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Ripley Parish Council Nature Reserve: Risk Assessment 2017

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Issue 1 Draft – 18/05/2017
Issue 2 -

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Section 1. Introduction

1.1 Ripley Parish Council's Nature Reserve is an area of approximately half an acre located adjacent to the Cemetery and accessible from West End Cottages. A ditch runs along the south side of the site, into which the Nature Reserve pond drains when water levels reach sufficient height. The ditch runs beneath Ripley High Street and Georgelands, and meets with a tributary to the River Wey at Newark Lane.

1.2 The Nature Reserve site was constructed on derelict former agricultural land owned by Ripley Parish Council. Planning approval was granted on 02/08/2016 under Guildford Borough Council reference 16/P/01254. The site construction was undertaken by Land & Water, with further works carried out by volunteers and other contractors. An oak boardwalk and half open-sided educational hut were constructed as part of the development.

1.3 The site was developed in order to both increase biodiversity in the area and to attempt to mitigate flooding experienced by neighbouring properties and on the High Street. The creation of a pond and the planting undertaken by volunteers is designed to bring about positive outcomes for both objectives. The Woodland Trust provided 800 native species whips to date, which will both help to mitigate groundwater and increase habitats for insects. Further planting of both whips and mature specimens will be enacted in order to develop the site as an area of biodiversity.

1.4 Pedestrian access to the site is always available. There is a right of access across the Nature Reserve site to land lying to the south east. There is no designated route across the Nature Reserve to the adjacent land, but it is essential that access to the gate is always available. Separately, there is also access across the site to land at the south west and this land is to be accessed only along the hard standing track route. Both landowners are in possession of a key for the locked gate at West End Cottages and may use the parish council's gate at any time.

1.5 The Nature Reserve site is intended to become a peaceful area for contemplation and the enjoyment of the natural world. Schools and young people will be encouraged to visit and volunteer groups will be empowered to use the site for community activities. The preservation and restoration of habitat and the management of future wooded areas and hedgerows will be encouraged.

1.6 This Risk Assessment initially provides general information relevant to all visitors to the Nature Reserve site. Those risks common to visitors to the site are then identified (s3). Next it identifies risks particular to organised visits (s4) and identifies risks arising from working in volunteer groups at the site (s5) before then addressing those risks applicable to specific tasks and environments (s6) and risks to contractors working on open water (s7). The possible symptoms associated with potential hazards are then detailed (s8). A sheet with a short list of rules for volunteer groups finalises the document (s9). Before commencing any task the appropriate sections of this Risk Assessment should be reviewed for currency and to ensure all risks are addressed. New risks identified will be added to the Assessment and the Assessment will be re-issued. Risks identified as specific to one off tasks not likely to be repeated will be issued as temporary addenda to this Assessment. In addition to such changes the need for which may become apparent during the year, there will be a specific General Review held annually in March. This review will examine ALL sections of the analysis for continued relevance and changes to Health & Safety requirements.

1.7 Although the onus is on the individual, prior to any work session relevant risks must be clearly outlined. The Risk Assessment is a living document and should not be considered to be finite. As the Nature Reserve site develops over time, additions and amendments will be made.

Section 2. General information

2.1 Important note	Please note that this Risk Assessment is not exhaustive and there may be risks yet to be identified. Volunteers and visitors should not assume that all risks pertaining to a particular task have been identified and should exercise caution accordingly. Any additional risks identified and not listed herein should be detailed to the Parish Clerk for inclusion in this Assessment.
2.2 Access to the Nature Reserve	There are two foot entrances to the site, via either West End Cottages or the Cemetery. The gate for vehicular access at the West End Cottages entrance to the site is permanently locked, although a key is available during office hours Information boards are available at either entrance to the site, with further information available in the educational hut Emergency services should access the site via: West End Cottages, High Street, Ripley, GU23 6AD
2.3 First Aid	A basic First Aid kit is available at: Parish Council Office, 4 Rio House, High Street, Ripley, GU23 6AE.
2.4 Nearest defibrillator	Defibrillator units are available at: Ripley Village Hall, GU23 6AF, and Ripley Cricket Club, GU23 6AR.
2.5 Nearest 24hr Accident & Emergency	Royal Surrey County Hospital, GU2 7XX. St. Peter's Hospital, KT16 0PZ.
2.6 Mobile phone reception	Good.
2.7 Nearest public phone	High Street, Ripley, GU23 6AF. 01483 224390
2.8 4wd or Air Ambulance	A key to the locked gate is available during office hours. Air Ambulance landing sites are available in adjacent fields

HAZARD	Typical uncontrolled outcomes	Amelioration controls	Control measure
Section 3. GENERAL HAZARDS (visitors to site)			
<p>This section is aimed at members of the public visiting the site for recreation purposes.</p> <p>These hazards are common and applicable to all types of recreation visits to the Nature Reserve site</p>	<p>3.1 Slips, trips and falls typically giving rise to minor cuts and abrasions, twisted ankles, etc.</p>	<p>Remain alert to local surface conditions such as ice, mud, or vegetation</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
	<p>3.2 Dogs and dog faeces</p>	<p>Dogs are forbidden from the Nature Reserve site as per Byelaws</p>	<p>Fines for dog owners may be enacted</p>
	<p>3.3 Contact with thorns, toxic plants, and other vegetation problems</p>	<p>Members of the public may have less knowledge regarding risks from plants, but are less likely to put themselves in a position of risk</p> <p>Visitors should refrain from tasting plants and fruit present at the site</p> <p>Many plants are poisonous in all their aspects, as are most fungi</p> <p>Even commonly safe fruits such as Blackberries may be contaminated by pesticides blown from adjacent land or by animal urine</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>

	<p>3.4 Contact with microorganisms such as Tetanus or Leptospirosis</p>	<p>Individuals suspected of ingesting potentially contaminated water, or having open wounds suspected of making contact with potentially infected water must be taken to a casualty unit without delay</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
	<p>3.5 Weather conditions</p>	<p>In high winds, heavy rain, or freezing temperatures, the Nature Reserve boardwalk and education hut are considered closed</p> <p>Special note: Visitors are reminded that the boardwalk and other surfaces at the site may become slippery during periods of inclement weather such as low temperatures, snow, and ice</p> <p>In strong sun or high temperatures, visitors are advised to use high factor sunscreen and wear hats</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
	<p>3.6 Litter</p>	<p>Visitors must remove all self-generated litter from the Nature Reserve site and dispose of it responsibly</p>	<p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
	<p>3.7 Insect or animal bites, stings, etc.</p>	<p>Insect bites and stings are common hazards within the Nature Reserve</p> <p>Notices will be erected in the event of identification of a nest of potentially hazardous insects or other animals</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p>

		Members of the general public bitten by a tick should seek medical attention immediately due to the risk of Lyme Disease	Safety notices at site
	3.8 Contaminants in soil	Visitors should be aware that bacteria and fecal matter could be present in soil at the site	Risk Assessment produced and reviewed annually or as required Site checked weekly by council employee Safety notices at site
	3.9 Contact with dead animals or micro-organisms	Dead animals should be reported to the Clerk to Ripley Parish Council, who will inform the Environment Agency	Risk Assessment produced and reviewed annually or as required Site checked weekly by council employee Safety notices at site

Section 4. GENERAL HAZARDS (organised visitor groups)

Hazard	Typical uncontrolled outcomes	Amelioration controls	Control measures
4.1 Guided or non-guided walks	<p>1. Trips and falls</p> <p>2. Insect bites / stings</p> <p>3. Poisonous plants and fruits</p> <p>4. Weather conditions</p>	<p>Clear information must be given as to the importance of remaining alert to surface conditions, vegetation, etc.</p> <p>Insect bites and stings are common hazards within the Nature Reserve. Visitors are asked to inform walk leaders of any potential allergic reactions and visitors are asked to carry appropriate antidotes. Visitors should equip themselves with repellent and after bite treatment</p> <p>Visitors are advised to resist the temptation to taste plants and fruits found at the Nature Reserve site. Many plants and fungi are toxic in their entirety, and even commonly identifiable fruits such as blackberries may be contaminated by animal urine or by pesticides blown from adjacent land</p> <p>In hot conditions visitors are advised to cover up appropriately and use high factor sun screen. In other inclement weather the boardwalk and associated structures are considered closed</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p> <p>Special note: 1. Organisers of guided walks are asked to consider the ability of the group ahead of the visit. 2. Walkers with special needs may require extra supervision. 3. The walk must be led by an appointed leader. 4. The event must be cancelled in adverse or inclement weather.</p>
4.2 Pond dipping	1. Trips and falls	Clear information must be given as to the importance of remaining alert to surface conditions of the boardwalk and water's	Risk Assessment produced and reviewed annually or as required

	<p>2. Insect bites / stings</p> <p>3. Poisonous plants and fruits</p> <p>4. Weather conditions</p> <p>5. Contact with micro-organisms, dead animals, debris</p> <p>6. Weil's Disease</p>	<p>edge, vegetation, etc.</p> <p>Insect bites and stings are common hazards within the Nature Reserve. Dippers are asked to inform Group Leaders of any potential allergic reactions and are asked to carry appropriate antidotes. Dippers should equip themselves with repellent and after bite treatment</p> <p>Dippers are advised to resist the temptation to taste plants and fruits found at the Nature Reserve site. Many plants and fungi are toxic in their entirety, and even commonly identifiable fruits such as blackberries may be contaminated by animal urine or by pesticides blown from adjacent land</p> <p>In hot conditions dippers are advised to cover up appropriately and use high factor sun screen. In other inclement weather the boardwalk, dipping platforms, and associated structures are considered closed</p> <p>Nitrile gloves should be worn at all times. Incidences of discovering dead animals must be reported to the Environment Agency. Work must not take place in water where sewage is known to be present</p> <p>Clear safety instructions regarding common symptoms of Weil's Disease to be given. Nitrile gloves should be worn. Dippers must report potential symptoms to Group Leaders immediately and medical help sought. Always wash and sanitise</p>	<p>Site checked weekly by council employee</p> <p>Safety notices at site</p> <p>Special note: 1. Outdoor activities must safeguard the welfare of young people by establishing management policies and practices as a means of preventing physical, sexual and emotional abuse by other young people, strangers and volunteers. 2. Volunteers must be familiar with the Nature Reserve and hazards associated with the site. 3. At least one volunteer leading the activity should be a First Aider. 4. At least one volunteer leading the activity should be equipped with a functioning mobile phone.</p>
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	7. Falls into water	<p>hands after dipping</p> <p>Dippers must be closely supervised at all times. Care must be taken where dipping platforms are muddy or coated in algae, etc. Dipping platforms are considered closed in adverse weather conditions. At least one activity leader should be a good swimmer and preferably familiar with life saving techniques</p>	
4.3 Visitors with special needs	1. All hazards are of particular importance where visitors or volunteers with special needs are concerned	<p>Visitors and volunteers with special needs must be accompanied by at least one experienced carer at all times</p> <p>If the use of specific equipment such as a wheelchair is involved the carer must be familiar with and competent in the use of such equipment. Care must be taken to note the suitability of the site for access by such equipment</p> <p>Carers must be familiar with the visitor or volunteer's particular needs. In addition carers must be familiar with the risks outlined in the generic Risk Assessment as well as any specific risks arising from the visitor or volunteer's special needs</p> <p>Where volunteers with special needs are concerned, the Group Leader must take particular care to ensure that tasks assigned are within the physical, mental, and emotional capabilities of the volunteer.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p>

Section 5. GENERAL HAZARDS (Organised Volunteer Groups)

Volunteer groups are expected to carry out their own Risk Assessments for the tasks to be carried out, a copy of which must be provided to the Clerk of the Council

Site or task specific risks	Typical uncontrolled outcomes	Amelioration controls	Control measures
5.1 members of the public	Abuse and / or unwelcome advice from the general public	All such approaches to be reported to Group Leaders, who will address as appropriate	Risk Assessment produced and reviewed annually or as required Site checked weekly by council employee
5.2 Toxic plants	Ingestion of poisonous plants	Working groups are advised to wear gloves Long sleeves and trousers are preferable The potential presence of dangerous plants should be advised prior to work commencing Volunteers ingesting poisonous plant material or contacting potentially serious irritants are to be taken to a casualty unit	Risk Assessment produced and reviewed annually or as required Site checked weekly by council employee Safety notices at site
5.3 Injury arising from use of tools	Misuse of tools	Tools and equipment should be kept tidy at all times in order to reduce risk to members of the public Volunteer groups must be given guidance on using tools beyond their usual experience, with particular reference to	Risk Assessment produced and reviewed annually or as required

		<p>safe working distances and the correct method of carrying</p> <p>Tools in general should be returned to a designated place when not in use</p>	
5.4 Illness arising from contact with harmful bacteria	Contact with microorganisms such as Tetanus or Leptospirosis	<p>Working Group Leaders should be familiar with the symptoms associated with Tetanus, Lyme Disease, and Leptospirosis</p> <p>The presence of ticks on volunteers must be reported to a Group Leader immediately</p> <p>Nitrile gloves should be worn when working in or near water</p> <p>Individuals suspected of ingesting potentially contaminated water, or having open wounds suspected of making contact with potentially infected water must be taken to a casualty unit without delay</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
5.5 Fatigue	Extreme tiredness brought on by excessive exertion or overlong working timeframes	<p>Benches are provided at various points around the Nature Reserve site</p> <p>Volunteers are encouraged to work steadily and to take regular breaks</p> <p>Volunteers must work within the natural limits imposed by their physical condition and age</p>	<p>Risk Assessment produced and reviewed annually or as required</p>

<p>5.6 Litter & litter picking</p>	<p>1. Cuts and lacerations from litter</p> <p>2. Mishandling of sharps, glass, etc.</p> <p>3. Back problems due to frequent bending</p>	<p>Volunteers must remove all self-generated litter from the Nature Reserve site and dispose of it responsibly.</p> <p>Volunteers must wear gloves if there is a likelihood that litter may be found, including in the pond or adjacent ditch</p> <p>Litter pickers should be used to remove small items of rubbish.</p> <p>Safety instructions to be given on working practices and work to be monitored. Hard plastic buckets or boxes to be used for collecting glass, sharps or other rigid objects. Litter pickers to be used</p> <p>Initial warm up session to focus on back and lumber regions. Regular breaks must be taken. Litter pickers to be used</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p> <p>PPE: Gloves, litter pickers</p>
<p>5.7 Poor lifting techniques</p>	<p>Back problems arising</p>	<p>Where a task is likely to involve significant bending, an initial warm-up session should be carried out with particular attention to back and lumber regions. Frequent rests should be taken during work periods</p>	<p>Risk Assessment produced and reviewed annually or as required</p>
<p>5.8 Inappropriate work</p>	<p>Work not suitable or age-appropriate</p>	<p>Volunteers must work within the limits of their level of fitness and ability. This applies particularly to the elderly, those with physical, mental and emotional problems and pregnant women</p> <p>Children must not use age-inappropriate tools</p>	<p>Risk Assessment produced and reviewed annually or as required</p>

<p>5.9 Insect or animal bites, stings, etc.</p>	<p>Contact with toxic or vicious animals or adverse reaction to insect bites</p>	<p>Insect bites and stings are common hazards within the Nature Reserve</p> <p>Notices will be erected in the event of identification of a nest of potentially hazardous insects or other animals</p> <p>Volunteers must make Group Leaders aware of any allergy problems and, where possible, must carry appropriate antidote</p> <p>Volunteers should wear long sleeves and full length trousers and should report any bites or stings immediately</p> <p>Volunteers or members of the general public bitten by a tick should seek medical attention immediately due to the risk of Lyme Disease</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>
<p>5.10 Contaminants in soil</p>	<p>Contact with toxic or contaminated soil</p>	<p>Volunteers at the Nature Reserve site should be aware that bacteria and fecal matter could be present in soil at the site</p> <p>Volunteers must always wear gloves when performing tasks such as planting</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p>
<p>5.11 Dead animals or micro-organisms</p>	<p>Contact with dead animals or micro-organisms leading to adverse reaction</p>	<p>Dead animals should be reported to a the Clerk to the Council or a Group Leader, who will inform the Environment Agency</p> <p>Volunteer groups must not work in water where sewage is known to be present</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p>

			PPE: Gloves, goggles and long sleeves to be worn at all times
5.12 Working with cement or concrete	Alkaline burns arising from mixing and laying concrete	Care must be taken to prevent dry cement becoming airborne	Risk Assessment produced and reviewed annually or as required PPE: Gloves, goggles and long sleeves to be worn at all times
5.13 Marsh work	<p>1. Trips and falls caused by uneven or soft ground</p> <p>2. Impact upon wildlife</p> <p>3. Weils disease</p>	<p>Identify as best as possible the location of channels and potential soft ground. Volunteers must work in pairs at all times</p> <p>Care and attention must be taken at all times to avoid disturbance to wildlife</p> <p>Nitrile gloves to be worn beneath work gloves. Workers must report potential symptoms to Group Leaders immediately and medical help sought. Always wash and sanitise hands before breaks</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>Safety notices at site</p> <p>PPE: Gloves, nitrile gloves, stout boots</p>
5.3 Pond maintenance	<p>1. Mishandling of sharps, glass, etc.</p> <p>2. Weils disease</p> <p>3. Death by drowning</p>	<p>Safety instructions to be given on working practices and work to be monitored. Hard plastic buckets or boxes to be used for collecting glass, sharps or other rigid objects</p> <p>Nitrile gloves to be worn beneath work gloves. Workers must report potential symptoms to Group Leaders immediately and medical help sought. Always wash and sanitise hands before breaks</p> <p>Volunteers to work in pairs at all times.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>PPE: Boots, waders, nitrile gloves, rubber or leather gloves</p> <p>Special Note: Care must be taken where the presence of amphibians and aquatic</p>

	4. Impact upon wildlife	<p>Water deeper than 0.75m must not be entered even with waders</p> <p>Unless unavailable, pond maintenance must be carried out during the 'closed season' of November to January, when amphibian and insect life is expected to be absent, fish activity at a minimum and plant growth dormant</p>	<p>insects is suspected. Where populations of Great Crested newts are believed to exist a current handling licence must be obtained from Natural England by at least one member of the participating group if work is to be carried out outside the 'closed season'</p>
5.14 Clearing invasive species	<p>1. Working near water</p> <p>2. Hazards from other vegetation</p>	<p>Clear instructions to be given regarding safe working distances from edge of water. Volunteers to work in pairs at all times.</p> <p>Volunteers to be made aware of the risk to arms, hands, and unprotected faces common to uprooting invasive species, and from adjacent vegetation, e.g. nettles.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Site checked weekly by council employee</p> <p>PPE: Boots, leather gloves, long sleeves</p>
5.15 Making, hanging, cleaning and maintaining bird boxes, etc.	<p>1. Carrying tools up and down ladders</p> <p>2. Defective ladders</p> <p>3. Unsecured ladders</p> <p>4. Over-reaching</p>	<p>Minimise tools and materials kept above ground level and always ensure they are secured. Three extremities must be in contact with a ladder at all times.</p> <p>Check condition of ladders before use and do not use if defective</p> <p>Ladders must be tied off and footed by a second person. Do not use ladders in high winds or other adverse weather.</p> <p>Do not over-reach whilst using ladders. Foot person to advise if ladder becomes unstable.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, gloves, hard hats</p> <p>Special note: young people should be encouraged to create bird boxes and appropriate items to encourage wildlife. They should always be closely supervised when handling nails and hand tools, or when drilling holes. They should not use saws or edged tools.</p>

	<p>5. Uneven ground / unbalanced ladders</p> <p>6. Falling tools and materials</p> <p>7. Splinters and hand tool injuries</p>	<p>Care to be taken to foot ladder on even surface and at suitable angle to the upright object.</p> <p>Hard hats to be worn at all times during the task</p> <p>Gloves should be worn and appropriate care taken when constructing and installing boxes</p>	
5.16 Planting and weeding	<p>1. Back problems due to frequent bending</p> <p>2. Over enthusiastic use of tools and equipment</p>	<p>Initial warm up session to focus on back and lumber regions. Regular breaks must be taken</p> <p>Volunteers are advised to take regular breaks. Training on correct use of tools should be given where appropriate, to reduce risk of strain or over-exertion</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, gloves</p>
5.17 Coppicing, tree felling, and other woodland management tasks	<p>1. Falls from trees</p> <p>2. Tripping over stumps</p> <p>3. 'Hang ups'</p>	<p>Under no account should volunteers climb trees to carry out work</p> <p>Trunks and stems should either be cut as close as possible to ground level, or left at 0.5m to maintain a clearly visible obstacle and to encourage growth of beneficial fungi and aid biodiversity</p> <p>The upper storey of trees / shrubs chosen for coppicing or felling must be checked for 'hang ups' and any such items removed before work is carried out. Under no account should volunteers climb trees to carry out work. Only pole saws may be used for this purpose.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, leather gloves, hard hats</p> <p>Special note: Volunteers to work in at least pairs at all times. Ensure notices are used to forewarn the public</p>

	<p>4. Falling trees / cut branches</p> <p>5. Weather</p> <p>6. Strains, etc., from lifting excessive weight</p>	<p>Volunteers must be trained in the safe approach to felling trees and shrubs with particular attention to planning and clearing escape routes. Hard hats to be worn.</p> <p>Tree felling must not be carried out in high winds or other adverse weather</p> <p>Plan lifting in advance of the task. Use appropriate aids where necessary. Cut logs to manageable lengths</p>	
5.18 Dead hedging	<p>1. Splinters / Thorn injuries</p> <p>2. Contusions</p> <p>3. Tennis elbow</p>	<p>Gloves must be worn at all times</p> <p>Stout boots to be worn at all times. Hold stakes correctly</p> <p>Volunteers to be warned of the danger of delivering repetitive blows from above head height</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, gloves, eye protection</p> <p>Special note: Heavy, sustained, or repetitive manual handling may be involved. Wearing goggles is advised when working with thorny plants</p>
5.19 Live hedging	<p>1. Thorn injuries</p> <p>2. Falling debris</p> <p>3. Working in close proximity</p>	<p>Volunteers to be warned of dangers from thorned plants, particularly Blackthorn. Gloves to be worn at all times and eye protection are advised</p> <p>Hard hats to be worn where necessary</p> <p>The safe working distance between volunteers for hedge laying is at least as far as the height of the tree / shrub being</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, gloves, eye protection</p> <p>Special note: Take care to cease work when members of the public are present</p>

	4. Repetitive strain	planted Ensure rotation of volunteer groups to different tasks and take regular breaks	
5.20 Haymaking	1. Injuries resulting from working with scythes 2. Injuries incurred whilst sharpening scythes	Scythes are exceedingly sharp tools and appropriate care and attention must be taken when using them. Volunteers must be given thorough training in the correct use of scythes including safe working distances, posture, periods of work between sharpening, correct lifting techniques when using hay forks, etc. Scythes must be returned to the designated tool area or left in a prominent and visible position when not in use All volunteers to be given thorough training in the correct method for sharpening a scythe. Leather or Kevlar gloves to be worn at all times when sharpening or assembling / disassembling scythes	Risk Assessment produced and reviewed annually or as required PPE: Sturdy boots, leather and / or Kevlar gloves Special note: Traditional working methods such as haymaking using scything techniques is positively encouraged
5.21 Ditch clearance	1. Death by drowning 2. Contact with micro-organisms, dead animals, or debris	Volunteers to work in pairs at all times. Water deeper than 0.75m must not be entered even with waders. Movement within water must be taken slowly and in a measured fashion. Consideration must be given as to the wisdom of carrying out work in ditches Nitrile gloves to be worn at all times. Incidences of discovering dead animals must be reported to the Environment Agency. Work must not take place in water where sewage is known to be present	Risk Assessment produced and reviewed annually or as required Site checked weekly by council employee PPE: Boots, waders, hard hats, nitrile gloves

	<p>3. Cuts or lacerations caused by overhead vegetation</p> <p>4. Impact upon wildlife</p>	<p>Hard hats to be worn when working under overhead vegetation</p> <p>Volunteers must always pay keen attention to the potential presence of wildlife. Areas where wildlife is observed must be avoided. Do not uproot aquatic vegetation unless the specific task is to do so (such as in the case of invasive species)</p>	
5.22 Log work (such as building animal shelters or bug hotels, or moving felled timber)	Strains and muscle damage	Volunteers to be trained in correct lifting techniques	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Sturdy boots, gloves</p>
5.23 Tool maintenance	<p>1. Splinters, cuts and bruises whilst transporting tools</p> <p>2. Injuries arising from maintenance of tools</p> <p>3. Skin infections arising from use of mineral oils</p>	<p>PPE to be worn at all times</p> <p>Instruction as to the correct maintenance of specific tools to be given. PPE to be worn and care to be exercised at all times</p> <p>Non-mineral oils such as vegetable oils to be used</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Boots, leather or Kevlar gloves, eye protection</p>
5.24 Working on slopes	<p>1. Slips due to adverse environmental conditions</p> <p>2. Trips or slips on either natural or man-made hazards</p> <p>3. Injury due to poor lifting</p>	<p>Ascertain whether the slope area in question is subject to undercutting, erosion, or subsidence</p> <p>Take particular care over wet and slippery vegetation and substrate surfaces</p> <p>Ensure correct lifting techniques are</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Sturdy boots, gloves, hard hats</p>

	<p>techniques when working on slopes</p> <p>4. Working in proximity</p>	<p>employed</p> <p>Volunteers should avoid working directly beneath on another on a slope. Awareness of other workers' locations is essential.</p>	
<p>5.16 Working with Danish Oil or other preservatives</p>	<p>Skin irritation</p>	<p>Many preservatives such as Danish Oil are flammable not only as a liquid but also as airborne vapour or in impregnated cloth. Assume that the product is flammable unless its container is clearly marked otherwise. Only use in open air and do not allow smoking or naked flames in the vicinity. Any implements used for application must be stored in a flameproof container when not in use.</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>PPE: Nitrile gloves, eye protection, flame proof containers</p>

6. TASKS & ENVIRONMENTS

Site or task specific risks	Typical uncontrolled outcomes	Amelioration controls	Control measures
<p>These hazards are applicable to various specific work or recreation visits at the Nature Reserve site</p>	<p>6.1 Tea and lunch breaks:</p> <ul style="list-style-type: none"> • Burns / scalds • Contaminated hands • Fire 	<p>Where employed, a gas stove and kettle must be placed on firm, level ground. One experienced team member to be assigned responsibility for hot drinks</p> <p>Due to the potential presence of Weils Disease in or around water, and contaminants in general, all hands should be washed using an antibacterial wash or gel prior to ingesting food or drink</p> <p>No fire is to be left unattended at any time. A container of water must be available at all times to douse small fires</p>	<p>Risk Assessment produced and reviewed annually or as required</p>
	<p>6.2 Service installations</p>	<p>No service installations are known to be present at the Nature Reserve site. Care must be taken nonetheless when carrying out tasks such as digging. Any damage occurring to service installations must be reported immediately to Ripley Parish Council, Guildford Borough Council, and the service provider</p>	<p>Risk Assessment produced and reviewed annually or as required</p>
	<p>6.3 Work potentially hazardous to members of the public:</p> <ul style="list-style-type: none"> • Accidents involving members of the public • Accidents involving isolated volunteers • Unnoticed absence of 	<p>Work being carried out in areas accessible to the public must be clearly delineated. Work must cease when members of the public are nearby. Particular points of risk are: coppicing, tree felling, hedge laying and work involving the use of edged tools</p> <p>Volunteers must work in pairs or within</p>	<p>Risk Assessment produced and reviewed annually or as required</p>

	volunteers	clear visibility of other volunteers Volunteers must not leave the work area without informing a nominated group leader or designated person	
	6.4 Personal Protective Equipment <ul style="list-style-type: none"> • Appropriate PPE 	PPE should be utilized according to the task being undertaken. As a general rule, gloves should be worn at all times. Volunteers are asked to wear appropriate clothing such as long sleeves and trousers or waterproofs and stout boots as conditions dictate Hands should always be cleaned with anti-bacterial wash before any break	Risk Assessment produced and reviewed annually or as required
	6.5 Young people	Under 16s should not attend any work session without a parent or guardian unless as part of an organised work group Parents, guardians or group leaders are responsible for under 16 year olds at all times. Billhooks, slashers, scythes, saws and other edged tools must not be used by under 14s Children must be supervised at all times	Risk Assessment produced and reviewed annually or as required
	6.6 Adverse weather	In the event of adverse weather conditions the Nature Reserve site will be considered closed and work events must be cancelled The boardwalk and associated structures are not open to the public during adverse weather, including during icy conditions	Risk Assessment produced and reviewed annually or as required

Section 7. Contractors

Contractors engaged to carry out site specific tasks must provide Ripley Parish Council with their full Risk Assessment for the work to be carried out. Ripley Parish Council expects the highest level of safe working practices at all times, particularly when working at height or on open water.

Open Water

Work may occasionally be required to carry out maintenance to the Nature Reserve's body of water. Contractors may use a single craft on open water only if the task cannot be carried out by any other method. Hazards, amelioration controls, and persons responsible associated with such tasks are given below:

Site or task specific risks	Typical uncontrolled outcomes	Amelioration controls	Control measures
6.1 Collision or capsize	<ol style="list-style-type: none"> 1. Collision or capsize due to stationary object, obstruction or debris 2. Collision or capsize due to contact with other craft or wake of other craft 3. Risk of drowning due to capsize or sinking as a result of collision 4. During retrieval of persons from water 	<p>All known stationary objects / obstructions must be clearly identified to all workers prior to commencement of tasks</p> <p>No more than one craft working at any time</p> <p>Sufficient number of people available to keep all workers in or on water in view at all times</p> <p>Rescue craft to use prescribed techniques</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Full Risk Assessment and working Method Statement to be provided by contractor ahead of performing task</p> <p>Bank Marshals must be appointed ahead of any work on open water</p> <p>Always follow instructions given by Bank Marshals</p> <p>Check area at regular intervals and prior to start</p>

<p>6.2 Drowning, injuries, medical emergencies</p>	<p>1. Death by drowning</p> <p>2. Accidents resulting in injuries to workers or spectators</p> <p>3. Medical emergencies when afloat</p> <p>4. Hypothermia</p>	<p>Buoyancy aids available at several points around the site. Sufficient swimming ability of persons responsible</p> <p>Adequate First Aid cover to be available during on-water activities</p> <p>Fellow workers to take craft to nearest appropriate bank</p> <p>Foil blankets must be available during on-water activities</p> <p>Adequate clothing to be worn or task to be cancelled</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Full Risk Assessment and working Method Statement to be provided by contractor ahead of performing task</p> <p>Bank Marshals must be appointed ahead of any work on open water</p> <p>Always follow instructions given by Bank Marshals</p>
<p>6.3 Adverse weather</p>	<p>Inclement weather affecting water level, visibility, vessel stability, etc.</p>	<p>Cancel task</p>	<p>Risk Assessment produced and reviewed annually or as required</p> <p>Full Risk Assessment and working Method Statement to be provided by contractor ahead of performing task</p> <p>Bank Marshals must be appointed ahead of any work on open water</p> <p>Always follow instructions given by Bank Marshals</p>
<p>6.4 Land based risks</p>	<p>1. Temporary boat stages</p> <p>2. Spectators falling in water</p>	<p>Must be stable and secure, with no clutter</p> <p>Assigned rescue team ready to assist</p>	<p>Risk Assessment produced and reviewed annually or as required</p>

	3. Temporary structures	Guy ropes, etc. must be visible to avoid trips	Full Risk Assessment and working Method Statement to be provided by contractor ahead of performing task Bank Marshals must be appointed ahead of any work on open water Always follow instructions given by Bank Marshals
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Section 8. Common symptoms of potential disease or poisoning hazards found at the Nature Reserve site

Name of risk	Symptoms	Actions
<p>Leptospirosis / Weil's disease</p>	<p>Leptospirosis is a type of bacterial infection spread by animals. It's caused by a strain of bacteria called leptospira. In 90% of cases, leptospirosis only causes mild flu-like symptoms, such as a headache, chills and muscle pain. However, in some cases the infection is more severe and can cause life-threatening problems, including organ failure and internal bleeding.</p>	<p>Inform Group Leader</p> <p>Assess likelihood of presence of Weil's Disease</p> <p>Seek medical attention</p>
<p>Poisoning</p> <ul style="list-style-type: none"> • Ingestion of plants, fruits or berries • Insect or animal bite • Contact with controlled substances <p>(this list is not exhaustive)</p>	<p>General symptoms of poisoning can include:</p> <ul style="list-style-type: none"> • feeling and being sick • diarrhoea • stomach pain • drowsiness, dizziness or weakness • high temperature of 38C (100.4F) or above • chills (shivering) • loss of appetite • headache • irritability • difficulty swallowing (dysphagia) • breathing difficulties • producing more saliva than normal • skin rash • blue lips and skin (cyanosis) • burns around the nose or mouth 	<p>Inform Group Leader</p> <p>Try to identify the source of the potential poisoning</p> <p>Seek medical attention</p>

	<ul style="list-style-type: none"> • double vision or blurred vision • mental confusion • seizures (fits) • loss of consciousness • coma (in severe cases) 	
<p>Dehydration (including heat stroke)</p>	<p>Two early signs of dehydration are thirst and dark-coloured urine. This is the body's way of trying to increase water intake and decrease water loss.</p> <p>Other symptoms may include:</p> <ul style="list-style-type: none"> • dizziness or light-headedness • headache • tiredness • dry mouth, lips and eyes • passing small amounts of urine infrequently (less than three or four times a day) <p>Dehydration can also lead to a loss of strength and stamina. It's a main cause of heat exhaustion.</p> <p>You should be able to reverse dehydration at this stage by drinking more fluids.</p> <p>If dehydration is ongoing (chronic), it can affect your kidney function and increase the risk of kidney stones. It can also lead to muscle damage and constipation.</p>	<p>Inform Group Leader</p> <p>Assess fluid intake</p> <p>Seek medical attention</p>
<p>Sunburn</p>	<p>Sunburn is skin damage caused by ultraviolet (UV) rays. It usually causes the skin to become red, sore, warm, tender and occasionally itchy for about a week.</p> <p>The skin will normally start to flake and peel after a few days and will usually fully heal within seven days.</p> <p>While sunburn is often short-lived and mild, it's important to try to</p>	<p>If you have sunburn, you should get out of the sun as soon as possible – head indoors or into a shady area.</p> <p>You can usually treat mild sunburn at home, although there are some circumstances where you should seek</p>

avoid it, because it can increase your chances of developing serious health problems, such as skin cancer, in later life.

It's easy to underestimate your exposure to the sun when outside, as the redness doesn't usually develop for several hours. Breezes and getting wet (such as going in and out of the sea) may cool your skin, so you don't realise you're getting burnt.

You should always be aware of the risk of sunburn if you're outside in strong sun, and look out for your skin getting hot.

medical advice.

The following advice may help to relieve your symptoms until your skin heals:

- Cool the skin by sponging it with cold water or by having a cold bath or shower – applying a cold compress such as a cold flannel to the affected area may also help.
- Drink plenty of fluids to cool you down and prevent dehydration.
- Apply a water-based emollient or petroleum jelly (such as Vaseline) to keep your skin cool and moist.
- Take painkillers such as ibuprofen or paracetamol to relieve any pain – aspirin should not be given to children under 16.

Try to avoid all sunlight, including through windows, by covering up the affected areas of skin until your skin has fully healed.

Section 9. General Rules of the Nature Reserve



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RIPLEY PARISH COUNCIL NATURE RESERVE Health & Safety notice for workdays

The safety of our volunteers and the public is of paramount importance. We therefore ask volunteers to adhere to a few simple rules:

- 1. Next of kin details.** Please provide the Clerk to the council or Group Leader with a name and phone number for the person you would like to be contacted in the case of an emergency.....
- 2. Working methods.** We would like all volunteers to be trained to a competent standard when carrying out work at the Nature Reserve site. Please identify any areas where training may be required. Please work in the way that you are shown. If you are shown a particular method to use or told to work in a particular way, please do so, even if you have worked differently beforehand.
- 3. Avoid becoming isolated.** Please work in pairs and at the very least stay within sight of someone else. Please do not wander off to the edge of a work area by yourself. If something happened to you we might not realise.
- 4. Tidy work areas.** For the sake of other volunteers and members of the public using the Nature Reserve, please leave work areas tidy. Always leave enough time at the end of work to tidy up.
- 5. Leaving early.** If you need to leave early, please find the Group Leader and tell them you are leaving before you go.

Group Leaders, parish councillors, or the Clerk to the Council are entitled to ask people to leave if they do not adhere to these guidelines.

Current Group Leaders are: Richard Ayears, Jackie Bruder, Nigel Bruder, Jennie Cliff, Caspar Hancock, Colin Cross, Chris Heath, Lianne Mealing, Jim Morris, Suzie Powell-Cullingford, Lianne Sherlock, Yvonne Spencer, Mary Trevill, and Vernon Wood.