

**Health & Safety Full Risk Assessment Form (submit to Fields Meetings Organiser)**

Only required if additional or unusual hazards are present.

<b>Date of risk assessment</b>		
<b>Date of meeting</b>		
<b>Location</b>		
<b>Leader's name</b>		
<b>Leader's signature</b>		
<b>Location of nearest emergency hospital</b>		
<i>First aid should only be given by someone with current first aid training. Pain killers should not be given.</i>		
<b>Identify significant hazards</b>	<b>Likelihood Yes or No:</b>	<b>Measures to reduce risk</b>
<b>Slips, trips and falls:</b>  <b>Steep ground / banks</b>  <b>Rough / Uneven ground</b>  <b>Slippery ground</b>		<u>In the description of the meeting:</u> - State whether the day will be easy, moderate or strenuous and the nature of the terrain, whether it is rough or steep - Include guidance on suitable footwear. <u>In the safety briefing:</u> - Remind participants that the most frequent cause of accidents are simple slips and trips - - Mention the risks of slippery wet rocks & grass, steep, rough or uneven ground, unstable rocks, banks, cliffs, etc.
<b>Traffic</b>		<u>Planning the field meeting:</u> Avoid routes along or across roads as far as possible. <u>In the safety briefing:</u> warn people about traffic. <u>During the field meeting:</u> - Guide walkers across roads. - Walk on right hand side of road to face oncoming traffic. - Wait for farm vehicles to pass if agricultural work is taking place.
<b>Cliffs</b>		<u>In the safety briefing:</u> warn people not to climb cliffs.
<b>Falling objects</b>		<u>In the safety briefing:</u> remind participants that care must be taken to avoid dislodging stones, and if this does happen, what to do. <u>During the field meeting:</u> - If stones are dislodged, shout warning to the other members of the field group and/or general public in the vicinity. - Wear hard hats, if necessary, when walking close to cliffs.
<b>Contact with branches or twigs</b>  <b>Other scrapes or abrasions</b>		<u>In the safety briefing:</u> warn participants on the risk to eyes from twigs, and of possible allergic reaction to puncture wounds e.g. from Blackthorn. <u>During the field meeting:</u> - Take care passing such bushes. - Assess danger from falling branches. - Warn of any other obvious hazards such as sharp rocks.

<b>Personal attack (by assailant or animal)</b>		<p><u>In the safety briefing:</u></p> <ul style="list-style-type: none"> <li>- Tell participants who is carrying the mobile phone for use in emergencies.</li> <li>- Be aware that there may be areas with a poor signal.</li> </ul> <p><u>During the field meeting:</u></p> <ul style="list-style-type: none"> <li>- Leave no-one isolated.</li> <li>- Lock personal valuables out of sight.</li> <li>- Be aware of the movement of farm animals.</li> <li>- Carry a mobile phone.</li> </ul>
<b>Infection (especially diseases carried on faeces)</b>		<p><u>Planning the field meeting:</u> Consider whether you want to take a supply of antiseptic wet wipes.</p> <p><u>In the safety briefing:</u> remind people of the risk of infections which includes Weil's disease and remind them to ensure cuts are protected and instruct all to wash/clean hands before eating and drinking.</p>
<b>Contact with poisonous plants or fungi</b>		<p><u>During the field meeting:</u> Take care in the vicinity of any hazardous plants or fungi, particularly parsnip and giant hogweed.</p>
<b>Adders</b>		<p><u>In the description of the meeting:</u> Remind attendees to wear sturdy shoes and thick socks.</p> <p><u>During the field meeting:</u> Do not disturb any adders you find.</p>
<b>Ticks (Lyme disease)</b>		<p><u>In the description of the meeting:</u> Include clothing advice to wear long trousers / long sleeved shirts and the suggestion that trousers should be tucked into boots so as to reduce risk.</p> <p><u>In the safety briefing:</u></p> <ul style="list-style-type: none"> <li>- Give advice on ticks, how to minimise bites and safe tick removal and the main symptoms of Lyme disease.</li> <li>- Remind people of the need to check for (and remove) ticks at first opportunity.</li> </ul>
<b>Sunburn / sunstroke</b>		<p><u>In the description of the meeting:</u> Advise participants to bring adequate drinking water, wear a sunhat and long-sleeved shirts and put on sun protection cream including lip block, re-applying sunscreen as required during the day.</p>
<b>Bad weather:</b>  <b>Exposure / Hypothermia / Discomfort/</b>  <b>Danger from high winds</b>		<p><u>Planning the field meeting:</u> Check the forecast carefully and be prepared to cancel the field meeting or alter plans if necessary.</p> <p><u>In the description of the meeting:</u> Include guidance on suitable food and clothing.</p> <p><u>In the safety briefing:</u></p> <ul style="list-style-type: none"> <li>- Remind those on the walk of the need for suitable clothing.</li> <li>- If a participant's clothing is inadequate, the leader can exclude them on safety grounds.</li> </ul> <p><u>During the field meeting:</u> Be aware that weather conditions can change rapidly.</p>
<b>Bad weather:</b>  <b>Getting lost</b>		<p><u>Planning the field meeting:</u></p> <ul style="list-style-type: none"> <li>- Each leader should take a full list of names and mobile numbers of those in group.</li> <li>- Each leader should take map, whistle, phone and GPS.</li> </ul> <p><u>In the description of the meeting:</u> Ask participants to bring maps - if available - and mobile phones.</p> <p><u>In the safety briefing:</u> Stress importance of the group staying close together and within sight of each other.</p>

<p><b>Water hazards</b></p>		<p><u>Planning the field meeting:</u> Assess tidal situation prior to meeting and ensure that safe access is possible.  <u>In the safety briefing:</u> Include appropriate warnings.  <u>During the field meeting:</u></p> <ul style="list-style-type: none"> <li>- Wear buoyancy aid if appropriate.</li> <li>- Assess water levels and do not walk close to rivers in spate.</li> <li>- Be aware of the particular hazards of towpaths and docks.</li> </ul>
<p><b>Minor injuries</b></p>		<p><u>In the description of the meeting:</u> Recommend participants take simple first aid kits and blister treatment packs for personal use.</p>
<p><b>Manual handling</b></p>		<p><u>During the field meeting:</u> Manual handling will not often be necessary on field meetings, but may be involved for example in lifting logs when looking for invertebrates. Any such manual handling must be done safely.</p>
<p><b>Additional hazards associated with this specific site</b></p>		
<p><b>Additional hazards associated with the field group</b> (e.g. young people, people with disabilities, support animals)</p>		<p><u>During the safety briefing:</u></p> <ul style="list-style-type: none"> <li>- Explain to the parents or guardians of young people attending the field meeting of any additional risks or hazards and remind them that they have responsibility for the young person.</li> <li>- Identify any additional risks or hazards impacting people with disabilities and discuss with them any mitigating factors.</li> </ul> <p><u>During the field meeting:</u> Ensure that young people and people with disabilities are not being separated from the group and/or struggling to remain safely with the rest of the field group.</p>

**Change Log**

APPROVED by Council February 2021. For review 2025

APPROVED by Council February 2026. For review 2028