



Tarvin Community Woodland Trust Ltd

Policy Documents

Assessment of Risk

The safety of everyone who uses the woodland is of paramount importance to the Trust and the Trust's working documentation must always reflect the importance of the issues involved. In addition to this document, the annual Management Plan should place the consideration both of risk and of safety at the very front of our consciousness on a day-to-day basis.

Assessing Risk

This is an important task but is not one which can be carried out by only one person on behalf of all. While the Trust may (and does) carry out an annual risk assessment of the whole woodland and of all the activities which might conceivably take place within it, this does not remove the responsibility from each individual who undertakes tasks on behalf of the Trust to assess ALL of the aspects of the task (and of the final result) before they begin the task. They must assess not only the risk to themselves but also to those who may be affected by their actions or omissions.

1. The Trust will take out each year such insurance as is necessary to give liability cover in respect of claims by persons using the woodland as a public amenity or who are working as volunteers in the woodland and the word "volunteer" shall include trustees.
2. The annual risk assessment for the woodland (in all aspects) is to be carried in July each year by suitably qualified persons and is available to all. Copy to be recorded in Company minutes.
3. Although they may not need to commit it to paper, it is expected that every Trustee/Director and volunteer doing work in the woodland will thoroughly assess **all** the risks to themselves and others that are inherent in what they are doing before ever they begin a particular task.
4. Where hand tools are involved, it is expected that these will always be treated with respect and handled with competence. Should it be needed, instruction on the use of tools must be given before work is undertaken.
5. Protective equipment is owned by the Trust and is provided for the use of volunteers - high visibility waistcoats, gloves, extra hard hats, goggles, versatile signs (to warn of woodland working), etc.. A record of such personal protective equipment is maintained. It is incumbent on all volunteers to ensure that they attend fully to their own personal protection and safety, as well as to that of others, without being reminded.
6. Some jobs require people who are suitably trained, qualified and experienced in order to complete them safely. Such tasks may not be carried out by anyone lacking such training, qualification and experience.
7. Power tools may only be used in the woodland by trustees/directors and volunteers with the expressed permission of the Trust, and used only by those qualified to do so. Where felling work is being undertaken on trees, there must be a minimum of two qualified workers present plus at least one banksman (who should be equipped with a working mobile phone).
8. Where contractors or external volunteers work in the woodland, it will always be a condition of their engagement that they conduct a full and accurate risk assessment, suitably

recorded and made available as necessary, and that they are fully trained and insured for risks to the general public, including Tarvin Community Woodland trustees/directors and volunteers, their own workers, their equipment and Trust property.

Safety

It is important that people who use the woodland are able to do so safely and securely. In order to facilitate this, the Trust will:-

1. Have the topic of 'Safety' on the agenda of EVERY full meeting of Trustees/Directors that is held.
2. Arrange for a Safety Audit of the whole woodland to be undertaken quarterly and the results communicated to every Trustee. Copy to be recorded in Company minutes.
3. At least annually, carry out a safety review specifically of the large trees. Every 3 years, the Trust should buy in a professional opinion, so that Trustees/Directors can be reassured that they are discharging their responsibilities.
4. Trustees/Directors and volunteers who walk or work in the woodland should report all potential problems or dangers which they see, as soon as possible and/or deal with the problem if appropriate with due regard to their own safety.
5. Where a problem is encountered that needs rapid attention by more than one trustee/director or volunteer, the Trust maintains a 'Telephone Tree', so that all Trustees/directors can be apprised of situations as rapidly as possible.