



**The Clwyd, Conwy &  
Gwynedd Rivers Trust**  
*Ymddiriedolaeth Afonydd  
Clwyd, Conwy a Gwynedd*

*Creating a better environment / Yn creu amgylchfyd gwell*

# **Clwyd, Conwy and Gwynedd Rivers Trust**

## **Health and Safety Handbook**

**Date Reviewed (Version 1): June 2018**

Latest Date to be Reviewed	Actual Date Reviewed	Reviewed By:	Initials of Lead Reviewer	Summary of changes to Document
June 2019				
June 2020				
June 2021				
June 2022				
June 2023				
June 2024				

# Clwyd, Conwy and Gwynedd Rivers Trust

## Health and Safety Handbook

### Introduction

The Clwyd, Conwy and Gwynedd Rivers Trust (the Trust) is an independent environmental charity established to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water bodies in north Wales, and to advance the education of the public in the management of water and the wider environment.

The Trust currently has no direct employees but use contractors and volunteers who work 'on site' (i.e. visiting rivers, farms, project sites, offices of other organisations, etc.). There are no Trust offices and so contractors and volunteers undertake administrative tasks mainly at their home locations.

The Trust's activities are overseen by the Board of Trustees, consisting of a Chairman, Deputy Chairman, Secretary, Treasurer and up to eight Directors.

This handbook describes the way the Trust manages health and safety. Compliance with the requirements described in this handbook is mandatory for all staff<sup>1</sup>, visitors and contractors working with the Trust or those under our control.

**Part 1** of this handbook describes our health and safety organisation and responsibilities.

**Part 2** defines our arrangements for health and safety.

The prevention of accidents and ill health is one of the most important functions of the Trust managers and staff because:

- The Trust does not want any staff or other person to suffer as a result of our activities,
- The Trust intends to fully comply with all health, safety and related legislation,
- The Trust Board recognises that accidents, unsafe and unhealthy working conditions lead to low staff morale, can have considerable cost implications, and demonstrate a lack of efficient management.

This handbook forms part of the Trust's Safety Documentation, which comprises:

- Our Health and Safety Policy Statement,
- This Health and Safety Handbook and Appendices

### Health and Safety at Work Legislation

These documents have been prepared taking into account the general duties imposed by the Health and Safety at Work Legislation, associated acts and regulations, summarised as follows:

- The employer must ensure, so far as is reasonably practical; a safe system of work; safe plant and equipment; safe means of handling, transporting, etc. articles and substances; adequate training, information, instruction and supervision; a safe place

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<sup>1</sup> For the purposes of this Safety Documentation, 'staff' shall include (i) Trustee Directors of the Trust, and (ii) other volunteers working with the Trust

of work, with safe access and egress; adequate welfare facilities; arrangements for joint consultation where safety representatives have been appointed.

- The employer must also ensure that the way his work is carried out does not, as far as is reasonably practicable, affect the health and safety of persons other than his staff, e.g. contractors, visitors and the public.
- If the employer controls a site or premises where other persons are required to work he must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises, does not present a risk to their health and safety.
- Persons who manufacture, supply, etc, any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use, set, clean or maintain the article or substance etc.
- Staff must look after their own health and safety and ensure they do not endanger others by their conduct or actions at work. They must cooperate with the employer to assist in meeting the statutory requirements.
- No person must recklessly or wilfully interfere with anything provided in the interest of health and safety.

Failure to comply with these duties, or breaching any of the associated health and safety regulations, can lead to the serving of improvement or prohibition notices by the enforcing authorities. These notices may interfere with the progress of work and could lead to the prosecution of the Trust, the Directors or any other individual.

A copy of the Trust's *Policy for Health and Safety* is posted on the Trust's website ([www.ccgtrt.org](http://www.ccgtrt.org)) and is held by the Trust's Safety Director where it may be inspected.

A copy of the Trust's *Health and Safety Handbook* (this handbook) is kept by the Trust's Safety Director where it may be inspected. An electronic version of the Handbook is also available on application to the Trust. All staff members (including Trustee Directors of the Trust, and other volunteers working with the Trust) are responsible for ensuring they are aware of the requirements of the Handbook.

## **Part 1 – Organisation and Responsibilities**

### **Chairman**

The Chairman has the ultimate responsibility for health and safety within the Trust, and for the delegation of duties concerned with the control of health and safety. The Chairman will;

- Initiate the Health and Safety Policy and appoint in writing a Board Director responsible for organising health and safety – the Trust's Safety Director,
- Appoint in writing a staff member responsible for implementing the Trust's health and safety policy – the Trust's Safety Manager,
- Consider and integrate good health and safety management with business decisions, and ensure that the Board reviews Health and Safety policy, procedures and outturns on an annual basis,
- Actively lead the Board in its collective and individual responsibility for Health and Safety,
- Take a personal interest in the health and safety function, and satisfy himself that it is properly carried out.
- Set a personal example.

## **Safety Director**

The Safety Director is a Board Director appointed in writing by the Chairman and is responsible to the Trust Board for implementing the Trust's Health and Safety Policy. The Safety Director will:

- Provide such arrangements to enable the Trust to achieve a high standard of health and safety and comply with all relevant health and safety legislation,
- Appoint in writing such persons other than the Safety Director and Safety Manager as are required to implement the Trust's health and safety policy,
- Establish effective communication systems and management structures,
- Review the performance of the Trust in relation to health and safety, and report the results to the Board,
- Ensure the Board allocates sufficient resources to the health and safety function to allow the Trust's policy to be effective,
- Sanction appropriate disciplinary procedures against any staff member who fails to adequately carry out their responsibility in relation to health and safety,
- Chair health and safety meetings with staff, as necessary.
- Meet with the Safety Manager at regular intervals to review the Trust's health and safety policy and procedures, records of accidents, near misses and sickness and any other relevant matters, and implement any actions necessary.
- Assure himself that staff given specific responsibilities for health and safety are competent (i.e. suitable trained and experienced) to carry out their duties,
- Annually review the health and safety performance of the Trust and make any recommendations to the Board,
- Produce an annual business plan for health and safety to ensure improvements and standards within the Trust are identified (including reacting to new legislation), and ensure the actions necessary are initiated,
- Set a personal example.

## **Safety Manager**

The Safety Manager is a staff member appointed in writing by the Chairman and is responsible to the Safety Director for implementing the Trust's Health and Safety Policy. The Safety Manager will:

- Ensure that all staff are informed of the lines of responsibility within the Trust,
- Assist the Safety Director to annually review the health and safety performance of the Trust,
- Assist the Safety Director to produce an annual business plan for health and safety to ensure improvements and standards within the Trust are identified (including reacting to new legislation), and initiate the actions necessary,
- Assist the Safety Director to annually review the Trust's Health and Safety Policy,
- Assist the Safety Director to review the Trust's reports of accidents, near misses and sickness at regular intervals but at least annually,
- Maintain the Trust Safety Documentation and ensure it is up to date with legislative and other developments, and that all staff are notified when the Staff handbook is updated,
- Provide reliable and up-to-date health and safety information and competent advice to anyone within the Trust, and provide suitable arrangements to disseminate this information effectively,
- Ensure that suitable and sufficient safety equipment, including Personal Protective Equipment (PPE), is available to all staff, and that it is adequately maintained; carry out an annual inspection of all PPE to ensure ongoing functionality.

- Appoint in writing one or more First Aiders as required and ensure adequate training is provided for them,
- Monitor the technical content of health and safety training given to Trust staff,
- Promote a positive health and safety culture in the Trust,
- Monitor the health and safety performance of the Trust and compile annual accident statistics,
- Keep abreast of developments in health and safety legislation and practice and advise the Safety Director if any changes to the Trust's policy is necessary,
- Liaise with enforcement authorities and other bodies as necessary,
- Arrange meetings with staff to discuss health and safety issues as necessary, but at least annually, and take minutes.
- Set a personal example.

**Line Managers (Including the Designated Office Manager)**

For the purposes of these instructions a 'Line Manager' is anyone who has responsibility for the actions of other staff, or people working on our behalf. This definition is intentionally broad, but will include anyone with supervisory responsibility.

Line Managers will;

- Assure themselves that Safety Documentation is readily available, and that it has been brought to the attention of every member of staff, contractor, visitor, etc. under their control.
- Assure themselves that they, and those under their control, follow the specific safety procedures contained in the Health and Safety Documentation, and in the Health and Safety Risk Assessment (see Appendices 1 and 1A)
- Take a personal interest in the health and safety of staff under their control, and satisfy themselves that all risks to staff have been adequately assessed and controlled, and that all PPE issued is properly used and maintained,
- Confirm that all staff under their control are adequately fulfilling their responsibilities to health and safety,
- Confirm that all staff under their control have received adequate health and safety training for their duties, and are aware of the lines of responsibility for safety in the Trust,
- Confirm that suitable and sufficient safety equipment is available to their staff, and that it is adequately maintained,
- Set a personal example.

A Designated Office Manager will be appointed in writing by the Safety Director. The specific duties of the Designated Office Manager are given in Appendix 5.

**All Staff**

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work, and to cooperate with those with specific responsibilities to enable them to fulfil their obligations. Staff may also be allocated specific responsibility as 'First Aiders'.

When in doubt about a health and safety matter, or a potential risk, staff shall in the first instance seek the advice of their line manager. They may also seek the advice of the Safety Manager.

All staff shall:

- Comply with the Trust safety procedures as detailed in the Safety Documentation, and safety instructions issued by their manager, or the Safety Manager.

- Become familiar with the Safety Documentation so as to complete the Office and Site Health and Safety training within the time scale required by their manager or the Safety Manager;
- Make themselves aware of the location of the first aid equipment nearest to their workplace, and the arrangements for contacting the emergency services both during and outside normal working hours,
- Report all accidents, injuries and dangerous occurrences sustained whilst at work, using the Accident Reporting Form in Appendix 2. Injuries must be reported even if first aid is not applied.
- Properly use and maintain all personal protective equipment (PPE) issued to them. Any fault or deficiency in their PPE must be reported immediately to their manager,
- Not misuse any equipment supplied for their use at work, including furniture and electrical equipment. Any fault or deficiency in the equipment must be reported immediately to their manager,
- Not bring personal electrical equipment into the work environment without the approval of the Designated Office Manager, who will arrange for such equipment to be checked to ensure it is safe,
- Not attempt to mend or modify any work equipment unless competent and authorised to do so,

### **Contractors and Persons other than the Trust's staff**

Persons other than the Trust's staff must when on Trust premises, or when under control of the Trust, comply with safe working procedures, and safety instructions issued by the Trust. They must familiarise themselves with the relevant Safety Documentation, and allow themselves to be bound by it.

## **Part 2 – The Trust's Arrangements for Health and Safety**

### **Miscellaneous Provisions**

#### **(a) Volunteers and Visitors**

Volunteers working with the Trust on premises or sites either controlled by the Trust or other sites in relation to the Trust's work must at all times comply with the Trust's health and safety policies. Appendix 8 describes the Trust's instructions to manage the health and safety of volunteers. Visitors to Trust premises or sites either controlled by the Trust or other sites such as farms in relation to the Trust work must at all times comply with the Trust's health and safety policies and must be in the charge of a staff member.

#### **(b) Children and vulnerable persons (under 18 years old and/or having individual needs)**

Children and vulnerable persons are permitted on Trust premises but should remain in an open populated environment or accompanied by, or in sight of, at least two members of staff or responsible persons or by a parent or guardian. This shall also apply to sites either controlled by the Trust or other sites visited by staff such as farms. A staff member must give verbal or written permission for children and vulnerable persons to visit a specific site in relation to Trust work, and such permission will only be valid for the site and time specified and will be accompanied by an appropriate risk assessment prepared by the staff member taking into account any specific needs.

Children and vulnerable persons visiting Trust premises or sites must at all times be supervised and controlled by a member of staff. In cases where a member of Trust staff will be regularly involved with such people (eg school education visits) that member of staff should be prior enhanced checked by the Disclosure and Barring Service (DBS)."

All of the above stipulations apply to travel of such persons, in Trust vehicles or with Trust staff, in relation to Trust work.

(c) Furniture and Equipment

Staff must not misuse Trust furniture or equipment. Defects in furniture or equipment must be reported to the Safety Manager as soon as the defect is identified and the item removed from use.

(d) Alcohol and Drugs

Use of alcohol or non-prescribed drugs may affect your ability to work safely. Any staff member who arrives at work affected by alcohol or non-prescribed drugs, or who becomes so affected during the working period, poses a risk to themselves and others and will be considered to have committed misconduct. Any staff member so affected will be sent home and disciplinary procedures will be initiated. Equally, any visitor to Trust premises or other sites, who is affected by alcohol or non-prescribed drugs will be asked to leave immediately by a responsible staff member. Use of prescribed drugs is permitted so long as they are used in accordance with the prescription. Any restrictions imposed by the prescription (for example on the use of machinery) must be discussed by the staff member with his/her manager before work commences.

(e) Disciplinary Measures

Contravention of the health and safety requirements described in the Trust Safety Documentation may be considered as gross misconduct and may result in dismissal. Failure to complete the required health and safety training without good reason will be considered as an act of misconduct, which in the first instance will result in verbal advice or a formal warning.

(f) Visits by Enforcing Authorities

Officers of the enforcing authority may require to inspect Trust premises or sites with or without prior notice. Staff must give full cooperation and access to enforcing officers and advise the Safety Manager of the visit as soon as practicable. Copies of all correspondence or notices relating to such visits must be given to the Safety Manager as soon as possible.

(g) Working in non-Trust Premises or Sites

Staff working in non-Trust premises or sites may be required to work under the requirements of another organisations health and safety arrangements. Staff must confirm that these arrangements are at least as comprehensive as the Trust requirements, and where there is any doubt consult the Safety Manager for advice.

### **Accident and Near Miss Reporting**

All accidents and near misses, no matter how trivial they may seem, must be reported as set out below. The main objectives of reporting accidents and near misses are:

- To enable prompt remedial action to be taken
- To assist in monitoring the Trust safety performance
- To provide feedback information to develop improved safety procedures
- To comply with external statutory requirements for example the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

### **Internal Reporting**

The following accidents or incidents must be reported to the Safety Manager;

- Accidents to the Trust staff which occur during the course of their employment, whether or not they are on Trust premises or sites at the time
- Accidents to non-Trust staff whilst on Trust premises or sites at the time

- Accidents to the Trust contractors employed directly by the Trust
- Near misses and dangerous occurrences where no one is injured, but there was property damage or the potential for someone to be injured.

Following an accident, the injured person, their manager or other staff member responsible must enter the details of the accident on the Accident/Near Miss Report Form (Appendix 2) as soon as possible and transmit it by the fastest means available to the Safety Manager (or if that is not possible to the Safety Director) immediately so that it can be recorded in the official Accident Book.

Following a near miss, the staff member involved must report to the Safety Manager who will enter the details of the incident on the Accident/Near Miss Report Form (Appendix 2) as soon as possible. On receiving the Accident/Near Miss Report Form the Safety Manager will decide whether to contact the Safety Director so that they may jointly conduct an urgent review of the Trust's Health and Safety procedures and implement any required changes to minimise the risk of the incident occurring again. If the Safety Manager decides no immediate review is necessary, he will record the incident and bring it to the attention of the Safety Director at their next regular meeting.

### **External Reporting under RIDDOR**

These regulations require that specified workplace accidents and incidents are reported to the enforcing authority. This allows the Health and Safety Commission to assess the safety performance of different sectors of industry, and more importantly, enables the enforcing authority to carry out its own investigation of an accident if warranted.

Under RIDDOR the following accidents must be reported:

- Fatal accidents
- Major injury accidents (see Appendix 3 for details)
- Injuries causing incapacity for more than seven days (see Appendix 3 for details).

Following an accident, the person who reports it under the Trust Internal Reporting procedures (see above) must advise the Safety Manager (or Safety Director as appropriate) that it is a RIDDOR qualifying accident. RIDDOR defines who is legally responsible for reporting the accident. It is the duty of the Safety Manager to identify who must formally report the accident, and then ensure it is reported to the appropriate authority **within 15 days**.

### **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

Every year, thousands of workers are made ill by hazardous substances, contracting lung disease such as asthma, cancer and skin disease such as dermatitis. These diseases cost many millions of pounds each year to:

- industry, to replace the trained worker;
- society, in disability allowances and medicines; and
- individuals, who may lose their jobs.

The Trust is responsible for taking effective measures to control exposure and protect health. If the substance is harmful, staff might be exposed by:

- breathing in gases, fumes, mist or dust
- contact with the skin
- swallowing
- contact with the eyes
- skin puncture

The COSHH Regulations require employers to assess the risk to their employees, and to prevent or adequately control those risks. The Trust has undertaken an assessment of all substances likely to be encountered by staff in their work. This assessment is given in Appendix 4 and all staff must make themselves familiar with its contents.

### **Safety Training**

Training for health and safety is required by legislation for all staff whether they are normally based in an office or are required to work on site.

- **All** staff are required to complete basic health and safety and first aid training provided by the Trust.
- **Staff who work on site (or expect to visit a site)** must also complete the Trust's site safety awareness training.

Staff are not permitted to commence work until they have completed the basic health and safety and first aid training, the site safety awareness training and any additional specific health and training required by the Safety Manager.

In respect of the above mentioned training, the Trust has determined that the requirements of the Trust's site safety awareness training will be satisfied when staff have read, and confirmed in writing to the Safety Manager that they have read, all the Trust's safety documentation. Site safety awareness training will be provided free of charge to relevant staff by the Trust. Where the Safety Manager requires additional specific health and training for a staff member, it shall be arranged and paid for by the Trust.

### **Consultation with Staff on Matters of Safety/Staff Representatives\***

The Health and Safety (Consultation with Employees) Regulations came into effect on 1 October 1996 and apply in workplaces where staff are not represented by trade union safety representatives.

The Trust must consult with staff on health and safety matters, and in particular on:

- The introduction of any measure at the work place which may substantially affect the staff members' health and safety
- The arrangement for appointing/nominating a competent staff member to assist the Trust in complying with the regulations (designated as the **staff representative**)
- The provision of relevant information as required under health and safety legislation (for example emergency procedures)
- The planning and organisation of health and safety training that must be provided to staff, including any specific training required by staff representatives
- The health and safety consequences of introducing new technology into the work place.

The staff representative will be made aware of:

- When his/her views are being sought about health and safety
- How he/she can give their views
- His/her right to take part in discussions on certain questions relating to health and safety at work

### **Functions of the Staff Representative and Process of Consultation**

The staff representative may make representations on any hazards, dangerous occurrences and general health and safety matters which may affect the health and safety of the staff he/she represents. He/she may also represent staff in consultations with the enforcing authority.

Either the Safety Manager or the staff representative may request a meeting with the other at any reasonable time, and the initiator will advise the other of the content and purpose of the meeting. The Safety Manager will minute the meeting and report as appropriate to the next the Trust Board meeting. In any event the Safety Manager and the staff representative will convene a meeting at least annually to review safety procedures and records.

\* Note that after discussions with staff, the Trust has determined that at the present time the appointment of a staff representative in addition to the Safety Manager is not necessary. All staff are encouraged to promote active and open communications and consultations both to other staff, the Safety Manager and Director, and to volunteers, contractors and other stakeholders.

## **Hazard Identification and Control**

The key to effective management of health and safety at work is to constantly identify potential hazards and then implement effective control measures. In other words to carry out a **risk assessment** for everything the Trust does.

There are two areas of the Trust's work where risk assessment is necessary;

- **Working in Offices;** the Designated Office Manager (see Appendix 5) is responsible for the identification of hazards, assessment of risks and implementation of control measures using the pro forma given in Appendix 1A. Staff working in, or visiting the Trusts offices must ensure they know who the office manager is, make themselves familiar with, and then follow all procedures established in the interests of health and safety. In addition staff must immediately report any hazardous situations to the office manager. The office manager is responsible reviewing hazards, assessment of risks and implementation of control measures at least annually. All risk assessment pro-formas and annual reviews relating to the Trust's offices must be signed and dated by the office manager, and submitted for approval to the Safety Manager. The procedure for doing this is detailed in Appendix 7.
- **Working outside the office - site work.** Each member of staff must complete a health and safety risk assessment for any work undertaken outside of the office. The Trust pro-forma for risk assessment is given in Appendix 1A. The Trust's staff routinely undertake a range of '**Type of Work**' e.g. visits to farms, working alone, etc (see Appendix 6). Only one risk assessment is required for each Type of Work, for example it is not necessary to complete a risk assessment for each farm visit providing that the 'farm visit' risk assessment covers all possible risks on the farm visited. However, each staff member must constantly monitor their Type of Work risk assessments, and at a minimum review and update each annually. For work not covered by a Type of Work risk assessment, staff must complete a specific risk assessment for that site and work. All risk assessment pro-formas and annual reviews must be signed and dated by staff, and submitted for approval to the Safety Manager prior to visiting site for the first time. The procedure for doing this is detailed in Appendix 7.

The Trust has pre-assessed the hazards likely to be encountered by staff working on site, and tabulated them in Appendix 1. Staff should use this table to complete each risk assessment pro-forma as provided in Appendix 1A. Note that Appendix 1 is not necessarily exhaustive, and each staff member is responsible for identifying and managing any additional risks not mentioned in the appendix.

Note that for both work in the Trust's offices and work on site, staff risk assessments should refer where necessary to the **COSHH** risk assessments given in Appendix 4 and follow the risk management procedures specified there.

### **Emergency Procedures (Fire)**

The single greatest risk to life and property is an office fire. The office manager is responsible for establishing the emergency fire procedure and must undertake a Fire Risk Assessment (FRA) and for putting any risk control measures in place. The FRA must:

- Be reviewed on an annual basis (at least),
- Comply with specific requirements of fire safety regulations
- Be kept as a record.

### **First Aid**

In the Trust's offices:

- The Designated Office Manager will be the office first aider. The Trust will provide approved training from a recognised source, such as the Red Cross or St Johns Ambulance. The office first aider will ensure that adequate first aid supplies and equipment are available and up to date, take charge of medical emergencies, summon the emergency services where necessary, and look after the first aid supplies and equipment. The office first aider will review office first aid kits at least annually.

On site:

- The Trust's staff who are normally based on site will be given (i) an adequate first aid kit to keep in their vehicle, (ii) approved basic training from a recognised source appropriate to their duties. In addition the Safety Director will appoint in writing a member of staff to be Principal First Aider. The Trust will provide the Principal First Aider with approved training from a recognised source, such as the Red Cross or St Johns Ambulance. The Principal First Aider will be responsible for the Trust's first aid provision at events when deemed necessary by the Safety Director. If the Principal First aider is not available, or additional first aid provision is deemed necessary by the Safety Manager, the Safety Manager will make such additional arrangements as are necessary. The Principal First Aider will review the staff training and first aid kits at least annually.

### **Personal Protective Equipment**

Personal Protective Equipment (PPE) describes any equipment required by the individual to provide protection from occupational hazards and reduce risks to health to acceptable levels. This will include such items as:

- Head protection (e.g. hard hat)
- Eye protection (e.g. goggles, safety spectacles, visors)
- Protective footwear (e.g. safety boots, safety wellingtons, waders etc.)
- Overalls
- Hand protection (e.g. gloves, gauntlets)
- Respiratory protection (e.g. disposable dust, fume or vapour masks, cartridge respirators, powered respirators, self-contained breathing apparatus)
- Hearing protection (e.g. ear plugs, ear defenders)

All PPE must by law be CE marked and meet European standards (ENs). All staff must take great care to ensure that PPE provided is suitable for the hazard identified.

All staff are responsible for identifying PPE required for their work whether in the office or on site. This must be specified in the risk assessment for that work. The Trust will provide PPE to staff on a personal basis as required free of charge and will replace it when necessary. The Safety Manager is responsible for ensuring that all staff have identified the correct PPE for their work and that the trust has provided it.

### **Selecting Contractors**

When selecting contractors for Trust work, the staff member responsible for the selection must confirm that the contractor is competent in terms of health and safety and can fulfil their contract without compromising the safety of themselves or others. The selection process must include detailed questioning of prospective contractors, and only those who satisfy the Trust's requirements may be considered.

The Trust's standard Conditions of Contract for contractors working on Trust business contains details of the Trust's health and safety requirements. Staff responsible for appointing contractors must generally use this document when appointing a contractor for Trust work. If staff wish to use a shortened version of the standard document for very minor work, he/she must obtain written permission from the Safety Manager, who will also provide an alternative document to use.

### **Incidents and Emergencies**

What you should do in the event of an incident or emergency:

#### *Safety First*

Put your own safety and that of colleagues and others before all other considerations. Put into action the safety training you have received. If you think there is imminent danger to the safety of others, give clear warnings immediately. If the danger is not 'immediate', then you should first discuss the situation with your manager, or the Safety Manager.

#### *Gather evidence*

If it is safe to do so, obtain contemporary evidence from witnesses to the incident or emergency. Write down details at the time, and obtain contact details of the witnesses if possible. Take photographs if you think this will be useful.

#### *Notify Management*

If you hear of an incident, notify immediately:

- Your manager
- The Safety Manager (failing that, the Chief Executive or Safety Director)

Do not try to identify the cause of the incident or any blame.

#### *Make no public statement*

The Trust's management will control all communication about an incident. Do not give any statement to the media. Do not prepare any report for third parties unless given clearance by the Chairman.

# **Clwyd, Conwy and Gwynedd Rivers Trust Health and Safety Policy Statement**

## **Commitment**

It is the intention of the Clwyd, Conwy and Gwynedd Rivers Trust (the Trust) that its activities will, as a minimum, comply with all relevant statutory and other provisions, and that all reasonably practical measures will be taken to minimise risk to its employees or others who may be affected by its activities. We will aim for a high practical standard of health and safety while balancing the level of real risk against the resources needed to control risks. The Trust is committed to the integration of health and safety into all areas of its activity, to achieving zero harm and to implementing a process of continual improvement to its health and safety policy.

## **Responsibility**

The Trust's Board led by the Chairman has ultimate responsibility for the Trust's Health and Safety policy and its implementation. A Trust Board Director is responsible for the assessment, control and monitoring of Health and Safety Policy. A Safety Manager is responsible for its effective implementation, maintenance and economic operation and development on a day-to-day basis.

All staff and Trustees have responsibility for implementing this policy so that health and safety considerations are always given appropriate priority in the planning and execution of activities.

All staff and Trustees are expected to co-operate with the Trust in carrying out this policy, so that their work, as far as is reasonably practical, is carried out with the minimum risk to themselves or others.

## **Approach**

It is the policy of the Trust to operate its Health and Safety management system in accordance with the Trust's Safety Handbook. This is based on, and conforms to, the international Standard OHSAS 18001:2007. We will promote active and open communication and consultation between our staff, volunteers, contractors and stakeholders.

Adequate financial and technical resources will be made available to allow this policy to be carried out. Information and training on health and safety will be provided to all staff as necessary for them to carry out their activities safely and without risk to health.

This Trust Policy Statement will be displayed on the Trust's website and at the Trust's registered offices. A summary of Emergency Procedures and Contacts is also displayed on the Trust's website.



..... Chairman:

12<sup>th</sup> June 2018 .....Date

## Emergency Procedures and Contacts

### 1. Safety Arrangements

The Safety Manager must be consulted wherever staff and volunteers are unsure of specific safety requirements. He will ensure that all staff and volunteers are fully acquainted with the Trust's safety procedures and relevant risk assessments.

The Designated Office Manager (DOM) will ensure staff and volunteers are fully acquainted with locations of telephones, fire extinguishers and first aid boxes. The DOM will specify a suitable meeting point and procedure, for use in the event of emergency, and will ensure the arrangements are agreed and understood by all.

The Safety Manager is: Alan Winstone  
Email: alanjwinstone@gmail.com      Mobile: 07926 137240

The Safety Director is: Roger Thomas  
Email: roger.gwel@hotmail.co.uk      Mobile: 07802766230

The Designated Office Manager is: na  
Email:      Mobile:

### 2. In the event of an emergency: -

- Dial 999 and give:      The service required  
                                    The location and directions to the incident  
                                    National Grid Reference  
                                    Details of the Accident
- Notify Safety Manager as soon as practical.

### 3. Important Telephone Numbers: -

Trust Office

### 4. First Aid

A First Aid Box marked with a white cross on a green background will be situated at the Trust office. All vehicles used on Trust business are provided with first aid kits.

Where outside assistance is needed, dial 999 for ambulance; where a doctor or ambulance is being called out, someone must stay with the injured person to inform the emergency team of likely cause of accident and particulars of any substance which might have caused poisoning, burns etc. All accidents must be reported to the Safety Manager and entered in to the Accident Book – which will be kept in the Trust office.

Use of any first aid supplies must be reported to the Designated Office Manager, who will be responsible for their replacement.

Staff and volunteers are reminded of the advisability of anti-tetanus vaccinations.

## 5. Fire Safety in Trust Offices

### a. *In the event of fire:* -

- Raise Alarm
- If fire is small, try to extinguish it.
- If fire is too big, dial 999 and ask for the Fire Brigade
- Give details of fire
  - location
  - cause and extent
  - directions
- Only attempt to extinguish the fire if your own safety, and that of others, is not put at risk.
- If possible evacuate buildings of people, then livestock, then other contents.
- Notify the Safety Manager as soon as practical.

### b. *Fire Extinguishers*

Be aware of the colour of fire extinguishers and their proper uses

Red (water)	For wood, paper, fabrics ( <b>not electrical</b> )
Blue (Powder)	For all applications
Black (CO2)	For electrical, flammable liquids, gases
Green (Halon)	For electrical, flammable liquids, gases

### c. *Points to note*

- Fire exits must be kept clear at all times
- Fire Doors must remain unlocked
- Use of extinguishers must be reported immediately to the Safety Officer, and arrangements made for refilling – this applies whether the fire extinguisher was used properly or negligently.
- No smoking is permitted when working with or near inflammable materials.

### d. *Fire Alarms*

- Please familiarise yourself with the location of the fire alarms.

## List of Appendices

Appendix 1	Risk Assessment of Likely Hazards
Appendix 1A	Risk Assessment Pro forma
Appendix 2	Accident Reporting Form
Appendix 3	RIDDOR
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## **Appendix 1**

### **1. Risk Assessment**

The Trust has identified a list of risks which staff might experience during their work. These are described in Part A of this Appendix.

Part B provides risk assessment tables as an aid to staff when preparing their **Type of Work** or other specific risk assessments as required by the Trust (see Appendix 6).

Appendix 1A contains the Trust's standard pro forma for risk assessment.

### **Part A – Description of General Risks**

#### **2. Hazard Sheets**

Various health and safety leaflets and hazard sheets are held by the Trust and should be referred to by staff/volunteers and others when appropriate. HSE leaflets are available on a range of topics. If these are not available from the Trust they can be obtained from the HSE web site.

#### **3. General Tidiness and Procedures**

- a) **Cleanliness.** Staff/volunteers are responsible for keeping places of work clean and tidy, with equipment neatly put away so as not to cause obstructions. You should always wash your hands after using chemicals or dangerous substances, and always before eating and drinking. Keep cuts covered with plasters or rubber gloves. Spilt chemical or other substances should be cleared up in accordance with manufacturer's recommendations, and must not be allowed to enter any watercourse.
- b) **Waste Disposal.** General rubbish should be cleared promptly and regularly through normal refuse disposal mechanisms. Chemical containers and oil waste must be disposed of in accordance with manufacturer's recommendations.
- c) **Fire Exits.** These must always be kept clear of obstruction, and clearly identified.
- d) **Safe Stacking and Storage.** All items of equipment/materials must be stored safely and securely. Hazardous substances must be kept locked, in the correct type of store, and stores must meet all legal requirements. Timber should be stacked carefully to minimise risk of falling logs, and stacks should not be of excessive height. Children must be kept out of such areas at all times.
- e) **Checking of equipment.** Staff/volunteers must check work equipment before use to ensure that it complies with safety practices. Any faults, damage etc, should be reported, and repairs/alterations undertaken as soon as practical. Unless trained, staff /volunteers should only use basic hand tools or office equipment. No specialist equipment or power tools are to be used without permission of an authorized staff member and without appropriate evidence of competency.

#### **4. Driving and Use of Vehicles**

Any member of staff using a vehicle on Trust business whether or not the vehicle is owned by the Trust is at all times responsible for ensuring the vehicle is in a road worthy condition and meets all current legal requirements, the vehicle has a current MOT certificate and is insured for business use.

The driver and all passengers must wear seat belts when the vehicle is moving.

Speed limits must at all times be observed. Staff should be aware that they are ambassadors for the Trust and at all times drive in a safe and courteous manner.

No one may travel in a trailer or stand on a tow bar whilst a vehicle is in motion. Trailer safety pins must be checked before moving off and brakes and lights properly applied to the trailer.

Staff should consider each journey, identify any additional risks not included in the Trust's standard risk assessment and take measures to eliminate or manage the risk appropriately.

Line Managers will carry out the following annual checks on staff members who use (or may use) vehicles on Trust business:

- Driver's license, medical record where relevant to driver/public safety.

Staff members using any vehicle on Trust business will carry out the following checks regularly and at least once per month:

- Tyres – legal tread depth and tyre pressure
- Lights including brake lights and indicators – working and undamaged
- Windscreen wipers – good condition, undamaged
- Windscreen wash – sufficient quantity for period to next check
- Seatbelts/head rests – good condition and properly adjusted
- Warning triangle and HVJ – provided and in good condition
- In severe weather – refer to Driving Risk Assessment.

For Trust-owned vehicles staff must report any safety issues to the Safety Manager immediately. The vehicle must not then be driven until remedial action is taken and the Safety Manager has given written permission for that vehicle to be used. The Safety Manager is responsible for ensuring that all vehicles owned by the Trust have current MoT certificates.

For non Trust-owned vehicles used by staff on Trust business, Line Managers will carry out the following annual check:

- Current MoT certificate.

## **5. Tractors, Forwarders, Diggers and similar vehicles**

Only properly trained staff may use these vehicles.

Keys must be removed when vehicles are not in use. All guards must be properly fitted; guards and safety devices must be maintained such as to be safe when they are in use. Tractors may not be set in motion except from driver's position, and when in motion no one must mount or dismount.

Whenever leaving the cab of a vehicle, the handbrake must be applied, gears left in neutral and engine turned off. Whenever working on the machine or on a powered implement attached to the machine, the key should be removed and/or power supply locked off. Ensure that the machine has come to rest completely before commencing repairs, unblocking etc. Remember that energy is stored in (for example) hydraulics and springs.

No tractor may be driven without an approved safety cab, except in or close to a building where it is not reasonably practical to use any other tractor. Ear protection must be used at all times when operating tractors which do not have an approved safety cab with correct noise insulation. Air filters on tractor cabs should be regularly maintained.

Vehicles must regularly be serviced, according to manufacturer's recommendations. Proper records of all servicing should be kept, including records of any incidents or accidents which have occurred when using the vehicles concerned. A service record, and note book to record repair needs, should be kept in each tractor/vehicle.

Flashing beacons should be used where appropriate – e.g. for hedge cutting from the roadside, for transporting wide loads along the road, etc. Any sharp projections (e.g. spikes on the front end loader) must be properly guarded for road transport, and should be lit when visibility is poor. Extra tractor wheels (row crop wheels, flotation tyres etc.) must be securely tied up when not in use.

Staff/volunteers should be aware of the dangers of operating vehicles/machinery on steep slopes, and of correct procedures – e.g. turn up hill rather than downhill, etc.

## **6. Implements and Machinery**

Powered machinery should only be used with proper guards in place. All such guards and safety devices must be properly maintained.

Power take-off (PTO) shafts must be properly guarded. The PTO guard must cover the whole length, from tractor to first fixed bearing on the machine. Moving parts of all types of machinery must be guarded so as to prevent the operator, or his /her clothing/jewelry/hair/etc., coming into contact with any moving part of the machine, including shafts, pulleys, fly wheels, gearing sprockets, chains, belts and the blades of fans. Any machine which does not have proper, satisfactory or correct guards in place must not be used.

All stationary machines must have a means of stopping them instantly within easy reach of the operator, at the position at which he/she will be operating the machine. The switch must be clearly marked and tested from time to time. Employees/volunteers may not remove guards from machines while they are in operation. Guards may only be removed for maintenance or repair and must be replaced thereafter; machinery must be switched off and isolated from its power source when being repaired. Worn belts or driving mechanisms must be replaced or reported immediately. Goggles and masks must be worn where indicated, where required or where necessary.

Any defects or malfunctioning of machinery must be reported immediately to the relevant person named in Section "C". Staff/volunteers should check regularly that there are no cracked, worn or damaged hydraulic pipes. (Please note that a jet of hydraulic oil from a burst hose can emerge at 3,000 psi and will easily penetrate skin. Whilst external signs of damage might be small, internal damage could be very significant – oil can penetrate muscles and organs, requiring surgery to correct; oil is corrosive to body tissue and causes severe damage which may result in amputation.)

## **7. Chainsaws and Circular Saws**

No person may use a chainsaw until they have been trained or attended the relevant course showing them the correct and safe method of use, and the hazards involved.

Safety clothing to include helmet, ear protectors, visors, gloves, safety trousers and safety boots must be worn. Employees should wear no loose clothing which could get caught. Chainsaws must comply with current legislation – chains correctly tensioned, chain brakes in

working order, kick bar/guards in place, etc. Employees/volunteers should work in teams of minimum 2 people. First aid equipment should be carried when working away from main buildings locations, there should be good means of communications, and an escape route in the event of accident must be identified.

## **8. Electrical Apparatus**

Care must be taken when using electrical apparatus, particularly near water, or working within the vicinity of power lines.

Electrical wiring and electrically operated machinery/tools must be regularly checked to make sure there are no signs of breaks or damage to the insulation. Worn wires must be properly insulated, including where they join the machine or tool, and must be fitted with a correct plug fed from a suitable socket, fused to carry the required electrical loading. Sockets must not be overloaded. Where extension leads and portable equipment are used, cables must be laid carefully so they do not cause an obstruction or constitute a risk. Extension cables should be unrolled properly to avoid risk of magnetism or potential overheating of the cable, and must be carefully rolled up again afterwards and stored safely.

Supervisors are responsible for checking and monitoring electrical equipment, including checking plugs and cables for loose connections and faults. Periodic checks will be made on the installation of electrical equipment in accordance with the Electricity at Work Regulations.

Welding gear must not be used by anyone unless they are properly trained and have attended the relevant course. Full safety equipment must be worn.

Where electrical tools used outdoors, a 110 volts transformer must be used and/or earth leakage circuit breakers.

Particular care must be taken over use of forklifts or front end loaders, tall vehicles/implements, folded implements (e.g. sprayer booms), irrigation pipes, another such objects which might project unusually high above the ground, when working beneath overhead power lines. Take particular care when fencing beneath power lines – if fencing wire snaps and recoils it could make contact with the power line.

## **9. Ladders**

All ladders must be examined before use to ensure that rungs in sound condition. The ladder must be properly footed and tied off at the top to secure it, or held by another person.

## **10. Lifting of Weights**

Staff/volunteers must exercise particular care when handling loads manually. As a general guide, employees should not lift or carry loads of more than 25kgs unaided. Where this is necessary, this should only be done where staff have received proper training. Extra care is required where loads are of an unusual shape or nature or are unstable. Where lifting gear is provided – including hoists, winching gear, trolleys, etc. – this should be used wherever possible.

## **11. Weils Disease (leptospirosis)**

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth.

Always wash your hands before eating, drinking or smoking.

Weils disease starts as a feverish illness with a high temperature and headache.

## **12. Lyme Disease**

This disease occurs when bitten by an infected tick. The earliest sign may be a faint ring shaped rash. Often you may notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms.

The best defence is to keep your skin covered- especially your legs. Carefully remove any ticks and place a small dressing over the bite. If you are worried about possible infection contact your GP.

## **13. Tetanus**

The organism causing tetanus is wide spread and can enter your body through cuts, abrasions or puncture wounds made by thorns and splinters. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with GP how often you need a booster.

## **14. Toxic Substances, Chemicals and Poisons**

Chemicals must be stored in their original container, and must be kept in a locked shed or proper chemical store. Where temporarily stored in a vehicle, this must be locked. Chemicals must not be allowed to pollute any watercourse or drain. They must be used only in accordance with manufacturer's instructions, and for a legal use and no other purpose. They may be handled, used and applied only by employees who have received appropriate training; safety equipment and clothing should be used. All chemicals and harmful substances must be kept out of reach of children. Staff/volunteers must read labels and instructions for use carefully, should refer to the COSHH assessment generally and must consult the Safety Officer if any doubt about use. Proper records of purchase, storage and use must be kept.

Users must always wash hands after handling chemicals. Field workers should carry cleanser and paper towels for this purpose.

## **15. Hazardous Substances**

A hazardous substance is any substance with a hazard-warning symbol on the label. An assessment must be carried out before a hazardous substance is used, and training provided if the appropriate competency is not already held. The aim is to ensure that the procedures followed are adequate to prevent the substance harming people or the environment. If handling substances, and you are trained and competent to do so, follow the instructions given either on the label or provided on a separate sheet.

There are additional regulations, the Control of Pesticides Regulations, covering the use of animal poisons, herbicides, pesticides and timber treatment products. These require that people using specified agricultural chemicals hold a Competency Certificate.

Anyone coming across empty containers of agricultural chemicals or poisons should not handle or try to dispose of them themselves. Poachers, particularly when disturbed, sometimes leave behind empty containers. If appropriate, consult the farmer or landowner on whose land the waste or substance is found in the first instance and/or contact the Environment Agency. Please note that the fire and rescue services have the skills and knowledge to deal with containers that may have contained hazardous chemicals.

Suppliers of hazardous substances are legally obliged to provide a Manufacturer's Health & Safety Data Sheet, and most are available via the Internet.

## **16. Livestock**

Great care should be taken when near livestock or carcasses to avoid injury and the risk of transmission of disease. Particular care must be taken when working near bulls; an escape route must always be identified before entering a pen or field, and ideally another person should attend.

## **17. Faecal Coliforms**

Livestock faeces contain high bacterial loadings and can enter the body orally or through cuts and abrasions. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. Symptoms generally resemble food poisoning i.e. fever, muscle and abdominal pain, nausea and diarrhea. If you believe that you may have been exposed to the disease, seek immediate medical advice.

## **18. Overhead Power Lines**

Electricity from high voltage power lines can arc across onto a conductor without contact being made. The minimum ground clearance for power lines up to 33kV on wooden poles is 5.2 metres. With higher voltages carried on metal pylons the clearance is 6.7 metres. Before starting work survey the area for overhead power lines. If necessary mark out the working area to prevent the use of equipment within 9 metres of power lines on wooden poles and 15 metres of power lines on pylons. (Ref: HSE leaflet AIS8 Working safely near overhead power lines)

## **19. Children**

Take particular care wherever children are likely to be present on the work site. Keep a very careful look out when operating any machinery – particularly when reversing. Make sure that children are properly briefed as to where they may or may not go; parents must also be fully briefed of the dangers of a work site.

No children are allowed to drive or ride on any agricultural machine, vehicle or implement or trailer.

## **20. Contractors and Visitors**

Contractors must obey all safety rules and regulations for: -

- safe maintenance and operation of machinery
- wearing of protective clothing or equipment
- implementation of COSHH regulation

Staff must make all contractors working for the Trust aware of this policy and ensure as far as reasonably possible that the contractor complies with it. (“Contractors” includes electricians, plumbers, agricultural or forestry contractors, painters, joiners, builders, etc.; also self employed, part time or casual staff.)

Visitors must likewise obey all safety rules and regulations, must wear protective clothing and equipment where appropriate, and must be required to obey instructions and orders given to them by the Trust authorised persons, where this affects health and safety matters.

No visitor is allowed onto work sites without the express consent of an authorized staff member or contractor. Where that consent has been given by a staff member, that person must take reasonable responsibility for the health and safety of his/her guest.

Visitors visiting Trust's offices must be signed in and out by the designated Office Manager.

## **21. Duties to the Public and Non-Employees**

Staff must assess the risks that might result from public access; for example a footpath or bridleway to areas where the Trust may be working. Decide if there is a need to alter the way the job is done, or if access needs to be restricted or warnings given.

When working with clients, non-employees or other members of the public or if they are taking part in an event, make sure that they are informed of any hazards. Check that they understand the importance of being properly equipped and of obeying safety rules and instructions.

## **22. New and Expectant Mothers**

This section addresses the risks that may arise from any process, working condition or physical, biological or chemical agents relating to female staff of childbearing age, including new and expectant mothers.

Staff do not have to inform the Trust that they are pregnant, have given birth in the last six months or are breastfeeding, however it is important (for you and your child's health and safety) to notify the Trust in writing as early as possible. Until the Trust receives written notification from you, they are not required to take any further action, such as altering working conditions or hours of work. The Trust can also ask you to provide a certificate from your GP or registered midwife showing that you are pregnant.

Once informed in writing that a staff member is a new or expectant mother the Trust will help you decide if any additional action needs to be taken based on the risk assessment given in Part B.

If a significant health and safety risk is identified for a new or expectant mother, which goes beyond the normal level of risk found outside the workplace, the Trust will take the following actions:

- Action 1:** Temporarily adjust your working conditions and / or working hours; or if that is not possible
- Action 2:** Offer you suitable alternative work (at the same rate of pay) if available; or if that is not possible
- Action 3:** Suspend you from work on paid leave for as long as necessary to protect your health and safety, and that of your child.

The Trust will regularly monitor and review the risk assessment, taking into account possible risks that may occur at different stages of your pregnancy.

If appropriate (depending on the nature of the work you are doing), the Trust will provide somewhere for pregnant and breastfeeding employees to rest. Where necessary, this should include somewhere for you to lie down and a private, healthy and safe environment for you to express and store milk.

If you think that the Trust (or anyone else's) work activity is putting your or your child's safety at risk or damaging your health, you should immediately raise these concerns with the Trust's Safety Manager.

The risk assessment given in Part B considers any risks to the health and safety of a new or expectant mother, or that of her baby, including:

**Physical agents**

- Movements and postures
- Manual handling
- Shocks and vibrations
- Noise

**Biological agents**

- Infectious diseases
- Infections

**Chemical agents**

- Toxic chemicals
- Mercury
- Antimitotic (cytotoxic) drugs
- Pesticides
- Carbon monoxide
- Lead

**Working conditions**

- Facilities (including rest rooms)\*
- Mental and physical fatigue, working hours
- Stress (including post-natal depression)
- Passive smoking
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Working at height
- Travelling
- Violence
- Personal protective equipment

Nutrition

\*You should agree the necessary timing and frequency of rest breaks with your employer.

## Part B - General Risk Assessment: Conclusion and Tables

The following tables identify potential hazards within the working environment, the type and number of people affected and current safety measures in place. The hazard (potential to cause harm), the risk (probability of occurrence) and the extent of the risk (likely severity of injury) are then evaluated on the following scale.

High	-	Regular
Medium	-	Possible
Low	-	Rare

### Risk Assessment Conclusion

Providing the safe working practices recommended are adopted, the Trust considers that the risk of physical injury to any staff or other persons is **low**.

These general tables do not take the place of Type of Work or other specific Risk Assessments which must be completed by each staff member prior to undertaking any work.

Site Work

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Machinery - Chainsaws - Winches	All Staff Contractors Public	All work sites	Severe Physical Injury to limbs Death	Frequent	Provided with equipment and employees attend relevant training course	High	Low	Low	Need to send new employees On chains saw course and keep training records. Marks off felling areas. Check equipment on regular basis and replace where necessary.
- Strimmers	Some Employees Public	River Banks.	Physical Injury to Limbs and Eyes.	Occasional	Safety equipment provided.	High	Low	Low	Monitor use and send new Employees on course and keep training attendance Records.
- Post driver	All Staff	All work sites	Physical Injury to Limbs	Frequent	Used by experienced staff only.	High	Low	Med	Check equipment and Provide ear muffs and gloves.
Fencing - Sprung wire	All Staff	All work sites	Physical Injury (Incl. Eyes)	Daily for Some	None – employees experienced.	Med	Low	Low	Ensure employees check Wire tensioning equipment Regularly. Provided Goggles/visors if required to Prevent facial injury.
Vehicles - Accidents	All Staff Contractors Public	Sites Roads etc.	Injury Death	Frequent	All have driving licence for vehicles. Only certain employees permitted to drive vehicles.	High	Low	Low	Log books should be kept by employees in all vehicles. Maintain vehicles in good Condition. All staff have up to date driving licence and insurance

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS AFFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Tractors/Forwarders - Accidents - Overturning	Contractors	All sites	Injury Death	Occasional	All contractors Experienced. Safety Cabs and air filters.	High	Low	Low	Ensure adequate training for New and inexperienced staff And all contractors Experienced.
Falling/Tripping - Rough Terrain	All	All sites	Limb Injury	Frequent	None	Med	Low	Low	Employees should survey Felling site before Commencing work and have Clear escape route from tree being felled.
Falling objects - Rees/Branches	All	All sites	Limb Injury Death	Frequent	Safety helmets provided for chainsaw work	Med	Low	Med	Demarcate felling areas Clearly. Extra care required When tree surgery work Being carried out.
Dust (see COSHH Assessment)	All								
Manual Handling - Timber/posts	All Contractors	All sites	Stain Backache	Frequent	Forklift at sawmill. Assistance from other Employees.	High	Med	Med	Training needed in lifting. Sawn timber can be bundled For easy handling using machinery.
Low Temperatures/ Exposure	All	All sites	Cold/Wet Exposure	Seasonal	Employees may do Indoor work if Appropriate. Waterproofs provided	Med	Low	Low	Need to check provision of Water-proof/protective Clothing and gloves.

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS AFFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Repetitive Work - Felling - Stacking - Weeding - Fencing - Lifting	Contractors	All sites	Strain Backache	Frequent	Equipment for heavy loads. Assistance from other Employees if heavy load.	High	Med	Med	Training needed in Lifting/bending. Ensure Sufficient breaks from repetitive work, especially if Strenuous and in extreme Temperatures/conditions.
Electricity - Appliances	All	Some work Sites/office	Electric Shock Burns	Occasional	None	High	Low	Med	All appliances should be checked. Need to comply with Electricity at Work Regulations. Check cables/fuses/plugs etc. regularly.
Electricity - Installation - Overhead Lines	All	Work Areas/office	Electric Shock Burns Deaths	Occasional	Mark overhead lines.	High	Low	Med	Ensure overhead lines are properly signed with high level tapes for minimum clearance. Employees must survey work sites carefully.
Welding - Mig - Electric - Gas	Only Those Trained/ Experienced/ contractors	Some work areas	Burns Blindness Inhalation	Occasional	Not currently used.	High	Med	Med	Only permit trained employees to use or preferably contractors.
Tiredness/Fatigue	All	All work sites	Injury/ Death	Seasonal	Avoid using machinery/vehicles when tired.	High	Low	Low	Ensure awareness. Stop machinery/vehicles if tired.
Structures - Fences - Walls - Stiles - Mine Shafts	All	All work sites	Injury	Frequent	Lone working procedures. Experience.	High	Low	Low	Do not climb walls, fences unless essential. Assess bridges before crossing. Note location of mine shafts.

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Chemicals (See COSHH Assessment) - Wood Preservatives	All Public	All sites	Poison Death	Frequent	Chemical safes and Transport boxes.	High	Med	Med	Use as per manufacturers instructions and wear gloves. Provide overalls.
Exposure to sun	All	Outdoor work	Skin cancer	Seasonal	None	High	Med	Med	Employees should cover up vulnerable areas of skin in strong sunlight. If necessary provide UVA and UVB sunblock for use at work.
Livestock -Bulls etc.	All Contractors/ visitors	Farm fields	Crushing Injury Death	Rare	Fields with cattle Identified.	High	Low	Low	Employees should be aware of potential issues regarding breed, age and whether herd contains young and discuss with farmer prior to entering fields.
Infections -Weils, tuberculosis	All Contractors	Fields, Livestock, Rivers	Disease Death	Occasional	Gloves provided	Med	Low	Low	(see COSHH Assessment) Ensure use of gloves.
ATV's -All terrain vehicles (4 wheel quad bikes)	All	All sites	Injury/ Death	Frequent	Helmet provided	High	Low	Low	Only employees trained in use of ATV's should be taken on steep/rough terrain and if towing equipment. Helmet must be worn. Consider fitting roll bar.
Grinders	Only those trained	On site	Physical Injury. Damage To eyes	Occasional	Only employees trained to use equipment. Safety equipment provided	Med	Low	Low	Continue practice by permitting only trained employees to use equipment. Ensure training for new/inexperienced employees.
Water -Rivers -Watercourses	All	All work sites	Injury Drowning	Daily	Work as team use waders and life jackets	High	Med	Low	Ensure all staff work as team. Avoid unsafe river banks. Use life jackets.

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Bracken & Tick Bites	All	General Areas	Disease, Cancer Death	Seasonal	Personal Protective Clothing	High	Low	Low	Avoid extended periods in dense bracken. Wear mask. Avoid bracken sap. Take precautions against tick bite
Assault	All	General Areas	Injury Death	Rare	Lone working procedures/ Radio/mobile phone	High	Low	Low	Avoid confrontation summon help by quickest means. Carry radio/mobile phone. Carry out standard equipment/vehicle checks.
Noise	All	All Areas	Deafness Partial or Total	Frequent	None	High	Med	Med	Regular checks that employees use ear defenders. Provide ear defenders/plugs to all employees to encourage use.
Tree Climbing	Only those trained	Work Sites	Injury/ Death	Rare/ Seasonal	Only trained employees undertake tree surgery	High	Med	Low	Maintain safe work practices. Check equipment on regular basis.

**Office Work**

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Burns/Scalds	All Office Staff	Office Kitchen	Burns/Scalds	Limited		Low	Low	Low	None
Electricity -Appliances (various)	As above	Office	Electric shock Burns	Limited	Appliances used are normal household equipment	High	Low	Med	Need to check plugs/cables/fuses annually
Electricity -Installation	As above	Office	Electric shock Burns	Limited	None	Med/High	Low	Low	Need to comply with Electricity at Work Regulations and have any installation checked regularly and monitor equipment.
Manual Handling -Moving furniture etc.	All office staff	Office	Strain Backache	Occasional 1-2 hours	Employees are provided with assistance when required for heavy awkward items	Med-High	Low	Med	Employees have completed health questionnaire. Those with history of strains/backache/pregnant should be monitored regularly and reminded to seek assistance.
Repetitive Work	All office staff	Office	Strain Backache	1-2 hours	Employees to take suitable breaks	Med-High	Low	Med	As above
Falling/tripping/slipping	All Office staff	Office	Injury to limbs back and head	Occasional	Steps and step-ladders provided	Med-High	Med		-Minimise lengths of cable to appliances -Mark wet floors properly Maintain tidy workplaces
Work Stations	All Office staff	Office	Eye/muscle strain	Daily	Correct seating. Regular breaks	Med	Low	Low	

**OPEN DAYS FOR INVITEES/PUBLIC**

HAZARD/ HARM POTENTIAL	EMPLOYEES & OTHERS EFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Chemicals (See COSHH Assessment)	All Visitors	Work Sites	Poison Effects	Rare	Chemical safes and transport boxes	High	Low	Low	Make sure all chemicals stored prior to visits.
Machinery	All Visitors	Work Sites	Injury to Limbs Death	Rare	Employees trained in use	High	Low	Low	Worksites to be identified and signed prior to visit and unauthorised access prohibited.
Vehicles	All Visitors	Work Sites/ Roads	Injury Death	Rare		High	Low	Low	Safe routes identified to and from visitors sites. Provision made for suitable car parks.
Falling/Slipping/ Tripping	All Visitors	Work Sites/ Roads	Injury Death	Rare		High	Low	Low	Hazard to be identified prior to visit.
Infection	All Visitors	Work Sites	Injury Death	Rare		High	Low	Low	Hazard to be identified prior to visit.
Electricity -Fences	All Visitors	Work Sites	Injury Death	Rare		High	Low	Low	Hazard to be identified prior to visit.
Fire	All Visitors	Work Sites	Injury Death	Rare		High	Low	Low	Hazard to be identified prior to visit.
Livestock	All Visitors	Work Sites	Injury Death	Rare		High	Low	Low	Hazard to be identified prior to visit.

**ELECTROFISHING**

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Electrical Equipment -Generator -Electrofishing unit	All. Visitors Public	Water courses, river & streams	Electric shock Burns Death	Regular	Only used by trained staff. All staff also trained in first aid.	High	Med	Low	Continue using trained staff inspection of electrical equipment and generator on a regular basis to check compliances with the Electrical at Work Regulations. Sign to warn public. Dry powder fire extinguisher.
Falling/Tripping -Rough terrain	All Visitors	All Sites	Limbs Injury	Infrequent	None	Med	Low	Low	Employees should survey sites before commencing work.
Manual Handling Equipment	All	All Sites	Strain Backache	Frequent	Employees provided assistance	High	Med	Med	Training needed in lifting.
Repetitive Work	All	All Sites	Strain Backache	Frequent	Assistance from other employees if heavy load.	High	Med	Med	Training needed in lifting/bending. Ensure sufficient breaks from repetitive work, especially if strenuous and in extreme temperatures/conditions.
Exposure to sun	All	Outdoor work	Skin cancer	Occasional	None	High	Med	Med	Employees should cover up vulnerable areas of skin in strong sunlight. If necessary provided UVA and UVB sunblock for use at work.

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
Livestock -Bulls etc	All. Visitors	Farm fields	Crushing Injury Death	Rare	Cattle identified before commencement of work.	High	Low	Low	Employees should be aware.
Infections -Weils, tuberculosis	All	Fields, Livestock, Rivers	Disease Death	Occasional	Gloves provided	Med	Low	Low	(see COSHH Assessment) Ensure use of gloves.
Water -Rivers -Watercourse	All	All work Sites	Injury Drowning	Daily	Work as team. Use waders.	High	Med	Low	Ensure all staff work as team. Avoid unsafe riverbanks. Use life jackets.
Noise	All	All Areas	Deafness Partial or total	Frequent	None	High	Med	Med	Regular checks that employees use ear defenders/plugs to all employees to encourage use.
Fire	All Public	All Areas	Burns Smoke Inhalation Eye Irritation	Seasonal (can be daily)	Visitors and goggles provided	High	Med	Med	Provided fire extinguishers.
Hypodermics	Trained Staff	Some Sites	Injury Infection	Occasional		Med	Med	Low	Only experienced employees to use hypodermics.

New and Expectant Mothers

Note: The following table lists ADDITIONAL risks for new and expectant mothers: staff members must also review other risks identified in this section as part of their overall compliance with the Trust's Health and Safety Policy. New and expectant mothers must review their 'Type Of Work' risk assessments and amend them to take account of additional risks identified.

HAZARD / HARM POTENTIAL	EMPLOYEES & OTHERS EFFECTED	WHERE ENCOUNTERED	EFFECTS	PERIOD OF USE/ EXPOSURE	CURRENT SAFETY MEASURES	POTENTIAL TO CAUSE HARM	PROBABILITY OF OCCURRENCE	Risk	FURTHER ACTION REQUIRED/REMARKS
General	New and expectant mothers	Travelling to work, during work	Infection, fatigue, sunburn, sudden jolts, Difficult access	During pregnancy, post natal	carry hand sanitizer locate nearest toilets and washing facilities wear disposable rubber gloves for all sampling or similar activity. carry sun screen, hat, water. Do not stay in sun for prolonged periods take regular breaks from driving do not continue working so you travel home tired. Do not drive long distances Take regular breaks and do not stand for long periods. Do not attempt to enter site of work if access is difficult.	Medium	Low	Low	Arrange for colleague to carry out work, if it cannot be rearranged.  Arrange to be accompanied by a colleague if access is difficult and visit cannot be rearranged
Farms	New and expectant mothers	Work sites with loose animals	Cattle trampling Dog attack or jumping up	During pregnancy, post natal	Do not enter field unless you are certain there is no danger from cattle. Phone farmer prior to visiting farm request that dog is kept under control during visit.	High	Medium	Medium	Liaise with farmer prior to visit to remove possible hazards e.g. dogs, cattle from yard or field if possible. If not, work with a colleague to undertake the site visit

		Work sites with lambing/calving	Infection	During pregnancy, post natal	Do not visit during these periods	High	Low	Low	Arrange for colleague to carry out work, if it cannot be rearranged.
		Travelling over rough ground	Shock, vibration	During pregnancy, post natal	Do not drive over rough ground, or request the driver to take great care	Medium	Low	Low	Arrange for colleague to carry out work, if it cannot be rearranged.
Water courses	New and expectant mothers	Work sites	Infection	During pregnancy, post natal	Do not enter watercourse. Wear disposable rubber gloves for all sampling or similar activity.	Medium	Low	Low	Arrange for colleague to carry out work if it cannot be rearranged.
Public events	New and expectant mothers	Work sites	Fatigue, sunburn, Difficult access	During pregnancy, post natal	Always ask a colleague to attend with you to help with lifting and carrying. Ask for assistance with hanging banners, posters etc. Provide seating, do not stand for long periods and take very regular breaks	Medium	Low	Low	

**Clwyd, Conwy and Gwynedd Rivers Trust: Risk Assessment****Appendix 1A**

Project/Activity Title:	Project Number:
Responsible Staff Member:	Work Activity:

Hazards	Impact or Consequence	Persons at Risk	Current Control Measures	Additional Measures Needed	Action by whom	By When	Date Done

Assessment or Review by:	Safety Manager:
Date:	Date:

**Appendix 2****Clwyd, Conwy and Gwynedd Rivers Trust Accident/Incident Report**

<b>1. Details</b>	
<b>Details of accident/incident:</b>	
Date:	Time:
<b>Details of injured party (if applicable):</b>	
Name:	Occupation
Staff number:	
Address:	
Employment status of injured party:	Trust employee <input type="radio"/> Agency/contract worker <input type="radio"/>
	Member of public <input type="radio"/> Visitor to Trust premises <input type="radio"/>
<b>Details of person making this report:</b>	
Name:	Occupation:
Telephone:	Email:
<b>2. About the accident/incident</b>	
Describe what happened	
Describe the injury or damage	
Exact location of accident	
Type of accident	What treatment was administered?
Damage to property only <input type="radio"/>	First aid only <input type="radio"/>
Injury accident <input type="radio"/>	None needed <input type="radio"/>
Near miss (no damage or injury) <input type="radio"/>	Hospital or doctor <input type="radio"/>
Environmental Incident <input type="radio"/>	
Accident category	What do you think was the main cause of the accident/incident?
Burn or scald <input type="radio"/>	Don't know <input type="radio"/>
Contact with hazardous substance <input type="radio"/>	Carelessness <input type="radio"/>
Contact with object <input type="radio"/>	Faulty equipment <input type="radio"/>
Cut or puncture <input type="radio"/>	

Electric shock <input type="radio"/>	Faulty procedures <input type="radio"/>
Fall from height <input type="radio"/>	Inadequate or inappropriate procedures <input type="radio"/>
Slip, trip or fall on the level <input type="radio"/>	Lack of training, knowledge or experience <input type="radio"/>
Other <input type="radio"/>	

<b>3. Statutory reporting</b>	
Is the accident/incident reportable under RIDDOR?  Yes <input type="radio"/> No <input type="radio"/> Not sure <input type="radio"/>	Did the accident result in more than 3 days off work?  Yes <input type="radio"/> If yes, how many No <input type="radio"/> Don't know yet <input type="radio"/>
Has an F2508 report been made, as required under RIDDOR?  Yes <input type="radio"/> No <input type="radio"/>	Who made the RIDDOR report?
	Date of RIDDOR report
Names and address of any persons to witness accident:	

Please send the completed form to the Safety Manager.

## Appendix 3

### Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

These regulations require that specified workplace accidents and incidents are reported to the enforcing authority. This allows the Health and Safety Commission to assess the safety performance of different sectors of industry, and more importantly, enables the enforcing authority to carry out its own investigation of an accident if warranted.

Under RIDDOR the following accidents must be reported:

- Fatal accidents
- Major injury accidents
- Injuries causing incapacity for more than seven days

Occurrences which are reportable under RIDDOR must be reported to the authority within 15 days. Normally the Trust's Safety Manager will report the occurrence, however there are certain circumstances where another person is required under the regulations to make the report. The Safety Manager will advise on this.

#### Key RIDDOR Definitions

##### (i) Injuries Incapacitating for more than Seven Days

An accident is considered reportable under RIDDOR where a person at work suffers an injury which incapacitates them for more than 7 consecutive days from their normal contractual work (excluding the day of the accident but including days which would not have been work days).

##### (ii) Major Injuries/Conditions

Reportable occurrences are these:

- Any fracture other than to fingers or thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to
  - Hypothermia, heat induced illness or unconsciousness
  - Requiring resuscitation
  - Requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to harmful substance or biological agent
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment, or

Loss of consciousness

- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## Appendix 4

### COSHH Assessment

#### 1. General

This assessment has been undertaken to fulfil the requirement under the Control of Substances Hazardous to Health Regulations 1988 (COSHH), as revised in 1994. It has been conducted in conjunction with the attached substance appraisal and includes all substances types likely to be encountered by the Trust staff/volunteers. Any new substances should be notified to **Safety Manager** who will in turn notify all those concerned in assessing any risk presented by that substance.

#### 2. Risk Definition

For the purposes of this assessment the threshold of risk has been taken to mean “of an accident requiring, at least, First Aid treatment” or presenting a known potential risk to any person’s long-term health.

#### 3. Assessment

- a) **Flammables.** The substances such as petrol, diesel and flammable gases, are mainly located in employees/volunteers vehicles. The potential hazard associated with these substances is considered high, but the actual risk is fairly low. Alternatives and precautions have been considered in the substances appraisal. On-going monitoring is considered to be necessary. Safe working practices should be adhered to all substances stored securely when not in use.
- b) **Substances which harm mainly through contact.** Substances, such as battery acid, fire extinguisher fillings, zoonoses, and fire, are considered to present a high level of potential hazard, but a fairly low level of risk. Alternatives and precautions have been considered in the substances appraisal. On-going monitoring must be carried out.
- c) **Substances which are mainly harmful through inhalation.** This does not include pesticides or dust, but included exhaust fumes, flammable gases, zoonoses (diseases transmitted to man by animals) and fungal spores. These substances present a wide range of hazards, but the risk is considered low.

Alternatives and precautions have been considered in the substance appraisal

- d) **Substances mainly harmful through swallowing.** Petrol, diesel, anti-freeze and rat poison. The hazard presented by these substances is considered high, but the risk is assessed as being low. Alternatives and further safety measures have been considered in the substance appraisal. The main threat is assessed as arising from substances being stored in incorrectly marked or unsuitable containers.  
The Severn Rivers Trust employees/volunteers have been made aware of this and the risk is therefore considered low.
- e) **Dust.** The main location where dust may be resented and harmful to health is the work site. This dust is mostly seasonal and employees are exposed for limited periods only. Approved respiratory equipment is always available and must be used where the COSHH assessment indicate this is necessary.

- f) **Pesticides.** This assessment has been made principally with reference to data sheets supplied by the pesticide manufacturers and forestry press or other relevant literature. It is considered that the assessment must be on-going and pesticides new to the Severn Rivers Trust employees/volunteers must be added to the inventory and their Hazard and Risk Assessment made before use. The risk is assessed as being ever present, but minimal due to the high level of awareness and training of the people involved in managing the handling, spraying, storage and disposal of pesticides, contaminated equipment and empty containers.

#### 4. **Conclusion**

The Trust considers that all foreseeable substances which might be harmful to health have been assessed. Provided safe working practices are adopted and personal protective equipment is properly used none of the substances that the Trust staff come into contact with should present an undue risk to health in normal use.

## COSHH SUBSTANCE APPRAISAL

Substance	Hazard Type	Effects	Where Encountered	Persons likely to Encounter Substances	How often Exposure Likely to Occur	Changes to Working Practices Likely	Substance Required On the Farm?	Can Presence be Limited / Modified	Potential For Harm	Is there A significant Risk?	Solutions/Action/Safety Measures/ Precautions/ Restrictions
PETROL	Swallowing Absorption Inhalation Injection Burning Contact Allergy	Long/Short term Poisoning Burns Skin/Eye Disorder	On Site Vehicles	All Employees Machinery operators. Visitors/Representatives	Daily	Impractical	Yes	Not Practical	Medium	No	New tank/storage over 1,250 litres must be bunded. Special regulations apply to storage of petrol.
DIESEL	Swallowing Absorption Inhalation Injection Burning Contact Allergy	Long/Short term Poisoning Burns Skin/Eye Disorder	On Site Vehicles	All Employees Machinery operators. Visitors/Representatives	Daily	Impractical	Yes	Not Practical	Medium	No	New tank/storage over 1,250 litres must be bunded.
OILS AND GREASES	Contact Swallowing Injection	Poisoning Skin/Eye disorders	On Site Vehicles	All Employees Machinery operators. Visitors/Representatives	Daily	Impractical	Yes	No	Low	No	Take care when handling. Wear gloves where practical. Avoid cuts etc.
EXHAUST FUMES	Inhalation Burning	Asphyxia Carbon Monoxide Poisoning Long / Short term Carcinogenic	On Site Vehicles	All Employees Machinery operators. Visitors/Representatives	Daily	Impractical	Yes	No	Medium	No	Use exhaust extraction when in a confined area. Ensure adequate ventilation. Maintain vehicles exhaust systems.

**COSHH SUBSTANCES APPRAISAL**

Substance	Hazard Type	Effects	Where Encountered	Persons likely to Encounter Substances	How often Exposure Likely to Occur	Changes to Working Practices Likely	Substance Required On the Farm?	Can Presence be Limited / Modified	Potential For Harm	Is there A signify -cant Risk?	Solutions/Action/Safety Measures/ Precautions/ Restrictions
GRINDING SWARF	Contact Injection	Skin irritation Eye/lung damage	On Site	All Employees	Occasional	Unlikely	Yes	No	Low	No	Wear safety goggles and gloves. Maintain grinder and screens. Safety stickers to be used.
FIRE EXTINGUISHERS - Powder - Foam - CO2	Inhalation Contact	Poisoning Burning	General areas, Vehicles	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	Low	No	Maintain extinguishers – annual Service contract. Follow Manufacturer use and safety Instructions.
BATTERY ACID	Contact Poisoning Inhalation Injection Explosion	Blistering Burns Asphyxia	Electric fencing Vehicles	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	Low	No	Take care when handling, transporting and recharging batteries. No naked flames. Use low maintenance batteries where Practical.
FLAMMABLE GASES - propane - oxygen - acetylene - butane	Inhalation Contact Explosion	Asphyxia Poisoning Burns	On Site	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	High	No	Take care when handling/changing/ transporting gas cylinders. No smoking in vicinity. Ensure adequate ventilation in workshop. Ensure flame traps on oxyacetylene cylinders.

**COSHH SUBSTANCES APPRAISAL**

Substance	Hazard Type	Effects	Where Encountered	Persons likely to Encounter Substances	How often Exposure Likely to Occur	Changes to Working Practices Likely	Substance Required On the Farm?	Can Presence be Limited / Modified	Potential For Harm	Is there A significant Risk?	Solutions/Action/Safety Measures/ Precautions/ Restrictions
DUSTS SAWDUST	Inhalation	Asphyxia Lung damage Eye irritation Allergy	On Site	All Employees	Seasonally	Unlikely	No	Yes	High	No	Maintain cab air filters. Minimise exposure to dusts. Wear approved dust masks. Ensure adequate ventilation
ANTI FREEZE	Inhalation Absorption Swallowing Contact	Irritant Eye damage Poisoning	All vehicles	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	Low	No	Wear safety goggles and gloves, store only in clearly marked containers.
RODENT BAIT	Contact Swallowing	Sickness Poisoning	On Site	All Employees Visitors / Representatives	Frequently	Unlikely	Yes	No	High	No	Use strictly in accordance with manufacturer's instructions. Wear gloves when handling. Store safely in labelled container under lock and key.
MICRO ORGANISMS ZOOZOSES	Injection Swallowing Contact	Leptospirosis Brucellosis Enzootic Abortion Toxoplasmosis Ringworm Tuberculosis Or Weils Disease	On Site	All Employees Visitors / Representatives	Daily	Unlikely	No	Partially	High	No	Maintain management and hygiene controls. Report any suspect infections at earliest moment. Use gloves and masks when handling infested sources.

**COSHH SUBSTANCES APPRAISAL**

Substance	Hazard Type	Effects	Where Encountered	Persons likely to Encounter Substances	How often Exposure Likely to Occur	Changes to Working Practices Likely	Substance Required On the Farm?	Can Presence be Limited / Modified	Potential For Harm	Is there A significant Risk?	Solutions/Action/Safety Measures/ Precautions/ Restrictions
WOOD PRESERVAT-IVE ETC	Inhalation Contact Swallowing	Irritation Poisoning Burning	On Site	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	Medium	No	Wear mask and gloves when handling. Store securely To be used in well ventilated areas.
ADHESIVES & SOLVENTS	Inhalation Contact Swallowing	Skin/eye damage Burns Poisoning	On Site	All Employees Visitors / Representatives	Infrequent	Unlikely	Yes	No	Low	No	Use low risk products. Follow label precautions Do not use near naked flame.
FUNGAL SPORES	Inhalation	Farmers Lung Respiratory Disorder	On Site	All Employees Visitors / Representatives	Occasional	Unlikely	Yes	No	High	No	Limit exposure where possible. Wear dust masks when handling hay/straw.
COMPRESSED AIR	Inhalation Injection Absorption Explosion	Poisoning Blindness Disfigurement	Tyres	Employees Visitors	Occasionally	Unlikely	Yes	Yes	Medium	No	Second employees present when in use. Annual maintenance by a professional Engineer.
SPRAY/ AEROSOL PAINTS	Contact Injection Inhalation	Irritation Poisoning Asphyxia	On Site	Most employees	Occasionally	Unlikely	Yes	No	Low	No	Care when handling, use in well ventilated areas.

**COSHH SUBSTANCES APPRAISAL – Pesticide Hazard Warning Symbols**

**Pesticides used on the farm are marked with one of the hazard warning symbols listed below: -**

Substance	Hazard Type	Effects	Where Encountered	Persons likely to Encounter Substances	How often Exposure Likely to Occur	Changes to Working Practices Likely	Substance Required On the Farm?	Can Presence be Limited / Modified	Potential For Harm	Is there A significant Risk?	Solutions/Action/Safety Measures/ Precautions/ Restrictions
IRRITANT	Contact	Eye / Skin Irritation	On Site	All Employees Visitors / General Public (i.e. spray drift / residues)	Occasional / Seasonal	Unlikely	Yes	Partially	Low	No	Follow label precautions. Act within FEPA regulations. Use and store only the minimum quantity of pesticide commensurate with good practice.
HARMFUL	Inhalation Swallowing	Limited health risk Poisoning	On Site	All Employees Visitors / General Public (i.e. spray drift / residues)	Occasional / Seasonal	Unlikely	Yes	Partially	Low	No	Follow label precautions. Act within FEPA regulations. Use and store only the minimum quantity of pesticide commensurate with good practice.
CORROSIVE	Contact Swallowing Injection	Eye / skin damage Burns	On Site	All Employees Visitors / General Public (i.e. spray drift / residues)	Occasional / Seasonal	Unlikely	Yes	Partially	Medium	No	Follow label precautions. Act within FEPA regulations. Use and store only the minimum quantity of pesticide commensurate with good practice.
HIGHLY FLAMMABLE	Contact	Burns	On Site	All Employees Visitors / General Public (i.e. spray drift / residues)	Occasional / Seasonal	Unlikely	Yes	Partially	Medium	No	Follow label precautions. Act within FEPA regulations. Use and store only the minimum

											quantity of pesticide commensurate with good practice.
TOXIC AND VERY TOXIC	Swallowing Injection Inhalation Contact	Poisoning	On Site	All Employees Visitors / General Public (i.e. spray drift / residues)	Occasional / Seasonal	Unlikely	Yes	Partially	High	No	Follow label precautions. Act within FEPA regulations Use and store only the mini quantity of pesticide commensurate with good practice.

Pesticides included: -  
Herbicides, Fungicides, Insecticides, Molluscicides, Wood Preservatives, Anti foaming materials

## Appendix 5

### Designated Office Manager

The Designated Office Manager is the person nominated in writing by the Safety Director to take charge of health and safety in the Trust's Offices. This Appendix lists the responsibilities of the Designated Office Manager with respect to health and safety in order to comply with the relevant legislation and hence create a safe working environment of all our staff and visitors.

The Designated Office Manager will carry out a specific risk assessment for the offices, and The Safety Manager will review this at least annually.

The Designated Office Manager will:

- Carry out regular inspections of the offices to ensure their safe condition
- Ensure that all equipment necessary to maintain a safe workplace, such as cable walkovers, footrests, etc. is provided
- Ensure that all office areas, furniture, plant, equipment etc. are in a good state of repair and are safe for use
- Ensure that first aid provisions are adequate and maintained
- Ensure that all accidents are appropriately recorded and that the Safety Manager is informed
- Ensure that the electrical installation to the offices is safe, and arrange for appropriate inspections of all electrical equipment in the office as required by the Electricity at Work Regulations 1989, including Portable Appliance testing (PAT) and record keeping for Trust equipment and personal portable equipment brought into the offices
- Liaise with the local fire authority as necessary with regard to fire regulations and ensure that all fire precautions are adequately maintained.
- Organise and arrange the undertaking of statutory risk assessments required under the health and safety regulations, such as the Control of Substances Hazardous to Health Regulations 2002, the Management of Health and Safety at Work Regulations 1999, and the Health and Safety (Display Screen Equipment) Regulations 1992.
- Ensure the annual testing of gas appliances and flues by a Gas Safe Registered engineer in accordance with the Gas Safety (Installation and Use) Regulations 1994
- Ensure only competent contractor are engaged to work on Trust premises. Ensure that contractors adopt safe working practices, and monitor the work to ensure that, so far as is reasonably practicable, they do not present a risk to themselves, Trust staff or the public
- Act on instructions given by the Safety Manager relating to health and safety, and cooperate in carrying out safety audits and inspections
- Retain relevant records for a minimum of three years, or for the term of the occupancy of the building whichever is the longer
- Prepare and maintain an office recovery plan
- Set a personal example.

## Appendix 6

### Types of Work

The Trust's staff typically undertake as part of their duties a range of 'Types of Work'. Among the most common are:

- Driving on SRT business
- Working alone or remotely
- Working on Inland Waters
- Visiting Farms
- Field Work
- Work Groups and Demonstrations
- Working at home/in offices

Staff engaged in these types of work must complete a **Type of Work** Health and Safety Risk Assessment (HSRA) before commencing work. However, as stated in the Trust's Health and Safety Handbook, only one Type of Work HSRA is required to be prepared by each staff member for each type of work undertaken. These Type of Work HSRA's must be reviewed at least annually, and staff must be certain that their Type of Work HSRA covers all risks each time the work is carried out.

Some risks associated with these common Types of Work are described below, but it is emphasised that there are other Types of Work which staff will identify from time to time. The latest HSRA's for all Types of Work can be found on the Trust's dedicated Dropbox facility, and the procedure for submission and approval of HSRA's is described in Appendix 7.

It is anticipated that eventually most of the Trust's activities will be covered by Type of Work HSRA's, and that preparation of specific risk assessments will be necessary less frequently.

### Some typical Types of Work and risks

#### Travelling to place of work

Staff are required to use their own vehicle to travel to and from work and field visits. The vehicle must be correctly licensed and insured for this purpose and it must be in roadworthy condition. Remember when using vehicles on the Trust's business staff are representing the Trust, so should drive courteously, observe the Highway Code and park with consideration to others.

Care should be exercised when driving on country lanes, especially in inclement weather. All roads, but especially country lanes can be slippery in frosty and snowy conditions. Rainfall can cause localised flooding and rivers can rise quickly. When the weather is bad or forecast to deteriorate, fieldwork should not be undertaken, or finished early, depending on a local risk assessment at the time. Contractual commitments always include, expressly or by common law, force majeure clauses, which covers delays caused by adverse weather conditions.

The use of off-road vehicles will depend upon the terrain, the conditions under which the vehicle is to be used and the type of vehicle. If offered transport in such a vehicle the number of passengers must not exceed the number of seats provided in the vehicle. Seat belts should be worn when fitted.

#### Working alone or remotely

Working alone in isolated locations is not hazardous *per se*. However, staff must follow CCGRT H&S procedure at all times.

### *Plan and assess*

Staff must assess the tasks to be carried out before they leave. Decide whether or not it is safe to undertake the work alone. Do not undertake the work if you have any doubt about your safety when alone, rather re-arrange the work when a colleague can accompany you. If you are undecided contact the Safety Manager for advice. Ensure you have the correct equipment to carry out those tasks safely. If your plans have to be changed, consider the effect of the changes carefully and do not start a new task with inadequate equipment. Arrange to carry out tasks that need help when assistance is available. Note that it is Trust policy that river walk surveys must not be carried out alone.

### *Communicate*

Mobile phones should be carried at all times and should be fully charged before starting lone work.

Staff working alone should notify a colleague of their intended location and expected time of return.

### *Weather protection*

Ensure that your clothing is appropriate for the weather. It is essential to check the weather forecast before leaving. Ensure that clothing is compatible with all safety requirements; in particular buoyancy should you fall into a river. Take adequate food and drink for the whole work period. In cold weather take a hot drink. In hot weather take plenty to drink. In strong sunshine beware of sunburn. Make sure you take and use a hat, loose clothing that covers your skin and sun block.

### *Violent situations*

Always obtain permission from the landowner before entering a property, explaining why you wish to enter the property and what you intend to do. Emphasise the independent and confidential nature of your visit as appropriate to prevent a potentially violent situation arising. It is important to recognise that they can arise, especially if the landowner perceives that you have a regulatory agenda that may threaten his livelihood or business. Try to avoid confrontation, and move away or leave if feeling threatened. If some confrontation is unavoidable for any reason, do so in a setting and a manner that will calm rather than inflame an outcome.

## **Working on Inland Waters**

### *Personal fitness*

Your life may depend upon being able to stay afloat and avoid exposure. Your ability to do so can be severely reduced by fatigue, alcohol or drugs or if you have a problem with your heart or blood circulation. Take appropriate precautions.

### *Buoyancy*

Put your lifejacket on before working near deep or fast flowing water. Ensure you are familiar with its operation. Suitable types have a ripcord for inflation or an automatic inflation device located in the neck/shoulder region. Replace any spent gas canisters as soon as possible. Clothing makes it more difficult to stand up in flowing water.

The use of a buoyancy aid does not guarantee your safety. Such equipment is designed as an aid to preserving life. Always assess the working area at the outset and make a decision as to the hazards posed by local conditions. If a river is in spate or flood, take special care, and ensure your footwear is appropriate for the riverbank conditions. If you should fall into the river, try to turn onto your back and go feet first downstream. Look for a low shingle bank on the inside of a bend and crawl out to safety. Remember the effect of shock, and as soon as possible change into dry warm clothes or seek warm shelter.

### *Wading*

The Trust's work does not normally require entry to watercourses. In specific instances when this is necessary a HSRA must be carried out. Take account of the depth and flow of the water, conditions underfoot and hazards downstream and where you can safely get out in an emergency. Consider using a wading stick. A lifejacket needs to be worn, except in very low and tranquil conditions. When working in fast flowing water, especially when rapids or a weir is downstream consider the use of a lifeline tied to a secure point on the riverbank. You should not wade at all during spate or other conditions when the river bed is not visible, unless you have a second person present who is capable of getting you out of the river in an emergency.

### *Electric fishing*

Only Trust's staff who have been specifically trained are permitted to undertake Electric fishing. A second person must be present on the bank at all times to assist in an emergency.

### *Snorkelling*

Only Trust's staff who have been specifically trained in snorkelling are authorised to do so. A similar assessment to wading is required, and a second person must be present on the bank at all times to assist in an emergency.

## **Visiting Farms**

Farms are dangerous places! Always consult with the farmer where you may or may not go and where there any areas that are inherently hazardous e.g. pesticide spraying of crops. When on the farm keep clear of agricultural vehicles and machinery. Reversing vehicles (and trailers) are frequent hazards and machinery can be unguarded. Slurry pits or lagoons can be unsigned or unfenced. Do not climb over or cross slurry pit walls or bunds. Do not enter a slurry pit. Stay clear of livestock to avoid being trampled, kicked or bitten. Consider wearing brighter colours or hi-viz clothing so that you can easily be seen by others working on the farm. Remember to observe the lone working procedures if necessary.

## **Field Work**

Staff working in the field must carry a personal first aid kit and a mobile phone to call the emergency services in the event of an incident. Remember your GPS will give an accurate grid reference for your location. Remember to observe the lone working procedures if necessary.

## **Working with Volunteers, Groups and Demonstrations**

Before any group work or demonstrations involving volunteers or members of the public, the CCGRT responsible person must carry out an initial assessment;

- What are the risks?
- Is there mobile phone coverage?
- What first aid cover is necessary?

### *Risk assessment*

Staff must (a) complete an 'event specific' HSRA and obtain approval from the Safety Manager, or (b) satisfy themselves that the Type of Work HSRA is fully applicable to the event.

### *No mobile phone coverage*

The HSRA should state the location and number of the nearest landline, and the nearest location where coverage exists. This information must be included in a briefing to attendees. Staff must then follow the Trust's 'buddy' procedure for lone working.

### *First aid cover*

The HSRA must take account of the time it would take for qualified medical assistance to arrive. The risk assessment must include:

- An emergency procedure, known by all attendees. This would include a map reference point to meet an ambulance.
- At least one person, or two for a large group, qualified in emergency aid.
- A travelling first aid kit on site and full kit in a vehicle used to go to the site. A mobile phone on site.

#### *General procedures*

Attendees must be given:

- A standard CCGRT Volunteers H&S introduction and responsibilities sheet (See Appendix 7)
- A H&S briefing by the CCGRT responsible person
- A sight of the HSRA sheet prepared beforehand by the CCGRT responsible person
- A CCGRT standard attendance/agreement sheet (See Appendix 8)

For events like riverside walks, the responsible staff member must prepare a HSRA as normal, and give the H&S briefing to all attendees. The staff member will appoint a ‘back marker’ from one of the attendees and will then follow the procedure above for this person only.

River Fly workshops are under the control of the River Fly Partnership who have their own H&S policy.

#### **Working in Offices or at Home**

##### *Emergencies*

At offices/home ensure that you have an emergency and evacuation procedure. Only tackle a fire in the offices/home with the extinguishers that are provided if it is safe to do so.

##### *Workstations*

Display Screen Equipment and supporting items make up a “workstation”. The main harms associated with workstations all arise from extended periods of work. These include upper limb disorders such as repetitive strain injury, typically arising from using a keyboard or mouse, back injuries from sitting with an awkward posture and eye-strain from looking at the display screen. Precautions are: type while in the correct posture, take frequent short breaks, position and adjust the screen and associated equipment properly, and have your eyes tested regularly.

## **Appendix 7**

### **Clwyd, Conwy and Gwynedd Rivers Trust: Volunteers Introduction to Health and Safety**

The Trust takes health and safety extremely seriously and will take all reasonably practicable steps to ensure your health and safety and welfare while at work. If you have or receive any health and safety concerns during your volunteer work, unless you can resolve them there and then, you must refer them for resolution as soon as practicable to the Trust's Safety Manager (see CCGRT Website). You may also call HSE's infoline telephone service on 0845 345 0055.

The Trust works on the precautionary principle. If you have reasonable cause to believe that either you or others are exposed to a health and safety risk you should stop the activity forthwith, or cause it to be stopped, and re-assess the situation. The activity must not proceed until reasonable safety measures have been implemented and/or you are completely satisfied that it is reasonably safe to do so.

It is your legal duty to:

- Take care of your own health and safety, that of your colleagues and others working near you
- Cooperate with the Trust on health and safety issues
- Correctly use the equipment provided by the Trust for your health and safety
- Not to interfere with or misuse anything provided for your health and safety

If you suffer an injury at or during the course of your volunteer work with the Trust, you must report it to the Trust so that it can be recorded in the Accident Book.

The Trust's health and safety policy, guidelines and organisational chart are set out in the Trust's Health and Safety Handbook which you may ask to see. Given the higher risk associated with volunteer fieldwork, the Trust's health and safety guidelines for working with volunteers are given overleaf. You should make yourself aware of these and ensure that any other volunteers being effectively led by you are likewise aware of them.

# CCGRT Health and Safety Handbook

## Working with Volunteers, Groups and Demonstrations

Before any group work or demonstrations involving volunteers or members of the public, the CCGRT responsible person must carry out an initial assessment;

- What are the risks?
- Is there mobile phone coverage?
- What first aid cover is necessary?

### *Risk assessment*

CCGRT Staff must (a) complete an 'event specific' Health and Safety Risk Assessment (HSRA) and obtain approval from the Safety Manager, or (b) satisfy themselves that the Type of Work HSRA is fully applicable to the event.

### *No mobile phone coverage*

The HSRA should state the location and number of the nearest landline, and the nearest location where coverage exists. This information must be included in a briefing to attendees. Staff must then follow the Trust's 'buddy' procedure for lone working whereby back up assistance is prearranged in case of unexplained non-report back.

### *First aid cover*

The HSRA must take account of the time it would take for qualified medical assistance to arrive. The risk assessment must include:

- An emergency procedure, known by all attendees. This would include a map reference point to meet an ambulance.
- At least one person, or two for a large group, qualified in emergency aid.
- A travelling first aid kit on site and full kit in a vehicle used to go to the site. A mobile phone on site.

### *General procedures*

Attendees must be given:

- A standard CCGRT Volunteers H&S introduction and responsibilities sheet
- A H&S briefing by the CCGRT responsible person
- A sight of the HSRA sheet prepared beforehand by the CCGRT responsible person
- A CCGRT standard attendance/agreement sheet (Appendix 9)

For events like riverside walks, the responsible staff member must prepare a HSRA as normal, and give the H&S briefing to all attendees. The staff member will appoint a 'back marker' from one of the attendees who will be given additional guidance on CCGRT Health and safety procedures.



**Appendix 9**

**Buddy Details**

<b>Name</b>	<b>Position</b>	<b>Home Buddy Name</b>	<b>Contact Tel. (landline)</b>	<b>Contact Tel. (mobile)</b>