



Draft
Habitat Management Plan
Primrose Nature Reserve
and
associated Risk Assessments

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Introduction to Habitat Management Plan, and Associated Risk Assessments for Volunteers

Figure 1: PCNT risk assessment Matrix

		Impact				
		Negligible 1	Minor 2	Moderate 3	Severe 4	Catastrophic 5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

We have produced this Habitat Management Plan for the purpose of building on volunteer involvement to take care of the environment for a healthy eco-system. Primrose Nature Reserve is a blue/green environment, meaning both land and water. In enlisting volunteers for a range of maintenance activities we need to be mindful of keeping people safe. The Health and Safety at Work Act 1974 is the primary piece of UK legislation covering occupational health and safety, and expanded by the Management of Health and Safety at Work Regulations 1999. This legislation applies to our Charity the same as any other organisation. This means there is a requirement to ensure that workplace risks are assessed, and a number of elements are considered following best practice such as Personal Protective Equipment (PPE), Manual handling, First Aid and Work Regulations, Safety Signs and Signals, and Control of Substances Hazardous to Health. The risk assessment matrix we use is shown in Figure 1. It is also necessary for our Charity to provide access to training to appropriate levels for Volunteer Co-ordinators, and Volunteers. This is to ensure that people who work or volunteer for us know how to work safely and without risks to health;

- Develop a positive health and safety culture, where safe and healthy working
- Becomes second nature to everyone;
- Meets our legal duty to protect the health and safety of our Trustees, employees, volunteers and visitors.

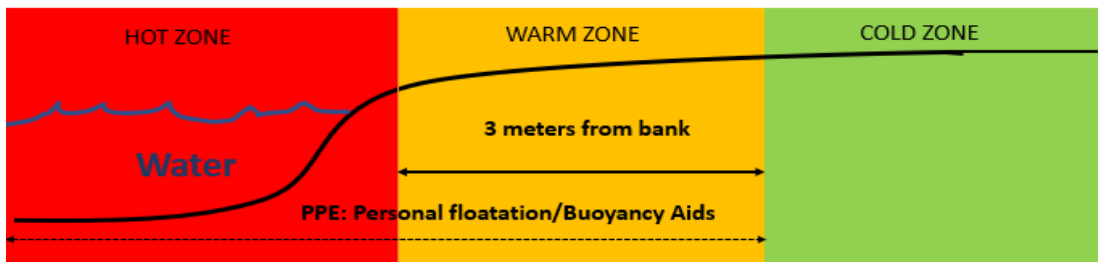
Where individuals are working in, on, or near water there is an additional requirement to ensure their safety. Training of volunteer co-ordinators is necessary to be fully compliant to the current Department of Food and Rural Affairs (DEFRA) guidelines. There are three levels of Water Awareness, Safety and Rescue Training which are outlined in more detail in Table 1:

- Water Safety Awareness
- Water Rescue First Responder
- Water Rescue Responder

Training: WAS Cold Zone require supervision by volunteer co-ordinator with general health and safety at work training. WAS Warm Zone activities require supervision by volunteer co-ordinator trained in Water Safety Awareness (level 1) and Hot zones Water Safety First Responder (level 3)

Figure 1: WAS Zone safety levels

Key principles apply in undertaking WAS risk assessments by considering cold zones, warm zones and hot zones as per figure 1. Wear appropriate PPE in hot zones and warm zones and be proactive in identifying downstream risks, in the event of falling into water. Safety priorities are 1) Self 2) Co-workers 3) Victim/task. Rescue options should also start with first responder/rescuer pursuing lowest risk rescue options escalating to high risk rescue options. Always assess current, flow and depth. Always avoid activities in swift water, which is defined as water travelling at 3 miles per hour or above.



In the context of Primrose Nature Reserve green areas on the site plan are mostly WAS Cold Zones (except where within 3 meters from the bank (warm zone)). WAS Cold Zones require supervision by volunteer co-ordinators with general health and safety at work training, and First Aider training. In addition WAS Warm Zone activities require supervision by volunteer co-ordinator trained in Water Safety Awareness (level 1) and Hot zones Water Safety First Responder (level 3). The content for these three levels of training is outlined below in Table 1. For the purpose of the Habitat Management Plan activities, Primrose Nature Reserve has been split into five volunteer zones, which identify the general level of risk associated with green and blue areas.

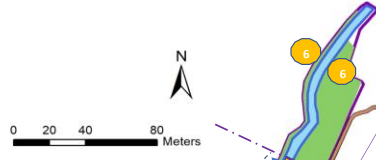
Table 1: Content of three levels of Water Safety Awareness

Water Safety Awareness (1 day training)	Water Rescue First Responder (2 days)	Water Rescue Responder (3 days)
<ul style="list-style-type: none"> 1) Identification of hazards in the water environment 2) Safety measures when working near water 3) Physiological effects of cold water entry 4) Physiology of drowning 5) Low risk rescue options 6) PPE 7) Accidental Immersion 8) Defensive swimming in the event of an accidental immersion 9) Health and welfare 	<p>The course includes the Water Safety Awareness syllabus plus:</p> <ul style="list-style-type: none"> 1) Scene management 2) Hydrology and associated hazards 3) Correct use of PPE 4) Self Rescue 5) Use of rescue equipment including lines, reach poles 6) Movement in Shallow water 7) Casualty Management 8) Communication systems 	<p>This course is designed for those who require a high level of water safety and rescue training. Courses are available that meet all existing national standards.</p> <ul style="list-style-type: none"> 1) Hydrology 2) Wading, defensive swimming, aggressive swimming 3) Reach Rescues 4) Knots, anchors and pulleys 5) Lowers and vectors 6) Boats, sleds and pathways 7) Tethered rescues 8) Cableways and safety systems 9) Health and safety and medical issues 10) PPE 11) Running rescues

Zones within Nature Reserve based on Principles of Water Safety Awareness (WAS)



Volunteer Zone One
 - Green area low risk activities only (WAS Cold Zone) - general H&S risk assessment/PPE requirements
Total risk rating = 296 residual 190



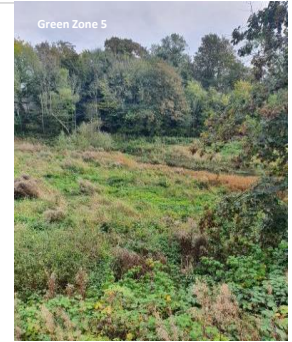
Volunteer Zone Two
 - Green area low risk (WAS Cold Zone except 3m from water edge, warm zone)
 - Blue area high risk (WAS Hot Zone) - dynamic risk assessment and buoyancy PPE as appropriate.

Volunteer Zone Three
 - Green area medium risk (WAS Cold Zone except 3m from water edge, warm zone) - dynamic risk assessment to plan for site/seasonal conditions, and buoyancy PPE as appropriate.
 - Blue area high risk (WAS Hot Zone) - dynamic risk assessment and buoyancy aids PPE as appropriate.

Volunteer Zone Four
 - Green area medium risk (WAS Cold Zone except 3m from water edge, warm zone) - dynamic risk assessment to plan for site/seasonal conditions and buoyancy PPE as appropriate.
 - Blue area high risk (WAS Warm to Hot Zones) - dynamic risk assessment and PPE required
Total risk rating = 395 residual 253



Volunteer Zone Five
 - Green area/pale yellow high risk (WAS High proportion of Warm Zone) - dynamic risk assessment to plan for site/seasonal conditions & PPE. Activities require supervision by volunteer co-ordinator trained in Water Safety First Responder (level 2) for green/pale green areas.
 - Blue area high risk (WAS Hot Zone - deep water risks) - dynamic risk assessment and PPE required - unsuitable for volunteers - maintenance activities require individuals trained to Water Rescue Responder (level 3) with appropriate insurance.



Activity No.	Habitat/Maintenance	Zone	Location	Operation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Agility Level
1	Public tarmac Paths	Brown One, Two and Three	From Woone Lane entrance to Eco Garden entrance	Strim adjacent path edges to stop encroaching vegetation	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity.
2	Pathway Fencing	Brown One Two & Three	As above	1. Remove encroaching vegetation. 2. Trim back woody vegetation	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity.
3A	Planted Hedges	Green One & Two	1. Woone Lane 2. Playing field 3. Adjacent Eco Garden	1. Remove vegetation from around hedgerow planted species	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with medium levels of agility involves climbing over fencing and bending.
3B	Planted Hedges	Green One & Two	As above	2. Lay hedgerow after 5 to 8 years.	1	1	1							1	1	1	Suitable for people with medium levels of agility involves climbing over fencing and bending. Requires some physical strength to use tools.
4	Slopping banks	Green One	1. Woone Lane	1. Remove excess bramble, nettles and thistles, especially around planted trees. 2. Remove unwanted self-seeded sycamore sapplings	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity.
5	Stream banking and Bed	Blue Two, Three & Four	Mearley Brook	Remove all debris that has come down the stream e.g. plastic	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with medium levels of agility involves climbing over fencing or up banks and bending. May require some physical strength to lift heavier rubbish, although majority lightweight.
6	Invasive species control: Himalayan Balsam	Green Two, Three & Four	Various locations	1. Hand pull before the plant starts to seed. 2. Snap the stem above the first node of the plant to prevent regrowth.				1	1	1							Suitable for people with medium levels of agility involves climbing over fencing or up banks and bending. Although more accessible areas may be suitable for people with lower levels of agility.
7	Boundary Wall	Green One	Woone Lane	Cut back brambles and Woody vegetation encroaching onto the wall top and road way	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity. May involve walking on some uneven ground or up slodes.
8A	Signage Visibility	Green One, Two, Three & Four	Various locations along pathway	1. Wash down with soap and water all signs and interpretation boards 2. Remove encroaching vegetation	1			1			1			1			Suitable for people with low levels of agility, low intensity activity. Some strength required to carry water filled buckets.
8B	Lifebuoy Maintenance	Green One, Two, Three & Four	Various locations	1. Wash down red lifebuoys with soap and water 2. Check equipment is intact 3. Remove encroaching vegetation	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with medium levels of agility involves climbing over fencing or up banks and bending. May require some physical strength to carry buckets with water over distances.
9	Create habitat piles	Green Four	Various locations	With any cut down woody vegetation, create habitat piles above flood levels of Mearley Brook.	1	1	1						1	1	1	1	
10A	Nest boxes	Off site activity	Home based or with local schools	1. Make nest boxes various hole sizes for different bird species.	1	1							1	1			Building boxes is suitable for people with low levels of agility, low intensity activity, using tools.
10B	Nest boxes	Green Four & Five	Various locations	1. Put up nest boxes		1							1				Suitable for people with medium levels of agility, good with heights.
11	Living wall	Green One	Main Woone Lane entrance	Plant and encourage vegetation to grow on and over the limestone wall				1					1				Suitable for people with low levels of agility, low intensity activity.
12	Read Bed	Blue Three & Four															
13A	Juniper hedge	Green One	Main Woone Lane entrance	Clear weeds around plants	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with medium levels of agility, good with heights.
13B	Holly hedge	Green One	Adjacent sign entrance Woone Lane	Cut back vegetation away from newly planted trees. pathways.	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity.
14A	Meadow maintenance	Pale green Five	Main Lodge	Remove Himalayan Balsam				1	1	1							Suitable for people with medium levels of agility involves climbing over fencing or up banks and bending.

Activity No.	Habitat/Maintenance	Zone	Location	Operation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Agility Level
14B	Meadow maintenance	Pale green Five	Main Lodge	Manage Willow self-seeded													Suitable for people with medium levels of agility involves climbing over fencing or up banks and bending, carrying and using tools.
14C	Meadow maintenance	Pale green Five	Main Lodge	Mow wild grasses on a cycle			1					1	1				Suitable for people with high levels of agility, strength and stamina. Scything may be involved or powered trimmers for extended periods.
15	Pathway Banking	Green One	Steps & Big Wall	Remove Sycamore coppicing													Suitable for people with low levels of agility, low intensity activity. Walking on uneven ground/slopes. Use of tools.
16	Bramble maintenance	Green One, Two, Three & Four	Various locations through reserve	Cut back brambles away from newly planted trees, and excess growth along pathways.				1	1	1							Suitable for people with low levels of agility, low intensity activity. Walking on uneven ground/slopes. Use of tools.
17	Tree planting	Green One, Two, Three & Four	Various locations through reserve	Plant broadleaf trees to increase biodiversity across nature reserve, plus target areas where diseased ash trees have been removed.	1	1	1										1 Individual sites determine whether low, medium or high levels of activity as activities advertised.
18	Ephemeral ponds	Green/Blue Zone Four	Opposite new build housing Woone Lane										1	1	1	1	Suitable for people with low levels of agility, low intensity activity. Walking on uneven ground/slopes. Use of tools.
19	Winter feeding: Goose	Green Zone One	Viewing platform, Woone Lane entrance	Feeding goose with crushed maize early morning and teatime	Daily x 2	Daily x 2	Daily x 2										Daily x 2 Suitable for people with low levels of agility, low intensity activity.
20	Litter picking	Brown One, Two and Three	From Woone Lane entrance to Eco Garden entrance	General litter picking	1	1	1	1	1	1	1	1	1	1	1	1	Suitable for people with low levels of agility, low intensity activity.

ACTIVITY: MEDICAL EMERGENCY CONTACT INFORMATION

Name Completed by (insert full name):

Primrose Nature Trust

Site Address: Primrose Lodge, Primrose Road

Specific Location on Nature Reserve

To be insert for each activity as per worksheet 3

Emergency Services Contact Number

999 for Ambulance - Fire - Police

Lancashire Police Non-emergency

101

Royal Blackburn Hospital (A&E)

Haslingden Road,

Blackburn,

Lancashire,

BB2 3HH

Tel: 01254 263 555

Burnley General Hospital (Urgent Care Centre)

Casterton Avenue

Burnley

BB10 2PQ

Tel: 01282 425 071

List of volunteer contact details in event of emergency

By completing this form I confirm who I wish to be contacted in the event of a medical

Volunteer Name

Complete

Volunteer Emergency Contact No.

Complete

Role:

Activity Date:

, Clitheroe. Lancs. BB7 1DR

emergency.

Volunteer Emergency Contact Name

Signature

Complete

PCNT: ZONE ONE RISK ASSESSMENT

Co-ordinator trained in:
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) Low hazard environments

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation Primrose Nature Trust **Site:** Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR **Name Completed by :** **Date Reviewed:**

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Lone Working	Illness/accident whilst unaccompanied		Implement lone working policy. Phone lone working buddy as arrive on site and exit site.	Report in and out with Trustee on site as applicable.	Trustee, Volunteer Co-ordinator and Volunteer	3	2	5	10	1	5	5	Check in with lone working buddy
Carrying equipment to site and setting up	Manual Handling		Minimise large equipment being carried.	Equipment: As listed in Worksheet 5. Only carry small loads, two people to carry any heavy equipment or transport in wheelbarrows or pull trolley cart	Trustee, Volunteer Co-ordinator and Volunteer	3	5	4	20	5	2	10	Read/relay risk assessment to participants, ensuring understanding of necessary safety measures.
	Slips Trips and Falls		Assess ground conditions prior to commencing activities. Appropriate footwear and walking aids as necessary.	Fully charged mobile phone with text alert app and buddy system.	Trustee, Volunteer Co-ordinator and Volunteer	3	3	4	12	3	3	9	Continuous assessment
	Livestock & Dogs		Check location of site does not have livestock	If livestock present ascertain nature and if necessary leave site	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	4	3	12	Check at site
	Exposure to hazardous substances		Awareness of hazardous substances in environment. No hazardous substances used in task or managed COSH substances where appropriate.	Hand wash and wipes. H&S briefing to include water hazards and infection control issues. COSHH assessment carried out for controlled substances.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	3	6	Check at site
	Vehicular movements		Park in appropriate location, keep vigilant and communicate to other people in area	High vis clothing worn. Notice in car advising no. to call.	Volunteer Co-ordinator, Volunteer & Public	2	4	3	12	3	2	6	Check at site
Using Hand tools	Injury relating to use of hand tools		Health and safety briefing in use of hand tools prior to start of activity.	Cautioned advised to ensure on firm ground when using tools/equipment. Work in pairs.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	4	8	Continuous assessment
	Repetitive Injuries		Limit amount of time undertaking each activity and where necessary change tasks	Work in pairs to reduce work load on each individual.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	3	6	Continuous assessment
Working near Water	Depth and Flow of Water		Check depth of water with pole or plumb line. Check flow of water, observation, test. Check conditions upstream and downstream to identify any additional risks in event of falling.	Check weather conditions for rain etc. Bouancy aids if working within warm or hot zones, additional PPE as required see checklist.Apply principles sheet 3.	Trustee, Volunteer Co-ordinator and Volunteer	2	1	5	5	1	5	5	Check at site, continuous assessment
	Exposure to pollutants		Provide hand washing facility and discourage drinking of stream water	If any Biological Agent is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	2	5	10	2	4	8	Continuous assessment
	Exposure to Biological agents		Provide hand washing facility and discourage drinking of stream water	If any pollutant is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	4	12	Continuous assessment
	Exposure to Leptospirosis (Disease from the urine of rats)		Protect cuts and broken skin. Cuts sustained in the field should be cleaned immediately with clean water. Wash hands prior to eating, avoid touching mouth or eyes	First aid kit available, include in safety talk, food/drink breaks also require hand washing.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check risk level at site, and observe for signs and symptoms post visit for 2 week period.
	Immersion		Assess water level with pole prior to entering or plumb line for deep water. Do not enter water higher than boot level. Crossing stream may result in slip trip or fall	See slips trips and falls	Volunteer Co-ordinator and Volunteer	2	1	5	5	1	5	5	Check at site
Drowning		Two person site visit for safety. Carry throw line.	Carry whistle to alert contractors on site in event of serious water immersion.	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	5	20	Check at site	

PCNT: ZONE ONE RISK ASSESSMENT

Co-ordinator trained in:
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) Low hazard environments

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Very likely	5	10	15	20	25

Organisation Primrose Nature Trust **Site:** Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR **Name Completed by :** **Date Reviewed:**

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Working near liquified mud	Immersion		Assess ground conditions.	Carry pole to assess ground conditions in muddy areas.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	2	4	Continuous assessment
Outdoor Work General	Exposure to Weather Conditions		Wear appropriate clothing, and where hat and sun cream wear necessary, bring spare change of clothes and towel	Cancel event if weather conditions too severe i.e. water levels increase on site	Volunteer Co-ordinator and Volunteer	2	5	2	10	3	2	6	Review wheather forecast & check at site
	Getting lost or seperated from group		Wear high vis clothing, work in small groups and have a buddy system	Flag on site to identify working location, keep to footpaths, whistle used by group leader if someone reported missing, plan in place to systematically search the site and mobile phones held by group leader(s)	Volunteer Co-ordinator and Volunteer	2	2	3	6	1	2	2	Check at site
	Stinging and thorny plants		H&S Briefing to include plants to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Stinging and biting animals and insects		H&S Briefing to include creatures to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Animal Faeces		Vigilance, appropriate washing facility.	Eye rinsing kit within first aid box	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Exposure to ticks/Lymes Disease		H&S Briefing. Wear long trousers/sleeve clothing to minimise risk of exposure.	Inspect self for ticks. Remove if competent, if not seek medical attention.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	4	8	Instruct each volunteer and check at each site. Advice volunteers of signs & symptoms to observe for/seek medical attention.
	Hostile confrontation by domestic, farm or wild animal		All participants to be asked not to approach animals and not to touch any animals which approach staff or volunteers	Walk away from the animal, avoid running especially over rough ground, report to group leader, event to be cancelled if problem persists	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	2	4	Check at site
	Confrontation from public		Remain polite and calm, defuse. If confrontation is still feared leave site or if safety threatened remove self from risk and contact police.	Cancel event if problem persists	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Check at site
Physical impairment		Encourage self-assessment of activity risks on booking through ability level needed. H&S Briefing to encourage awareness of risks/ability levels needed for tasks to encourage people to self-declare any issues.	Make reasonable adjustments or mitigate with equipment e.g. walking poles when outdoors on uneven ground. Buddy activities.	Volunteer Co-ordinator and Volunteer	2	5	3	15	5	2	10	Use walking equipment or other aids on site	
Construction site	Equipment and ground condition risks associated with construction site		Wear appropriate protective clothing for site i.e. hard hats, high visability jackets, protective footwear. Receive contractors site safety talk.	Report in and out with contractors on site.	Volunteer Co-ordinator and Volunteer	2	2	3	6	2	2	4	Continuous assessment

Total Risk Score for Zone 1

296

190

PCNT: ZONE TWO RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
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	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

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Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Lone Working	Illness/accident whilst unaccompanied		Implement lone working policy. Phone lone working buddy as arrive on site and exit site.	Report in and out with Trustee on site as applicable.	Trustee, Volunteer Co-ordinator and Volunteer	3	2	5	10	1	5	5	Check in with lone working buddy
Carrying equipment to site and setting up	Manual Handling		Minimise large equipment being carried.	Equipment: As listed in Worksheet 5. Only carry small loads, two people to carry any heavy equipment or transport in wheelbarrows or pull trolley cart	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	5	2	10	Read/relay risk assessment to participants, ensuring understanding of necessary safety measures.
	Slips Trips and Falls		Assess ground conditions prior to commencing activities. Appropriate footwear and walking aids as necessary.	Fully charged mobile phone with text alert app and buddy system.	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	4	3	12	Continuous assessment
	Livestock & Dogs		Check location of site does not have livestock. Also check for dogs.	If livestock present ascertain nature and if necessary leave site	Trustee, Volunteer Co-ordinator and Volunteer	3	2	4	8	1	3	3	Check at site
	Exposure to hazardous substances		Awareness of hazardous substances in environment. No hazardous substances used in task or managed COSH substances where appropriate.	Hand wash and wipes. H&S briefing to include water hazards and infection control issues. COSHH assessment carried out for controlled substances.	Trustee, Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Check at site
	Vehicular movements		Park in appropriate location, keep vigilant and communicate to other people in area	High vis clothing worn. Notice in car advising no. to call.	Volunteer Co-ordinator, Volunteer & Public	2	3	3	9	3	2	6	Check at site
Using Hand tools	Injury relating to use of hand tools		Health and safety briefing in use of hand tools prior to start of activity.	Cautioned advised to ensure on firm ground when using tools/equipment. Work in pairs.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	4	8	Continuous assessment
	Repetitive Injuries		Limit amount of time undertaking each activity and where necessary change tasks	Work in pairs to reduce work load on each individual.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	3	6	Continuous assessment
Working near Water	Depth and Flow of Water		Check depth of water with pole or plumb line. Check flow of water, observation, test. Check conditions upstream and downstream to identify any additional risks in event of falling. Only enter water if below wellington height and low flow.	Check weather conditions for rain etc. Monitor ongoing water height especially during rainfall. Bouancy aids if working within warm or hot zones, additional PPE as required see checklist.Apply principles sheet 3.	Trustee, Volunteer Co-ordinator and Volunteer	2	4	4	16	3	3	9	Check at site, continuous assessment
	Exposure to pollutants		Provide hand washing facility and discourage drinking of stream water. Maintain good hand hygiene, wear appropriate PPE gloves.	If any Biological Agent is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment
	Exposure to Biological agents		Provide hand washing facility and discourage drinking of stream water. Maintain good hand hygiene, wear appropriate PPE gloves.	If any pollutant is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment

PCNT: ZONE TWO RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation: Primrose Nature Trust Site: Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR Name Completed by : Date Reviewed:

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
	Exposure to Leptospirosis (Disease from the urine of rats)		Protect cuts and broken skin. Cuts sustained in the field should be cleaned immediately with clean water. Wash hands prior to eating, avoid touching mouth or eyes	First aid kit available, include in safety talk, food/drink breaks also require hand washing.	Volunteer Co-ordinator and Volunteer	2	5	5	25	3	5	15	Check risk level at site, and observe for signs and symptoms post visit for 2 week period.
	Immersion		Assess water level with pole prior to entering or plumb line for deep water. Do not enter water higher than boot level. Crossing stream may result in slip trip or fall	See slips trips and falls	Volunteer Co-ordinator and Volunteer	2	4	5	20	4	4	16	Check at site
	Drowning		Two person site visit for safety. Carry throw line.	Carry whistle to alert other volunteers on site in event of serious water immersion.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
Working near liquified mud	Immersion		Carry pole to assess ground conditions.	Carry throw line.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	3	6	Continuous assessment
Outdoor Work General	Exposure to Weather Conditions		Wear appropriate clothing, and where hat and sun cream wear necessary, bring spare change of clothes and towel. Assess water levels, and flow prior to entering water and monitor levels throughout activity.	Cancel event if weather conditions too severe i.e. water levels increase on site	Volunteer Co-ordinator and Volunteer	2	5	4	20	3	4	12	Review weather forecast & check at site
	Getting lost or seperated from group		Wear high vis clothing, work in small groups and have a buddy system	Flag on site to identify working location, keep to footpaths, whistle used by group leader if someone reported missing, plan in place to systematically search the site and mobile phones held by group leader(s)	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
	Stinging and thorny plants		H&S Briefing to include plants to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Stinging and biting animals and insects		H&S Briefing to include creatures to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Animal Faeces		Vigilance, appropriate washing facility.	Eye rinsing kit within first aid box	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Exposure to ticks/Lymes Disease		H&S Briefing. Wear long trousers/sleeve clothing to minimise risk of exposure.	Inspect self for ticks. Remove if competent, if not seek medical attention.	Volunteer Co-ordinator and Volunteer	2	4	5	20	3	4	12	Instruct each volunteer and check at each site. Advise volunteers of signs & symptoms to observe for/seek medical attention.

PCNT: ZONE TWO RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation: Primrose Nature Trust Site: Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR Name Completed by: Date Reviewed:

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
	Hostile confrontation by domestic, farm or wild animal		All participants to be asked not to approach animals and not to touch any animals which approach staff or volunteers	Walk away from the animal, avoid running especially over rough ground, report to group leader, event to be cancelled if problem persists	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Confrontation from public		Remain polite and calm, defuse. If confrontation is still feared leave site or if safety threatened remove self from risk and contact police.	Cancel event if problem persists	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Check at site
	Physical impairment		Encourage self-assessment of activity risks on booking through ability level needed. H&S Briefing to encourage awareness of	Make reasonable adjustments or mitigate with equipment e.g. walking poles when outdoors on uneven ground. Buddy	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Use walking aids or other equipment on site
Construction site	Equipment and ground condition risks associated with construction site		Wear appropriate protective clothing for site i.e. hard hats, high visibility jackets, protective footwear. Receive site safety talk.	Report in and out with contractors on site.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Continuous assessment

Total Risk Score for Zone 2 349 219

PCNT: ZONE THREE RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Very likely	5	10	15	20	25

Organisation	Primrose Nature Trust		Site:	Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR		Name Completed by :				Date Reviewed:			
Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Lone Working	Illness/accident whilst unaccompanied		Implement lone working policy. Phone lone working buddy as arrive on site and exit site.	Report in and out with Trustee on site as applicable.	Trustee, Volunteer Co-ordinator and Volunteer	3	2	5	10	1	5	5	Check in with lone working buddy
Carrying equipment to site and setting up	Manual Handling		Minimise large equipment being carried.	Equipment: As listed in Worksheet 5. Only carry small loads, two people to carry any heavy equipment or transport in wheelbarrows or pull trolley cart	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	5	2	10	Read/relay risk assessment to participants, ensuring understanding of necessary safety measures.
	Slips Trips and Falls		Assess ground conditions prior to commencing activities. Appropriate footwear and walking aids as necessary.	Fully charged mobile phone with text alert app and buddy system.	Trustee, Volunteer Co-ordinator and Volunteer	3	5	4	20	4	3	12	Continuous assessment
	Livestock & Dogs		Check location of site does not have livestock	If livestock present ascertain nature and if necessary leave site	Trustee, Volunteer Co-ordinator and Volunteer	3	2	4	8	1	3	3	Check at site
	Exposure to hazardous substances		Awareness of hazardous substances in environment. No hazardous substances used in task or managed COSH substances where appropriate.	Hand wash and wipes. H&S briefing to include water hazards and infection control issues. COSHH assessment carried out for controlled substances.	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Check at site
	Vehicular movements		Park in appropriate location, keep vigilant and communicate to other people in area	High vis clothing worn. Notice in car advising no. to call.	Volunteer Co-ordinator, Volunteer & Public	2	3	3	9	3	2	6	Check at site
Using Hand tools	Injury relating to use of hand tools		Health and safety briefing in use of hand tools prior to start of activity.	Cautioned advised to ensure on firm ground when using tools/equipment. Work in pairs.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	4	8	Continuous assessment
	Repetitive Injuries		Limit amount of time undertaking each activity and where necessary change tasks	Work in pairs to reduce work load on each individual.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	3	6	Continuous assessment
Working near Water	Depth and Flow of Water		Check depth of water with pole or plumb line. Check flow of water, observation, test. Check conditions upstream and downstream to identify any additional risks in event of falling.	Check weather conditions for rain etc. Bouancy aids if working within warm or hot zones, additional PPE as required see checklist.Apply principles sheet 3.	Trustee, Volunteer Co-ordinator and Volunteer	2	4	4	16	3	3	9	Check at site, continuous assessment
	Exposure to pollutants		Provide hand washing facility and discourage drinking of stream water	If any Biological Agent is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment
	Exposure to Biological agents		Provide hand washing facility and discourage drinking of stream water	If any pollutant is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment
	Exposure to Leptospirosis (Disease from the urine of rats)		Protect cuts and broken skin. Cuts sustained in the field should be cleaned immediately with clean water. Wash hands prior to eating, avoid touching mouth or eyes	First aid kit available, include in safety talk, food/drink breaks also require hand washing.	Volunteer Co-ordinator and Volunteer	2	5	5	25	3	5	15	Check risk level at site, and observe for signs and symptoms post visit for 2 week period.

PCNT: ZONE THREE RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation	Primrose Nature Trust		Site:	Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR		Name Completed by :				Date Reviewed:			
Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating		Residual Risk		Monitoring		
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	Descrip & Freq
	Immersion		Assess water level with pole prior to entering or plumb line for deep water. Do not enter water higher than boot level. Crossing stream may result in slip trip or fall	See slips trips and falls	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	4	16	Check at site
	Drowning		Two person site visit for safety. Carry throw line.	Carry whistle to alert contractors on site in event of serious water immersion.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
Working near liquified mud	Immersion		Carry pole to assess ground conditions, especially when working in wetland areas.	Carry throw line.	Volunteer Co-ordinator and Volunteer	2	4	4	16	4	3	12	Continuous assessment
Outdoor Work General	Exposure to Weather Conditions		Wear appropriate clothing, and where hat and sun cream wear necessary, bring spare change of clothes and towel	Cancel event if weather conditions too severe i.e. water levels increase on site	Volunteer Co-ordinator and Volunteer	2	5	4	20	3	4	12	Review wheather forecast & check at site
	Getting lost or seperated from group		Wear high vis clothing, work in small groups and have a buddy system	Flag on site to identify working location, keep to footpaths, whistle used by group leader if someone reported missing, plan in place to systematically search the site and mobile phones held by group leader(s)	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
	Stinging and thorny plants		H&S Briefing to include plants to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Stinging and biting animals and insects		H&S Briefing to include creatures to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Animal Faeces		Vigilance, appropriate washing facility.	Eye rinsing kit within first aid box	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Exposure to ticks/Lymes Disease		H&S Briefing. Wear long trousers/sleave clothing to minimise risk of exposure.	Inspect self for ticks. Remove if competent, if not seek medical attention.	Volunteer Co-ordinator and Volunteer	2	4	5	20	3	4	12	Instruct each volunteer and check at each site. Advice volunteers of signs & symptoms to observe for/seek medical attention.
	Hostile confrontation by domestic, farm or wild animal		All participants to be asked not to approach animals and not to touch any animals which approach staff or volunteers	Walk away from the animal, avoid running especially over rough ground, report to group leader, event to be cancelled if problem persists	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Confrontation from public		Remain polite and calm, defuse. If confrontation is still feared leave site or if safety threatened remove self from risk and contact police.	Cancel event if problem persists	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Check at site

PCNT: ZONE THREE RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible 1	Minor 2	Moderate 3	Severe 4	Catastrophic 5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation		Primrose Nature Trust		Site: Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR		Name Completed by :		Date Reviewed:					
Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
	Physical impairment		Encourage self-assessment of activity risks on booking through ability level needed. H&S Briefing to encourage awareness of risks/ability levels.	Make reasonable adjustments or mitigate with equipment e.g. walking poles when outdoors on uneven ground. Buddy activities.	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Use walking equipment on site
Industrial heritage	Entanglement/Injury from old heritage equipment		Wear protective PPE handwear and footwear.	Plan of works in place developed by trained specialist.	Specialist, Volunteer Co-ordinator and Volunteer	3	4	4	16	4	3	12	Continuous assessment
Construction site	Equipment and ground condition risks associated with construction site		Wear appropriate protective clothing for site i.e. hard hats, high visibility jackets, protective footwear. Receive contractors site safety talk.	Report in and out with contractors on site.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Continuous assessment
Total Risk Score for Zone 3									378			237	

PCNT: ZONE FOUR RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation Primrose Nature Trust **Site:** Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR **Name Completed by :** **Date Reviewed:**

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Lone Working	Illness/accident whilst unaccompanied		Implement lone working policy. Phone lone working buddy as arrive on site and exit site.	Report in and out with Trustee on site as applicable.	Trustee, Volunteer Co-ordinator and Volunteer	3	2	5	10	1	5	5	Check in with lone working buddy
Carrying equipment to site and setting up	Manual Handling		Minimise large equipment being carried.	Equipment: As listed in Worksheet 5. Only carry small loads, two people to carry any heavy equipment or transport in wheelbarrows or pull trolley cart	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	5	2	10	Read/relay risk assessment to participants, ensuring understanding of necessary safety measures.
	Slips Trips and Falls		Assess ground conditions prior to commencing activities. Appropriate footwear and walking aids as necessary.	Fully charged mobile phone with text alert app and buddy system.	Trustee, Volunteer Co-ordinator and Volunteer	3	5	4	20	4	4	16	Continuous assessment
	Livestock & Dogs		Check location of site does not have livestock	If livestock present ascertain nature and if necessary leave site	Trustee, Volunteer Co-ordinator and Volunteer	3	2	4	8	1	3	3	Check at site
	Exposure to hazardous substances		Awareness of hazardous substances in environment. Particular caution near sewage overflow. No hazardous substances used in task or managed COSH substances where appropriate.	Hand wash and wipes. H&S briefing to include water hazards and infection control issues. COSHH assessment carried out for controlled substances.	Volunteer Co-ordinator and Volunteer	2	4	5	20	4	3	12	Check at site
	Vehicular movements		Park in appropriate location, keep vigilant and communicate to other people in area	High vis clothing worn. Notice in car advising no. to call.	Volunteer Co-ordinator, Volunteer & Public	2	3	3	9	3	2	6	Check at site
Using Hand tools	Injury relating to use of hand tools		Health and safety briefing in use of hand tools prior to start of activity.	Cautioned advised to ensure on firm ground when using tools/equipment. Work in pairs.	Volunteer Co-ordinator and Volunteer	2	4	4	16	3	4	12	Continuous assessment
	Repetitive Injuries		Limit amount of time undertaking each activity and where necessary change tasks	Work in pairs to reduce work load on each individual.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	3	6	Continuous assessment
Working near Water	Depth and Flow of Water		Check depth of water with pole or plumb line. Check flow of water, observation, test. Check conditions upstream and downstream to identify any additional risks in event of falling.	Check weather conditions for rain etc. Bouancy aids if working within warm or hot zones, additional PPE as required see checklist.Apply principles sheet 3.	Trustee, Volunteer Co-ordinator and Volunteer	2	4	4	16	3	3	9	Check at site, continuous assessment
	Exposure to pollutants		Provide hand washing facility and discourage drinking of stream water	If any Biological Agent is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment
	Exposure to Biological agents		Provide hand washing facility and discourage drinking of stream water	If any pollutant is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9	Continuous assessment
	Exposure to Leptospirosis (Disease from the urine of rats)		Wear protective PPE gloves. Protect cuts and broken skin. Cuts sustained in the field should be cleaned immediately with clean water. Wash hands prior to eating, avoid touching mouth or eyes	First aid kit available, include in safety talk, food/drink breaks also require hand washing.	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	3	12	Check risk level at site, and observe for signs and symptoms post visit for 2 week period.

PCNT: ZONE FOUR RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation: Primrose Nature Trust Site: Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR Name Completed by : Date Reviewed:

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
	Immersion		Assess water level with pole prior to entering or plumb line for deep water. Do not enter water higher than boot level. Crossing stream may result in slip trip or fall	See slips trips and falls	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	4	16	Check at site
	Drowning		Two person site visit for safety. Carry throw line.	Carry whistle to alert contractors on site in event of serious water immersion.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
Working near liquified mud	Immersion		Carry pole to assess ground conditions, especially when working in wetland areas.	Carry throw line.	Volunteer Co-ordinator and Volunteer	2	4	4	16	4	3	12	Continuous assessment
Outdoor Work General	Exposure to Weather Conditions		Wear appropriate clothing, and where hat and sun cream wear necessary, bring spare change of clothes and towel	Cancel event if weather conditions too severe i.e. water levels increase on site	Volunteer Co-ordinator and Volunteer	2	5	4	20	3	4	12	Review wheather forecast & check at site
	Getting lost or seperated from group		Wear high vis clothing, work in small groups and have a buddy system	Flag on site to identify working location, keep to footpaths, whistle used by group leader if someone reported missing, plan in place to systematically search the site and mobile phones held by group leader(s)	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
	Stinging and thorny plants		H&S Briefing to include plants to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Stinging and biting animals and insects		H&S Briefing to include creatures to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Animal Faeces		Vigilance, appropriate washing facility.	Eye rinsing kit within first aid box	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Exposure to ticks/Lymes Disease		H&S Briefing. Wear long trousers/sleeve clothing to minimise risk of exposure.	Inspect self for ticks. Remove if competent, if not seek medical attention.	Volunteer Co-ordinator and Volunteer	2	4	5	20	3	4	12	Instruct each volunteer and check at each site. Advice volunteers of signs & symptoms to observe for/seek medical attention.
	Hostile confrontation by domestic, farm or wild animal		All participants to be asked not to approach animals and not to touch any animals which approach staff or volunteers	Walk away from the animal, avoid running especially over rough ground, report to group leader, event to be cancelled if problem persists	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Confrontation from public		Remain polite and calm, defuse. If confrontation is still feared leave site or if safety threatened remove self from risk and contact police.	Cancel event if problem persists	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Check at site
Hazards from low branches		H&S Briefing beware of low brances and trip hazards in area.Wear PPE footwear.	Steel toe cap boots recommended.	Volunteer Co-ordinator and Volunteer	2	4	3	12	4	2	8	Continuous assessment & alertness	

PCNT: ZONE FOUR RISK ASSESSMENT

Co-ordinator trained in:
Land based activities
 Manual handling at work training (1/2 day)
 Emergency first aid at work (1 day) *Low hazard environments*
Water based activities
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation	Primrose Nature Trust	Site:	Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR	Name Completed by :		Date Reviewed:								
Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating	Residual Risk	Monitoring					
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	Descrip & Freq	
	Physical impairment		Encourage self-assessment of activity risks on booking through ability level needed. H&S Briefing to encourage awareness of	Make reasonable adjustments or mitigate with equipment e.g. walking poles when outdoors on uneven ground. Buddy	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Use walking equipment on site	
Industrial heritage	Entanglement/Injury from old heritage equipment		Only work on heritage sluice gates if supervised by appropriately trained specialist. Wear protective PPE handwear.	Plan of works in place developed by trained specialist.	Specialist, Volunteer Co-ordinator and Volunteer	3	3	4	12	3	3	12	Continuous assessment	
Construction site	Equipment and ground condition risks associated with construction site		Wear appropriate protective clothing for site i.e. hard hats, high visibility jackets, protective footwear. Receive contractors site safety talk.	Report in and out with contractors on site.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Continuous assessment	
Total Risk Score for Zone 3										395			253	

PCNT: ZONE FIVE RISK ASSESSMENT

Co-ordinator trained in:
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)
 Water Rescue Responder (3 day training)
Total training time required = 9.5 days

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation Primrose Nature Trust **Site:** Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR **Name Completed by :** **Date Reviewed:**

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring	
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level		
Lone Working	Illness/accident whilst unaccompanied		Implement lone working policy. Phone lone working buddy as arrive on site and exit site.	Report in and out with Trustee on site as applicable.	Trustee, Volunteer Co-ordinator and Volunteer	3	2	5	10	1	5	5	Check in with lone working buddy	
Carrying equipment to site and setting up	Manual Handling		Minimise large equipment being carried.	Equipment: As listed in Worksheet 5. Only carry small loads, two people to carry any heavy equipment or transport in wheelbarrows or pull trolley cart	Trustee, Volunteer Co-ordinator and Volunteer	3	5	4	20	5	2	10	Read/relay risk assessment to participants, ensuring understanding of necessary safety measures. Continuous assessment	
	Slips Trips and Falls		Assess ground conditions prior to commencing activities. Appropriate footwear and walking aids as necessary.	Fully charged mobile phone with text alert app and buddy system.	Trustee, Volunteer Co-ordinator and Volunteer	3	4	4	16	4	3	12		
	Livestock & Dogs		Check location of site does not have livestock	If livestock present ascertain nature and if necessary leave site	Trustee, Volunteer Co-ordinator and Volunteer	3	2	4	8	1	3	3		Check at site
	Exposure to hazardous substances		Awareness of hazardous substances in environment. No hazardous substances used in task or managed COSH substances where appropriate.	Hand wash and wipes. H&S briefing to include water hazards and infection control issues. COSHH assessment carried out for controlled substances.	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	3	9		Check at site
Using Hand tools	Injury relating to use of hand tools		Health and safety briefing in use of hand tools prior to start of activity.	Cautioned advised to ensure on firm ground when using tools/equipment. Work in pairs.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	4	8	Continuous assessment	
	Repetitive Injuries		Limit amount of time undertaking each activity and where necessary change tasks	Work in pairs to reduce work load on each individual.	Volunteer Co-ordinator and Volunteer	2	3	3	9	2	3	6	Continuous assessment	
Working near Water	Depth and Flow of Water		Check depth of water with pole or plumb line. Check flow of water, observation, test. Check conditions upstream and downstream to identify any additional risks in event of falling.	Check weather conditions for rain etc. Bouancy aids if working within warm or hot zones, additional PPE as required see checklist. Apply principles sheet 3.	Trustee, Volunteer Co-ordinator and Volunteer	2	5	5	25	4	5	20	Check at site, continuous assessment	
	Exposure to pollutants		Provide hand washing facility and discourage drinking of stream water	If any Biological Agent is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	4	12	Continuous assessment	
	Exposure to Biological agents		Provide hand washing facility and discourage drinking of stream water	If any pollutant is detected halt activity and report to EA	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	4	12	Continuous assessment	
	Exposure to Leptospirosis (Disease from the urine of rats)		Protect cuts and broken skin. Cuts sustained in the field should be cleaned immediately with clean water. Wash hands prior to eating, avoid touching mouth or eyes	First aid kit available, include in safety talk, food/drink breaks also require hand washing.	Volunteer Co-ordinator and Volunteer	2	5	5	25	3	5	15	Check risk level at site, and observe for signs and symptoms post visit for 2 week period.	
	Immersion		Assess water level with pole prior to entering or plumb line for deep water. Do not enter water higher than boot level. Crossing stream may result in slip trip or fall	See slips trips and falls	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	5	20	Check at site	
Working near liquified mud	Immersion		Two person site visit for safety. Carry throw line.	Carry whistle to alert contractors on site in event of serious water immersion.	Volunteer Co-ordinator and Volunteer	2	5	5	25	4	5	20	Check at site	
Working near liquified mud	Immersion		Carry pole to assess ground conditions.	Carry throw line.	Volunteer Co-ordinator and Volunteer	2	3	4	12	2	4	8	Continuous assessment	

PCNT: ZONE FIVE RISK ASSESSMENT

Co-ordinator trained in:
 Manual handling at work training (1/2 day)
 First aid in work (3 day course) *High hazard environments*
 Water Safety Awareness (1 day training)
 Water Rescue First Responder (2 day training)
 Water Rescue Responder (3 day training)
Total training time required = 9.5 days

		Impact				
		Negligible	Minor	Moderate	Severe	Catastrophic
		1	2	3	4	5
Likelihood	Rare 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very likely 5	5	10	15	20	25

Organisation Primrose Nature Trust **Site:** Primrose Lodge, Primrose Road, Clitheroe. Lancs. BB7 1DR **Name Completed by :** **Date Reviewed:**

Work Activity	Hazard	Applicable to activity?	Risk Control	Further risk controls	People affected	Minimum Volume People Affected	Risk Rating			Residual Risk			Monitoring
							Likelihood	Impact	Risk Level	Likelihood	Impact	Risk Level	
Outdoor Work General	Exposure to Weather Conditions		Wear appropriate clothing, and where hat and sun cream wear necessary, bring spare change of clothes and towel	Cancel event if weather conditions too severe i.e. water levels increase on site	Volunteer Co-ordinator and Volunteer	2	5	5	25	3	5	15	Review wheather forecast & check at site
	Getting lost or seperated from group		Wear high vis clothing, work in small groups and have a buddy system	Flag on site to identify working location, keep to footpaths, whistle used by group leader if someone reported missing, plan in place to systematically search the site and mobile phones held by group leader(s)	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Check at site
	Stinging and thorny plants		H&S Briefing to include plants to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Stinging and biting animals and insects		H&S Briefing to include creatures to observe for/treat with caution. Vigilance, appropriate clothing	Make sure any allergies are made known and actions to take in case of reaction	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	3	9	Check at site
	Animal Faeces		Vigilance, appropriate washing facility.	Eye rinsing kit within first aid box	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Exposure to ticks/Lymes Disease		H&S Briefing. Wear long trousers/sleave clothing to minimise risk of exposure.	Inspect self for ticks. Remove if competent, if not seek medical attention.	Volunteer Co-ordinator and Volunteer	2	4	5	20	3	4	12	Instruct each volunteer and check at each site. Advice volunteers of signs & symptoms to observe for/seek medical attention.
	Hostile confrontation by domestic, farm or wild animal		All participants to be asked not to approach animals and not to touch any animals which approach staff or volunteers	Walk away from the animal, avoid running especially over rough ground, report to group leader, event to be cancelled if problem persists	Volunteer Co-ordinator and Volunteer	2	3	3	9	3	2	6	Check at site
	Confrontation from public		Remain polite and calm, defuse. If confrontation is still feared leave site or if safety threatened remove self from risk and contact police.	Cancel event if problem persists	Volunteer Co-ordinator and Volunteer	2	3	4	12	3	2	6	Check at site
	Hazards from low branches		H&S Briefing beware of low brances and trip hazards in area.Wear PPE footwear.	Steel toe cap boots recommended.	Volunteer Co-ordinator and Volunteer	2	4	3	12	4	2	8	Continuous assessment & alertness
Physical impairment		Encourage self-assessment of activity risks on booking through ability level needed. H&S Briefing to encourage awareness of risks/ability levels.	Make reasonable adjustments or mitigate with equipment e.g. walking poles when outdoors on uneven ground. Buddy activities.	Volunteer Co-ordinator and Volunteer	2	3	5	15	3	2	6	Use walking equipment on site	
Industrial heritage	Entanglement/Injury from old heritage equipment/weir		Protective PPE buoancy aid.Throw line. Only work near weir if supervised by appropriately water rescue responder.On contractors to work on weir. Wear	Plan of works in place developed by trained specialist.	Specialist, Volunteer Co-ordinator and Volunteer	3	5	5	25	4	5	12	Continuous assessment
Construction site	Equipment and ground condition risks associated with construction site		Wear appropriate protective clothing for site i.e. hard hats, high visability jackets, protective footwear. Receive contractors site safety talk.	Report in and out with contractors on site.	Volunteer Co-ordinator and Volunteer	2	3	5	15	2	5	10	Continuous assessment

Total Risk Score for Zone 5 **422** **275**