

## **Risk Assessment for Volunteer Sessions in the Fairfield Association Flora and Fauna Nature Reserve**

This document supplements the Fairfield Association's general Health and Safety Policy. It deals specifically with Volunteer activities organised by the Fairfield Association for the maintenance and development of the Fairfield Association Flora and Fauna Nature Reserve.

### **The Site**

The Fairfield Association Flora and Fauna Nature Reserve has an accessible area of approximately 50 acres. The Orchard is a mostly enclosed area and bounded by house garden fences to the West and South and hedgerow to the East and North. Paths are of compacted gravel and mown grass. It has entrances to the North, South, East and West. The FAUNA Nature Reserve is bisected by a fenced gravel footpath with entrances to East and West. The FLORA Nature Reserve is bisected by a hedged public footpath running north to south, with a further fenced path through and around woodland. The area is of mixed habitat; woodland, meadow, grassland, marsh and hedgerow.

### **Emergencies**

In the event of an emergency requiring the attendance of the Emergency Services at the site(s) they should be called, using 999, as follows:

- For access to the Orchard and the western end of FAUNA. To Towneley Close LA1 5UX.
- For access to the eastern end of FAUNA. To Cromwell Road LA1 5BD.
- For access to FLORA southern end (including Pony Wood). To Aldcliffe Road LA1 5BE (for the track down to Little Wood or the path from the canal to Pony Wood)
- For access to FLORA northern end. To Hoghton Close (off Willow Lane) LA1 5UF

The nearest **Accident and Emergency Department** is Lancaster Royal Infirmary, Ashton Road LA1 4RP Telephone 01524 65944

Lancaster fire station: 01524 60193

Lancaster police station: 01524 63333

### **Toilet Facilities**

There are no toilet facilities on this site. The nearest public facilities are at the Railway Station and the Storey Institute

## **Volunteer Activities:**

These take two forms:

1. Formal sessions. These sessions are run by the Volunteer Organiser. Regular sessions are held on each Wednesday morning and the second Saturday morning of the month. These sessions are advertised on noticeboards, and regular volunteers are notified by email and text. Typical attendance levels are between 10 and 15. In addition, sessions may be formally organised outside these times for a specific activity, such as sapling planting. FA volunteers are sometimes joined at these sessions by other Volunteer groups. On such occasions a *Booking Form and Agreement for Voluntary Work on Fairfield Association (FA) Property* is completed (Appendix I).
2. Informal sessions. These involve individuals or small groups working on an ad hoc basis.

### **1. Formal Volunteer Sessions**

#### **General Preparation to Minimise Risk**

- We appoint a Volunteer Organiser who is responsible for safe practice in the regular volunteer sessions. On site s/he wears a high visibility jacket. S/he should always have access to a mobile telephone. S/he holds keys for the shed in which the First Aid Box is stored, the bollards at the bottom of Sunnyside Lane and the field gates
- Projected tasks carried out by the volunteers are considered and approved by the FAUNA, FLORA and Orchard Group (FFOG). Part of FFOG's responsibility is to ensure that the planned tasks are appropriate for volunteers. If they are not then FFOG should consider employing qualified workers (e.g. tree surgeons).
- The skills and requirements of new volunteers are checked by the Volunteer Organiser.
- Each volunteer is issued with the leaflet *Introducing Volunteering in the Fairfield Association Flora and Fauna Nature Reserve* giving advice on health and safety (see Appendix II). This states that this Risk Assessment is available for volunteers to consult or borrow in the Health and Safety Box.
- A record of emergency contact names and telephone numbers is maintained for each volunteer. This is kept on site in the Health and Safety Box
- Volunteers with health conditions are asked to complete a form *Volunteer's Note of Medical Condition* (Appendix III). These are kept on the Health and Safety Box and the Volunteer Organiser ensures these are on site at each regular session
- Volunteers aged between 14 and 18 years are required to complete a parental consent form *Fairfield Association Young Volunteers* (Appendix IV). These are kept on the Health and Safety Box and the Volunteer Organiser ensures these are on site at each regular session. We ensure that young volunteers are appropriately advised, instructed and supervised.
- Children under 14 must be accompanied by a responsible adult and must be closely supervised by them at all times.

- On an annual basis the Volunteer Organiser gives a brief overview of safety measures to the regular volunteer groups.
- A stocked First Aid Box is present at the regular volunteer sessions. The contents are listed in Appendix V. The contents are reviewed annually at the time of the overview by a competent person to ensure they are up to date and appropriate.
- A defibrillator machine is present at the regular volunteer sessions. This is normally kept in the 'First Aid Wheelbarrow' along with the First Aid Box and is also present at F.A. events
- We ensure that at least one qualified First Aider is present at the regular volunteer sessions. A list of trained first aiders is kept in both the First Aid Box and the Health and Safety Box
- Whilst each session is in progress warning notices are placed at the entrances informing the public that work is taking place.
- Each session begins with a consideration of safety issues arising from the projected tasks. This takes account of prevailing weather and ground conditions, e.g. whether the marsh is very wet.
- Volunteers should have appropriate breaks and are advised to take appropriate refreshment.
- As there are no hand washing facilities on site hygiene gel is supplied for use prior to refreshment and whenever necessary.
- The Fairfield Association has full public liability insurance to cover against accidents incurred while volunteers are working on the site, or by any member of the public while on the site. Details of any incident which may lead to an insurance claim are recorded at the time. There is a notebook in the First Aid Box

### **Volunteer Organiser's Checklist**

The Volunteer Organiser should ensure that the following are present at each regular volunteer session

- First Aid Box
- Defibrillator
- Health and Safety Box. This should contain
  - Emergency contacts printed out list
  - List of qualified first aiders
  - Copies of *Introducing Volunteering in the Fairfield Association Flora and Fauna Nature Reserve* for distribution to any new volunteers
  - Blank copies of *Volunteer's Note of Medical Condition* and ALL completed items of this form
  - Blank copies of *Fairfield Association Young Volunteers* and ALL current completed items of this form (i.e. for those volunteers still under 18 years of age)
  - *Risk Assessment for Voluntary Work in the Fairfield Association Flora and Fauna Nature Reserve.*
- Mobile phone
- High Visibility jacket
- Warning signs

- Hygiene gels
- Keys for tool shed (etc), bollards and gates
- This checklist, separately printed

## Activity Related Risks

Activity	Hazards	Who is at Risk?	Severity (H/M/L)	Likelihood (H/M/L)	Possible outcomes	Control measures to be implemented by Volunteer Organiser
Working with organic material	Stinging, abrasive and thorned plants, sharp points	Volunteers	L	H	Stings, scratches, cuts, bites	Work gloves are provided and recommended. Volunteers advised to wear appropriate clothing and footwear. Protective glasses are available.
Working with organic materials	Allergic sensitivity	Those with allergies	Potentially H	L	Allergic reaction	Volunteers give Organiser details of medical conditions which are available on site. Organiser has contact details available. Organiser has mobile phone.
Working amongst organic materials	Ticks	Volunteers	H	L	Lyme disease	Volunteers advised to wear appropriate clothing and footwear. A tick remover is included in the First Aid box.

Working with tools	Sharp points, edges and blades	Volunteers	M	L	Cuts and wounds	Work gloves are provided and recommended. Volunteers advised to wear appropriate clothing and footwear. Protective glasses are available. Volunteers advised not to use tools inappropriately nor use broken tools. Tools always to be maintained and used according to the manufacturer's instructions.
Working with tools	Tools in transit Tools on ground	Volunteers and members of public	L	L	Cuts or injury due to trips or collision	Tools always transported securely and safely. Tools not left on ground
Working with mechanically driven tools and machines	Noise and moving parts	Volunteers and general public	M	L	Hearing damage, injury to body	Work gloves are provided and recommended. Volunteers advised to wear appropriate clothing and footwear. Protective glasses and ear defenders required. Tools always to be maintained and used according to the manufacturer's instructions If risk to general public, cordon off area.

Working with a chain saw	Cut	Volunteers and general public	H	L	Severe wounds	Use Requires A Site Specific Risk Assessment Which Includes <ul style="list-style-type: none"> <li>• Saw Only Used By Currently Certified Operator</li> <li>• Appropriate Personal Protective Equipment</li> <li>• A paired volunteer to monitor operations</li> <li>• Safety marshals to protect the public.</li> </ul>
Working at height	Falling or dropping	Volunteers and members of public	M	L	Injury from falls Injury from items falling	When using ladders or steps or at height always work in pairs with one person on the ground. Wear helmets Cordon off area from members of public.
Working with heavy tools or materials	Weight of items	Volunteers	M	L	Sprains and strains	Work gloves are provided and recommended. Volunteers advised to wear appropriate clothing and footwear. Volunteers advised on safe lifting and movement. Volunteers advised never to exceed their limitations and always seek advice and help.

Working in a public area	Interactions with public, including children and dogs	Members of the public	L	M	Collateral injury	Warning signs posted. Stop work when public passing Where necessary cordon off the area
Working near ponds and other water	Getting stuck in mud	Volunteers	L	L	Exposure to the elements	Warn to take care. Work in groups of at least two people.
Working near ponds and other water	Water borne disease	Volunteers	H	L	Infection, e.g. Weil's disease	Organiser to give specific advice, including seek medical advice if symptoms appear Open cuts to be covered
Working near barbed wire	Constricted space	Volunteers	L	M	Cuts and tears Risk of eye injury	Work gloves are provided and recommended. Volunteers advised to wear appropriate clothing and footwear, and to take care. Cover wire when appropriate
Working near cattle	Defensive behaviour of cattle, especially with calf	Volunteers	M	L	Goring or crushing	Keep away from cattle If necessary pre-arrange for cattle to be in another field
Working with chemicals	Inappropriate application	Appointed volunteers	H	L	Injury to skin or eyes	Only approved and trained volunteers Follow manufacturer's instructions Follow the Code of Practice for using Plant Protection Products



Any	Encounter with animal faeces	Volunteers	L	L	Infection	Generally seek cooperation of dog owners Care when in cattle pastures Availability of alcohol gel and dog bags
Working near trees	Falling tree or branches	Volunteers	H	L	Crushing or injury from falling objects	Avoid working under trees when in full leaf, in wet weather and /or in windy conditions.

## **2. Informal Volunteer Sessions**

Voluntary work may be undertaken by individuals and small groups in informal sessions if:

- a) Those involved are listed in the Volunteer Organiser's database of *Volunteers' Emergency Contact Names*. When people are entered into the database they are given the introductory leaflet (Appendix II) outlining health and safety matters and asked about any relevant medical conditions (Appendix III if appropriate)
- b) The tasks they undertake are agreed by FFOG
- c) The tasks are NOT rated Medium or High in Severity of Risk AND Medium or High in Likelihood of Risk. Any tasks so rated must be part of a Formal Volunteer Session

# The Fairfield Association

Registered charity number: 1058030

[www.fairfieldassociation.org](http://www.fairfieldassociation.org)

## BOOKING FORM AND AGREEMENT FOR VOLUNTARY WORK ON FAIRFIELD ASSOCIATION (FA) PROPERTY

Please use this form if you or your organisation wish to arrange voluntary work that is sponsored by, or run jointly with, the FA. 'Sponsorship' means that the FA:

- advertises the event as an activity run in its name; and/or
- lends you its equipment; and/or
- permits access to areas of the Fairfield Association Flora and Fauna Nature Reserve which are not publicly accessible

Please ensure that you have read the notes below before completing the booking form.

### 1. Staffing

The FA must agree in advance the work to be undertaken, the number of participants, whether any are under 18 years of age, and the number of staff that will be available in support. In the light of the work proposed, the FA may if necessary ask for the number of staff to be increased or the number of participants reduced. Note that in most cases voluntary work is not suitable for children under 14 years but there may be occasions when this can be waived. This possibility must be specifically raised with and agreed by the FA in advance.

### 2. Risk Assessment

Responsibility for the health and safety of your volunteers rests with you or your organisation. The FA will supply its *Risk Assessment for Volunteer Sessions in the Fairfield Association Flora and Fauna Nature Reserve* for information (attached). However, this relates to a range of general activities and is not necessarily comprehensive or appropriate to your planned activities, e.g. it does not cover transport arrangements. Information about hazards and possible control measures is provided in good faith. It is your responsibility to review all recommended control measures and prepare your own risk assessment for the event in line with current national and local guidelines, the FA's general risk assessment policy (available on request) and the specific needs of your planned event.

A copy of the final risk assessment should be given to and agreed with the FA in advance of the event.

### **3. First Aid Cover**

Appropriate first aid cover must be provided, i.e. a certified first aider and a first aid kit. The FA has a first aid kit which may be borrowed if a FA first aider is in attendance. Responsibility for first aid provision must be agreed with the FA in advance and stated on the Booking Form.

### **4. Personal Hygiene**

It should be noted that there are no toilets or washing facilities at the Fairfield Nature Reserve. However, given advance notice the Fairfield Association may be able to make arrangements with a local householder to provide emergency – not routine – access to a toilet if needed. For its own activities which it leads and organises, the FA makes antiseptic hand-gel available, and recommends that gel is used as appropriate, and especially at the end of the activity and before eating and drinking. However, you should be aware that FA activities where hand-gel is used generally involve groups that are predominantly adult. You should make appropriate arrangements for on-site hygiene.

### **5. Personal Attire**

There are no indoor facilities at the site, which is exposed in places, and so participants are subject to the vagaries of the British weather. Please advise volunteers to come to the site suitably attired for the work to be undertaken, including as appropriate either protection against cold and wet or sun hats, sun block and plenty of liquid to drink if it is likely to be very hot and sunny. You should ensure that your volunteers are supplied with work gloves and any other specialist attire implied by your planned work e.g. wellingtons.

### **6. Behaviour Management**

You are responsible for ensuring that all participants behave in an appropriate manner likely to maximise everyone's enjoyment of the activity and minimise any risks, to both the volunteers and to the general public using the Fairfield Nature Reserve.

### **7. Care of the Environment**

Participants should be made aware of the need to take care of the environment; not to damage habitats or cause harm to wildlife.

# The Fairfield Association

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## BOOKING FORM AND AGREEMENT FOR VOLUNTARY WORK BY GROUPS OTHER THAN THE FAIRFIELD ASSOCIATION

Please ensure that you have read and understand the undertakings overleaf. These are to help ensure that all the necessary arrangements are in place for a safe and successful volunteer session, and they form the agreement between your organisation and the Fairfield Association. Receipt of your booking will be taken as agreement that you accept the responsibilities described below (unless a specific variation is made and agreed in writing).

<b>Name of organisation</b>	
<b>Name of volunteering event</b>	
<b>Event leader</b>	
<b>Contact details</b>	
<b>Date of event</b>	
<b>Time (from, to)</b>	
<b>Type(s) of activity</b>	
<b>Special arrangements required (e.g. for disability)</b>	
<b>First Aid arrangements</b>	Qualified first aider provided by  First aid kit provided by

<b>Maximum and minimum number of participants</b>	Adults Young people under 18
<b>Number of staff / tutors / facilitators</b>	
<b>Confirmation of insurance attached?</b>	
<b>Minimum ratio of adult to young person participants</b>	
<b>Fairfield Association contact</b>	*
<b>Contact details</b>	*

\* [to be supplied by FA]

[continued over]

**The Fairfield Association will:**

1. share generic risk information relating to the site and proposed activity;
2. check that the space is appropriately prepared;
  - provide signs warning the general public about the activity;

**You will:**

1. ensure that all aspects of the event are covered by your own or your organisation's insurance, and show us evidence that the insurance is current;
2. provide an appropriate ratio of staff for the event;
3. inform the Fairfield Association in advance if any of the group will require special access arrangements;
4. compile a risk assessment in accordance with the Fairfield Association's risk assessment standards, have this agreed in advance by a representative of the Fairfield Association and provide a copy to the Fairfield Association in advance of the event;

5. agree first aid arrangements with the Fairfield Association in advance, including the provision of a mobile phone;
6. make appropriate arrangements for personal hygiene (e.g. by making available and encouraging the use of antiseptic hand-gel);
7. ensure that participants wear appropriate clothing, given the location, nature of the activity and the anticipated weather conditions;
8. ensure acceptable and appropriate behaviour throughout the event, and recognise the right of the Fairfield Association to terminate the event if participants' behaviour is considered unacceptable.

Signed for your organisation..... Dated .....

(Name).....

Signed for Fairfield Association..... Dated .....

(Name).....

**Please return the completed form to the Fairfield Association contact whose details are given above.**

## Appendix II

The Fairfield Association  
Registered charity number: 1058030  
Chair: Hilary Short  
Secretary: Shirley Rawsthorne



### INTRODUCING VOLUNTEERING IN THE FAIRFIELD ASSOCIATION FLORA AND FAUNA NATURE RESERVE

There are many benefits in volunteering for the Fairfield Association's working parties in the Fairfield nature reserves. It is good, wholesome outdoor exercise, we contribute to an important communal resource, you can learn new skills, it gives a sense of personal achievement whilst working with others and making new friends and it's good fun!

But we must take some precautions:

- We work in all weathers and sometimes in muddy conditions so please make sure you wear appropriate clothing and footwear. We have a supply of work gloves but many people like to bring their own.
- Please tell the Volunteer Organiser if you have a medical condition which might affect you whilst working, (e.g. a heart condition) or be triggered by contact with plants and/or insects (e.g. an allergic reaction). Such information will be treated confidentially although the Organiser may share it with trained first aiders if appropriate. Discuss this with the Organiser if you have any concerns. We have a defibrillator and first aid kit on site.
- The first aid box includes a simple tick removing tool. You should be aware of the dangers of Lyme Disease infection from ticks Visit <http://www.nhs.uk/Conditions/Lyme-disease/Pages/Introduction.aspx>. Always ask a trained first aider to remove a tick.
- In case of emergency we keep a note of contact names and telephone numbers.
- We always have a trained first aider on site but in the first instance contact the Volunteer Organiser. Use the whistles provided to draw attention to a problem.
- We work with a range of tools. Many of these are ordinary garden and woodland tools but still need treating with care, a saw can inflict a nasty cut. If you are not used to such tools always ask for advice on safe practice. Other tools are more mechanical and you must have instruction from an experienced colleague before using them. Always ask if you are unsure, we will never pressure you to undertake tasks you are uncomfortable with. Advice on safe working with specific tools is included in the Risk Assessment available in the Health and Safety Box.
- We welcome volunteers of all abilities. We will do our best to find tasks which are appropriate to your capacities and aspirations.
- Young people are very welcome. If you are between 14 and 18 we do require your parent / guardian to complete a simple consent form. Children under 14 must be accompanied and closely supervised by a responsible adult.
- Volunteers sometimes undertake work in the fields grazed by a herd of White Park cattle. These are generally docile but don't get too close, especially if a cow has a calf.



- Please be aware of the importance of personal hygiene. We have antiseptic hand gels available on our volunteer days and these should be used, especially before taking refreshment – which we supply!
- We often take photographs of our volunteers at work. If you don't want to be photographed then just say no!

If you ever have any concerns about safety then please draw them to the attention of the Fairfield Association's Volunteer Organiser, who keeps copies of the F.A. Health and Safety Policy. The Risk Assessment for our volunteer work is included in Health and Safety Box on site. The Volunteer Organiser for the Orchard and Nature Reserves is currently Ian Procter who can be contacted on 07811 970 595 or [sysaf123@gmail.com](mailto:sysaf123@gmail.com)

## Appendix III

### FAIRFIELD ASSOCIATION VOLUNTEER WORK IN THE FLORA AND FAUNA NATURE RESERVE

#### VOLUNTEER'S NOTE OF MEDICAL CONDITION

The purpose of this note is to record any medical condition that may affect your working (e.g. a heart condition) or be triggered by your working (e.g. an allergic reaction) along with further information so that colleagues can respond effectively in an emergency.

The note is held by the Volunteer Organiser who ensures that it is present at all formal volunteer work sessions.

This information is held confidentially by the Volunteer Organiser and only shared with others as necessary for the wellbeing of the volunteer.

Volunteer's Name

Medical Condition

Further Explanation – *please give sufficient information so that the implications of the condition for voluntary work in the Nature Reserve are clear*

What may trigger the condition?

In an emergency what is the best response by colleagues trying to help?

Please give your Emergency Contact Name and Telephone number(s)

Date (please remember to update as necessary)

## Appendix IV

### **The Fairfield Association**

Registered charity number: 1058030

Chair: Hilary Short

Secretary: Shirley Rawsthorne



### **FAIRFIELD ASSOCIATION YOUNG VOLUNTEERS**

The Fairfield Association welcomes young people volunteering in the maintenance of the Flora and Fauna Nature Reserve and the community events it organises. However, for those between 14 and 18 it is best that parents or guardians give their consent. If you are in this age range please complete this form with a parent/guardian and return it to the Volunteer/Event Organiser. Please note that children under 14 must be accompanied and closely supervised by a parent / guardian if they wish to help.

Name:

Date of birth:

Address:

Home telephone:

Your mobile telephone:

Your e-mail address:

Will your volunteering contribute to an award or qualification? (e.g. a Duke of Edinburgh's award):

Yes

No

If yes, please give us details including the organising body and what you are required to do.

Are there any circumstances we should be aware of (e.g. a medical condition)? Note – we only need minimal and relevant information, which will be kept confidential.

### Parental consent

**I/we give my/our consent to my/our daughter/son volunteering for work to help the Fairfield Association in its work**

Name of parent(s) or guardian:

Signature(s):

Date:

Your telephone:

Your mobile telephone:

Please give us any other contact information differing from the above

*Further information from the F.A. Volunteer Organiser, Ian Procter, 01524 65670*

## Appendix V

### Contents of the First Aid Box

NOTE: The following applies to our main First Aid Box. We also have a smaller kit for use by a detached working group.

- List of trained first aiders and statement of emergency access points to Orchard and FAUNA
- First Aid Manual.
- Notebook to record incidents
- 20 individually wrapped sterile adhesive dressings (plasters) appropriate to the work.
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages.
- 12 safety pins.
- 6 medium sized individually wrapped unmedicated wound dressings (approx. 10 x 8 cm).
- 2 large sterile individually wrapped wound dressings (approx. 13 x 9 cm).
- 3 extra large sterile individually wrapped wound dressings (approx. 28 x 17 cm).
- Where clean mains water is not available, at least 900ml of sterile water or normal saline in sealed disposable containers should be provided. Eye baths should not be used for eye irrigation.
- 2 pairs of disposable fine plastic gloves to prevent bodily fluid contact.
- 1 pair of blunt-ended steel scissors at least 12.7cm (5 in) long.
- 1 pair of tweezers
- Pencil
- Whistle
- Cotton wool
- Moist wipes
- Dog bags

- Foil blanket
- Tick removing tool