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| Work/Activity: Conservation tasks |
| Our society, SU Conservation Volunteers, organises weekly tasks during term time. Every Sunday we go out in various locations volunteering in local nature reserves and parks to conserve the nature and biodiversity. We regularly meet on Sunday mornings at 9:00-9:30am in front of the SUSU building, where we collect the tools, protective equipment, first aid kit and other equipment needed from our undercroft in the SUSU building. Depending on where the task is and locations’ distance, we walk to the location or cycle (e.g. Southampton Common), take a train or bus (e.g. Sholing Valley Study Centre), or society members drive other volunteers in their cars (e.g. New Forest). Usually 5-15 volunteers attend each task.When we arrive at the task location, the nature reserve/park ranger who runs the task greets us. The rangers tell us what we are going to do on the site, and a safety talk is always given by the safety officer of our society and usually by the local ranger, too, when working along with other volunteering groups. The safety talk includes working with and manipulating the tools, trip hazards, and depending on the task, hygiene and fire hazards. Members are pointed out to be aware who and what is around them when felling taller trees, and keeping a safe working distance from other members. When working with working dogs in Chilworth Conservation area, members are asked to show respect to animals, on other occasions in New Forest and Emer Bog where we regularly meet ponies and dog walkers, members are asked to avoid approaching animals and feeding them, as well as being aware of their presence.We usually start working at 10:00am. Tasks usually involve clearing and coppicing of the trees and scrub in various habitats (woodland, heathland, floodplain), dragging fell trees, digging ditches, moving logs with the aid of working dogs, tree planting and seeding. The tools that are used mainly include bow saws and loppers, and depending on the task we use sometimes spades, shovels, pitchfork, rake, and scythe. Then we have a tea break at 11:30am. We bring our thermo flasks with hot water, tea, hot chocolate, biscuits and other refreshments. After a half an hour break we go back to work until lunch break at 1:00pm. Lunch is either brought by volunteers, supplied by a reserve we work at, or we make jacket potatoes on the bonfire (if there is one made from the trees that were chopped down as part of the task). After the lunch break we work until 3pm or 4pm depending on the habits of the ranger.At the end of the task safety officer makes sure everybody is OK and that all tools are collected and stored safely, and we return back to university by the same transport we used to arrive. |
| Group: | Assessor(s): Dominika Murienova | Contact: dm19g12@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * <http://community.tcv.org.uk/course/view.php?id=16>
* Risk Assessment of SU Conservation Volunteers society from previous year
* Harrow Nature Conservation Forum: <http://www.harrowncf.org/HNCF_Health_and_Safety_Policy.pdf>
 | **Role** | **Skills, experience or qualifications** |
| I, Corin Holloway, President and Health & Safety officer of the society: * Give a safety talk before the start of every task
* Make sure that every volunteer wears appropriate protective equipment
* Oversee the activity of other volunteers during the task and make sure they are working safely
 | * Experience with safety talks from rangers and other conservation groups we work with
* Experience of giving a safety talks from March 2017 every Sunday on tasks
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| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]  |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Moving to site | Road collisions | Anyone involved | Everybody takes personal concern for safety. First Aid Kit is carried. |  | If serious collision happens ambulance will be called straight away. |  |  |  |
| Work of any type, tea/lunch breaks  | Contact with soil borne organisms |   Anyone involved | Injured skin is covered with waterproof plasters before the task starts, working gloves are worn, sanitising hand gel is used before food or drink consumption and after the task, hands are washed |  |   |   |   |   |
| Work of any type, tea/lunch breaks  | Slips, trips and falls  |   Anyone involved | All workers are told to wear sturdy shoes when sending logistics of the task the day before. During the safety talk, workers are asked to pay attention to trip hazards on the whole site. Tools will be left in clear view and in safe position. |  |  |  |  |  |
| Using hand tools | Injuries such as scratches, cuts, or serious injuries like damage to fingers.  |   Anyone involved | How to use and manipulate with the tools is explained in every safety talk. Work gloves are worn appropriately when using the tools – e.g. glove worn on non-sawing hand to avoid injury if saw slips, and no glove on sawing hand as this weakens the grip.  |  | If the accident happens, cuts will be washed and treated immediately, in the case of major injuries ambulance will be contacted immediately. President and Secretary are in the process of getting first aid training from SUSU. |   |  |  |
| Tree felling and scrub cutting | Contact with branches and twigs |   Anyone involved | All volunteers are warned of risk of scratches, safe working distance is kept. We supply volunteers with safety goggles. |  | Cuts will be washed and treated immediately.  |   |   |   |
| Tree felling and scrub cutting | Falling trees and larger scrub |   Anyone involved | During safety talk, volunteers are told to pay attention to the surroundings when felling trees and announcing felling timber to surrounding workers. Felling technique by cutting the wedge is demonstrated before the task starts.  |  | Hard hats are worn on some tasks where the risk is higher, e.g. in woodland in Itchen Valley. |   |   |   |
| Tree felling and scrub cutting | Chemical treatment of stumps |   Anyone involved | This is not done by our volunteers, but only by local rangers. Our volunteers are aware to avoid contact with these chemicals. |  |   |   |   |   |
| Tree and other planting | Injury from sharp tools | Anyone involved | During safety talk volunteers are made aware to be careful when handling spades, and local rangers show safety digging. |  |  |  |  |  |
| Safety with wild animals and livestock | Bees and wasps stings | Anyone involved | Check if any volunteers have any allergies, get them to explain the severity of condition and procedure if they get stung (e.g. do they carry an agent to be injected in the case of sting?). On the basis of this make a decision on whether they can continue with the work. |  |  |  |  |  |
| Safety with wild animals and livestock | Lymes disease from ticks associated with deer | Anyone involved | When working in grassland areas where deer are present wear long trousers and long socks. Check exposed skin for ticks. |  | If tick is found on the skin use special tweezers to remove it and disinfect. |  |  |  |
| Safety with wild animals and livestock | Kicks and bites from livestock or ponnies | Anyone involved | Do not feed or attract livestock or ponies (present on sites in New Forest – Emer Bog, Foxbury). |  |  |  |  |  |
| Safety with dog walkers | Bites and kicks from dogs | Anyone involved | Do not attract or feed dogs, be careful with hand tools when dogs are in visible distance.  |  |  |  |  |  |
| Handling heavy objects (logs, wheel barrow, tools) or digging | Back strain | Anyone involved | All volunteers are made aware of safety techniques during safety talk and by rangers. Volunteers are allowed to rest when wanted or needed. Weaker individuals are not required to do any heavy handling. |  |  |  |  |  |
| Bonfire manipulating and moving around | Burns from bonfire | Anyone involved | Person is named to be in charge of fire, usually this is the local ranger or somebody from their volunteering group. People with long hair to keep it tied back. People are advised to wear hats and long sleeves when working near fire and to keep away from the fire unless necessary. Only adding material to fire in small amounts to avoid sudden flaring. |  |  |   |   |   |
| Bonfire manipulating and moving around | Smoke inhalation and irritation to eyes | Anyone involved | Fire set as far as is practical from where people are working taking into account wind direction.  |  |  |  |  |  |
| Work by shallow water | Falling in | Anyone involved | Safety talk makes members aware of risks relating to work beside water bodies. Everybody is made aware where water bodies are. |  |  |  |  |  |
| Collection and returning tools to storage room | Falling tools and inappropriate handling |   Anyone involved | Saw blades have safety covers, loppers with extendable handles are closed properly. Tools are packed in bags. |   |   |   |   |   |
| Collection and returning tools to storage room | Trip hazards in SUSU building as our storage room is downstairs |   Anyone involved | All members helping with tool collection are aware that they must be careful while handing tools and moving on stairs. |   |   |   |   |   |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |