2
Scissors	1	1

Appointed persons

When trained first-aiders are not available, it is a legal requirement to have an `appointed person whose main duty is to take charge of a situation if a serious injury or illness occurs, e.g. calling an ambulance in an emergency. He / she also has responsibility for the first-aid equipment.

Accidents

All accidents, no matter how trivial, must be recorded at the work place. Social Security Claims and Payments Regulations 1979 requires that records of accidents are kept. Specific accident recording books can be purchased from HMSO or HMSO book sellers.

If a record book system is kept, then it / they should be accessible to all workers at all times. It is a legal requirement to keep records of accidents for three years. Some accidents which are recorded may also need reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

GUIDANCE NOTE

LONE WORKING

Introduction

Safety in field work is largely a matter of common sense, care and prudence. The advice given here is based on that premise. Due to the wide range of activities carried out by staff, it is difficult to provide hard and fast advice. The information provided here is therefore general and should be considered as a minimum standard. Managers and individual staff should modify and adapt it to their own circumstances, work conditions and situations.

It cannot be stressed highly enough that regular training, instruction and advice should be given to all staff and volunteers involved in field work, regardless of age, experience and familiarity with their environment and work practices.

Working alone in safety

Many field staff and volunteers working in the countryside may be required to work by themselves without close or direct supervision. This may vary from just a few hours to complete a task, to more prolonged periods. It may result in them facing an increased risk of serious injury. Special safety measures may have to be considered and introduced as a result.

This section offers some guidance for field workers and their managers or supervisors on working alone. It offers advice which employers should consider, to comply with their duties under the Health and Safety at Work etc. Act 1974.

Employers are responsible for the health, safety and welfare at work of their employees and the health and safety of those affected by their work. These responsibilities cannot be transferred to employees who work alone or without close supervision. While it is the employers duty to organise and control solitary workers, these employees have a responsibility to take care of themselves and others who may be affected by their work. They must also cooperate with their employers to enable them to carry out their legal obligations.

Working alone should not in itself directly increase the likelihood of an accident happening, but lone workers should not be expected to carry out any work in situations where accepted practice specifies at least two people should be present.

There is no general prohibition on working alone. However, sometimes the law stipulates that at least two people should be involved and special safe working systems adopted. Employers need to be aware of any specific legislation and the training, equipment and supervision needed to meet these obligations.

Where there is no specific legal prohibition, the general duties of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations will apply. Employers should identify the hazards of the work, make an assessment of the risks and devise and implement safe working practices to ensure that any risks are controlled and eliminated. If it is impossible to devise any arrangements for the work to be done safely, then employers must provide help or backup.

Controlling the risks to solitary workers

Solitary workers should not be exposed to significantly greater risks than employees who work together. All of those places where staff and volunteers work alone should be identified and the following should be asked:

- Does the work present a special risk to the solitary worker from, for example, the terrain, exposure to the weather, or other natural hazards?
- Can all the work be carried out by one person - for instance, is any heavy manual handling involved?
- Will money be handled?
- Is there a risk of violence?
- Is the person medically fit and suitable to work alone?
Check if h/she has any medical conditions which make him/her unsuitable for working alone.

Although solitary workers cannot be constantly supervised, it is still an employer's duty to provide appropriate control of the work. The level of supervision depends upon the risks involved and the competence of the staff to identify and handle the risks. The extent of the supervision required is a management decision, but individuals may still have to make on-the-spot decisions. Therefore, suitable and sufficient training is essential.

Solitary workers should be able to respond correctly in emergency situations. Procedures should be established and employees trained to follow them. They should also have access to sufficient first-aid facilities and carry a first-aid kit when working away from their normal work place. Systems should be adopted to monitor solitary workers, and as a minimum, should include a 'check at an end of a working day.

Also, consider alternative systems such as a mobile telephone, CB or radio, or devices to raise the alarm operated manually or automatically by the absence of movement.

Training

Training is particularly important where there is limited supervision. Staff need to understand fully the risks involved in the work. Employers should establish clear procedures and set limits to what can and cannot be done by solitary workers. This is particularly important for new staff or those unfamiliar with the work or work surroundings. Employees should know how to behave in situations which may be beyond their scope of training and should know when to seek advice from others.

Further reading

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Alone in Safety IND (G)73(L) HSE

Safety in field work

A number of considerations need to be borne in mind when field workers are preparing for field work.

Assessment of potential dangers

Each locality and work practice will present different hazards and dangers. A full assessment of the risks must be made under the Management of Health and Safety at Work Regulations 1992. A decision can then be made upon the most suitable method of working for each field visit and during the field visits if necessary.

The book *Safety in Biological Field Work*, published by the Institute of Biology, defines hazards and dangers as follows:

A hazardous locality or task is one in which potential dangers may frequently arise in the course of the work to be performed.

A dangerous locality or task is one in which dangers are always present.

An assessment of the risks should be made before embarking on field work. Safety working practices should be adopted to take into consideration any local conditions, legal requirement, the competence of field staff etc.

Any field worker planning a field trip of a hazardous or dangerous nature should leave a note of their whereabouts with a responsible member of staff, neighbour, or other third party. The note should include time of departure, method of travel to the site and around the site, a proposed itinerary or route plan, any potentially hazardous techniques to be used and the expected time of leaving the site and arrival back at base. The person to whom details of departure and return have been given should be told whom to contact in the event of non-return. Before setting out on a field trip, it is advisable to check the local weather forecast if this will have any bearing on the work.

Clothing and field equipment

Staff must ensure in advance that they have suitable clothing and equipment for the task in hand.

In general staff should bear the following points in mind:

- Carry mobile phone, map and travel first aid kit
- Wear suitable clothing for the work and time of year. Carry extra clothing for field work or trips into climatically hazardous areas such as high-ground, uplands or open water;
- When working in climatically dangerous areas, carry a plastic survival bag;
- If you are planning an all day field excursion, carry appropriate food and drink;
- In remote areas carry a map and compass and know how to use them;

- Carry a whistle to raise an alarm in case of an emergency. It is also advisable to carry a waterproof watch and, if the field trip is likely to extend into the hours of darkness, a torch with fully charged batteries;
- At certain times of the year field staff are at risk from hypothermia or hyperthermia;
- Always carry a first-aid kit.

Hypothermia

Exposure is defined as '....severe chilling of the body surface leading to a progressive fall of body temperature with the risk of death from hypothermia'.

Anyone concerned with outdoor activities is at risk of hypothermia, whether on land, at sea or on inland waters. Hypothermia occurs when the body temperature falls below 35°C (95°F) compared with the normal body temperature of 36.9°C (98.4°F). This leads to weakness, loss of will to survive and, if prolonged, can prove fatal. There are two main factors responsible for this condition.

- 1) Heat loss due to exposure to cold, wet and windy conditions. This is especially common in mountain and moorland areas and in winter on exposed headlands and lowlands;
- 2) Poor protective clothing failing to counteract heat loss, or impaired heat production due to fatigue or immobilisation through injury.

In extremely cold and wet conditions any two of the following points are known as visible symptoms of hypothermia and need attention:

- Complaints of feeling cold, tired or listless;
- Unreasonable behaviour or irritability;
- Increasingly slow physical or mental responses;
- Stumbling or falling;
- Slurring of speech and difficulty with vision;
- Physical resistance to help;
- Collapse or unconsciousness.

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All cases should be treated immediately. Mild cases can rapidly become serious. Immediately insulate the patient from further heat loss by covering the head, neck and face. Insulation from the cold ground is particularly important. A warm companion lying beside the patient is helpful and comforting.

- **Do** give warm foods or warm sugary drinks if the patient is conscious.
- **Do not** rub the patient to restore circulation.
- **Do not** allow further exertion as this will use up valuable energy.
- **Do not** give alcohol.

Hyperthermia or heat exhaustion

Field staff may suffer heat exhaustion when undertaking vigorous work during the summer months. On very hot day it is advisable to avoid working during the hottest part of the day.

Possible signs of heat exhaustion are headache, fatigue, drowsiness, confusion and or sweating profusely.

Should someone suffer from heat exhaustion, reduce their temperature by;

- Moving them into cool shade;
- Splashing on cold water;
- Helping respiration by increasing air movement e.g. fanning;
- Giving plenty of liquid (*if possible a salt solution*).

Please also see Guidance Notes No. 25 (Weather Conditions) and No. 26 (On Call Procedures).

GUIDANCE NOTE

NOISE AND HEARING PROTECTION

Introduction

The Control of Noise at Work Regulations 2005 apply in this instance. At first glance, work in the countryside appears to involve little risk from excessive noise impairment. Compared to manufacturing or construction industries and agriculture this is true, but there are many sources of excessive noise against which conservation workers need to be protected.

Noise is more than a mere annoyance, it is dangerous. Excessive or prolonged noise will damage hearing and could cause deafness. It may also contribute to other accidents by hindering the good communications essential for safe working. Workers often underestimate the threat from noise and become so used to excessive noise that they accept it as normal for their working environment. It is likely that they are beginning to lose their hearing.

Tractors, tractor-powered machinery, woodchippers, chainsaws, circular saws, brush cutters and strimmers are some of the damaging noise sources associated with conservation work.

Reducing risk

As a rough guide, a noise hazard probably exists if it is difficult to hear normal conversation at a 1m distance. If this is the case then ear protectors must be worn.

The law also requires that attempts should be made to reduce noise at source.

Measurement of noise

Noise is measured in 'A' weighted decibels dB(A). Each increase of 10dB(A) gives the subjective impression of only doubling the noise level, but it actually increases its potential to damage hearing by 10 times.

Noise Levels

The Control of Noise at Work Regulations 2005 put a duty on employers to carry out noise assessment where workers are exposed to noise levels of 80dB(A) or above during a working day (*8hrs*), with 87dB being the exposure limit value. The potential for hearing loss increases dramatically at higher noise levels. A peak sound pressure of anything above 135dB also requires noise assessment, up to an exposure limit value of 140dB.

Ear protectors

No protector is of any value if it isn't worn, so it is important to minimise the discomfort of the wearer. All protectors are likely to cause some discomfort, especially in hot, sweaty conditions. Also consider whether they are compatible with other protective equipment or clothing issued. There are two main types of ear protectors available. A choice can be made between ear muffs and ear plugs, so offer individuals a choice of protectors. Ear protectors should be made available where noise levels are encountered up to 85db, the wearing of which should be compulsory over 90db.

Ear Muffs

These are generally the most effective type of ear defencer. Correctly fitted, they not only reduce noise levels, but allow the wearer to hear verbal messages or machine warning signals. They should meet British Standard BS EN 352.

Ear plugs

Ear plugs must be the correct size and fit. It is wise to seek a doctors advice before wearing them. Ear plugs are not a suitable defence against continuous noises produced by farm or other machinery. They are most suitable for those occasions when it is necessary to hear normal speech, but stop the harmful effects of sudden impact or impulsive noises.

Sometimes ear plugs will cause discomfort, this should disappear after regular use, but if it continues seek medical advice and try an alternative type of ear defencer. Ear plugs are probably not suitable for persons suffering from ear infections. They should seek medical advice before wearing.

Head sets supplied with personal stereos usually provide little or no protection from noise. Cotton wool should never be used. It is useless as an ear defender.

Further reading

- *Control of Noise at Work Regulations 2005;*
- *Personal Protective Equipment at Work Regulations 1992;*
- HSE Leaflet, *Noise at Work - Advice for Employees;*
- HSE Leaflet, *Listen Up! IND(G)122L;*
- HSE IND(G)299 – Protect your hearing.
- Control of Vibration of Work Regulations 2005;
- IND(G)175 (ver.2) – Control the risks from hand-arm vibration.

GUIDANCE NOTE

WORKING NEAR PUBLIC CARRIAGEWAYS

Introduction

Special care must be taken when working on or near carriageways, either public or private and consideration should be given to the many varying aspects that can influence the safety of people working near or on the carriageways but also passers by, members of the public and users of the road.

A suitable risk assessment requires to be made taking into consideration the following factors:

- The activity being carried out - does it create a hazard to others;
- Who is carrying out the activity and how many people are involved;
- Is machinery or equipment required;
- What are the road conditions / is the road straight, affording good visibility or will the drivers vision be obscured by obstacles, bends in the road etc.;
- Is the road wide enough to allow the safe passage of vehicles next to the work activity;
- Is there sufficient space to park other vehicles, plant and equipment on or near to the work site;
- The speed of oncoming traffic;
- The prevailing and expected weather conditions, is fog likely to create a further hazard;
- Are large lorries likely to pass at speed, causing people and plant to become unstable;
- In any event if you intend to carry out work activities that will impinge on your own or road user's safety then you must inform the highways department.
- You may also be required to inform the local police to discuss potential difficulties in relation to vehicular movement and possible congestion not only at the site of the work but possibly at other places.

Control can be affected by the introduction of:

- Road traffic calming;
- Signs to warn drivers of potential danger;
- Traffic control;
- The cordoning off of the work area to keep traffic at a safe distance;
- The wearing of high visibility clothing, even in the daytime;
- Restricting the number of people within the work area as not to create a hazard.

Give road users plenty of warning of potential danger placing signs a good distance away from the work area, bear in mind the type of road and traffic speeds, driver visibility, the incidents of bends, hump back bridges etc. and weather conditions.

For further guidance, refer to Chapter 8 of the 'Traffic Signs Manual' as under the New Roads and Street Works Act 1991.

ENSURE THAT ALL PERSONS WORKING ON OR VISITING A WORK SITE NEAR ROADS ARE CLEARLY VISIBLE

GUIDANCE NOTE

WEIL'S DISEASE

The Infection

Weil's Disease, also known as leptospirosis, is an illness caused by bacteria passed from rats via their urine. It is a serious disease and is potentially fatal. Approximately 50 cases a year are officially reported. There is a similar illness known as Cattle Leptospirosis, caused by bacteria passed in cattle urine.

Transmission

The infection can be transmitted in any situation where persons have contact with rat's urine. Bacteria can enter the body through cuts or abrasions in the skin, and through the lining of the nose, mouth and eyes.

Persons at risk

All countryside staff and volunteers, farm workers and field survey staff whose work brings them into contact with water or areas contaminated by rat's urine are potentially at risk. Activities where the risk is likely to be greater include work near or in static or slow-moving water; work in or near sewers; drain and pond clearance; work in animal feed storage areas; handling of dead rats.

Symptoms

Weils Disease starts as a feverish illness with high temperature and headache. Symptoms may include vomiting and muscle pains. Jaundice may be present, but often does not occur in the early stages. Haemorrhages may occur in the eyes or elsewhere. Later stages may involve meningitis, pneumonia and kidney failure. Up to 20% of cases have been fatal.

Prevention

Control and discourage the rat population;

1. Avoid handling rats with unprotected hands;
2. Clean, disinfect and cover any cuts or broken skin with waterproof plasters before and during work;
3. Wear gloves, waterproof clothing and rubber boots for drain and pond clearance and similar work;
4. Wash hands and forearms thoroughly after work and before eating, drinking and smoking.

Treatment

Early reporting, diagnosis and treatment of Weil's Disease are essential.

If your work might expose you to the disease, and you develop the symptoms described, you must consult your GP and tell him / her the nature of your work.

Confirmed cases of Weil's Disease affecting staff or volunteers should be reported via the manager designate in the same way as any other work-related accident / incident. Cases of Leptospirosis are also reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the relevant enforcing authority.

GUIDANCE NOTE

LYME DISEASE

The Infection

Lyme Disease is an illness caused by bacteria, which may be carried by ticks. The bacteria (*borrelia burgdorferi*) can be passed to humans if they are bitten by an infected tick. The infection can easily be treated with antibiotics; if untreated initial 'flu-like symptoms can develop into more serious neurological complications.

The Tick

In Europe the bacterium may be carried in the common sheep tick (*ixodes ricinus*). The tick develops from eggs through larval and nymph phase to adulthood, and requires a blood meal at each stage of its development. Both nymphs and adults can transmit the disease by attaching themselves to their hosts, which include rodents, sheep and deer. These ticks require high humidity and tend to be found in moist, coarse, permanent vegetation in forest and woodland, and on moorland and heath. Adult ticks are about 1mm long, but become engorged after feeding.

Persons at risk

Forestry workers, wardens and field survey staff who regularly work in vegetation where the tick may live have the greatest likelihood of exposure. Other staff who work outdoors, and countryside volunteers, may also be at risk. There is also a potential risk to members of the public who walk or pursue leisure activities in affected areas.

The risk is greater in the periods April to June and August to October, during tick feeding stages. Since the tick is a well-known deer parasite, staff who work with deer are also considered to be at greater risk. Evidence suggests that wild deer are more likely to be carriers than captive park deer.

Symptoms

The most common symptom is a skin rash at the site of the tick bite. The rash may begin between 3 and 21 days after the bite, appearing as a small, red area. This will gradually enlarge and become paler in the centre; it usually disappears between 3 weeks and 3 months later. It is often accompanied by flu-like symptoms such as fever, fatigue, headache, aching muscles or joints, or swollen glands.

If untreated, secondary neurological complications may develop some weeks later. Although uncommon, these can include joint and muscle pains, arthritic-type conditions, and cardiac problems.

Prevention of Lyme Disease

1. Prevention of tick bites: The skin, especially the legs, should be covered by clothing (*preferably fine, close-woven, smooth material*). It is better to tuck the shirt into the trousers and the trouser bottoms into socks. Clothing should be inspected for ticks after work and before returning home; any ticks seen can be brushed off. The skin should be examined for ticks, remembering that tick bites are often painless, and that ticks may reach parts of the body which are not easily seen.
2. Prompt removal of ticks: If not attached, ticks can easily be picked off and destroyed. If a tick is attached to the skin by the mouth-parts, it should be carefully removed with tweezers. The mouth-parts should be gripped where they enter the skin, and then tugged gently but firmly. Application of antiseptic or surgical spirit may make the tick loosen its grip. Avoid squeezing the body of the tick. Clean the bite area with antiseptic afterwards.
3. Prompt medical attention: If any of the symptoms described appear after known tick bites or exposure to ticks, medical advice must be sought from a GP. It is important to tell the GP the nature of your work so that h/she can consider the possibility of Lyme Disease. The early stages of the infection can easily be treated with antibiotics.

Suspected cases of Lyme Disease affecting staff or volunteers should be reported via the manager designate in the same way as any other work-related accident / incident.

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GUIDANCE NOTE

TETANUS INFECTION

It is important that everybody working in the field is protected against tetanus infection. The occasional death from this completely preventable disease emphasises the need for everyone in this type of work to take these simple precautions:

- Tetanus spores are commonly found in soil and may affect quite minor wounds where the skin is broken;
- Tetanus protection is free on the National Health Service and involves two injections within six weeks and a third within six months;
- Protection lasts for at least five years, after which a booster is often required;
- Anyone who has not received tetanus protection within the last five years should see their doctor and discuss this matter immediately.

GUIDANCE NOTE

LEGIONNAIRES' DISEASE

Introduction

Legionnaires' disease is one of a group of diseases collectively known as legioellosis. Others are Pontiac fever and Lochgoilhead fever. Of these infections Legionnaires' is the most serious.

Those most at risk are smokers, alcoholics and people suffering from cancer, diabetes, chronic respiratory or kidney disease, but healthy people can also be infected. Most reported cases have been in people aged between 40 and 70; men are more likely to be affected than women.

Infection

Infection is caused by people breathing in water droplets contaminated with legionella bacteria, but for infection to occur a chain of events has to take place;

- conditions suited to the multiplication of the organism, ie water temperature in the range 20°C to 45°C and the presence of sludge, scale, rust, algae and organic matter to provide nutrient;
- a means of creating breathable droplets;
- contact with the droplets by a susceptible person.

Reducing the risk

Since legionella is widespread in the environment, it cannot be prevented from entering water systems. However, the risk of an outbreak developing can be reduced by taking the following precautions:

- cisterns and pipework should be designed so that water is not allowed to stand undisturbed for long periods;
- cisterns should be well covered to prevent the entry of dirt, debris and vermin, and should be periodically inspected, cleaned and disinfected;
- water temperatures between 20°C and 45°C should be avoided by installation of cold water tanks and pipes in warm

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spaces, and by storing hot water at 60°C and circulating at 50°C. Where there is a risk of scalding for the very old or young children, thermostatically controlled taps may be needed;

- only water system fittings and materials which comply with water authority by-laws should be used (certain materials, eg leather, some rubbers and plastics, support the growth of bacteria and should not be used).

Precautions are necessary wherever water conditions are likely to support the growth of bacteria and there is a means of dispersing droplets.

GUIDANCE NOTE

CRIMINAL RECORD CHECKS

Summary

This guidance note outlines how the Disclosure and Barring Service will carry out its functions and advises local authorities of the action they should take in the near future.

More recently, a government-wide review of the range of measures to assist in the protection of children and other vulnerable groups has led to a number of changes in the legal framework. These changes will reinforce existing safeguards in recruitment to sensitive posts.

Overview of the process

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

We are responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

Disclosure

We search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant and employer to help them make an informed recruitment decision.

We recognise that information released on DBS certificates can be extremely sensitive and personal. Therefore a code of practice for

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recipients of DBS certificates has been developed to ensure that any information they contain is handled fairly and used properly.

Referrals

Referrals are made to us when an employer or organisation, eg a regulatory body, has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children.

In these circumstances the employer must make a referral to the DBS, though this is not obligatory for regulatory bodies.

Barring

We make fair, consistent and thorough barring decisions that are an appropriate response to the harm that has occurred, as well as the risk of harm posed.

We are keenly aware of the impact barring or not barring can have both to the person under consideration and also those with whom they have or could have come into contact. Often very difficult and finely balanced decisions have to be made.

There are 2 main ways cases come to us:

- Autobars - there are 2 types of automatic barring cases where a person has been cautioned or convicted for a 'relevant offence':
 1. automatic barring without representations offences will result in the person being placed in a barred list(s) by the DBS irrespective of whether they work in regulated activity
 2. automatic barring with representations offences may, subject to the consideration of representations and whether the DBS believes that the person has worked in regulated activity, is working in regulated activity or may in future work in regulated activity, this may also result in the person being placed on a DBS barred list(s)
- referrals from an organisation that has a legal duty or power to make referrals to DBS: typically there is a duty, in certain circumstances, on employers to make a referral to the DBS when they have dismissed or removed an employee from

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working in regulated activity, following harm to a child or vulnerable adult or where there is a risk of harm

Test for regulated activity

A new test for regulated activity has been introduced which means the DBS can only bar a person from working within regulated activity with children or adults if we believe the person is or has been, or might in the future be, engaged in regulated activity.

The only exception to this is where a person is cautioned or convicted for a relevant (automatic barring) offence and is not eligible to submit representations against their inclusion in a barred list.

Additionally, where a person is cautioned or convicted of a relevant (automatic barring) offence with the right to make representations, the DBS will ask the person to submit their representations and consider them before making a final barring decision.

Who we work with

We work with the police, who provide information that is held locally or on the police national computer. When disclosing information held locally, the police follow the [quality assurance framework](#) developed by the Association of Chief Police Officers (ACPO) and the DBS.

We also work with:

- Department for Education - owns the safeguarding policy for children
- Department of Health - owns the safeguarding policy for vulnerable groups
- Capita - private sector partner that operates an administration infrastructure and call centre for our disclosure service
- Registered bodies - organisations that have registered with the DBS checking service, and are the primary point of contact for:
 1. checking disclosure applications and validating information provided by the applicant

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2. establishing the identity of the applicant
3. submitting fully completed application forms
4. countersigning application forms to confirm entitlement
5. receiving disclosure certificates

6. The key features of the new process are set out below. Explanations of terms and processes are set out fully in the remainder of the bulletin.

Key features

7. Information is provided by the CRB on certificates referred to as disclosures

Employers can (depending on the circumstances) check criminal records and inclusion on certain lists of individuals unsuitable for working with children or vulnerable adults.

The information that employers can obtain depends on the type of post for which information is sought. There are three levels of disclosure - enhanced (which contains the most information), standard and basic (which contains the least information).

It is individuals who apply for disclosures. However, enhanced and standard disclosures must be countersigned by a registered body.

A basic disclosure is sent by the CRB to the individual. Standard and enhanced disclosures are sent to both the individual and the registered body.

Barring from specified employment

8. In addition to information about criminal records the CRB will provide information on whether the individual is included on List 99 (a list of individuals considered unsuitable for working with children held by the DfEE). The Protection of Children Act List (POCAL) (a list similar to List 99 but held by the Department of Health).

The list of individuals held by the Department of Health of people unsuitable to work with vulnerable adults (established by section 81 of the Care Standards Act).

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(CSA); vulnerable adult is defined in s.80(6))

Disqualification under the Criminal Justice and Court Service Act 2000 (CJSA).

9. Apart from assessing a person's suitability for a post for the authority's own satisfaction it is important to have the above information because, under the Criminal Justice and Court Services Act (CJSA), the following are offences:

Where an individual who has been disqualified from working with children knowingly applies for, offers to do or accepts or does any work in a 'regulated position'.

Where an individual knowingly offers work in a 'regulated position' to a disqualified individual or fails to remove an individual from such work.

Meaning of 'disqualified' under the CJSA

10. An individual is disqualified from working with children for the purposes of the CJSA if he is included on either List 99 or POCAL, or if he has been disqualified from working with children as part of a sentence (this information will be shown on the criminal record).

Meaning of 'regulated position'

11. Appendix 1 sets out those positions which are 'regulated positions' within the meaning of the CJSA.

Disclosure

12. When an application is made (see paragraphs 21-23 for an explanation of the process), the CRB will issue a disclosure containing details of an individual's criminal convictions and/or record. Three levels of disclosure will be available. Enhanced and standard disclosures will only be available for positions which are exceptions to the Rehabilitation of Offenders Act (we will be issuing an advisory bulletin on this Act in May). Basic disclosures can be obtained for any post. More detail on each level of disclosure is set out below and a summary is set out at Appendix 2.

Enhanced disclosures

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13. Enhanced disclosures will be available for individuals applying for positions which involve regularly caring for, training, supervising or being in sole charge of persons aged under eighteen or 'vulnerable adults'. The draft definition of 'vulnerable' is set out in Appendix 3. It may be amended following consultation which finished on 19 January. This is a different definition from the one in the Care Standards Act which relates to the list held by the Department of Health.

14. An enhanced disclosure will contain the following information:

- details of convictions, including convictions 'spent' under the Rehabilitation of Offenders Act.
- cautions held at national level.
- information from local police records including relevant non-conviction information.
- whether the individual is included on any of the lists specified in paragraph 8.

15. Relevant non-conviction information will be included on the certificate, unless the chief officer of the force in question considers that it should not be included in the interests of the prevention or detection of crime. It will, however, be disclosed to the registered body (see below) if that does not harm those interests.

Standard disclosures

16. To be eligible to apply for a standard disclosure an individual must belong to one of the following groups:

- those whose duties involve regular contact with children under the definition of 'regulated position' in the CJSA (see Appendix 1),
- those working with elderly, sick or disabled people
- those involved in the administration of the law
- those employed in certain other sensitive areas and professions.

17. A standard disclosure will contain the following information:

- details of convictions, including convictions 'spent' under the Rehabilitation of Offenders Act.
- cautions held at national level
- whether the individual is included on any of the lists specified above.

18. Therefore, the difference between information provided for a

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standard and an enhanced disclosure is that an enhanced disclosure will contain relevant non-conviction information whereas a standard disclosure will not.

Basic disclosures

19. Basic disclosures can be obtained for any post. Such a disclosure will show all convictions held at national level which are not 'spent' under the Rehabilitation of Offenders Act but will not show 'spent' convictions or cautions.

When will disclosures be available?

20. Standard and enhanced disclosures will be available in early Autumn 2001 where the registered body is an organization currently able to access criminal records. The service will be opened up to all other organisations six to eight weeks later. Basic disclosures will be available in 2002.

Applying for disclosures

21. An application will be made by the individual. Basic disclosures will be issued only to individuals, who will be able to choose whether to show it to recruiters or anyone else who wishes to see it. The enhanced and standard disclosures will require a registered body (see below) to complete the process by countersigning the application. The individual will need to agree to the disclosure being obtained and will receive a copy of the written disclosure. This may not include some of the non-conviction information included in an enhanced disclosure.

22. For a standard or an enhanced disclosure the registered body must include a statement on the application that the certificate is required for the purposes of an exempted question i.e. that the post is excluded from the provisions of the Rehabilitation of Offenders Act. In addition, an application for an enhanced disclosure must state that the certificate is required in the course of considering the applicant's suitability for a position as defined in paragraph 13.

23. If a registered body wishes the list under section 81 of the CSA to be searched a statement must be included in the application to confirm that the certificate is required for the purpose of considering the applicant's suitability for working in a care position as defined by the CSA.

At what stage of the recruitment process should a disclosure be requested?

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24. This is not laid down although the CRB foresees that a disclosure will be requested once a provisional job offer is made. There is nothing to stop authorities requesting a disclosure at an earlier stage of the process but obviously if they are reimbursing applicants that will make the process more expensive and in any case it will be more time-consuming. It should be remembered that a provisional job offer must clearly state that the offer is subject to a satisfactory disclosure.

Registered bodies

25. A registered body is a person or organisation that is likely to ask exempted questions under the Rehabilitation of Offenders Act, or an umbrella body (see paragraph 29). Such a body must be registered in order to be able to countersign applications for standard and enhanced disclosures.

When can authorities register?

26. Authorities can register with the CRB from May. There is no time limit for registering but obviously an organisation will not be able to request and countersign applications until it is registered.

How does an authority register?

27. The authority should call the CRB's call centre and demonstrate that it is likely to ask exempted questions. An application form will then be despatched which should be signed and returned to the CRB. Authorities should already have received a pack from the CRB which includes a questionnaire asking for an expression of interest in becoming a registered body. This would have been sent to whoever in the authority was the contact for police checks.

Lead counter signatories

28. Each organisation is expected to have a lead counter signatory who will be a senior figure who has a measure of management responsibility for those making recruitment decisions. This could be the Head of Personnel. The lead counter signatory will be the first person in the organisation to be registered and will be the main point of contact with the CRB. However, there may be other counter signatories who will sign applications for disclosure.

Umbrella bodies

29. The CRB is expecting to establish a number of umbrella bodies to act on behalf of smaller employers and voluntary organisations. The umbrella body will register on behalf of these organisations who will then be able to gain disclosures through the umbrella body.

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30. The Local Government Association is exploring whether authorities could act as umbrella bodies for some local organisations that could not be affiliated to an appropriate national organisation.

Code of Practice

31. Registered employers are expected to follow a Code of Practice. This has been the subject of consultation along with the definition of 'vulnerable' and should be available shortly, although no date has yet been given. The draft Code is available from the CRB website www.crb.gov.uk/ce/cop.htm

32. The purpose of the Code of Practice and its accompanying Explanatory Guide is to 'provide assurance to those applying for Disclosure that the information will be used fairly by those responsible for recruitment to positions of trust.' The Code thus covers the use and physical handling of the information which is obtained through disclosure. Some of these requirements require positive action on the part of authorities, including:

The production of a written policy on the recruitment of people with past convictions which should be given to applicants

A statement on application forms that a successful applicant for a position will be required to apply for a disclosure.

An indication on the application form that a conviction is not necessarily a bar to recruitment.

Making sure that applicants are aware of the existence of the Code of Practice and the Registered Body's commitment to it.

The production of a written security policy for the handling of Disclosure information.

Documents should be kept in lockable and non-portable storage containers.

Obviously authorities should wait until the final Code of Practice is published before taking action to comply with it.

33. An umbrella body has a duty under the Code of Practice to satisfy themselves that those on whose behalf they intend to countersign applications are likely to ask exempted questions under the Rehabilitation of Offenders Act. They must also ensure that the

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conditions of the code in respect of information passed to these bodies are observed.

Fees for disclosures and for registration

34. It is intended that the CRB will be self-financing and that this will be achieved through:

A charge for an organisation to become a registered body.

A charge to the applicant for each disclosure.

Charges for registration 35.

An organisation will be charged £300 to register plus an additional £5 for each signature registered.

Charges for disclosure

36. The CRB has not yet confirmed what the charges for obtaining a disclosure will be. The applicant will be responsible for paying the disclosure fee although the organisation will be able to reimburse applicants if it so wishes.

Volunteers

37. It has been confirmed, in a response to a Parliamentary question on 6 February, that volunteers will not be charged by the CRB for disclosures.

Offences connected with disclosure

38. It is a criminal offence under s.124 of the Police Act to disclose information obtained through a standard or enhanced disclosure in certain circumstances. Generally speaking, members, officers or employees of bodies who have legitimately obtained the information should only pass the information obtained to other members, officers or employees in the course of their duties. There are other specified circumstances where disclosure will not be an offence, for example, where the applicant for the disclosure has given consent. If found guilty of an offence the punishment is a fine, up to six months in prison, or both.

Implications for authorities

39. The new system should, as promised by the CRB, provide speedier and more systematic access to criminal records and barring and disqualification information. It will entail some extra work for authorities (see Action for authorities below) but it is hoped that the burden of this work will be outweighed by the

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benefits.

40. For those authorities that do become umbrella bodies this will entail even more work because of the obligations the Code of Practice places upon such bodies (see paragraph 33).

41. Authorities are expected to be major users of the CRB. A number of issues are being explored with the CRB, Home Office, DfEE and DofH including:-

- a. Measures to avoid overburdening the CRB system by requests for disclosures for existing staff where access to criminal records has been denied in the past;
- b. The role of authorities for some positions where information on barring from specified employment is essential but criminal records information is not required, and
- c. The effect of the charges for disclosures either as an incentive to staff or the effect on local authority finance of the cost being carried by authorities.

Action for authorities

42. Now:

- a. Ensure that, if appropriate, the authority has expressed an interest in becoming a registered body
- b. Decide who should be the lead counter signatory and who should be the other counter signatories
- c. Consider how the recruitment process will be affected, particularly taking into account the requirements of the Code of Practice (but wait until final version to make plans for implementation)
- d. Decide for which jobs disclosure will be required
- e. For those jobs, decide which level of disclosure will be required.

After 1 May Register for disclosure with the CRB.

44. Before disclosure comes into force (and after Code of Practice is published). Check that the requirements of the Code of Practice have been met including making changes to application forms and procedures and producing policies. Make relevant employees aware of:

- a. New recruitment procedures
- b. Policies on recruitment of employees with convictions and keeping information secure (should include information

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about criminal offences which can be committed).

FURTHER INFORMATION

45. The CRB website address is www.crb.gov.uk There is also an information line: 0870 90 90 811.

46. Caroline Eccles, Samantha Lawrence, Kelvin Scorer, Joan Seaton and Andy Wilson will be pleased to answer questions arising from this Bulletin. Please contact us on 020 7296 6600 or fax on 020 7296 6739. All members of the Unit can be contacted by e-mail on: eru@lg-employers.gov.uk

47. Address:
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Website: www.lg-employers.gov.uk
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APPENDIX 2 - SUMMARY OF DISCLOSURES LEVEL OF DISCLOSURE

Go to <http://www.lga.gov.uk/lga/socialaffairs/criminalrecords.pdf> for Appendix 2.

APPENDIX 3 DRAFT DEFINITION OF "VULNERABLE".

Go to <http://www.lga.gov.uk/lga/socialaffairs/criminalrecords.pdf> for Appendix 3.

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GUIDANCE NOTE

WORKING NEAR ANIMALS

Introduction

There are many indigenous and other animals that may be present whilst working on or adjacent to rights of way. Domestic farm animals and pets may be at large. Wild animals are mostly relatively small mammals and pose no direct threat to humans. Care must be taken to protect yourself. There is also a risk of transmission of disease. There is current Defra biosecurity guidance for all owners of livestock and anybody who comes into contact with or visits premises with farm animals. The guidance has been published as part of the Government's requirement under the Animal Health Act 2002.

Unnecessary contact with animals is best avoided

Domestic Pets:

Dogs will generally be under the control of their keepers but an unaccompanied dog must be treated with suspicion. The bites from both cats and dogs can cause infection. If an injury as a result of contact with a dog or cat occurs clean any wound and seek medical help.

Frequency of exposure: Constant

Risks: Sudden confrontation. Fear, bites and scratches

Likelihood: possible

Possible result: Shock, trauma, pain, infection

Likely seriousness: minor injury or illness

Farm Animals

Measures to reduce the risk: The behaviour of all animals can be unpredictable so care should be taken especially with male animals eg bulls, stallions or rams and with cows and calves. Avoid placing yourself between female animals and their young (e.g. cows and their calves) and should an animal approach in a protective or aggressive manner try to walk away calmly, if you have a dog on a lead **your safety must take priority**.

'Exotic' animals:

Increasingly non indigenous species are encountered such as llamas and ostriches. These are generally in special enclosures but can be dangerous and unpredictable. Always regard these animals as

potentially dangerous and if working in their area contact the landowner prior to starting work.

Frequency of exposure: Constant

Risks: Bites, kicks, goring, stamping and crushing

Likelihood: possible

Possible result: Shock, emotional trauma, cuts, bruises, broken bones, external and internal injuries, infections and allergic reactions

Likely seriousness: injury requiring medical attention

Measures to reduce the risk: If unable to avoid contact, avoid sudden moves. Do not place yourself between animals & their young, do not run or show signs of fear unless you can retreat to a safe place. Leave the animal enclosure as swiftly as possible. Seek medical attention immediately for any injuries.

Wild Animals

Most wild animals are retiring but may carry disease and any bite or contact with their faeces could cause infection. Injured animals should be treated with extreme caution.

Frequency of exposure: Infrequent

Risks: Sudden confrontation, bites and scratches, contact with faeces

Likelihood: unlikely

Possible result: Emotional trauma, pain, infection

Likely seriousness: Injury requiring medical attention

Measures to reduce the risk: look out for animal movements, avoid contact with animals & their excrement, do not disturb dens or interfere with their young. Keep inoculations up to date, seek medical attention for any serious injury

Biosecurity Guidance

This guidance applies to everyone who enters a farm or premises with farm animals, or enters land used for grazing or keeping farm animals including government officials, including Local Government employees and staff working for Non Departmental Public Bodies; any contractor or other person acting for or on behalf of those already mentioned; others who access agricultural land, whether for business or pleasure.

It deals with the precautions to be taken when entering or leaving any premises with farm animals in the absence of an outbreak of exotic notifiable disease; after confirmation of an outbreak of exotic notifiable disease; and to premises under specific animal disease restrictions.

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This guidance applies generally to all premises with farm animals and to all exotic diseases. When followed it should help reduce the spread of animal diseases to other premises with farm animals.

Defra summarise the precautions in two ways:

- *disease may not always be apparent, especially in its early stages;*
- *be clean, particularly if handling animals or moving between different premises.*

The guidance clearly sets out the biosecurity measures to be taken whilst visiting premises with farm animals. The measures to be taken are as follows:-

In the Absence of an Outbreak of an Exotic Notifiable Disease

- Those who visit or have a right of access through premises with farm animals, for example on public footpaths or bridleways, should respect the legal boundaries and legal notices and use any facilities provided to clean mud/manure off footwear and vehicles (wheels, wheel arches etc). Direct contact with animals should be avoided. Where animals are handled or touched, hands should be washed as soon as practical.

During an Outbreak of an Exotic Notifiable Animal Disease

- Visiting premises with susceptible animals in the event of a disease outbreak increases the risk that the disease may be taken on to or off the livestock premises.
- Those who visit or have a right of access through premises with farm animals, for example on public footpaths or bridleways, should respect the legal boundaries and legal notices and use any disinfection facilities provided to clean mud/manure off footwear and vehicles (wheels, wheel arches etc). Direct contact with livestock should be avoided.
- 'Official' footpath closure signs may appear in an area around an Infected Premises within an Infected Area or a Restricted Infected Area. These must be respected.

There are **compulsory** biosecurity measures that must be adopted when a Restricted Infected Area has been declared. These are required by law and their breach may result in a criminal penalty. They include:

- Any vehicle or trailer entering or leaving a premises must be cleansed and disinfected on the outside and underside (and include the tyres (including the whole circumference of their treads), wheel arches, mudguards and mud flaps of the vehicle). Any parts of the vehicle or trailer where farm animals have been

- must also be cleansed and disinfected. All visible traces of mud, slurry, animal faeces, droppings or excretions or other similar matter must be removed,
- including any inside the vehicle. This must be done at the entrance and exit.
- No person shall enter or leave any livestock premises wearing clothing or boots which are visibly contaminated with mud, slurry, animal faeces, droppings or excretions or any other similar matter or without cleansing and disinfecting the outer surfaces of their footwear on entering or leaving those premises.
- Any person who tends any animal shall not leave the livestock premises on which the animal is kept wearing the outer clothing and footwear which they wore whilst tending the animal unless that clothing and footwear have been thoroughly cleansed and disinfected.
- The owner or occupier of any premises where animals are kept shall maintain a footbath containing an approved disinfectant in some convenient place at every exit from those premises and renew the disinfectant as frequently as is necessary to maintain a clean solution and if so directed by an inspector.

GUIDANCE NOTE

WEATHER CONDITIONS

Introduction

Any risk assessment carried out must take into account the current, previous and likely immediate future weather conditions on site. A previously prepared Assessment must be reviewed on the day that work is to take place and a decision taken by the leader whether it is safe to work in the weather conditions on site. The weather conditions in the countryside are liable to change as the day progresses and any changes should be monitored by the leader on site. The leader should be prepared to abandon the work should any change in the weather present any dangers to working on site e.g. flooding.

It is important to check the weather forecast prior to commencing work on site to ensure that there are no extreme weather fronts predicted. Even then personal awareness is key to ensuring your safety on site should the weather change.

Clothing

Hypothermia and hyperthermia are very real hazards in cold and hot weather respectively. Therefore it is very important that any person on site is dressed appropriately to the weather conditions as well as the ground conditions. Be careful to protect the head, face and back of the neck from cold, heat and sun as well as from injuries, dust and other harmful substances.

Staff must ensure in advance that they have suitable clothing and equipment for the task in hand.

In general staff should bear the following points in mind:

- Carry mobile phone, map and travel first aid kit
- Wear suitable clothing for the work and time of year. Carry extra clothing for field work or trips into climatically hazardous areas such as high-ground, uplands or open water;
- When working in climatically dangerous areas, carry a plastic survival bag;
- If you are planning an all day field excursion, carry appropriate food and drink;
- At certain times of the year field staff are at risk from hypothermia or hyperthermia;

- In hot and sunny weather clothes that offer protection from the sun must be worn, eg suitable shirt, hat, sun block
- In cold and windy conditions the clothing must be waterproof, windproof and sufficiently insulated to protect from hypothermia.
- Always carry a first-aid kit;

Exhaustion and exposure

Hyperthermia or heat exhaustion

Field staff may suffer heat exhaustion when undertaking vigorous work during the summer months. On very hot day it is advisable to avoid working during the hottest part of the day. Always protect the head and neck from sun.

Possible signs of heat exhaustion are headache, fatigue, drowsiness, confusion and or sweating profusely.

Should someone suffer from heat exhaustion, reduce their temperature by;

- Moving them into cool shade;
- Splashing on cold water;
- Helping respiration by increasing air movement - fanning;
- Giving plenty of liquid (*if possible a salt solution*).

Hypothermia

Exposure is defined as `.... severe chilling of the body surface leading to a progressive fall of body temperature with the risk of death from hypothermia'.

Anyone concerned with outdoor activities is at risk of hypothermia, whether on land, at sea or on inland waters. Hypothermia occurs when the body temperature falls below 35°C (95°F) compared with the normal body temperature of 36.9°C (98.4°F). This leads to weakness, loss of will to survive and, if prolonged, can prove fatal. There are two main factors responsible for this condition.

- 1) Heat loss due to exposure to cold, wet and windy conditions. This is especially common in mountain and moorland areas and in winter on exposed headlands and lowlands;
- 2) Poor protective clothing failing to counteract heat loss, or impaired heat production due to fatigue or immobilisation through injury.

In extremely cold and wet conditions any two of the following points are known as visible symptoms of hypothermia and need attention:

- Complaints of feeling cold, tired or listless;
- Unreasonable behaviour or irritability;
- Increasingly slow physical or mental responses;
- Stumbling or falling;
- Slurring of speech and difficulty with vision;
- Physical resistance to help;
- Collapse or unconsciousness.

All cases should be treated immediately. Mild cases can rapidly become serious.

Immediately insulate the patient from further heat loss by covering the head, neck and face. Insulation from the cold ground is particularly important. A warm companion lying beside the patient is helpful and comforting.

- **Do** give warm foods or warm sugary drinks if the patient is conscious.
- **Do not** rub the patient to restore circulation.
- **Do not** allow further exertion as this will use up valuable energy.
- **Do not** give alcohol.

Extreme wet weather

Periods of prolonged or extreme wet weather present several hazards and must be taken into account. Flash flooding can be unexpected and very dangerous. Similarly a change in water levels can occur very rapidly. The hazards that can be encountered due to wet weather can be slippery ground increasing the risk of slips and falls, ground slips especially on slopes and loose ground, flooding, stronger currents in streams and rivers, deep water, exposure due to cold and wet, obstruction of the route due to sudden rise in water level eg footbridges and fords. Refer to Guidance Note G.008 Water Hazards for advice when working adjacent to or in contact with water courses or lakes etc.

Cold, Icy and snowy conditions

Working Outside in cold, icy or snowy conditions carries risks associated with hypothermia. It also presents additional hazards with regard to slippery ground conditions increasing the risk of slips, trips and falls. Ground works after prolonged cold conditions may also present a hazard with hard ground and increasing the risk of strains and sprains. Snow storms and blizzards can be hazardous in exposed areas especially when windy as drifts may build up and block access away from site. Snow may also disguise other features such as shafts, holes and frozen water adding to the hazard of moving to/from and around the site.

Care should always be taken to ensure that access to and from the site is clear to enable movement away from site safely should it be necessary.

GUIDANCE NOTE

ON CALL PROCEDURES

Introduction

These procedures apply to employees of Bath and North East Somerset Council only. Contractors and volunteers should make their own arrangements to ensure their safety when carrying out lone-working with reference to Guidance Note G016.

Arrangements

If a member of staff is carrying out any lone-working, it is their responsibility to first make arrangements with a colleague in the office regarding making contact at the end of the lone-working period; this is to ensure that they are safe and well. Members of staff carrying out any non-office working must record the sites they intend to visit in their Outlook calendars and must ensure that their Outlook calendars are fully accessible to colleagues.

If member of staff do not return to the office after their last site visit then they must call their colleague before 17:00 to confirm whether or not they are safe and well. If a member of staff is working beyond 17:00, and their colleague in the office is not working beyond this time, then they should make the same 'On Call' arrangements with a friend, family member or the Senior Officer: Public Rights of Way.

If a member of staff out on site does not return to the office or does not call in by the pre-arranged time then the colleague in the office should seek to contact them or their nominated emergency contact via the telephone numbers on the inside cover of the Safe Working Manual. If it is not possible to contact the member of staff or they calls in to report an emergency then the colleague in the office should escalate this emergency or missing person to one of the following Emergency Escalation Contacts:

- Graeme Stark (Senior Officer: Public Rights of Way)
07545 032590 or 0117 9391847
- Craig Jackson (Team Leader – Highways and Drainage)
07980 998540 or 01225 394269
- B&NES Council Out-Of-Hours
(01225) 477477

The Emergency Escalation Contact will need to know;

- who is missing,
- their usual contact details,
- when you last spoke with them,
- where they were at the time,
- where were they planning to go (check whiteboard, diary and previous call logging details), and
- any other information which you think might be useful in locating the member of staff.

HEALTH AND SAFETY: ACTS, REGULATIONS, GUIDANCE AND PUBLICATIONS

Generic Risk Assessments (1-26)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Provision and Use of Work Equipment Regulations 1998																										
Lifting Operations and Lifting Equipment Regulations 1998																										
AFAG 310 – Use of winches in directional felling & takedown																										
AS15 – Farm and Estate forestry operations																										
BS EN 397:2012 – safety helmets																										
All Terrain Motor Vehicles Safety Regulations 1989																										
Provision and Use of Work Equipment Regulations 1998																										
HSE booklet HSG136 – Workplace transport safety																										
HSE Agricultural Safety leaflet AS22 – Prevention of tractors overturning																										
HSE AFAG 702: ATV quad bikes																										
BS EN 1384:1997 – motor cycle helmets																										
BS EN 166:2002 – eye protection																										
BS EN 1731:2002 – visors																										
BS EN 345-1:2002 & BS EN 345-2:2002 – safety boots																										
BS EN 352-1:2002 – hearing protection																										
BS EN 381-5: 1995 – chainsaw protective leggings																										
BS EN 381-7:1999 – protective gloves																										
BS EN 381-10:2002 – protective clothing, shoulders, neck etc.																										
Control of Noise at work Regulations 2005																										
Provision and Use of Work Equipment Regulations 1998																										
Personal Protective Equipment at Work Regulations 2002																										
AFAG 301 – Using petrol driven chainsaws																										
SG 801 – Noise and Hearing Conservation																										
INDG 214 – First Aid at work: Your questions answered																										
HSE leaflet IND(G)175 – Health risks from hand/arm vibration																										
HSE leaflet IND(G)317 – Chainsaws at work																										
Health and Safety at Work etc. Act 1974																										
AFAG 604 – Wood Chippers																										
AS 24 – Power take-offs and power take-off drive shafts																										
AFAG 802 – Emergency planning																										
AFAG 302 – Use of clearing saws																										
BSEN 2769:1992 – Handheld electrical tools																										
Electricity at Work Regulations 1989																										
Road Vehicles, Construction and Use Regulations 2004																										
Construction (Health, Safety and Welfare) Regulations 2007																										
HSE booklet CIS 52 - Safe use of compact dumpers																										
HSE guidance note PM42 - use of excavators																										
Construction (Design and Management) Regulations 2007																										
HSE booklet HSG47 – Danger from underground services																										
HSE booklet HSG130 – H&S for small construction sites																										

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
HSE booklet HSG136 – Workplace transport safety																										
HSE guidance note GS6 – danger from overhead electric lines																										
HSE construction sheet no.7 – Danger from buried services																										
Control of Lead at Work Regulations 2002																										
Ionising Radiations Regulations 1999																										
Control of Asbestos at Work Regulations 2012																										
Control of Substances Hazardous to Health Regulations 2002																										
HSE booklet HSG66 – Development of contaminated land																										
Confined Spaces Regulation 1997																										
HSE leaflet MS(A)19 – PCBs and you																										
Quarries Regulations 1999																										
Wildlife and Countryside Act 1981																										
Management and Administration of Safety and Health at Mines Regulations 1993																										
New Roads and Street Works Act 1991																										
Street Work (Qualifications of Supervisors and Operatives) Regulations 1992																										
HSE leaflet IND(G)198L – Working with Sewage																										
CITB Site Safety Note No.28 – Buried Services																										
Guidelines on positioning & colour-coding of utilities apparatus																										
HSE booklet - Avoiding danger from underground services																										
HSE booklet - Safe use of Ladders and Stepladders																										
HSE guidance note CIS10 – Tower Scaffolds																										
Work at Height Regulations 2005																										
HSE IN(G)401 – Work at height regulations																										
CIS 49 – General Access Scaffolds & Ladders																										
Dept for Ed. – Safety in Outdoor Activity Centres Guidelines																										
BSEN 813/358 – Use of Sit Harnesses																										
ASC1 – Use of ropes harnesses etc.																										
AFAG 401 – Tree climbing operations																										
AFAG 402 – Animal tree rescue																										
AFAG 804 – Electricity at Work: Forestry and Arboriculture																										
INDG 278 – Tree work accidents																										
HSE leaflet IND(G)84 – Leptospirosis																										
BS EN 149:2001 – Use of face masks																										
Dangerous Substances and Explosive Atmosphere Regulations 2002																										
CHS5. – Small scale use of LPG in cylinders																										
Network Rail Personal Track Safety Handbook																										
Network Rail - Safe systems of work on or near the line																										
The Railways (Safety Critical Work) Regulations 1994																										
The Guidance to the Railway Safety Critical Work Regulations - Approved Code of Practice																										
Management of H&S at Work Act Regulations 1999																										

Guidance Notes (1-25)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Control of Substances Hazardous to Health Regulations 2002																									
Classification, Packaging and Labelling of Dangerous Substances Regulations 1989																									
COP29 SCH.6 - Substances Requiring Health Surveillance																									
Control of Pesticides Regulations 1986																									
The Plant Protection Products Regulations 2011																									
INF.TETAN.003 - anti-tetanus vaccination																									
INF.WEILS.001 - Weil's disease																									
Manual Handling Operations Regulations 1992																									
HSE Booklet L23 - Manual Handling																									
HSE AS23 - Agricultural safety leaflet - Lifting and carrying																									
HSE IND(G) 110L Guidance on musculoskeletal disorders																									
HSE IND(G) 143L Getting to grips with manual handling																									
Provision and Use of Work Equipment Regulations 1998																									
HSE booklet L22 – Safe use of work equipment																									
Electricity at Work Regulations 1989																									
HSE - The Event Safety Guide																									
Health and Safety at Work etc. Act 1974																									
Health and Safety (Young Persons) Regulations 1997																									
Protection of Children Act 1999																									
Care Act Standards																									
Working Time Regulations 1998																									
Our Duty of Care - Principles of Good Practice for Protection of Children																									
HSE booklet HS(G)165 - Young people at work																									
Health and Safety (First Aid) Regulations 1981																									
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995																									
Management of H&S at Work Act Regulations 1999																									
HSE IND(G)73L - Working Alone in Safety																									
The Control of Noise at Work Regulations 2005																									
BSEN 352-1 – Hearing protection																									
Personal Protective Equipment at Work Regulations 1992																									
HSE Leaflet - Noise at Work, Advice for Employees																									
HSE Leaflet IND(G)122L - Listen Up!																									
HSE IND(G)299 – Protect your hearing																									
New Roads and Streetworks Act 1991																									
Rehabilitation of Offenders Act 1974																									
Criminal Justice and Court Service Act 2000																									
The Police Act 1997																									
Control of Vibration of Work Regulations 2005																									
IND(G)175 – Control the risks from hand-arm vibration.																									