

Parish Paths Partnership Manual



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How does it work?

P3's Objectives

- To give local people the resources and skills to enable them to actively look after their local rights of way network
- To promote community involvement
- To promote local awareness of public rights of way and the surrounding environment
- To support local people, businesses, farmers and contractors by ensuring that any work generated through the scheme is offered to the local community, other than that done by volunteers.

There are three key features to the P3 scheme:

1. A partnership agreement

This is a signed agreement between the P3 group and the Community Action Team, specifying how the groups will work, when advice should be sought and what commitment is expected from both sides.

The Agreement includes the following information:

- background to the scheme;
- the grant – what money can be used for;
- support and advice - what help to expect from Essex County Council;
- responsibilities of the parish / group - this includes “good practice” in organising works as well as the basic administration needed to reclaim the grant money.

New groups may want to use the signing of the Agreement as an opportunity to encourage an interest in the scheme locally.

Possibilities could include:

- signing the agreement at a public meeting, perhaps allowing enough time for a talk on PRow as well
- issuing a press release to the media, explaining what you will be doing and inviting reporters to your meeting
- inviting newspaper photographers to a photocall, perhaps staging a “signing” on the site of some of the work you will be completing.

A copy of the Partnership Agreement should be kept with your activity and risk assessment records.

2. Preparation of a work proposal and application for grant funding

A group can carry out any of the following activities:

- **survey and inspection** – an assessment of the condition of the rights of way network in order to find out what needs to be done to make the paths fully usable;
- **reporting path problems** – to your P3 officers, liaising with landowners over crossfield path re-instatement and cultivation issues;
- **maintenance and improvements** – upgrading and re-opening paths by undertaking practical work such as vegetation clearance, installing gates and bridges, waymarking, drainage and surfacing works;
- **improving accessibility to the countryside** – by removing unauthorised stiles, replacing authorised stiles with accessible gates and improving path surfaces and widths;
- **publicity and promotion** – up to a 50% grant can be provided for the production of promotional material, i.e. walking guides, maps, and monthly newsletters;
- **events** – organising guided walks (circular or linear), nature trails, summer countryside shows and rights of way working party days to encourage use;
- **conservation work** – grants can be provided for conservation work on or next to a Public Right of Way (PRoW). This can be anything from tree planting and hedge laying to identifying special maintenance protection areas.

All of the above, except publicity and promotion could qualify for up to a 100% grant.

3. An advisory service

Within the Community Action Team are four Rights of Way officers and a team leader (referred to in this manual as P3 officers) who provide advice, training, support and guidance. The scheme is administered from County Hall and the P3 officers are the first point of contact for discussions about possible schemes and any problems you may come up against.

Who we mean when we say:

Volunteers – those local people brought together by the local parish / group and the P3 representative to work on practical tasks together

P3 Representative – A local volunteer who is the liaison between the parish / group and the County Council, the one who organises the P3 group for their area, informs the County Council of all works.

P3 Officer – A Public Rights of Way Officer in the Community Action Team who is your point of contact with the council regarding all P3 issues

Area Rights of Way Officer – Public Rights of Way Officer who deals with the every day maintenance of rights of way, instructs the Council's contractors on works, no direct responsibility for P3

Essex County Council Public Rights of Way (PRoW) contacts

The Essex County Council PRoW Team is divided between County Hall and four area offices based in Harlow, Colchester, Chelmsford and Basildon.

County Hall, Chelmsford – main contacts:

Community Action Team P3:

Team leader: 01245 437103

Uttlesford, Epping Forest, Harlow and Brentwood: 01245 437147

Colchester and Tendring: 01245 437649

Basildon, Chelmsford, Maldon, Rochford and Castle Point: 01245 437619

Braintree and the Roaming Groups: 01245 435659

Address:

Essex County Council
PRoW Team, E3
County Hall
Chelmsford
CM1 1QH

For all Public Rights of Way matters except those relating to P3 or day-to-day maintenance, please use the general contact Essex number: **0845 603 7631**.

The Maintenance of Public Rights of Way in Essex

The day to day maintenance, enforcement and management of PRow matters (not P3) are dealt with by rights of way officers based in the area offices.

District/Borough	Officer	Contact details
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Reporting to Robin Wallbank – PRow Engineer:

Basildon Castle Point Rochford	Christopher Brown	Essex County Council - South Area Office 1 Endeavour Drive, Festival Business Park, Basildon SS14 3WF
Brentwood	Laura Dunnell	Tel: 0845 603 7623 Email: highways.southarea@essex.gov.uk Fax: 01268 297501

Epping Forest	Chris Camp	Essex County Council - West Area Office Goodman House, Station Approach, Harlow, Essex CM20 2ET
Harlow	Nigel Eley	
Uttlesford	Nigel Eley / Robert Lee	Tel: 0845 603 7621 Email: highways.westarea@essex.gov.uk Fax: 01279 642600

Reporting to Jim Bartley – PRow Engineer:

Braintree	Janet Hill / Katie Andersson	Essex County Council - Mid Area Office 2 New Dukes Way Chelmsford CM2 6PS
Chelmsford	Robert Boulton	Tel: 0845 603 7622 Email: highways.midarea@essex.gov.uk
Maldon	Nicky Coleman	Fax: 01245 240028

Colchester	Mary Moir	Essex County Council - East Area Office 910 The Crescent, Colchester Business Park Colchester C04 9QQ
Tendring	Sarah Potter	Tel: 0845 603 7620 Email: highways.eastarea@essex.gov.uk Fax: 01206 838608

Unitary Authority	Officer	Contact details
Southend-on-Sea	Nicky Burley	Technical & Environmental Services Southend-on-Sea Borough Council PO Box 5560 Civic Centre, Victoria Avenue, Southend SS2 6ZQ Tel: 01702 215 003 Email: council@southend.gov.uk
Thurrock	Margaret Wilson	Thurrock Council Civic Offices New Road, Grays RM17 6SL Tel: 01375 413315 / 413316 Email: public.rightsofway@thurrock.gov.uk

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Who is responsible for PRow?

Highway authorities and landowners / occupiers have legal duties and responsibilities for PRow. In addition, local councils have special powers (see below under heading for parish council).

Will we be responsible for all PRow in the parish?

The scheme does not affect or remove any of the statutory responsibilities of Essex County Council, nor does it intend to replace existing PRow initiatives and responsibilities e.g., PRow improvements and promotion. Instead, the scheme will help to develop plans of action which are initiated by the local community and complement existing activities on the PRow network. All we ask is that any work proposals must both improve the condition or promotion of your local public rights of way network and must genuinely involve local people.

P3 groups can choose to maintain and promote anything from just a few regularly used routes to the whole parish PRow network. The level of involvement is up to you.

What activities can a P3 group carry out?

A P3 group can carry out most of the activities that we, as the highway authority are legally required to carry out (we cannot carry out works on or promote permissive routes, i.e. those not on the Definitive Map).

The Highway Authority is responsible for:

- asserting and protecting the public's rights;
- keeping PRow free from obstructions;
- keeping the path surface clear of natural vegetation;
- signposting PRow where they leave a metalled road;
- waymarking the path where the way is unclear;
- recording PRow on the Definitive Map.

The landowner / occupier is responsible for:

- providing and maintaining stiles and gates;
- cutting back overhanging vegetation;
- not blocking a PRow;
- not ploughing field-edge (headland) paths;
- reinstating cross-field paths within two weeks of ploughing or within 24 hours of any subsequent disturbance;
- ensuring the line of the path is clear on the ground in cultivated fields and not obstructed by growing crops.

The parish council/group can:

- maintain and promote any footpath, bridleway or byway in its area;
- report problems to the highway authority;
- make improvements to PRow.

What happens next?

Once the Agreement has been signed, it is time to do the following:

- set up a PRow working group and appoint a P3 representative;
- check whether your Definitive Map and Statement is up to date;
- arrange a meeting with your P3 officer;
- survey your PRow network.

Setting up a PRow Working Group:

This group can include anyone who is interested in PRow – from local councillors to ramblers, dog walkers and horse riders. The group will be responsible for:

- organising and conducting surveys;
- reporting footpath problems to the PRow team;
- reporting P3 updates at parish/group meetings and considering the best way forward.

And depending on the level of work you wish to undertake:

- drawing up the work proposals and completing end of year claim forms;
- arranging and supervising the work;
- carrying out the risk assessment/attending relevant training courses.

Training and advice will be provided for all participants on the scheme.

Forming a group can bring a number of advantages:

- responsibilities and work load shared amongst the team;
- a larger pool of ideas to draw upon;
- a wider range of skills and experience;
- better geographical coverage of your parish as a whole.

Who to invite to meetings:

- parish councillors – to provide a link with the parish council;
- parish clerks – to make notes of meetings;
- local walkers, cyclists, horseriders, vehicular users, dog walkers and local walking group representatives (ramblers);
- local farmers – to develop good working relationships;
- representatives from the local church, access groups, schools and social clubs – to promote the scheme and attract volunteers;
- local historians or artists – to provide background information or illustrations for any publications.

Recruiting extra members

There are a number of ways to attract extra volunteers:

- posters/postcards around the village;
- a short article in the parish or church newsletter;
- fliers or letter distributed to all parish households;
- telling the local newspaper about your plans;
- personal contact – bring along a friend to the practical working days;
- advertise on the parish website;
- organising guided walks and events.

The Definitive Map

The Definitive Map is the legal record of all PRoW within your parish and is accompanied by a Statement, which contains a written description of each PRoW. All parishes should have up-to-date copies of the Definitive Map and Statement to be available for public inspection on request. The latest copy of the map is dated 2002.

If the copy is not up-to-date or has been misplaced, then contact your P3 Officer or the Definitive Map Team and arrange for an up-to-date copy of the Map and Statement to be provided for your parish.

We also provide a consolidated working copy for the P3 representative. The working copy cannot be used as the legal record of the PRoW, but can be used for surveying.

Arrange an induction meeting with your P3 Officer

At this meeting you can discuss the principles of the scheme and the types of activities you think you may want to undertake. All requested copies of the Definitive Map will be brought along to this meeting. It is also a good idea to arrange site visits to PRow where you would like to undertake work.

Survey your PRow network

It is very difficult to decide on the work your group is going to undertake without actually knowing your local PRow network. How easy are the routes to find, to follow and to use? Which are the most enjoyable or useful routes? What work is needed to bring them up to an acceptable standard for people to use? A survey will answer all these questions for you, and will enable your group to draw up a work/promotional programme and to set priorities.

Photography

Photography is important to P3. It helps to document the activities of P3 groups and provides material for inclusion in a variety of publications such as Access Essex, quarterly updates and other pamphlets and reports. Express Consent must be gained from people appearing in photographs.

It is normal practice to ask participants to provide their consent and signature on each occasion/work party when images are taken. However, for active groups this can be time consuming. To simplify the process P3 officers can provide one form for use throughout the year. All that is required is that each time someone new is involved, they add their name and signature to the consent form. P3 officers will provide the reference number which is unique to the P3 group for the year in question. For an example of the form, please see Appendix I.

Improving access to the countryside for all

The Equality Act 2010

The Equality Act brings together anti-discrimination legislation in to one act of parliament. It provides the legal framework that protects people, including disabled people, from discrimination. It replaces a range of anti-discrimination legislation, including the Disability Discrimination Act 1995 (DDA) and subsequent amendments.

The EA ensures that the legal framework of equality law is more consistent for all people with protected characteristics, for example, race and gender. By simplifying and consolidating previous equality legislation, the Act is intended to be easier to operate and understand than previous equality legislation.

The EA generally carries forward the protection provided for disabled people by the DDA. However, there are key differences:

- The DDA provided protection for disabled people from direct discrimination only in employment and related areas. The EA protects disabled people against direct discrimination in areas beyond the employment field (such as the supply of goods, facilities and services, including public rights of way)
- The EA introduces improved protection from discrimination that occurs because of something connected with a person's disability. This form of discrimination can be justified if it can be shown to be a proportionate means of achieving a legitimate aim
- The EA introduces the principle of indirect discrimination for disability. Indirect discrimination occurs when something applies in the same way to everybody but has an effect which particularly disadvantages, for example, disabled people. Indirect discrimination may be justified if it can be shown to be a proportionate means of achieving a legitimate aim
- The EA applies one trigger point at which there is a duty to make reasonable adjustments for disabled people. This trigger point is where a disabled person would be at a substantial disadvantage compared to non-disabled people if the adjustment was not made

Both the DDA and the Equality Act, extend the scope and people covered by the legislation. Both talk about reasonable adjustments and if there is an obligation as service providers for us to make reasonable adjustments. An example of this is by having a principle of going for the least restrictive option so a gap is preferred to a gate and a gate is preferred to a stile. Where it is within the power of the Highways Authority we should seek to apply this principle at each opportunity.

However, some matters are outside the power of the Highways Authority. E.g. a stile or gate may exist on the Definitive Map. This limitation is the property and responsibility of the landowner and they are not deemed to be a service provider in the same way as the Highways Authority and private individuals do not have the same duties. Unfortunately, recent legislation has not provided the Highways Authority with the corresponding powers to insist reasonable adjustments are made. Without such a power, it is unreasonable to expect the Highways Authority to make adjustments. The Highways Authority can demand that structures are kept in good order and they can make requests for changes. However, they do not have the benefit of legislation to insist less restrictive adjustments are made.

This is where effective P3 groups can utilise their local knowledge and relationships. Often, requests made at an informal and local level can have more sway and can be more effective in generating good will and long term relationships. The Equality Act, 2010 replaces the Disability Act, 1995. Asked about the differences between the two and what it means for the Highways Authority and others, Defra has prepared a good practice guide, below is an extract.

Good practice guidance for local authorities on compliance with the Equality Act 2010

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A highway authority has a duty, under the Highways Act, to assert and protect the right of the public to use and enjoy a highway. The Equality Act 2010 – formerly the Disability Discrimination Act 1995 (DDA) – adds a further dimension, by requiring (broadly) that in carrying out their functions, public authorities must make reasonable adjustments to ensure that it is not impossible or unreasonably difficult for people with disabilities to benefit from those functions as others would do, or to show that there are good reasons for not doing so.

There is no specific reference in the Equality Act to any aspect of rights of way management and, as yet, no body of case law that can be referred to in the application of either the Equality Act or the DDA to rights of way. Nonetheless, it is clear that authorities are required to have regard to their obligations under the Equality Act wherever changes or additions to the rights of way network are proposed and are encouraged to make improvements to structures wherever appropriate opportunities arise.

There are three main reasons for the lawful existence of barriers, such as gates or stiles, on a public right of way.

- A right of way may have come into being with such structures already on it (limitations).
- An authority may make an order to create a new right of way, or divert an existing right of way, and agree to such structures in making the order.
- In the case of a footpath or bridleway, such structures may be authorised later, where there is a need to control animals for agricultural reasons.

In all three cases, there are opportunities for authorities to make improvements that meet the needs of people with disabilities, and in doing so meet their Equality Act obligations.

Where there are existing rights of way with existing structures, it is open to the authority to make incremental improvements in accessibility by negotiating agreements with land owners and managers. This is arguably where there has been the most scope for change for the better and many local authorities, with the co-operation of land owners and managers, have made significant network improvements in this way, by the widespread replacement of, for example, stiles with gates or kissing gates.

Such agreements may be informal or statutory. With such existing structures, there is no obligation on land owners and managers to enter into agreements of this kind and so it will be up to authorities to build on any likely mutual benefits. Whilst, in terms of future enforceability, there are long term advantages in statutory agreements, authorities will need to balance these against the willingness of land owners and managers to enter into binding agreements, on the basis that an improvement that is not binding is better than no improvement.

Where an authority is considering an order to create a new right of way or divert an existing right of way, or considering authorising a structure on an existing right of way, it has an opportunity to influence the type and standard of structure agreed to as part of this process. An authority has powers to deal with gates or stiles which are not installed and maintained as agreed and it is therefore in the interests of the authority and the public to both negotiate the “least restrictive” option in terms of accessibility and to specify each structure as clearly as possible in the legal documentation. As part of this process, authorities should consider including conditions that require the removal or modification of a structure once the original purpose for its installation no longer applies.

The Equality Act applies to a highway authority’s provision of public rights of way services. Guidance provided in 1997 by the Disability Unit of the Department of Social Security indicates that the owner of land over which a right of way runs is not regarded as a provider of services. Exclusion from the provisions of the Equality Act might not be extended to a landholder who is providing permitted access to their land. If the landholder is in receipt of payment for the permitted access it is less likely that they will be excluded from the Equality Act provisions.

Countryside & Rights of Way Act 2000

Under section 69 of this Act when authorising the improvement or replacement of stiles, gates and other works on the footpaths or bridleways we must consider the needs of people with mobility problems.

These pieces of legislation affect all of us involved in Rights of Way; from volunteers through to managers. When maintaining, improving and promoting Public Rights of Way we should be considering the needs of as many people as possible within the limits of the resources we have (please see sections on practical works, promotion and special projects for further information).

P3 – policy on volunteering

1. Purpose

1.1. This policy gives guidance and direction to Essex County Council (ECC) staff and P3 volunteers supervising or engaged in voluntary activities for ECC. It applies to all P3 volunteers in all programmes and projects undertaken by or on behalf of ECC at all sites of operation.

1.2. A volunteer is anyone who without compensation or expectation of compensation (other than reimbursement of expenses) performs a task at the direction of and on behalf of ECC.

2. Principles

2.1 To achieve the aims of P3 by ensuring the widest possible public consent to, participation in, and engagement with the work of the Community Action Team.

Through volunteering, the wider community is able to:

- demonstrate its support for the P3 objectives by the contribution of time and expertise;
- develop new skills and knowledge in rewarding and educative ways.

2.2 The involvement of volunteers in the work of P3 is to be encouraged and the recruitment of volunteers from various parishes regardless of gender, age, ethnic origin, sexual orientation, nationality, religious/political belief or disability is to be actively promoted.

2.3 The relationship between volunteers and ECC is one of trust and mutual understanding. It does not create a legally binding contract, neither expressly, nor by implication. ECC reserves the exclusive right to change any aspect of this policy at any time and to expect adherence to the changed policy. ECC accepts the services of volunteers on the understanding that their services are received at its sole discretion and that any volunteer's relationship with ECC may be terminated by it at any time for whatever reason.

2.4 Volunteers act wholly at the direction of P3 staff supervising them. They do not have the authority to represent ECC in any official capacity nor are they authorised to bind ECC to any third party or make any commitment on ECC's behalf. Letters and other communications written by volunteers in the course of their voluntary work must be signed by and in the name of P3 staff of appropriate seniority and authority as designated by ECC.

2.5 P3 asks that volunteers be willing to:

- help P3 achieve its aim and objectives;
- submit to any health screening or physical assessments necessary to assess their

suitability to undertake particular activities;

- submit to criminal record checks (and additional checks if tasks involving children or other vulnerable visitor groups are to be undertaken);
- attend any support, training or supervision sessions useful for the tasks to be undertaken for their personal development or to meet health and safety requirements;
- fill in an Incident Report form if an accident occurs whilst working on behalf of P3 or ECC which can be obtained from ECC staff;
- work as team members with other volunteers and staff under the overall control of a designated task manager;
- tell their task manager if they believe the performance of any task may be a problem to themselves or others or if certain medical conditions affect their ability to carry out the task;
- carry out agreed tasks and commit the time and the energy required;
- dress appropriately for the conditions and performance of assigned tasks;
- be courteous and helpful to the public using ProW;
- follow notified volunteer guidelines, grievance procedures and other ECC rules and procedures (Corporate Personnel Policy Framework available from ECC);
- uphold the name of ECC;
- assign all copyright to ECC in any original work created by them on behalf of ECC.

2.6 In return, volunteers may expect from ECC:

- the equal opportunity to undertake meaningful and enjoyable assignments of real value to ECC within clear and appropriate programmes of activities;
- appropriate and safe working conditions with the right training and tools for the tasks assigned;
- tasks that match the needs of P3 with the skills, knowledge, experience and interests of the volunteers;
- personal development through training and guidance, greater knowledge and skills, and contact networks;
- reimbursement of authorised expenses incurred in carrying out assigned tasks for P3.

2.7 Under P3, parishes will indemnify volunteers and hold them free from liability for civil liability to any person as the result of personal injury, loss or damage arising from the execution or purported execution of tasks assigned to them on any highway. This indemnity will not apply where a volunteer acts recklessly or in bad faith.

3. Review

This Policy shall be reviewed not less than once every five years. Where revised, the new policy will be circulated to all P3 volunteers and groups.

P3 – insurance and liability

There are two main types of insurance that a group should have before carrying out any work on the P3 scheme. Both Parish Councils and local voluntary groups will need insurance to cover themselves and the general public for carrying out work on behalf of the highway authority.

- Employers liability: liability of employer to employee; relevant if the group or parish has employees e.g. using parish handyman to do P3 work. Health and Safety legislation would apply.
- Public liability (or third party liability): covers the group or parish in respect to members of the public rather than employees, although this ought to extend to cover volunteers and employees for personal liability.

Public liability insurance

Parishes must have up to £5 million in cover and there are several options for this:

1. Parish Council's existing insurance. Many are already covered for £5 million. This should be checked.
2. The British Trust for Conservation Volunteers (BTCV) offers a comprehensive insurance package with Zurich which includes Public Liability for up to £5 million and Personal Accident Insurance at a very reasonable cost. This would be more relevant for groups not affiliated with a Parish Council. In order to take up BTCV insurance, the group or working party must be affiliated to BTCV as a local group. Contact BTCV on either local-groups@btcv.org.uk or call **01302 388883**.

Personal accident insurance (volunteers)

It is recommended that parishes/groups take this insurance either individually or as a group if they are using volunteers (unpaid workers). If you have insurance cover already, check that working outside using tools is included. Any additional costs to your existing insurance cover can be claimed through the P3 grant. Please contact your P3 Officer with details.

Frequently Asked Questions:

- a) If, during an activity, a member of the public is injured through proven negligence, who is the claim made against?
- i) contractor - they are liable
 - ii) handyman directly employed by the parish council (i.e. parish council pay national insurance contributions etc.) - parish council is liable
 - iii) community service worker - they are liable
 - iv) P3 representative - the individual is liable (will be covered by personal accident insurance, taken out by the parish council)
 - v) volunteer organised by parish council - the individual is liable, but we would expect the parish council to take liability (will be covered by personal accident insurance)
- b) If, following completion of an activity, a member of the public is injured, who is liable? (i.e. who is the claim made against)
- In all categories, Essex County Council (the County Council as the highway authority) takes the ongoing and future responsibility.
- c) Would any of these answers be different if the activity was repairing or replacing a stile/gate?
- No, but ongoing responsibility for these remains with the landowner/occupier.
- d) Would any of these answers be different if the activity was leading a guided walk, and who would be liable if a member of the public was injured on the walk?
- No. One would only be liable for oneself. It would be necessary to prove that the injury had been caused by someone else and that they had been negligent.
- e) Would any of these answers be different if a parish/group carries out an activity that hasn't been agreed with a representative of the highway authority (i.e. the P3 Officer)?
- Yes. The County Council would not accept liability for any activities that have not been agreed.

If you are in any doubt as to whether your activities are covered, please check with your insurers before carrying out activities. Additional premiums for increased cover can be grant aided through the P3 scheme.

Grants

Once the work laid out in your work proposal has been completed, any final invoices are submitted. We ask for these to be itemised, the order number is clearly displayed and that you are not claiming for more than your original grant. If you think you may need more money please contact us before it is spent as we may not have the funds available at the end of the financial year to cover extra expense that we did not know about.

P3 can pay for:

- extra insurance if not covered by Parish insurance or BTCV insurance;
- purchase of tools, including strimmers and other general hand tools;
- sundries (nails, glue etc.);
- training;
- safety equipment (personal protective equipment);
- contractors* who carry out maintenance work;
- running costs for strimmer / brushcutter (receipts should be provided);
- volunteer travel expenses – travel expenses can be reimbursed if:
 - the volunteer lives outside the parish where the work is being done or you are taking tools to site;
 - the volunteer is travelling to and from P3 training courses;
- administration costs (stamps, photocopying etc.);
- design and printing of promotional material – only up to 50%.

*A contractor is defined as someone who carries out practical tasks as part of their business and can supply VAT invoices. Volunteers can be paid expenses but are not able to claim payment for works undertaken.

Who pays initial costs to volunteers/handyman/contractors?

The parish council or group pays all the bills throughout the year and claims back the agreed amount of money once the work has been completed. A group does not have to wait until the end of the financial year to claim its grant, it can claim throughout the year as and when work is completed.

Volunteers are required to submit receipts for fares or petrol and claim directly from Essex County Council (the P3 officer). An ECC form can be provided and needs to be completed (see Appendix A Volunteers Expenses form); mileage will be reimbursed at ECC rates. Any mileage claims must be accompanied by a VAT receipt for fuel.

At the end of the financial year, the P3 Officer will send reminders out to each group to ensure all payments have been made. If you will not be spending the whole grant that has been allocated to your group, please let us know as soon as possible so that money can be redistributed.

Payment of VAT

Throughout the working year, the group must pay any costs that are incurred as a result of arranging PRow improvement work. Once the work is completed, we can refund these costs through the P3 grant. As the County Council, we have an approved list of contractors that we must use, hence, we cannot directly pay invoices for smaller, more local contractors who will not be on the County Council list. This is why all invoices are sent to and paid by the group, rather than the P3 Officer. However, as long as all works are agreed, we can then reimburse the group by paying the grant money as soon as the work has been completed. A group does not have to wait until the end of the financial year to claim the grant.

Because the P3 scheme makes grant payments to groups, VAT (Value Added Tax) is not paid in addition to the grant. The relationship between the groups and the P3 Scheme is considered as being non-business and they would not need to charge VAT.

If a parish uses a local contractor to do the P3 activity work and is charged VAT on the invoice, we cannot pay that VAT. The parish should pay the VAT and recover this at the end of the financial year. However, if a voluntary walking group or conservation group is charged VAT, they are unlikely to be able to recover these costs, unless they are VAT registered. The general rule is that providing the group does not make taxable supplies (i.e. sales amounting to more than £73,000 per annum), there is no need for them to either register for VAT or charge for VAT.

How to claim money

To claim back agreed costs paid to contractors you must:

- use Parish Paths Partnership Invoice in Appendix B for all invoicing;
- clearly state order number, clerks / treasurers details, and details of works and amounts claimed;
- enclose copies of original contractor's invoices.

Where can I find order the number?

Found on the official purchase order which is emailed to you at the beginning of the financial year, they start with the letters HTHC, see overleaf.

P3 – Admin year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Events	Organised by officers at various times throughout the year											
Administration	P3 reps to send in new work proposals	Training courses	Check that all invoices have been submitted	Grant confirmations and order numbers sent out				Annual report sent out	P3 AGM			P3 officers send out end of year claim forms. Start to send in any remaining invoices

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Preparing to survey

Ensure your Definitive Map is up-to-date and a working copy has been obtained for conducting the survey.

You will need to photocopy a survey form (Appendix C) or one can be sent to you electronically, the Definitive Map extract and a clipboard (a compass and camera may also be useful).

Recording the information

Considerations:

- what is there?
- what condition is it in?
- what is needed to improve the PRow?

The detail recorded on the map and survey form will allow the volunteer to:

- identify exactly what and where all the maintenance and legal problems are by looking at the map. Colour coding the paths (whether crossfield/headland etc.) may help you determine who has the maintenance responsibility
- draw up an annual work programme to submit to the P3 Officer – with works locations put on to a map
- arrange and organise the completion of the work using local resources preferably local volunteers but also local farmers, contractors, user groups, materials.

The survey can be discussed in more detail in a meeting with your P3 officer. It is always a good idea to incorporate a few hours of surveying your local PRow into the initial meeting with the P3 officer, making survey notes as you go.

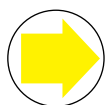
Once the survey has been completed, please send a copy of the map with your work programme to your P3 officer for their records.

Key to the definitive map of Public Rights of Way

Scale of map is 1:10,000 - see next page for a definitive map extract.

The relevant date is 1st July 2002. There may have been alterations since that date. Please contact the Public Rights of Way Department if there is any query. Paths are identified by a number and the parish they are within, e.g. "Footpath 25, Writtle". The identity and number change where a path crosses a parish boundary.

There are 4 types of Rights of Way:



Footpath - Where the public have right of way **on foot only**



Bridleway - Where the public have a right of way **on foot, horseback or bicycle**



Restricted Byway - Where the public have a right of way **on foot, horseback, bicycle and vehicles** other than mechanically propelled vehicles eg, horse and carriage.



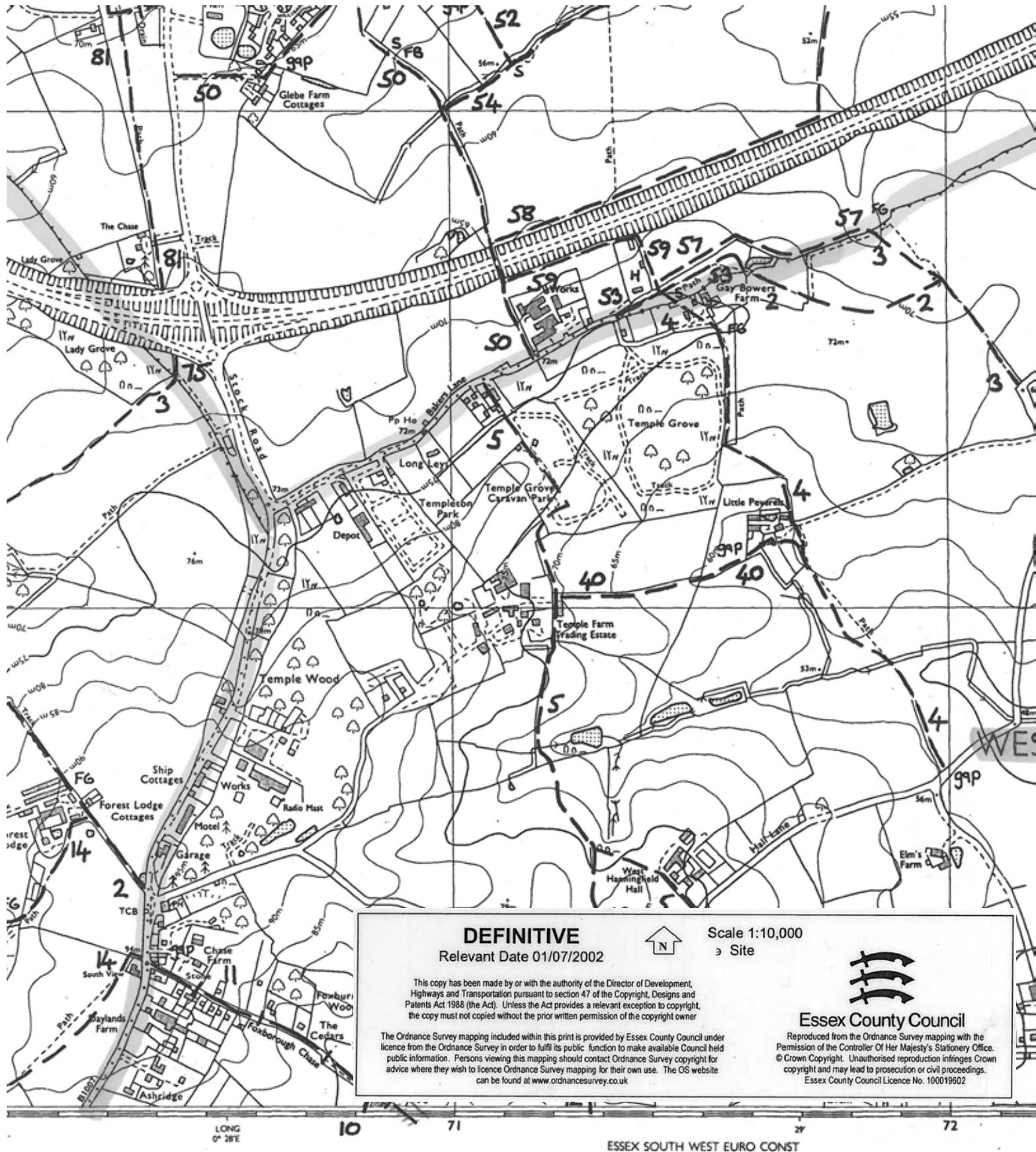
Byway - Where the public have a right of way **on foot, horseback, bicycle, using a motorised vehicle or driving a carriage.**

Bridlegate	BG	Kissing Gate	KG
Cartbridge	CB	Notice Board	N
Direction Post	D	Post	P
Low Fence	F	Rail	R
Footbridge	FB	Stile	S
Field Gate	FG	Stepping Stones	SS
Gap	Gap	Turnstile	T
Hurdle	H	Wicket Gate	WG

The above symbols refer to limitations recorded on paths when they were first added to the Definitive Map. The erection of any additional furniture, i.e. gates or stiles, requires the consent of the Highway Authority.

Important note: Non representation of a path on this map does not necessarily mean that it is not a public right of way.

Definitive map extract - scale of map is 1:10,000



How the survey form works.

Make sure that each path is surveyed along its definitive legal line rather than any preferred walked routes that may be in evidence.

Each numbered public right of way should be surveyed in its entirety on one survey form, giving a complete picture of your paths at a glance.

A new reference point needs to be recorded each time there is a new structure on the route, a change in surface or an obstruction / problem is registered. It is also important to extend the line at the bottom of the column when you meet a junction with another PRow (see example).

Parish: Enter name of parish you are surveying

Footpath / Bridleway / Restricted Byway / Byway: Important to record which type of PRow you are surveying

Path No.: Enter unique reference number of path

Surveyor: Name of surveyor, important when referring back to surveys

Promoted route: Is the path in question part of the Essex Way, St Peter's Way, local parish leaflet? This may help you to prioritise the paths in your parish.

Grid reference or map point: The survey form is used in conjunction with a map, you can either put in the grid reference of the point in question or mark the map with numbers, as long as each point is easy to establish on the accompanying map.

Section 1 Path Furniture:

This section is marked only with four letters, G M A R. These stand for Good (the furniture in question is in good condition, no work needed); Missing (for example a missing bridge or waymarker post where one is really needed, e.g. a change in direction, junction with another PRow or where many tracks converge); Attention (wobbly stile, waymarker out of the ground or the disks need replacing, anything that may require your attention in the future); Repair / Replace / Remove (anything that needs immediate attention). Further notes on the structure can be made in the notes section at the bottom and take a photograph.

Section 2 Obstructions:

This section need only be marked with a tick in the appropriate box for any obstructions **across** the path that you come upon. Most are obvious; illegal or misleading sign may state 'no public right of way' or 'bull in field', make a note or take a photograph of the wording. Upgrowth refers only to vegetation growing from the surface of the path.

Section 3 Surface Type:

This section is important to fill in, the easiest way to fill this in is to imagine you are recording the surface type that you have just walked (see example for details). This means no surface type recorded in column 1 as it is the beginning of the path and you have not walked a surface yet. At point 2, the surface can be recorded as an arable headland as ahead of you the surface changes to a crossfield path, and so on.

Section 4 Obstructions – Surface:


All related to the surface of the path, whether a crossfield path has not been put back in to it being so rutted it is inappropriate for many users; these should be numbered as surface type (see example)

Section 5 Obstructions:

These obstructions can either be across the path or adjacent to it and causing a problem (e.g. hedge encroaching on to the path). Again these are numbered as section 3 and 4

Example of PUBLIC RIGHTS OF WAY SURVEY FORM

see appendix C for an actual form.

PUBLIC RIGHTS OF WAY SURVEY FORM										
PARISH:	Saffron Walden	DELETE AS APPLICABLE: FOOTPATH/BRIDLEWAY/BYWAY/RESTRICTED BYWAY					PATH NO:	12		
SURVEYOR:	Dave Parish	PROMOTED ROUTE (E.G. ESSEX WAY): No								
DATE:	25/12/11									
	GRID REFERENCE / MAP POINT	1	2	3	4	5	6	7	8	
		535 266	535 267	535 268	535 269	535 270	535 271			
	1. PATH FURNITURE									
G M A R	1 Signpost/Fingerpost (roadside)	G					A			
	2 Waymark/other sign along path		G	M	G	G				
	3 Safety / amenity barrier e.g. cycle barrier									
	4 Steps/revetment									
	5 Bridges (please state length in metres)		A							
	6 Stiles				R					
	7 Gates	G								
	2. OBSTRUCTIONS									
TICK	1 Wall/fence (incl elec)/hedge/other barrier									
	2 Tree/bough									
	3 Temporary deposit (e.g. straw bales)									
	4 Illegal or misleading sign									
	5 Building									
	6 Muddy/boggy localised (e.g. gateway)									
	7 Uppgrowth localised (e.g. around stile)									
	3. SURFACE TYPE									
Number relevant columns	1 Cross arable field			2 - 3						
	2 Arable headland (field edge path)		1 - 2		3 - 4					
	3 Natural (inc set-aside exc arable headland)					4 - 5	5 - 6			
	4 Surfaced (e.g. tarmac, stone)									
	4. OBSTRUCTIONS – SURFACE									
Number relevant columns	1 Cross field not reinstated			2 - 3						
	2 Headland (field edge path) ploughed									
	3 Surfaced path out of repair (e.g. tarmac broken)									
	4 Flooded/muddy/boggy/rutted									
	5 Uppgrowth (growth on path)									
	5. OBSTRUCTIONS									
Number relevant columns	1 Overgrowth (e.g. hedge, beside path)									
	2 Standing water (e.g. pond/lake)									
	3 Barbed wire/electric fence adjacent									
	4 Intimidating beast/person									
	5 Collapsed wall									
	6 Encroachment (not ploughing)									
	7 Quarry									
	8 Plantation									
Extend lines to indicate junctions with other PROW										
Key:										
G=Good M=Missing A= Attention R=Repair/replace urgently										
SUMMARY OF WORK NEEDED (E.G. 3 WAYMARK POSTS):										
1 x waymark post										
1 x 2.5 m bridge and handrail										
1 x stile removal, liaise with landowner										
Fingerpost clearance report to area office for contractors as by side of road										
Talk to landowner re. crossfield path										
NOTES: 2 – 2.5m bridge is only 2 planks with no handrail; 3 – no waymark post, junction with FP4; 4 – stile not needed as arable field, could be removed; 6 – fingerpost is obscured by hedge, needs cutting back										
 Essex County Council										

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Organising a work programme

Once the survey data has been collected and all existing and missing furniture marked onto your working copy of the Definitive Map then it is time to decide upon the work programme (see form in Appendix D).

The activity you decide to undertake is very dependent upon your local resources and volunteer support (see flow diagram on page 4.3) and the results of the survey.

If for example, none of your PRoW are waymarked, the crossfields have not been re-instated and no-one knows where they can and can't walk, then your first priority would be to correctly waymark the paths, installing posts and nailing on discs, then to arrange meetings with the local landowners and farmers to discuss the re-instatement of the crossfield paths.

Once you are established and have addressed as many problems within your parish/area as you can you may like to consider improvements to the network to provide better access for everybody. Improvements to surfaces and the removal or replacement of structures are also things you can plan for in your work programme:

- the P3 representative/PRoW group should decide on the activities they would like to undertake then complete the work proposal form and submit it to the P3 officer for approval (please include extra costs for tools, nails/glue, safety equipment etc., on the cost sheet);
- the P3 representative/PRoW group should check with the landowner and /or the PRoW officer that any stiles or gates identified in the work programme are needed and /or licensed;
- once the proposals have been approved and a grant has been agreed, the work can be organised;
- if any furniture is needed e.g. waymark posts or bridges, the P3 officer will order these for you (these can be collected or delivered to you – contact the P3 officer to arrange a delivery time and date). Make sure that this is arranged in advance so that stock will be available;
- arrange a time and date for the first work party to be carried out by the local volunteers/volunteer group;
- notify P3 officer of date of first and subsequent work parties;
- always be present to supervise the work activity, to carry out a risk assessment and to inspect the finished work;
- once all the proposed work has been completed, inform your P3 officer and you can then send in your claim for the P3 grant to cover any costs met by the parish council or group.

Where do we get materials from?

All waymark posts, discs, gates and bridge kits can be ordered from your P3 officer. Once the work proposal form is received and a date has been arranged, your P3 Officer can arrange a suitable collection or delivery date.

Who inspects/supervises the work?

The P3 representative should inspect and supervise the work, particularly if working with new volunteers. Risk assessment forms will have to be completed for all activities. Your P3 Officer will be happy to supervise or inspect the work with you and will always be on hand to train you for any new task.

Estimated costs for activities

The P3 scheme is a voluntary scheme and a grant is provided to cover any additional costs involved in carrying out some of the works on the PRow. Costs can vary depending on the number of people involved in carrying out the work, the types of activities and extent of work carried out by the groups. They also vary depending on who carries the work out, for example, whether the group has many volunteers or cannot recruit volunteers within the local area and has to depend on the parish handyman or a local contractor/farmer.

The main emphasis is that the work is carried out by your local community. If any costs are incurred through ordering etc, then the money should be paid to local businesses to promote and support local employment.

If grass cutting is undertaken by a local contractor on priority links within the parish, we will pay:

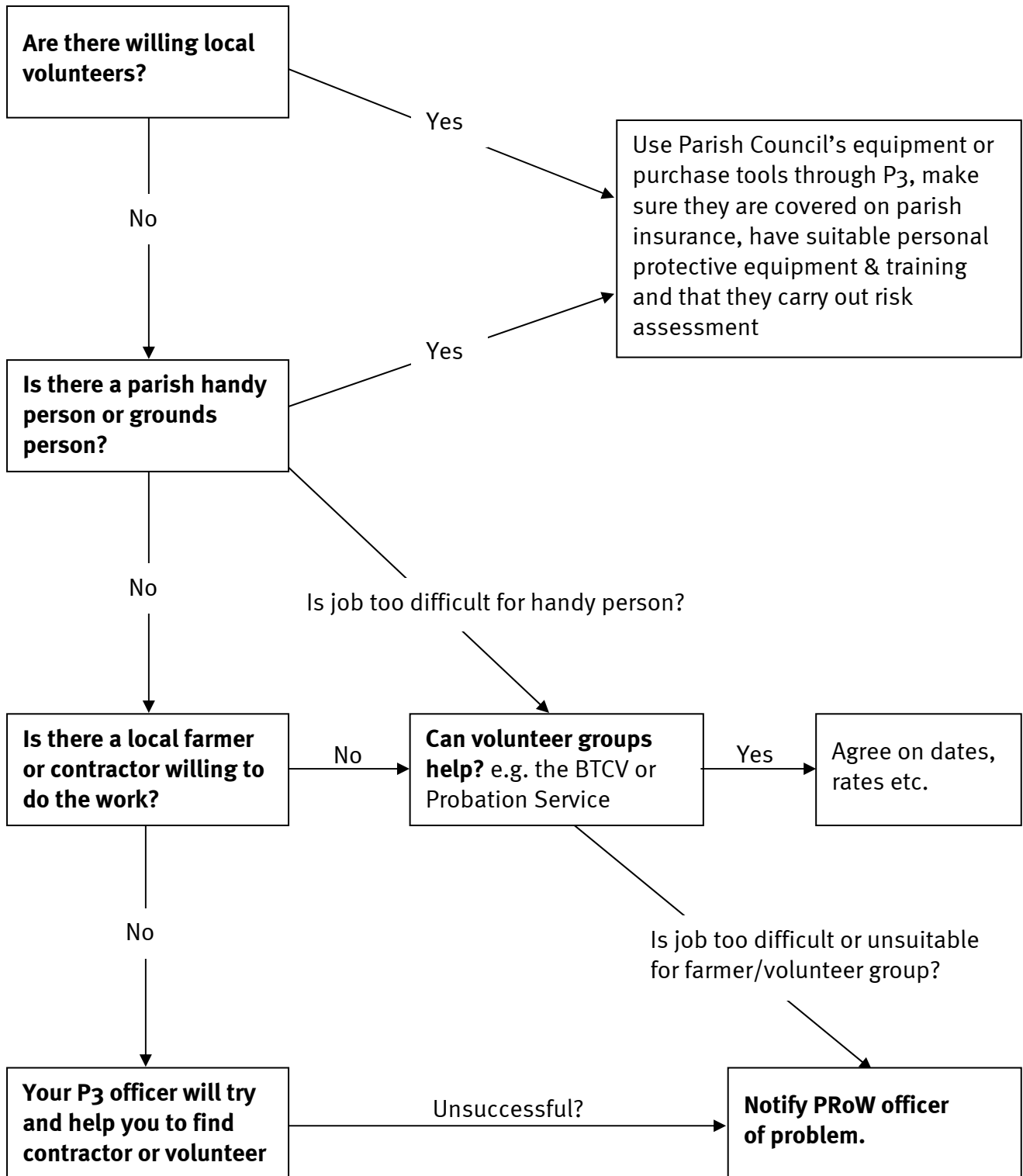
- Up to 5p/m for mowing
- Up to 12p/m for strimming

If volunteers decide to undertake grass cutting we will fund:

- Training
- Brushcutter and PPE (Personal Protective Equipment)
- The cost of an annual service and parts
- Fuel

If you identify a lot of cutting in your parish, the Community Action Team run a specific scheme to get paths cut called the Headland Management Scheme (HMS). Landowners/farmers are paid to cut paths on their land. If you are interested, we can contact the landowners/farmers concerned to talk to them further about the scheme.

Local resources / support hierarchy



P3 Working year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Surveying	Can be carried out all year round, different problems can be identified at different times of the year e.g. drainage in winter or overgrowth in summer											
Cutting	Carry out grass cutting during growing season											
Furniture installation	Installation can be carried out throughout the year however ground conditions vary with the seasons											
Surfacing and Drainage	Best carried out in dry conditions and re-assess in winter											
Clearance	Carry out clearance work over the winter* Carry out clearance work over the winter*											

* So as not to disturb nesting birds in the spring or remove seed heads and berries in the autumn.

Parish Paths Partnership

P3 Work proposal for Name of P3 Group:

Great Oakstead

Contact Name:

Cardigan FitzBadleigh

Contact telephone/email:

Great Oakstead 254784 cardy.home@bprinterweb.co.uk

Prepared for year ending March 20

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Maintenance and Improvement

Please give details of suggested activities involving maintenance and improvement such as conducting condition surveys, cutting back vegetation, replacing waymarker posts and discs, surfacing work, steps and handrails etc. Also list requests for training such as First Aid, with names of who needs to attend. If you wish to cut surface upgrowth please provide start/finish points, and information about who will do the work and with what equipment. Also list any requirement for insurance payments.

Row	Suggested Activity	Location (1)	Who will be involved (2)	Comments and resources required include likely date(s) for proposed work	Grant required (3)
All	Survey	All	P3 Rep + parish volunteers	Between July and Dec. Any new jobs found will be added to next year's work proposal	P3 Officer to supply survey forms
FP5	Replace 3 x Waymarker posts	See map. 100 metres from eastern end and one either side of cross-field	P3 Rep + parish volunteers	October. P3 Rep to consult/liaise with landowner	P3 Officer to provide posts
FP10	Replace 3 metre/34 plank bridge + handrail	Across ditch at TQ 4534 9001	P3 Rep + parish volunteers	P3 Officer to talk through risk assessment. P3 rep to liaise with landowner to organise access. November	P3 Officer to provide materials
BR5	Fill in rabbit hole	150 metres from western end	P3 Rep + parish volunteers	July. Hardcore/gravel required + tools.	N/A
	Attend First Aid Training		P3 Rep	ASAP	
	Attend other P3 training and AGM		P3 Rep + parish volunteers	Feb/March - subject to availability. Particularly interested in Law & Enforcement and map reading	

(1) Either provide a map with locations clearly marked or provide at least an eight figure grid reference

(2) List parties that may be involved e.g. P3 Rep, P3 Officer, Volunteers, Landowner etc.

(3) Grants normally cover items such as agreed surface cutting and insurance. You may include other costs such as training and equipment although this may be paid to groups out of different budgets and so will not make up part of the actual grant that is awarded.

Parish Paths Partnership

Promotion and Publicity

Suggested promotional activities: Led walks; producing guides/leaflets; website articles; contributions to Access Essex and Quarterly Updates; articles for local newsletters and local media; promoting PROW at village shows, school fetes; encouraging geocaching; local photography and supporting local wildlife groups; installing benches; installing bat/owl boxes; Beating the Bounds; liaising with local groups whose interests may overlap with P3 e.g. local conservation societies and walking clubs.

Suggested Activity	Location	Who will be involved	Comments and resources required	Grant required
Quarterly article for parish newsletter		P3 Rep/parish footpath warden		
PROW information board	Outside village hall	P3 Rep	P3 to provide 50% of cost	£200
Submit suggested local walk to Access Essex		P3 Rep/P3 Officer	Walk to include photos, suggested parking and public transport and points of interest inc. pub	
Write up work party activities for a press release		P3 Rep	October and November. P3 Officer to advise on format etc	

As a minimum a P3 group should aim to survey their local Rights of Way at least once a year. These surveys make up part of our proactive approach in monitoring and improving over 6000km of Rights of Way across the county. If problems are identified, these can then be added to the work proposal as items to be dealt with. However, we recognise that the number of available volunteers varies between parishes. If you have an idea for a work party feel free to discuss it with your P3 Officer who can assist in finding additional volunteers from nearby parishes.

The work proposal is essential as it shows the involvement of the group and assists in the allocation of resources. Therefore, please ensure a copy of this is returned to your P3 Officer by the start of the new financial year as requests for funding are dealt with on a first come first served basis. If a grant is requested please let us know as early as possible when the funds are required so that payments can be made within the current financial year.

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Path improvements and maintenance

You should consult with (not gain the consent) of the relevant landowner before commencing any works on PRow which cross their land with the exception of gates and stiles which are the property of the landowner. Such an approach will serve to foster a good working relationship with the local landowners in your parish. A meeting or letter explaining all of the works for the whole year will suffice.

Furniture installation

See Appendix E for step by step instructions

Waymarking

Waymarking is the most common P3 activity, but why is the waymarking of PRow needed?

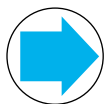
Even experienced walkers and riders equipped with appropriate maps can sometimes be confused when trying to follow the correct route of a PRow. Mistakes can lead to unintentional trespass and even damage to hedgerows and fencing.

Showing the correct route with a few waymarkers will also assist the walker or rider by increasing confidence and removing uncertainty. Helping users to keep to the correct route will also be of benefit to the landowners concerned.

Essex County Council will provide waymarker discs free of charge.



footpaths are waymarked with yellow discs



bridleways are waymarked with blue discs



restricted byways are waymarked with purple disks



byways are waymarked with red/orange discs

Where do you put them?

- Changes in the direction of PRow.
- Junctions with other PRow.
- Where the PRow leaves a more obvious track.
- Where the user faces a choice of gates.
- A PRow weaves its way between farm buildings.
- Where it is unclear which side of a field boundary to follow.
- Where the exit point from a field cannot be seen from its entry point (e.g. where a field is very large).
- Where there is a junction with a private track or road.

The extent of waymarking involves a degree of personal judgement and depends on who uses / will use the PRow. The following table may help you to assess the level of waymarking required.

How many waymarkers are needed?

Level	Examples
High	Routes which are promoted via walk leaflets may attract higher numbers of casual walkers who are less used to walking in the countryside.
Medium	PRow close to towns and villages or in areas known to be popular. Waymarking is often required in these situations to advise users of the correct route at points where it is unclear.
Low	PRow in open countryside may only be suitable or attract the more experienced walker because of their length or the nature of the paths (i.e. uneven/muddy surfaces). Waymarkers should therefore only be provided where essential (e.g. providing an easy trail of waymarkers may give the impression to inexperienced walkers that the route will be easy-going).

Attaching the discs

Discs are usually attached to waymarker posts – 6' x 4" x 4" (see appendix E for installation guide)

However, they can be attached to existing furniture (i.e. stiles or gateposts), but the owner's permission must be sought before they are attached to private property such as fences and buildings.

Please note the following locations are inappropriate for the attachment of discs:

Location	Reason
Trees	Will cause damage to the living tree
Telegraph poles	Not permitted
Gates	Waymarker is not visible if the gate is left open
Hedges/thick vegetation	Will become overgrown and obscure the visibility of the disc.

Prior to installing the posts if possible liaise with the landowner to determine the best location for siting the post, i.e. not in the way of farming operations but clearly visible as well as clearly indicating the proper definitive line.

Structures

Stiles are probably the greatest barrier to the PRow network for many people. Where possible, P3 should try to improve access by:

1. **Removing structures** - removing stiles that are no longer needed for stock control or that do not have a licence. Contact the landowner to request the removal of the structure. The P3 representative or working party can carry the work out as long as the P3 Officer and landowner have been informed.
2. **Upgrading structures** – replacing stiles with gates to improve access for all. If a structure is needed but unlicensed, it is worth suggesting that the landowner applies for a licence and installs a structure such as a self closing pedestrian gate or a kissing gate. The P3 volunteers could offer to install the structure once purchased by the landowner. These structures will prevent stock from crossing boundaries, and will also allow access for walkers with mobility restrictions. If the stile already has a licence, the structure could be upgraded, through liaison with the landowner. In those cases P3 would be able to provide a structure for the landowner for either him or the volunteers to install.
3. **Repairing structures** - landowners are responsible for the maintenance of their own stiles and gates on a PRow, if a structure is in need of repair, please contact the landowner. If they want the P3 group to do the work, the farmer should pay for the materials that are used.

Before any new structure is erected:

- contact the landowner and/or P3 officer and check whether permission (in the form of a licence) has been given by Essex County Council. If a licence has been applied for the landowner will have a copy which they can show you. Always request to see this before carrying out any work. Failure to gain a licence will constitute an obstruction of the highway and the landowner will be required by law to remove it;
- if an existing stile is licensed then the landowner must still apply for a new licence for a gate, called a section 147za licence;
- your P3 officer can supply application forms and will visit the site with you if necessary, they will also liaise with the landowner;
- a structure may be recorded on the Definitive Map; when PRow were first recorded on the 1953 definitive map, structures already in place were noted. The status of these structures on the ground may change over time however the landowner retains the right to have such a structure if required. If he wishes to change the structure he must apply for a licence as above.

Where to locate a structure

Gates/stiles are sited where a footpath crosses a boundary (i.e. fencing/hedgerows) used to contain agricultural animals (and horses: CRow Act 2000) or as part of pest control of crops.

REMEMBER: always try to look for the least restrictive option e.g. the best option is for a gap but if that is not possible then, in order of least restrictive, a pedestrian gate, kissing gate or a stile.

Bridges / culverts

Bridges or culverts are needed wherever a path crosses any form of ditch or watercourse.

Major bridges remain the responsibility of the highway authority. If the structure required is over 3 metres in length, then please report to your local Rights of Way officer. If 3 metres or under, repairs and improvements can be undertaken through the P3 scheme.

When repairing or installing a bridge, the P3 representative should request the timber from the P3 officer. It is always useful to contact the landowner to let them know about the work as they may offer to help with access or store some of the materials for you. For bridges away from access points, you may need to cross over private land, always seek permission to do this first.

Culverts are constructed as an alternative to a bridge. A pipe is laid to allow the water to drain through and the path is back filled to the surface with either earth, brick or stones.

Footpath maintenance and improvement

Grass cutting and clearance

A parish can undertake cutting to control the natural up-growth on field edge paths and contained paths (between hedges and fencing). Through P3 we can train volunteers to use trimmers and brushcutters to cut grass. If a parish wishes to cut paths using a handyman or a local contractor then the parish must prioritise which paths to cut. P3 will not permit wholesale cutting of all paths in a parish. If a parish wishes for all its paths to be cut landowners / farmers in the area can be asked to sign up to the Headland Management Scheme. This scheme enables local landowners to be paid for cutting public rights of way on their land. As a part of the contract the landowner is obliged to make sure hedges are cut back, crossfield paths are reinstated and the vegetation is cleared from around bridges and structures.

Please note: the clearance of vegetation and crops on crossfield paths is the responsibility of the landowner and cannot be claimed for under the P3 scheme.

Considerations when surveying for grass cutting:

- is the path likely to become overgrown and need cutting?;
- is the path contained between boundaries i.e. fencing/hedgerow, therefore frequent cutting is needed or it will become impassable?;
- is the path unlikely to become overgrown e.g. grass track/ surfaced/ pasture/ garden?;
- is it a crossfield path and therefore the responsibility of the landowner?;
- how will you get cutting equipment to the path? This may determine what equipment you use. Perhaps the farmer will let you use a private route for access?

Considerations when undertaking grass cutting and clearance:

- try to clear the full width of the path; this allows light and wind to penetrate and helps dry out boggy patches (if in doubt about legal width of path please consult your P3 officer);
- generally, non-woody vegetation should be cut at least twice a year, first in May / June and then again in August / September. Other cuts may be needed if the growth is rapid and the paths need to be kept clear;
- nettles are perennial and have a tough root system allowing them to re-grow rapidly.
- cutting must be frequent if you are to succeed in weakening the plants;
- thistles must be cut down in mid-summer before they seed and bracken is easily cut in spring and early summer when the rhizomes can be effectively weakened.

Don't leave bracken cutting until August when the plant is hard to cut and when the food stores in the roots will have been replenished, allowing the plant to grow back quickly;

- remember not to cut back more vegetation than is necessary to keep the path clear. The vegetation does after all provide a valuable habitat.

Removal of debris from site

Consider removing the cut vegetation because as these cuttings rot away they will enrich the soil with nutrients. Plant species such as nettles thrive in enriched soils and you may be creating more problems in future years. If burning the debris, please gain the landowners permission beforehand. There are also regulations regarding burning materials in rural settings and close to vehicular highways which should be consulted prior to bonfires being lit. Advice can be gained from District Councils on this. Also check the risk assessment on fires.

Clearance of heavily overgrown paths

If the route is very overgrown, use tall poles to site the line of the path or by running a length of string through.

It is safer if one person goes ahead "trail breaking" using a slasher or billhook on the light scrub and a bow saw on larger branches. Others can follow removing material and clearing the full width of the path.

Shrubs such as blackthorn and brambles will re-grow unless the roots are dug out.

Wildlife Considerations

- In the interests of wildlife and conservation try to avoid undertaking major cutting or clearance in the spring (to avoid disturbing nesting birds) and in the autumn (to avoid removing seed heads and berries, a valuable source of bird food).
- Be aware of special wildlife habitats, e.g. local nature reserves/ancient woodlands/ SINC (Sites of Importance for Nature Conservation) or SSSIs (Sites of Special Scientific Interest). There are also major legal considerations regarding badgers, protected plants such as Bee Orchids, notifiable plants such as Japanese Knotweed, Ragwort and Giant Hogweed etc. Please see section on conservation information.
- Remember to stack woody material to one side rather than burning it since it can provide a valuable cover for wildlife.
- When undertaking major clearance work, look out for dead trees that may be roosting sites for bats. If bats are found inhabiting a tree it should not be felled and wherever possible, adjacent trees should be left standing. Please seek advice from Natural England.

Through the P3 scheme the cutting/clearance of paths can be undertaken in a number of ways:

- by the P3 work party or representative with hand tools or a powered strimmer / brushcutter;
- the local village handy-person using strimmer / ride on mower / brushcutter;
- landscaping contractors using their own equipment;
- If a handyman or contractor is going to undertake grass cutting, that parish must sign up to a Service Level Agreement (SLA). A copy of the agreement is in Appendix F. The agreement means that a competent person is working on the highway, the parish will check the work and you will inform your P3 Officer as to when the cutting is taking place. If this is not followed your grant could be at risk.

Drainage

The highway authority is responsible for the drainage and surfacing of all PRow. P3 groups can undertake drainage and surfacing works if they have the skills and workforce available locally.

We advise that all drainage problems are resolved before laying a surfacing material down on the PRow. At least 6 months should be left after the drainage work has been completed to allow the ground to improve and to reassess the site.

Always try the following:

- open up the route by clearing overhanging vegetation to allow the sun to dry the surface out;
- identify the source of the drainage problem. Can water be diverted away from flowing over the PRow by diverting it into the adjacent ditch? Are the ditches blocked (hence water flowing onto the PRow)? If so, contact the landowner regarding clearing the ditches.

There are 4 main types of drainage:

- ditches – easy and cheap to construct, but require regular maintenance. Always contact the landowner for permission before planning the work;
- pipes – generally cost more, but are effective and generally maintenance free;
- filter or French drains – filter drains (a stone filled ditch or trench with a porous pipe laid along its base) cannot handle as much flow as open ditches, but are resistant to erosion and collapse;
- soakaways – are an area that is dug out and filled with drainage stone to 'soakaway' any standing water.

Choosing the right method of drainage:

- the first thing to do is to detect the source and then identify somewhere to deflect the water to (look for existing ditches – do they need clearing out?). Visiting the site in wet weather will enable you to identify the water flow straight away;
- is the water flow a surface or sub-surface flow? Surface flow can be taken across or under the path, whereas sub-surface flow will need either side or interceptor drains;
- rainwater falling directly onto the path should be shed by a camber or cross-fall. A camber will require a ditch on both sides, whereas a cross-fall will only need one;
- examine ditches alongside the paths, look for pipes or a culvert opening. Could there be a blockage in the pipe? Staining on the side of a ditch may be a sign of a blocked outfall;
- talk to local farmers, farm labourers and residents – they should have a good knowledge of the existing drainage system.

Surfacing

The following points need to be considered before surfacing a PRow:

- has drainage and vegetation clearance improved the surface layer?
- is the PRow a regularly used route? Is it used/or likely to be used by walkers, cyclists, horses or vehicles?
- are the wet and boggy conditions typical of the local habitat and therefore unavoidable and unlikely to be improved by drainage alone?
- is the surrounding habitat of importance for local wildlife, fauna or flora? Is the area within a protected site (SSSI, SINC etc)?

Foundation

If the top surface is rutted or uneven, it must be removed until a firm clay base is exposed and the surface rolled using a dead weight roller. A surfacing layer can then be laid.

Base Layer

The County Council uses recycled road planings as the main surfacing material for PRow in Essex. This is a cheap and readily available surfacing material which is used by most local authorities. There are other approved surfacing materials available such as:

- grass, although a natural surface, needs mowing regularly and is easily affected by wet weather;

- wood chippings/shredded bark is a pleasant surface to walk on, but is easily churned up by horses and washed away if the path is not properly drained. Not suitable for wheelchair users;
- sealed gravel is expensive and not suitable for wheelchair users;
- rolled hoggins form a hard surface if rolled sufficiently, but is impermeable so will need a camber or cross-fall. Needs a top dressing to prevent scuffing;
- Cinder and ash are not suitable for badly drained areas, but provide a good top dressing.

Surface Dressing

In certain cases (e.g. on bridleways) it may be necessary to treat the upper surface to provide a more comfortable riding surface. Again, grass is a suitable surface, but would require regular maintenance. Vegetation tends to grow through some surfacing material (road planings) within a year of laying them, therefore surface dressing should only be used for specific PRow.

There are also inappropriate surfacing materials which should not be used. They are:

- rubble;
- debris containing large lumps of aggregate;
- anything liable to alter the pH value of the soil;
- concrete or tarmac on bridleways (slippery surface);
- materials which contain a lot of flint, as this has very sharp edges and can be a safety hazard.

Points to consider

- The type of surfacing must always account for the subsurface type, the drainage and location of the site, as well as the main users of the route. What may be suitable for pedestrians or cyclists may not necessarily be so for horses. It may be worth talking to your local user groups.
- When laying the surfacing material give careful thought to the width of the surfacing, ensuring that the material does not smother the adjacent verges, which provide a valuable habitat for wildlife.
- Always contact the P3 Officer with regard to the surfacing. Essex County Council has a code of practice for protecting highway verges, green lanes and byways. Any route to be surfaced must be checked before the work is planned. By filling in the details on your work proposal forms, this information will be checked before any of the work is given consent.
- Always contact the landowner to inform them of any works to be carried out.

Sometimes, in very boggy conditions, neither drainage nor surfacing will be appropriate. In cases such as these, boardwalks can be erected to protect the natural wet habitat and improve access for the PRow users.

Training

As part of the support and guidance we provide for all groups on the scheme, we arrange an annual training programme to meet all of the groups' training needs. Training skills questionnaires are sent out in the autumn to all groups to find out the level of training that groups require. The most popular topics are then incorporated into a series of training days held at a suitable venue. We also arrange individual training sessions with the P3 Officer and provide additional information and grants towards other training needs (i.e. strimming / first aid courses).

The individual training sessions usually take place when a group first joins the scheme. An introductory meeting is arranged, where the P3 Officer will provide an up-to-date copy of the Definitive Map (if required), a copy of this manual and will walk some of the PRow with the P3 representative to advise on how to conduct a PRow survey, how to identify problems, how to carry out a risk assessment and how to devise a suitable work programme from the survey information.

Places for the training programmes are allocated on a first come first served basis, though priority is given to groups already on the scheme.

P3 groups and others who may be able to help

These groups are contactable through your P3 officer:

Thurrock Nomads: A running club who run the Essex Way and report problems. Can also do light work such as waymarking. Fully covered by BTCV insurance to carry out volunteer work.

Essex Land Rover Club: Willing to work on byways and bridleways in all parts of Essex. Fully covered by BTCV insurance to carry out volunteer work.

The West Essex Ramblers: Will work on any PRow in Epping Forest District

Friends of the Flich Way: Group that can travel all over Essex and can undertake any type of public rights of way work.

Probation workers: Can do work on PRow for free but require access to toilet and running water, can provide weekday groups or weekend groups and are supervised. Like to do lots of heavy clearance work i.e. scrub clearance etc.

BTCV: Can help with all projects except regular cutting programmes (services are chargeable).

The Dedham Vale & Stour Valley Project: This project is jointly funded by Natural England and borough, district and county councils through which the river Stour passes. The project works with communities, landowners and other organisations to enhance the environmental, cultural and recreational opportunities in the Stour Valley area.

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Promotion and Publicity

There are over 6000 kilometres of PRow in Essex but much of the network is underused because of the lack of information available and the reluctance of the public to venture on to paths unless they are well marked.

One of the aims of the P3 Scheme is to actively promote the use of the network. The aim of promoting the public rights of way network is ultimately to inform and educate PRow users, promote the use of PRow and as a way of recognising and celebrating the contribution and achievement of volunteers. This can be achieved by:

- holding special events;
- guided walks;
- writing press releases for local newspapers, parish newsletters, the parish website or Access Essex;
- producing guide booklets, leaflets or maps;
- information / notice boards.

The P3 Scheme provides up to 50% funding towards events and publications.

The Community Action Team will provide groups with a parish map and any information they may need. They will check all the routes and proof read all documents for the groups, help survey the routes (if you have not undertaken a survey before), as well as providing advice on research, drafting, design, printing, distribution and promotion of the publication. All we ask is that any route to be promoted is made available on the ground and that we approve the final copy **before** the publication goes to print and that **only PRow on the Definitive Map are promoted**. We cannot promote Permissive Routes, as they can be withdrawn from public use at any time.

We expect the group to contribute towards the work needed on the ground and to ensure the routes are available for the public to use once the publication has been made available.

Events, guided walks and leaflets should be available to as many people as possible. Information should be available in a clear and accessible format to allow people to make informed decisions about events or routes. For example, the provision of information such as local transport links, parking facilities, toilets and refreshments is important along with an indication of steep slopes and physical barriers.

Where possible you should be prepared to accommodate people with disabilities and provide information in alternative formats such as audio tape or large print (contact your P3 Officer for further details).

A Guide to Writing a Press Release

A press release is an excellent way of relating works that are occurring in your community and also encouraging new volunteers to get involved in P3.

Your story is targeted at the local audience and local stories are always welcomed in the daily or weekly local newspapers.

The press release is also easy to write as long as you remember a few easy rules:

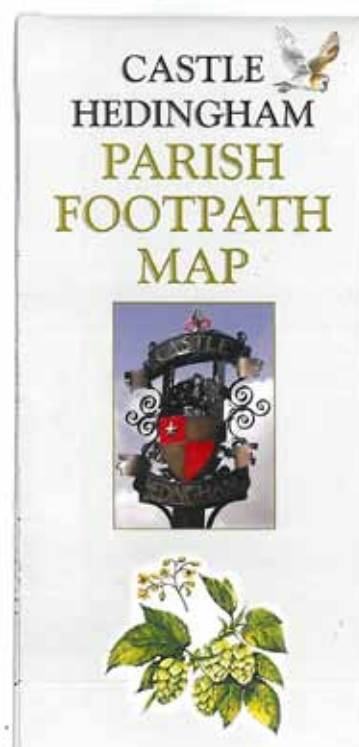
- Aim for 200 to 400 words
- Use the old adage; Who, What, When, How, Where and Why
- Keep the writing factual and to the point, avoiding flowery prose
- Include a name and contact details if more information is required
- Include one or two basic photographs

When taking photographs, keep it simple. Images that you send should be sharp, if you are in doubt, take several photos and send in the best one. The horizon should be level and if there are people in the photographs they need to give their consent, see page 2.4 for further details. Remember to label the images so it is obvious what they are of and note the names of the people in the photograph, making sure they are spelt correctly.

A Guide to Producing Local Walks and Rides Leaflets

You have cleared and waymarked all the rights of way in your parish / area, removed obstacles, improved the surface in places, what next? Why not encourage people to make the most of their local rights of way network with a beautifully produced guide to walking or riding?

Creating a walking or riding guide can be a very satisfying project, and one which can involve the different skills of local people. You might decide to begin by producing a simple leaflet outlining just one route which could be added to over time with more routes, or produce from the outset a collection of leaflets covering several walks or rides. P3 can fund up to 50% of production costs and the Community Action Team can assist with every step of the process, visiting you to discuss any problems or provide guidance as necessary.



Choosing a route

All the footpaths, bridleways and byways are shown on the Definitive Map and a copy is kept with your local Parish Council. An Ordnance Survey Explorer Map 1:25,000 will also be useful and can be obtained from any good bookshop or direct from Ordnance Survey's online shop.

A few points to consider when choosing a route:

- make sure you are not covering old ground and that something similar has already been produced;
- who will be using the route? A short route would be suitable for those new to walking, those unable to walk long distances or families with young children, whereas a longer route would be suitable for more experienced walkers or cyclists / riders etc.
- can the route or part of it, be accessed by disabled users?
- how can the route be reached? Are there good public transport links or nearby parking if people were to come from outside the parish?
- is it circular or linear? If linear, are there transport links at either end of the route?

After studying the maps and deciding on your intended route, survey it to make sure the PRoW are suitable and useable. Any problems on the route should be reported to your P3 Officer who can help resolve issues locally or contact the area PRoW Officers.

Make a note of features such as field boundaries, streams, bridges, hedges etc.

Photograph any landmarks or points of interest as you may wish to include them in your leaflet. Try to use permanent landmarks as pub names can change frequently, houses change colour and hedges disappear so your leaflet could quickly become out of date. Listed buildings such as churches, water towers, windmills and natural features such as rivers may be better. The Community Action Team can advise on photo quality and composition.

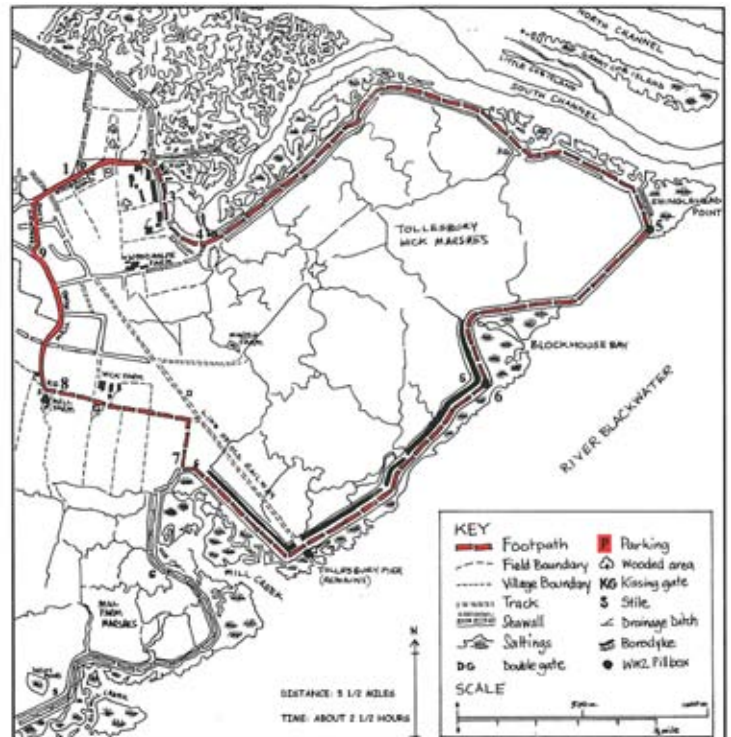
Whilst you are surveying you may come across PRoW which you didn't know existed or had simply forgotten about. When the survey has been completed the unmarked, underused routes will have been identified along with the popular and easily used paths. Just because a PRoW has been neglected in the past does not mean you should avoid using it in your walk or ride. Your P3 Officer can provide assistance and advice or grants if you actively want to improve a route.

Drawing the map

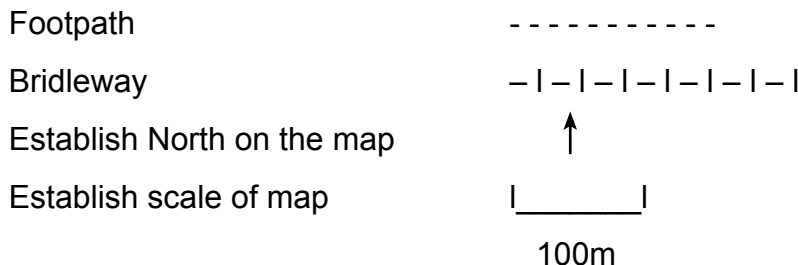
Any sketches and maps need to be prepared for printing to a 'camera ready' standard using black ink on white paper or tracing film, whichever company you choose for printing will be able to give you further advice. You may be able to get help from local art students or a local art group. Consider the use of more than one colour, especially to define the circular route of rights of way on a general leaflet / map.

The following points should be borne in mind:

- routes must be checked with the Public Rights of Way Department of the County Council (through your P3 Officer)
- any use of Ordnance Survey Maps as a base for your map may involve copyright. Call the OS Licensing helpline to talk through your needs on 08456 05 05 05. The OS have also made some map layers available free of charge, some of these may make an excellent base to draw your map upon. For more details go to www.ordnancesurvey.co.uk/oswebsite/opendata. Also, as a P3 group you could sublet an OS license from Essex County Council, however there are restrictions to this such as no advertising and being unable to sell the leaflet.
- remember any map could be out of date, so check for any changes before the final stage



Try to show paths in a recognised form and give a key to them, e.g.



Writing the leaflet

The leaflet needs to be interesting, informative and easy to understand, using clear, simple language which is neither too technical nor too childish. Information that should be included:

- the beginning and the end of the route or points where the route can be joined
- the quality and character of the route. Is it woodland or coastal? Is it likely to be muddy or uneven? Suitability for wheelchair users / cyclists etc.
- the distance and approximate journey time and / or scale
- public transport and parking details
- nearby facilities, telephones, toilets, refreshments, etc
- details of the relevant OS map covering the area

Instructions should be obvious and accurate. Make sure anyone can follow the route from your instructions. Get someone who is unfamiliar with the area to test your map and instructions. What is obvious to you is not always obvious to a stranger. For example, an instruction to turn left past Wally's barn. Is Wally the present owner, the original owner or the builder? Or is the actual building called Wally's Barn and if so, is there a nameplate for people to use as a landmark?

Information on local history will liven up the leaflet. Researching places of interest along the route can involve other members of the community particularly older members who may wish to be involved whilst not able to contribute physical work. A local history group may be a useful contact. The Essex Records Office in Chelmsford may also provide a useful resource.

Designing the leaflet

Once you have decided on the route and found all the relevant information it is time to start drawing up a draft leaflet design. The Community Action Team can provide you with some ideas and provide you with leaflets created by other groups to get you started. Remember a conventional approach may not always give the most inspiring end product.

The size of the leaflet is the next consideration. Map, text, illustrations, advertisements and standard elements such as addresses and acknowledgements all need to be included on a leaflet that is both easy to carry and easy to use. The recommended size is A4 folded into either one third A4 or A5 with a map in the centre spread. This makes the leaflet 'pocket size' and is also the most economical size for printing. Consider also using plastic wallets if you are producing a series of leaflets.

The front of the leaflet should include a title, together with a good sketch or photograph of a feature or view to be seen en route. An eye-catching cover will help draw attention to the publication. Details of who has produced the leaflet together with any

acknowledgements to Essex County Council and P3 (if you receive any finance from us) should also be placed on the front cover.

Determine the position of any sketches / photographs; this will obviously depend on the space available. Remember, permission for use needs to be obtained from any people in your photographs.

A variety of paper colours and weights are also available and these can make a publication more interesting and longer lasting. The use of different typefaces can also enhance the appearance of the leaflet. There are many to choose from, but make sure the typeface you choose is clear and easy to read.

Keep the text size clear and simple: a minimum font of Arial 12 is recommended. Make sure features mentioned in the text are highlighted on the map.

Remember, the leaflet is trying to encourage people into the countryside. A map of all the paths in the parish, although of interest, will not necessarily entice people out walking. They often need to be drawn out by being told where to walk e.g. a circular route.

Avoid the temptation to put too much into the leaflet. Keep it short, sharp, clear and concise, and try to educate, inform and entertain. The reader is walking or riding for pleasure after all.

If your route goes near water or cliffs, you may want to include a disclaimer. Include a reference to the Country Code or try to incorporate its message into the text.

When funding the leaflet it may be that some local traders, pubs, tea rooms, farm shops etc. may be willing to sponsor the leaflet. This will reduce costs and may supplement the information you are providing. Remember to leave space for their advertisement if this is the case and check your OS license will allow this.

You could produce a draft leaflet by pasting a collage of photocopied map, text, titles and sketches on to the appropriate size of paper. Alternatively if you have a member of the group who is confident with computers they may be able to design the leaflet for you. Phone around to find the costs of designers or see if the printer will scan photos for you.

Printing the leaflet

The number of leaflets to be printed will depend on a number of factors e.g. the number of people living in your area, the number of outlets stocking the leaflet, whether the area is a popular tourist spot etc. Aim at a minimum print run of 1000 leaflets, but get quotations for 1500 to 2000 copies. Allow one leaflet per household in the parish if they are free of charge and a good supply for local outlets if charging. It is good practice within Essex County Council to decide whether a publication really does need printed copies. Are there other possibilities i.e. being available as a free download from a website.

Thoroughly proof-read your draft leaflet. Get as many people as possible to spot that elusive mistake which can often remain undetected.

Send a copy of the draft leaflet to the Community Action Team for approval together with

the printer's quotations. The costs and leaflet will be assessed and a grant of up to 50% of the total cost of producing the leaflet may be provided through P3.

When you receive the go ahead and the order number from ECC (starts with HTHC), pass this and the artwork for the leaflet to the printers in whatever form has been agreed upon.

When you receive your newly printed leaflet, check that no major errors have occurred. If the printers are at fault, pursue the question of a second print run with them.

Distribution and publicity

Now that you have produced your leaflet the next stage is to get people to use it. Decide whether you want people to pay for the leaflet or if it will be free of charge. The price of the leaflet (if you do charge) will depend on the size of the print run and whether they are to be sold at a profit or just to cover costs. Under the P3 scheme any profit generated must be used to enhance the rights of way network. This could include:

- day to day maintenance of promoted routes
- advertisements / guided walks
- events / open days
- improving accessibility to routes: access for all
- assessing routes for suitability for wheelchair access
- provision of benches, information boards, parish notice boards
- production of a newsletter

Various outlets are available in most villages and towns for the sale and distribution of the leaflets e.g. pubs, libraries, sports centres, shops and guest houses etc. Remember to check stocks regularly.

If you have a notice board, display a copy of the leaflet and details of where they can be obtained.

It may be desirable to generate some publicity to coincide with the publication of the leaflet. This could include posters, parish magazine items, or a local press release. Inclusion in the 'Our Guide, Your Countryside' directory of walks and rides by Essex County Council and available on the website could be useful.

An official opening of the walk or ride should be considered. The Community Action Team would be pleased to attend; the local press would also be interested and will often take photographs for publication.

Maintenance

Regular maintenance is crucial to the success of your walk or ride. It helps to establish credibility with farmers and landowners as well as path users. Appoint a volunteer warden (or several) to regularly check the route for vandalism, broken path furniture, obstructions etc. Remember that the Community Action Team can provide materials for improvements to rights of way.

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Conservation Considerations

Designated sensitive areas in Essex

Essex is a county rich in natural history and as such has many areas and features protected for their nature conservation value. It is important that where rights of way are part of designated sites, environmental schemes and conservation features they are managed sensitively. Therefore P3 groups should be aware of the location of environmental schemes, protected sites and features and how they are protected by the law. Contact details for organisations mentioned below can be found at the end of this section

Nature conservation designations:

National

- Sites of Special Scientific Interest (SSSI)
- National Nature Reserves (NNR)
- Local Nature Reserves (LNR)
- County Wildlife Sites / Sites of Importance for Nature Conservation (SINC)

European / International

- Special Areas of Conservation (SAC)
- Special Protection Areas (SPA)
- RAMSAR sites

Landscape

- Areas of Outstanding Natural Beauty (AONB)
- Tree Preservation Orders (TPO)
- Hedgerow Regulations 1997

Agricultural

- Environmental Stewardship Scheme
- English Woodland Grant Scheme

Sites of Special Scientific Interest (SSSI)

These sites are designated in England by Natural England and include some of the best examples of wildlife habitat, geological and landform features, and natural heritage in the United Kingdom. In Essex alone there are 86 designated SSSI's (for example, the Abberton Reservoir, Elsenham Woods and Woodham Walter Common). The majority are owned and managed by landowners in agreement with Natural England, some of the sites have other designations e.g. nature reserve / SAC. All SSSI's will have their own location plan and a written description. In addition the landowner / occupier is notified by Natural England of any Operations Likely to Damage (OLD) and permission must be received before any work is carried out affecting a SSSI. It may be possible that actions involving Public Rights of Way could be considered an OLD. Since the Countryside and Rights of Way Act (CRoW) 2000 Local Authorities and other public institutions now also have a statutory duty to further conservation and enhancement of SSSIs both in carrying out their operations and in exercising their decision-making functions, which includes planning decisions.

Before any work is undertaken on a SSSI, you must consult with Natural England, this includes any cutting as there may be important flora / fauna on the site. For details of NNR, SSSI and other sites: www.natureonthemap.org.uk . Once you have obtained permission to work, you will need to show this to your P3 Officer before you start the work.

National Nature Reserves (NNRs)

Some SSSIs are managed directly by Natural England as National Nature Reserves. An NNR is an area which is among the best examples of a particular habitat. NNRs are of national importance. They are in many cases owned and managed by the statutory authority (for example Natural England) but not always. An NNR has to be managed appropriately to retain its special status; public access is welcomed where possible. Examples in Essex include the Blackwater Estuary and Hamford Water, both home to large numbers of estuarine birds.

A list of the current SSSIs and NNRs in Essex is retained by Natural England. Copies of maps and descriptions can also be obtained from the Landscape and Ecology Section of Essex County Council.

Local Nature Reserves (LNRs)

Local Nature Reserves are designated by local authorities. In Essex the reserves are considered to have a high nature conservation or natural history value in a district or county context. Public access is welcomed where possible and Public Rights of Way management should be undertaken with reference to the sensitivity of the area. A LNR can be given protection against damaging operations. It also has protection against development on and around it. This protection is usually given via the Local Plan (produced by the planning authority), and often supplemented by local by-laws.

County Wildlife Sites / Sites of Importance for Nature Conservation (SINCs)

These are local sites that may not be protected by other designations. In Essex they have been chosen because they make a significant contribution to the diversity of habitats, flora and fauna in the countryside. Work on PRoW should be sympathetic to wildlife.

Special Areas of Conservation (SACs) and Special Protection Areas (SPAs)

SACs were designated under the EU Habitats Directive (1992). This legislation built upon the 1979 Birds Directive for the conservation of wild bird habitat that led to the establishment of SPAs including a large part of the Essex Coast. It is hoped that SACs will help to conserve Europe's rarest species and habitat types. In the United Kingdom most SACs are drawn from the existing SSSI network. Compared with other designations SACs tend to be large, often covering a number of separate but related sites and sometimes including areas of developed land. In fact, boundaries of some SACs are not very clearly defined, and some are still under discussion. SPAs and SACs together form a network of protected sites across the EU called 'Natura 2000'. For more information on sites please contact the Joint Nature Conservation Committee.

RAMSAR sites

These are internationally important wetland sites which are designated under the Ramsar Convention. They are important for the protection of endangered species or ecological communities. They are usually SSSIs and can also be SPAs and SACs. Alongside SPAs and SACs they cover most of the Essex coast. For information on sites please contact the Ramsar Convention.

Area of Outstanding Natural Beauty (AONB)

A national designation, it is an area of high landscape value which is enjoyed by many visitors. The Dedham Vale, which straddles the Essex / Suffolk border, is the only AONB in Essex. PRoW should be managed in sympathy with the surrounding countryside.

Tree Preservation Orders (TPOs)

Originally set up under the Town and Country Planning Act (1947) Tree Preservation Orders are issued by the local authority and may cover individual trees or whole woodlands, but do not include hedges (apart from hedgerow trees), bushes or shrubs. TPOs protect trees which are considered threatened or necessary for public enjoyment, from felling or damage. Permission from the local planning authority must be sought before work can be undertaken on a tree carrying an order. If you would like to know more about TPOs in Essex please contact the Landscape and Ecology team at Essex County Council or the Arboricultural Officer of the District / Borough Council.

The Hedgerow Regulations (1997)

The Hedgerow Regulations make it an offence to destroy certain hedges without notifying the Local Planning Authority (LPA). If any length of hedge alongside a PRoW has to be removed, consult the LPA to see if the regulations apply.

Environmental Stewardship Scheme

This has replaced the Countryside Stewardship Scheme and Environmentally Sensitive Areas Scheme. It is an agri-environment scheme that provides funding to farmers and other land managers in England to deliver effective environmental management on their land. There are three levels to the scheme: Entry Level; Organic Entry Level; and Higher Level. The majority of farmers / landowners in Essex will be on the Entry Level Stewardship Scheme.

Environmental Stewardship aims to:

- conserve wildlife (biodiversity)
- maintain and enhance landscape quality and character by helping to maintain important features such as traditional field boundaries
- protect the historic environment, including archaeological features and traditional farm buildings
- promote public access and understanding of the countryside
- protect natural resources, by improving water quality and reducing soil erosion and surface run-off.

Also as a condition of the scheme, all existing public rights of way on the land must be maintained in accordance with the law. For more information contact Natural England.

English Woodland Grant Scheme (EWGS)

Woodland on previously farmed land may be managed under this scheme. The English Woodland Grant Scheme (EWGS) supports the creation of new woodland through payment of grants. This scheme is administered by the Forestry Commission; as well as supporting the creation of new woodlands it also encourages the good management and regeneration of existing woodlands. For further information and similar schemes contact the Forestry Commission. A register of woodlands on the scheme can be found via the Forestry Commission.

Protected species

It is also important that groups are aware of species of plants and animals which are protected under legislation such as the Wildlife and Countryside Act 1981 (amended), the CRoW Act 2000 and the EU Habitats Directive. Key legally protected species in Essex are:

- bats
- great crested newts
- otters
- dormice
- badgers
- water voles
- common lizards
- adders
- grass snakes
- slow worms

Licences may be required if work on a PRoW affects any of these species. Please contact Natural England or DEFRA.

Particular species or habitats may also be protected under UK and local Biodiversity Action Plans. For further information consult the Essex Biodiversity Co-ordinator or consult the UK Biodiversity Plan website www.ukbap.org.uk

Practical ideas for conservation projects

Undertaking conservation work in the vicinity of a public right of way can enhance the enjoyment of a walk or ride whilst benefiting nature and adding to the scenic value of the area. The P3 Scheme cannot fund this work directly unless the work is directly on or next to a right of way. Some examples of the type of conservation tasks your group might like to do are as follows:

Pond creation or clearance

There are many factors which will need to be taken into account when creating or clearing a pond including: what existing habitats there are; whether there might be underlying archaeology; whether it's a suitable location and whether planning permission should be sought.

Tree planting

Careful planning is required before planting new trees, including an assessment of soil type, degree of exposure, space available and the type of tree species required. It may be possible that trees should not be planted at all at a particular site as their shade may adversely affect an existing wildlife habitat. When planted, young trees will need protection from weeds or vandalism and aftercare such as fertiliser, thinning and pruning. Planting trees is a long-term project, but with the positive benefits to the fabric of the countryside can be seen for many generations.

Hedge management

Hedges have a long history in the British countryside, some having been planted in medieval times to manage stock whilst others were created after the Enclosure Acts in the 18th and 19th centuries enclosed areas of common land. Since 1945 there has been a dramatic decline in the number of hedgerows leading to the loss of an important ecological niche, the equivalent of a woodland edge. Many remaining hedges have become gappy or grown into small trees or shrubs. However, hedge-laying can restore the hedge to its original state.

Laying is undertaken in the autumn and winter months when the trees are dormant. Waste growth is removed and the upright stems known as pleachers are cut at an angle towards the base and bent over. In springtime a new dense growth of foliage will start to return and the hedge will eventually be restored to its former state. If hedges are to be pruned, the work should be carried out in late winter after the berries have been taken by wildlife. Cutting in spring will disturb nesting birds.

Wildflower meadows

Wildflowers and grasses used to be abundant in the countryside amongst the cornfields and in meadows. Modern farming methods have eliminated many of these plants, while in towns, most gardens and parks have uniformly cut grass. Wildlife requires diverse meadow vegetation where wildflowers, many of which are food-plants for insects, exist. In turn these attract many birds and animals to the habitat. Creating a new meadow may require preparation of the ground; removing grass, stones and providing drainage, what you sow and how you manage the site will dictate what species flourish. Alternatively pot grown wildflowers could be planted into an existing grassland or existing grasslands can simply be managed to encourage opportunities for wildflowers to flourish.

These are just some examples of conservation work that can be carried out in the vicinity of a public right of way. Your P3 group may like to consider other conservation activities such as coppicing, clearing a waterway or even installing bird or bat boxes. The group may also wish to involve the community, for instance, including local schools or access groups in the project. Always remember to assess the impact your actions will have on the

environment and to work within the law at all times. Landowner permission will also be required before work can begin as many sites will be on privately owned land.

Groups who can offer conservation advice / work

The British Trust for Conservation Volunteers (BTCV) has published conservation handbooks on footpaths, waterways and wetlands to name but a few. They organise practical working groups and have their own tools and insurance. They work on nature reserves, carry out coppicing of woodlands for wildlife and improve access on rights of way. Volunteers can become involved at all levels, from just turning up on the day or helping to plan and lead the tasks. They provide on the job training and promote volunteering to create a better environment. There is a charge for their services which can be covered with a P3 grant.

Colchester office **01206 764470**

www2.btcv.org.uk

Natural England

www.naturalengland.org.uk

For information on badgers, bat licensing, general wildlife information and grant funding
Harbour House, Hythe Quay, Colchester CO2 8JF

Contact **0300 060 2240** or enquiries.east@naturalengland.org.uk

For details of NNR, SSSI and other sites: www.natureonthemap.org.uk

The Joint Nature Conservation Committee

www.jncc.gov.uk

They advise UK government on UK-wide and international nature conservation. Contact for advice on particular habitat types and UK species conservation.

Monkstone House, City Road, Peterborough, PE1 1JY

Contact **01733 562626** or comment@jncc.gov.uk

The Ramsar Convention on Wetlands

www.ramsar.org.uk

For all information on wetlands

The Environment Agency

www.environment-agency.gov.uk

For information on environmental protection

Eastern Area Office, Cobham Road, Ipswich, Suffolk IP3 9JD

Contact 08708 506506

Essex Wildlife Trustwww.essexwt.org.uk

For local wildlife information

Abbots Hall Farm, Great Wigborough, Colchester CO5 7RZ

Contact **01621 862960** or admin@essexwt.org.uk**Essex County Council**

Countryside and Ecology Officer, for local wildlife and habitat advice

Contact **08457 430 430****The Dedham Vale and Stour Valley Project**www.dedhamstourvalley.org

The project works with communities, landowners and other organisations to enhance the environmental, cultural and recreational opportunities in the Stour Valley AONB.

Contact **01473 264263** or dedhamvale.project@suffolk.gov.uk**Other useful contacts for conservation / protected species advice:****Essex Field Club (Natural History)**www.essexfieldclub.org**Essex Badger Protection Group**www.essexbadger.co.uk**Essex Bat Group**www.essexbatgroup.org.uk**Essex Reptiles and Amphibians Club**www.essexreptiles.com**Butterfly Conservation**www.butterfly-conservation.org**DEFRA**

Helpline 08459 335577 or

www.defra.gov.uk**Farming and Wildlife****Advisory Group (Essex)**01223 874558 or essex@fwag.org.uk**Forestry Commission**01842 816010, e.anglia.fdo@forestry.gsi.gov.ukor www.forestry.gov.uk**Woodland Trust**01476 581111, enquiries@woodlandtrust.org.ukor www.woodlandtrust.org.uk

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Network improvements

The network of Public Rights of Way in your area is historic. It has developed over time from routes taken by people to work on the farm, to church and to the public house. It may reflect a field system that is no longer visible on the ground and bears no relation to the way the village is today. Some would argue that historic routes are a view of the past that should be protected for the future, whilst others may feel that the network we have today should reflect the needs of today's society. Whatever your view, if you are involved with P3 you may have recognised an opportunity for an improvement to the existing network.

It is County Council policy to improve the network wherever possible, particularly as only 16% of it is open to riders and cyclists, so any opportunity for improvement is considered. Such opportunities can arise when a landowner has a crossfield path that he wishes to divert to a more convenient position. This involves a considerable cost to the landowner and is not always successful due to public consultation.

The process of diversion is long and complex and must meet certain tests under the law. Every case is different and only a handful is likely to be successful. However, any improvement is welcomed and the Community Action Team is happy to accept enquiries from P3 groups. We are happy to give advice if a scheme is likely to succeed. The scheme must have the full approval of the landowner as only he or she is eligible to apply.

An example of this can be found in Wormingford:

Three footpaths were diverted (marked in green), and in exchange three bridleways (marked in red) were created. This created an extension of the existing network joining Wormingford to Little Horkesley for riders and cyclists as well as walkers. The scheme took two years to complete and was suggested by the P3 Rep.

If you have any schemes you wish to discuss please talk to your P3 Officer who will be happy to advise you.



Improving access for all

Physical access is an important issue for many disabled people and P3 can help groups improve accessibility across their networks. This could include developing paths to the British Telecom Countryside for All Standards or creating the least restrictive access where the standards cannot be met.

The accessibility standards are a bench mark for good practice in meeting the needs of disabled people seeking access to the countryside. The standards provide a way for countryside managers to develop and manage accessible paths in all countryside environments and assist disabled people to recognise accessible routes and use them with confidence.

The accessibility standards cover: surfacing; widths; gradients; resting points and obstructions in urban and rural landscapes. They also provide guidance for carrying out access audits, your P3 Officer can help identify potentially suitable routes and carry out an audit.

In 2010 the new provisions of the Equality Act required physical features to be removed or modified to provide access for disabled people. P3 Officers can also advise groups on what reasonable steps they can take to meet this duty.

The following organisations can provide further advice and information:

Fieldfare Trust	www.fieldfare.org.uk	01334 657708
The Royal National Institute for the Blind	www.rnib.org.uk	020 7388 1266
Centrewire (PRoW structures)	www.centrewire.com	01538 756554
The British Standards Institute	www.bsi-global.com	020 8996 9001

Health Walks

Walking is set to play a bigger role in creating a healthier nation. Described by health experts as 'almost perfect exercise', walking requires no equipment or expense and is the ideal way for most people to become more active. Seven out of ten people in this country are not physically active enough to benefit their health.

Your P3 group could become a magnet for healthy living locals by organising regular health walks. P3 can help you design local walk leaflets; help with the cost of advertising your walks and training for walk leaders. Health walks schemes exist all over the country but why not set up your own locally? More information can be found on the Walking the Way to Health Initiative (WHI) website at www.whi.org.uk

The short definition of a health walk is: a purposeful, brisk walk undertaken on a regular basis and it can include any walk which is specifically designed and carried out for the purpose of improving an individual's health.

With regard to cardiovascular health, the walk should be purposeful and 'brisk' in other words a health walk should make you feel a little breathless, but you should still be able to talk. It is a structured or semi-structured activity which is carried out on a regular basis as part of an individual's exercise regime.

In addition to this, organised walks can have a health impact on individuals by providing an opportunity to socialise (good social networks enhance health) and a distraction from everyday stresses (stress contributes to poor health).

It is the relevant intensity of the walk for the individual and the regularity of participation that can really have an impact on heart health.

Regular walking can improve your:

- Confidence
- Stamina
- Energy
- Weight control
- Life expectancy

It can reduce the risk of:

- Coronary heart disease
- Strokes
- Diabetes
- High blood pressure
- Bowel cancer
- Alzheimer's disease
- Osteoporosis
- Arthritis
- Anxiety
- Stress

Walking can bring added benefits:

Led walks are a chance to meet people and make friends – they can be fun!

It's a gentle exercise and it's suitable if you are recovering from heart trouble, a stroke or other illness.

Walking schemes can help improve your local environment by clearing / maintaining local paths and increasing the number of safe areas to walk.

Walking on soft surfaces uses up more energy and walking up hill burns more calories than walking on the flat therefore Public Rights of Way are entirely suited to Health Walks.

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Risk assessment

A risk assessment is an assessment of your work place and activity to identify anything that has the potential to cause harm to volunteers or the general public. Since June 2000, the P3 scheme requires all persons carrying out any form of practical work on the scheme to carry out an assessment for that task. The assessment needs to be carried out for each activity, changes may be needed for different sites.

Who's responsible?

Essex County Council is responsible for providing all the information and training to help groups carry out this assessment. Risk assessment training can be provided through individual meetings with groups and through training courses.

All risk assessments are provided in this manual, they are designed specifically for P3 groups. The risk assessments are generic and task based. The Health and Safety department at County Hall has approved both the information booklet and risk assessments.

Who carries out the risk assessment?

The P3 representative for the group / parish is responsible for carrying out the assessment.

Once the assessment has been carried out and any problems identified, the group should consider ways of resolving the safety issues before any work is undertaken. For example, unsafe equipment improved or replaced, safety clothing purchased, first aid kit provided for workers. The P3 scheme will fund the provision of necessary safety equipment. Please contact your P3 Officer for details of equipment available to groups and it will be ordered accordingly.

Who keeps the information?

The completed risk assessment form should be dated and kept by the clerk or the P3 rep on file, along with the information on Risk Assessment and the P3 Agreement.

What happens if someone has an accident?

It is important to fill in an Incident Report Form (see Appendix G) and send this in to your P3 Officer as soon as possible. The P3 rep should have these forms available on site. If you need copies then contact your P3 Officer who can e-mail you a copy or post out hard copies.

No matter how many assessments we carry out or training courses we attend, we cannot prevent accidents from happening. All we can do is to ensure that we are working safely and not endangering ourselves or others around us. This can be done by working through the risk assessment for the activity you are undertaking and taking precautionary measures as a result of the assessment findings.

If someone has an accident whilst working on or using the PRow, then your group can show that you have done everything you possibly can to ensure the safety of all volunteers by producing the risk assessment. As long as the risk assessment has been carried out, then your group is covered against any claims.

The P3 Officer will meet with the P3 rep within the group to help with the risk assessment.

Know your volunteers

Each risk assessment should be signed by each volunteer working on that particular task so a record can be kept of who helped and when.

It is a good idea to have everyone's emergency contact details if they are working on a practical task with you. Encourage people with medical conditions such as diabetes, angina, recent heart attacks or asthma to mention it to the group leader just in case there is a problem or so they can limit the amount of physical work they undertake.

Risk Assessment for Parish Paths Partnership Scheme (P3)

Why do we have to carry out a risk assessment?

The Health and Safety at Work Act 1974 gives responsibility to employers and employees to:

- Ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees
- To carry out their undertakings in such a way as to ensure, as far as is reasonably practicable, that they do not expose people who are not their employees to risks to their health and safety

Non-employees include the general public, volunteers and contractors.

The Management of Health and Safety at Work Regulations 1999, requires that written risk assessments be carried out. It is the duty of the employer to make assessments of:

- The risks to employees health and safety
- The risks to the health and safety of others not in their employment but who might be affected by the work activities

If volunteers are to be used, the employer must look at how the work activity impinges upon the volunteer and whether it will put their health and safety at significant risk.

The Community Action Team has undertaken a review of the types of activities undertaken by P3 groups and has designed, in conjunction with the Health and Safety team, the enclosed work related risk assessments and information guide.

How does it involve me – the volunteer?

The Parish Paths Partnership Scheme is a voluntary scheme, and therefore any persons partaking in the scheme are working as volunteers for their parish or group. As volunteers, you have a responsibility to yourselves, others working in your group and the general public whilst working out on site on a Public Right of Way (PRoW).

We therefore are requesting the parish clerks or the P3 representatives ensure that all persons involved with practical work (volunteers / parish handyman) have a copy of the relevant risk assessment and health and safety information document. These should be completed before the task is undertaken and taken out on site.

All completed forms should be kept by the parish clerk / P3 rep as proof that the risk assessment has been undertaken. Copies of the risk assessment may be inspected at any time (see monitoring section). If a risk assessment is undertaken using the enclosed forms, then all health and safety aspects should have been considered, any hazards and

risks whether high or low identified, and measures to overcome the risks identified and discussed with the P3 Officer.

The P3 scheme is prepared to fund the provision of additional training for using hand tools and strimmers, health and safety and manual handling, first aid and any other skills or training needs that are identified. The scheme will also fund the provision of necessary safety gear: goggles, ear defenders, gloves, steel toe capped boots, first aid kits, high visibility clothing / armbands etc.

Our aim is to have all persons involved in practical P3 work, fully trained and qualified to carry out the task. We would recommend having at least one fully trained first aider in each group. Please notify us if you need first aid training.

How to carry out the risk assessment

There are different kinds of hazards depending upon the type of activity and the site location. We have designed the risk assessments to be activity based, listing all possible hazards and precautions to take, taking up only a few minutes of your time. The assessment should be made before you arrive on site, to allow any additional precautions to be made to reduce any identified risks. An additional onsite assessment may be necessary if conditions have changed or additional hazards are found. The risk assessment should be taken out on site at all times and made available for any new volunteers to read before taking part in any work.

Please photocopy the risk assessment proformas and the generic risk assessments in the manual and use them!

This information is to advise all volunteers of potential risks they may face whilst working on a P3. It by no means attempts to cover everything you need to know about health and safety in the countryside. If you feel unsure about carrying out a task after reading the information and carrying out the risk assessment, then please contact your P3 officer for further guidance and training to be arranged.

Monitoring

Under the P3 scheme and in line with HSE requirements the P3 team will be monitoring commitment to health and safety. This will be internal via a checklist (annually to be completed by P3 rep) and externally via onsite inspections, see Appendix H.

General Guidance

This is a general user note for completion of the Risk Assessment Proforma available in Appendix J. The generic risk assessments for each task are listed in Appendix K.

The P3 H&S Risk Assessment Proforma should be completed by the P3 Representative or by the person leading the activity.

It is recommended to have a folder containing copies of the Generic Risk Assessments and of the Proforma available on site.

Once the activity is completed the Proforma should be given to the Parish Clerk for filing with the P3 administration. Roaming groups should keep their own copies in a similar fashion.

All participants of the activity should be fully aware of the appropriate Generic Risk Assessments and any other Risk Assessments produced if the task is not generic. These additional risk assessments should accompany the Proforma once the activity is complete.

All activities will require a work proposal given to your P3 Officer with plenty of notice to check the activity for approval. All activities supported by P3 will need this approval.

Emergency Action Plans should be devised that nominates certain procedures in the event of an emergency. This would be to give first aid, call an ambulance if required and so forth. A fully stocked in date first aid kit should always be available for activities.

Proforma Sections Guidance

1. **Date:** Insert date of activity
2. **Group:** P3 group name
3. **Work details:** General description of activities
4. **Site specific risks:**
Risks identified at the activity location, muddy, near water, livestock etc
5. **Environmental risks:** Weather, temperature, humidity, etc
6. **Activities Generic Risk Assessments:**
List the Generic Risk Assessments that cover the activities
 - i. Generic Bridges Assessment 2011
 - ii. Generic Fires Assessment 2011
 - iii. Generic Furniture Installation Assessment 2011
 - iv. Generic Guided Walks Assessment 2011
 - v. Generic Planting / Coppicing Assessment 2011
 - vi. Generic Strimmer / Brushcutter Assessment 2011
 - vii. Generic Surfacing / Drainage Assessment 2011
 - viii. Generic Surveying Assessment 2011
 - ix. Generic Vegetation Clearance Assessment 2011

If the activity is not generic a risk assessment will be required that covers the activity and listed on the Proforma and then submitted with the Proforma once the activity is completed.

- 7. Work proposal completed and approved:** Your P3 Officer should have received a work proposal for the activity with plenty of notice to check the proposed activity.
- 8. First Aid Box:** Completed and up to date First Aid Box to be available during works activities.
- 9. Emergency Action Plan:** A plan needs to be devised that nominates certain procedures in the event of an emergency.
- 10. Participants:** Those taking part in the activities should sign the Proforma, once satisfied with the risk assessments and briefed on the activities by the P3 Rep or Activity Leader.
- 11. Comments:** This section allows for additional comments or notes etc.
- 12. P3 Rep or Activity Leader name:** Print name

P3 Rep or Activity Leader signature: Insert signature

P3 health and safety information

This section has been designed to provide further information on the potential for hazards and risk whilst working out on PRow. It is to be used in conjunction with the risk assessments.

Potential hazards and risks

Weather conditions

- **Rain** – making surfaces potentially slippery, sticky or waterlogged, in severe cases causing erosion, landslides or flooding;
- **Snow** – may cover potential trip hazards e.g. tree stumps. Be especially careful whilst holding / carrying and using tools;
- **Ice** – making surfaces slippery;
- **Wind** – causing tree damage e.g. broken branches. Beware of falling branches and wear hard hats, especially if working in heavily wooded area;
- **Drought** - prolonged periods may cause cracking to ground and risk of fire. Take plenty of water with you for volunteers (drinking / washing with);
- **Lightning** – risk of lightning strikes to trees and people. Do not plan work outdoors if a lightning storm is predicted. If in doubt shelter in the vehicle until the storm ceases or cancel the work activity and return another day
- **Strong sun** – risks of sunburn, dehydration and heatstroke

Prevention – check the local weather report before arranging the work / site visit and always wear the appropriate clothing. Warm, waterproof clothing should be worn in cold and wet conditions. Advise volunteers to wear hats and protect their skin from the sun by wearing a high factor sun screen and wear / bring along clothes to cover sensitive areas (neck / shoulders / face etc.). Always wear appropriate clothing and footwear, take plenty of water with you and try to keep out of the mid-day sun when the sun's rays are at their strongest.

Site based

When carrying out the risk assessments for the actual site you should be looking for the following:

- **Site location** – near urban / rural area / near to main road / near to communication point / isolated.
- **Lie of the land** – downhill / uphill slope – uneven / rutted ground / rabbit / badger holes;

- **Condition / type of surface** – drainage of site / type of surface – potential for slip factor;
- **Existing vegetation and habitats** – overgrown / existence of harmful plants and animals;
- **Existence of dangerous substances** – asbestos etc.;
- **Existence of water body** – pond / river / lake / ditch / coastal area;
- **Existence of services** - underground and overground electricity, gas, water etc.

Site based conditions can vary from day to day, so be prepared to review your original risk assessment on the actual activity day. Always look beyond your immediate working area, just in case volunteers do wander away from the site.

The following information will help you identify any potential site based hazards:

Existing vegetation and habitats

Poisonous plants and fungi

All group members should understand that they should not eat any wild plant, fruit or fungi nor encourage others to do so unless they are absolutely sure it is edible.

There are however some plants we commonly come across in outdoor activities that can cause serious and often unexpected concern. They are:

- **Wild parsnip, giant hogweed and other umbellifers** – the sap from several umbelliferous plants react with melanin in the skin and irritate the eyes and mouth. If you are cutting such plants in bright sunlight then contact with the sap could result in sunburn and blistering which can be very serious. Serious swelling of eyes or mouth can also result.
Prevention – ensure skin is not exposed to both sap and sunlight by wearing appropriate clothing and washing off any sap. Eyes or mouth must be rinsed with clean water, and serious swelling must be treated by a doctor.



- **Blue-green algal blooms** – these are naturally occurring in many inland waters and in still water can multiply in the summer and discolour the water green, blue / green or green / brown. During calm weather, the algae can rise to the surface forming a scum like green paint and this can be blown around on the surface. Sometimes they can release toxins into the water. Symptoms include skin rashes, eye irritation, vomiting, diarrhoea, fever and pains in muscles and joints.
Prevention – you must avoid contact with the scum or water close to it.

- **Blackthorn and other thorns** – blackthorn is very common and the thorns are very sharp, tending to break off in the skin and they are notorious for causing a septic wound.

Prevention – wear appropriate protective clothing and gloves. Ensure that any thorn is removed and in serious cases seek medical assistance.



- **Nettles** - causes minor skin irritations. Very common in woods, ditches, grassy places, disturbed ground and rubbish tips. Nettle stings can be relieved by rubbing with dock leaves, often found growing nearby.
- Prevention** – wear appropriate clothing and gloves



- **Deadly nightshade** – the whole plant is very poisonous, and is especially harmful if eaten. The plant grows in scrub, woods, wood edges and thickets.
- Prevention** – avoid contact with the plant. Wash hands if you come into contact with the plant.



- **Fungi** – some types of fungi (Deathcap) can be dangerous if touched, eaten or inhaled.
- Prevention** – identify any potential hazards during risk assessment and advise all members of the group to leave all fungi alone if unsure whether poisonous. If you have touched fungi whilst working, always wash hands before eating or drinking.

Dangerous / harmful animals

- **Adder** – adder bites to humans are not common and are rarely fatal but severe shock is common.
- Prevention** – if working in a grassy habitat, always wear suitable footwear and

trousers. If a person is bitten, they should remain as immobile as possible and the affected part kept below the level of the heart. Snake bites can have a more serious effect on older people or children.

- **Bees and wasps** – for most people, one or two bee or wasp stings are a painful but short-lived problem. A small number of people are however hypersensitive to such stings, usually bee stings. Even one sting can cause a very rapid and extreme swelling particularly if the person is stung on the head or close to a blood vessel.

Prevention – the person is usually aware of their sensitivity and would know the necessary precautions to take. Find out any allergies or medical problems from your volunteers before the work activity commences and ensure they bring their medication with them.

- **Other animals** – e.g. dogs, farm animals including horses, wild animals digging and making mounds, deer and injured animals. If you are in any doubt about an animal do not approach it. Cows and horses can act aggressively towards dogs. **Prevention** – we advise all P3 volunteers to leave their dogs at home whilst carrying out work activities to ensure that they are focused solely on the work activity and not looking after the animal.

Be aware of the following zoonotic diseases which can be transmitted from animals to humans:

- **Leptospirosis (Weils disease)** – transmitted to humans by contact with urine from infected rats and cows. Humans get the disease through swallowing contaminated water, water entering an open wound or into the eyes, or being bitten by an infected rat. **Prevention** – avoid working in slow flowing or stagnant water where rats are associated with human rubbish or sewage. Cover all cuts and open wounds, avoid getting water in eyes, nose or mouth.
- **Lyme disease** – transmitted to humans via deer ticks. Other tick borne diseases (e.g. Q Fever) are associated with ticks of sheep. Ticks are found on vegetation in grassland, marshland and woodland and are most active between April and October. **Prevention** – wear long trousers tucked into socks and brush off clothes before entering a building. Check for ticks when you are getting undressed.
- **Tetanus** – spores enter the body via cuts and burns when in contact with soil and manure, and through dog bites. Essex is a heavily infected county. **Prevention** – advise all to be immunised. Must have a booster every 10 years or until doctor advises you are fully immunised.
- **Toxocara Canis** – transmitted to humans (usually children) through contaminated dog / fox excrement. Can cause blindness. **Prevention** - advise all dog owners to clean up after their dogs. Always check if

volunteers have any open wounds and cuts covered and are wearing appropriate clothing or gloves, especially if handling litter and rubbish.

Existence of dangerous substances

- **Asbestos** - When inhaled the fibres of asbestos can cause asbestosis and cancer. All types of asbestos are hazardous – symptoms can occur from 10 – 50 years after exposure. You may come across asbestos on PRow, having been dumped and covered with growing vegetation. Always keep all volunteers away from any substances you are unsure about and report to appropriate authority
Prevention – always remember you must not disturb any asbestos material. If unsure whether it has been disturbed or not, err on the side of caution and advise other volunteers / members of the public to leave and if possible seal off the area, leave the site and inform your P3 officer.

Existence of water body

- **Working adjacent to rivers and lakes** – Hazards include hypothermia / drowning / infection / toxicity.
Prevention – Do not work closer than 5m to deep water / fast flowing rivers. If in doubt check with your P3 officer.
- **Working by the coast** – Volunteers will only be working on the PRow but be aware that volunteers sometimes wander from the path. If working on a sea wall path be aware of the tide times, mud flats, any rubbish strewn on the coast.
Prevention - Let volunteers know the possible dangers, tide times etc. and not to wander on to mud flats. Do not work alone on the coast, make sure a first aid kit is available and if in a particularly remote area always have a mobile phone and the number of the coastguard (999).

Existence of services

Working near overhead power lines

Overhead power lines can be either high voltage lines carried on metal pylons or low voltage on wooden 'telegraph' poles. Underground cables and gas pipes may or may not be marked.

Overhead high voltage power lines

Work must not be undertaken within 15m of overhead lines on steel towers. All cutting or felling of trees or scrub must be directed away from the power lines. If erecting wire fencing parallel to power lines be aware that minor shocks may be felt from the induced

low voltage. Habitat piles or bonfires must not be sited under power lines and must be at least 15m away to the side. Remember, if in doubt, contact your local services for further information.

Overhead low voltage power lines

Work must not be undertaken within 9m of overhead power lines on wooden, concrete or steel poles unless the local offices of the electricity company have been consulted. Otherwise, observe the same precautions as for high voltage lines.

Underground cables or gas pipes

Always assume that buried cables are present, particularly in built up areas.

Normal mowing and scrub clearance using hand tools and portable power tools should pose no danger to volunteers. If you are going to dig or disturb the ground near a cable or pipe its position must be marked prior to work. A C.A.T. scanner can be borrowed to detect underground cables and pipes.

Dig only with spades and shovels, only apply gentle foot pressure whilst working near to a cable. Do not use picks, mattocks or forks. Any damage to cable or pipe coating must be reported – however slight the damage.

- **Electricity cables** – These may be red or black plastic cables – but not all black plastic cables are electricity. If in doubt, assume it is and leave well alone. Injuries resulting from damage to live electricity cables are usually caused by the fire or flames when a sharp tool has damaged the sheath and conductor insulation. This typically causes severe and potentially fatal burns to the hands, face and body. Direct electric shock is rare but not impossible.
- **Gas and high pressure fuel pipes** – These are normally yellow in colour but older pipes can be steel or cast iron and might not be gas or fuel pipes. When the pipe is damaged there may be an immediate explosion or a leak can occur which may result in the build-up of gas causing a fire or explosion later – resulting in burns and physical damage to the body. If you think there is a suspected gas leak clear everyone from the area, telephone the emergency gas number 0800 111 999 and do not have any naked flames or other possible ignition sources near the site.
- **Water pipes and sewers** – These may be blue / black plastic or cast iron / steel pipes. If a black plastic pipe is unearthed it should be treated as a live electricity cable until proven otherwise. Similarly if a cast iron or steel pipe is unearthed then it should be treated as a gas pipe until proven otherwise. Damage to water pipes and sewers is less likely to cause injury, but a jet of water from a high pressure water pipe could injure a person or damage adjacent property or services. Damage to sewer pipes carries the risk of toxic or inflammable gases or infection

from sewage.

- **Telecommunication cables** – These cables are generally grey / white or green and generally do not present any physical injury if damaged. However, the cost of damage to these cables can be very high. Hence the need for all groups to have insurance.

To lessen the likelihood of coming across underground pipes and services:

- Use cable plans if they are available, although some plans are not always accurate. You will need to take in to consideration: if the ground has been re-graded since the pipes were laid meaning they may be closer to the surface; the pipe or cable may have been moved without the knowledge of the appropriate authority; pipes and cables shown in straight lines may be snaked within their original trench; plans may not be drawn to scale; other features such as fences and kerb lines may have changed since the cable or pipe was plotted.
- Carry out the risk assessment for the activity you are undertaking
- When on site check for visual indications of buried pipes and cables (white stepless stiles / substations, inspection covers / stopcocks / lamp columns / illuminated traffic signs and danger signs on telegraph poles and nearby fencing).
- If you find cables, replace any soil carefully and move your activity further away from that site, marking it with a peg / paint.
- Always dig holes with care. Look for any changes in ground conditions as pipes and cables are often laid in sand and disturbed ground can indicate a buried pipe or cable. Plastic sheeting or concrete slabs are also used to cover pipes and cables.

General hazards related to working upon a PRow

Working on or near a road

Please note that we should not work near a roadside. Report any work needed to your P3 Officer who can pass it to the area PRow officer.

Crossing railway lines / working near a railway line

You may be required, if leading a guided walk, to cross a railway line. Be aware of oncoming trains, have marshals in hi-vis to aid with crossing and acting as eyes and ears. Do not let a long line of walkers cross, best to let people cross in pairs so the line stays clear.

Under no circumstances must you work in close proximity to a live railway track.

Fire

When starting or using a fire make sure that you have the permission of the landowner to have a fire and that all volunteers have been fire trained. Other checks to make are:

- Environmental – gusts of wind, ice, snow or rain
- Site – sloping or slippery ground around the fire site, stumps or roots around the fire, flammable soil types underneath the fire site, vegetation around the fire site, no overhanging branches or underground root systems
- Human – unauthorised persons tampering with the fire
- Activity – blowing embers, tripping or falling into fire, toxic or superheated fumes

Never use petrol or flammable substances to light or sustain a fire, never leave it unattended and if possible, fire equipment should be close by and ensure the fire is definitely out before leaving the site.

A fire should be the last resort for removal of brush / scrub from site. If possible make habitat piles or dead fencing. Only if there is going to be a large amount, should a fire be considered.

Hand-arm vibration from using brushcutters / strimmers

Anyone using hand-held power tools, strimmers, brushcutters and powered lawn mowers is at risk from hand-arm vibration. Symptoms include tingling and numbness in the fingers, not being able to feel things properly and fingers going white then red and painful on recovery. If you suffer from any of these symptoms when using such equipment, you should fill in an incident / accident form, stop using the equipment and report back to your P3 officer.

According to official guidelines the level of exposure for using a brushcutter would be 12 hours in a single day, although we would not recommend this! As a general rule we would suggest that volunteers do not use a brushcutter / strimmer for more than a couple of hours in any one day and take regular breaks.

To avoid the problem of hand-arm vibration you should read any accompanying instruction booklets with your equipment and any guidance given on training courses and ensure you have received appropriate training beforehand. Also make sure that you:

- Recognise and report symptoms
- Use correct PPE
- Maintain equipment correctly
- Use equipment correctly
- Use good technique as taught
- Keep warm

Other people on PRow

Whilst carrying out any activity, always ensure all volunteers are aware of other persons using the PRow. Always stop what you are doing to let the public pass. Do not continue with the task if you feel you are putting people in danger. If in doubt, put a temporary notice either side of the work area to inform people that work is in progress.

Children

The risks and hazards are greatly increased when working with children. It is for this reason that we do not advise P3 groups to involve children in their day to day practical work activities for safety reasons. They may also not be insured under your insurance and any adults working with them will have to be CRB checked. This does not mean that children cannot be involved in low risk activities or as part of a group such as a local school doing tree planting or a scout / guide group undertaking clearance work. If your group plan to work regularly with groups of children, they will need to be CRB checked.

Unlawful users of PRow

Be aware of other users on the PRow – who may be breaking by-laws – or may not have a right to be using the PRow – such as cyclists and horseriders on footpaths or people committing criminal acts. Do not feel you have a responsibility to deal with these issues – report them only.

Lone working

We advise all volunteers to work in pairs or groups for safety reasons but if you do find yourself surveying / working alone, please ensure the following:

- have a mobile phone / inform someone of when you left home / work and when you expect to return;
- only engage in work for which you are trained and which can be carried out without assistance. If someone is being trained and needs supervision, they should not be left alone;
- assess the risks related to working alone which apply to both the activity and the site;
- do not put yourself in a situation of unreasonable risk;
- ensure you have access to appropriate first aid;
- have a plan for emergencies.

Working on unfamiliar sites

Ensure all the group stays together, especially if at an unfamiliar site. Ensure a risk assessment has been undertaken to identify any hazards and risks and inform the volunteers of any risks.

Use of vehicle for storage

Ensure fuel is stored in appropriate containers. Ensure engine is turned off if stationary and do not smoke around volatile and toxic substances. Secure all loads.

Workers with health problems

P3 working parties encourage people of all abilities to get involved. However, factors that influence their ability may include their own level of physical strength, previous and current medical conditions, allergies etc. P3 Officers and P3 Reps are not medically qualified and therefore it is for the individual volunteer to understand the nature of the work party and associated activities and to assess whether they are able to perform certain tasks. Therefore the onus is on the volunteer to notify the P3 Officer or P3 Rep if they have a condition that may be affected or if they should be aware of any allergies or medication requirements. First Aiders cannot give medication but if they are aware you have a requirement and you have it with you they may assist by helping to get it and offering it if necessary. Part of the work party briefing should include a reminder to volunteers to inform the P3 Officer or P3 Rep of any condition that they should be aware of.

Promotional work

Leading guided walks / rides

- Know your route – walk the route before and plan. Keep road walking to a bare minimum and avoid busy roads with blind bends.
- Carry out your risk assessment before the guided walk day – remove all hazards before the walk takes place
- Ensure all of the group are informed of the walking terrain, the length of the walk, expected weather conditions and are wearing suitable clothes on the day. When advertising the walk, put all the information on the leaflet / poster. Recommend suitable clothing.
- Point out safety factors at the beginning of the walk. If fauna and flora is involved, the leader must point out all potential hazards (poisonous plants). Warn people of hazards as you are approaching them.
- Know your group and its limitations. Do not plan too long or arduous a walk if you do not know of the general health and fitness of the group.
- If possible, have a trained first aider present and allocate the leader of the walk or the back marker with the first aid kit.
- Count your group before, during and at the end of the walk.
- Lead the group in pairs, one leading and one at the back of the group – both with some form of communication (mobiles or radios). Both should have access to a vehicle and be familiar with the area, in the event of an accident. If there are problems, inform the other leader. Have an emergency plan ready and keep the rest of the group calm.

- Stay together as a group. Listen to and regularly communicate with the group. If you have reason to believe an individual is feeling tired, stop and rest. Never charge ahead and force the group to keep up, always wait for the group and ensure no-one wanders off the route and gets lost.

General control measures

There are a number of simple measures that can be taken to remove the risks:

- Bring the danger to the attention of all the group
- Ensure all volunteers are informed of all the potential dangers and delegate volunteers to tasks according to experience / training / knowledge
- Erect a warning sign or barrier to protect the group from the hazard or to warn users of the PRoW
- Ensure at least one person has a mobile phone or knows of the nearest telephone point
- Have a first aid kit at all times and have at least one member of the group trained as a First Aider. Training is available through P3.

First aid and emergency

It is important that when out on site a first aid kit is with you at all times. The HSE states that there is no mandatory list of items for a first aid kit; it depends on what you assess your needs to be. It is suggested that you have the following:

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- a pair of disposable gloves

It is advisable that you do not keep medicines or tablets in a first aid kit. You may find the kits that you are issued with may have slightly different contents but as long as they meet your needs as a P3 group and are in date, this does not matter.

Emergency procedures

An appointed person must know of the nearest telephone (if no-one has a mobile phone or you are in an area with no signal). They must also be aware of the best route to the nearest Accident and Emergency unit, although if it is an emergency, do not hesitate to call an ambulance! Any accident or near miss should be reported / recorded by the appointed person.

The P3 scheme will provide a grant for at least 1 person from each group to attend a first aid course, contact your P3 officer for details.

Introduction
Administration
Surveying the Network
The Work Programme
Practical work
Promotion & Publicity
Conservation Considerations
Special Projects
Health & Safety
Appendices

Appendix A

**Claim for unpaid volunteers travelling
and out of pocket expenses**

Claim for Unpaid Volunteers Travelling and Out of Pocket Expenses.

Please complete form in BLOCK CAPITALS

Payable to:																			
Address:																			
Postcode: (mandatory)																			
Bank Account No. (mandatory)												Sort Code: (mandatory)							
Third party reference (if applicable)							Account name:												
Supplier Number (For Creditor Payments Use Only)																			

Please note: To meet Inland Revenue requirements, receipts or other appropriate documentation must be attached to this claim, as evidence of expenditure for all items. Where journeys are undertaken, the place visited and purpose should be entered in "Details" column.

I certify that the expenditure detailed below has been necessarily incurred by me in respect of meals for which subsistence allowances are claimed and that the mileage stated has been incurred.

Signature of claimant _____

Date	Details (including start & finish times)	Fares	Subsistence	Miles	Other
Totals:					
Grand total		£			

Approving Officer to complete section below

I certify that the amounts claimed are within the permitted limits and that journeys made, mileages claimed and times for subsistence are reasonable.

Name (Printed) _____ Tel No.: _____

Signature: _____ Date: _____

Subjective	Cost centre	Analysis	Amount Excl VAT	VAT Incl.	VAT Amount	
				N	0 00	FARES
						SUBSISTENCE
				N	0 00	MILEAGE
						OTHER
			Amount Excl VAT	VAT Incl.	VAT Amount	TOTAL PAYABLE

Appendix B

Parish Paths Partnership Invoice

Parish Paths Partnership: Invoice

Public Rights of Way
 E3
 Essex County Council
 County Hall
 Chelmsford
 CM11QH

Group/Parish Council: _____ Date _____
 Form completed by: _____ Tel No. _____
 Email: _____

Order No.	Grant Amount Reserved
HTHC	

Please fill in the spaces below accounting for expenditure from 1 April _____ to 31 March _____. Please note this may differ from your original proposals/ plans and should only describe money spent by the group.

Order No.	Description of works completed/expenses incurred	Cost	Invoice enclosed?
Total Claim			

COPIES OF INVOICES/ RECEIPTS MUST BE SUPPLIED WITH THIS INVOICE OTHERWISE CLAIMS CANNOT BE PAID

Appendix C

Rights of Way Survey Form

PUBLIC RIGHTS OF WAY SURVEY FORM

PARISH:		DELETE AS APPLICABLE: FOOTPATH/BRIDLEWAY/BYWAY/RESTRICTED BYWAY	PATH NO:	
SURVEYOR:		PROMOTED ROUTE (E.G. ESSEX WAY):		
DATE:				

GRID REFERENCE / MAP POINT		1	2	3	4	5	6	7	8
1. PATH FURNITURE									
G M A R	1	Signpost/Fingerpost (roadside)							
	2	Waymark/other sign along path							
	3	Safety / amenity barrier e.g. cycle barrier							
	4	Steps/revetment							
	5	Bridges (please state length in metres)							
	6	Stiles							
	7	Gates							
2. OBSTRUCTIONS									
T I C K	1	Wall/fence(incl elec)/hedge/other barrier							
	2	Tree/bough							
	3	Temporary deposit(e.g. straw bales)							
	4	Illegal or misleading sign							
	5	Building							
	6	Muddy/boggy localised (e.g. gateway)							
	7	Uprgrowth localised (e.g. around stile)							
3. SURFACE TYPE									
N u m b e r r e l e v a n t c o l u m n s	1	Cross arable field							
	2	Arable headland (field edge path)							
	3	Natural (inc set-aside exc arable headland)							
	4	Surfaced (e.g. tarmac, stone)							
4. OBSTRUCTIONS – SURFACE									
N u m b e r r e l e v a n t c o l u m n s	1	Cross field not reinstated							
	2	Headland (field edge path) ploughed							
	3	Surfaced path out of repair (e.g. tarmac broken)							
	4	Flooded/muddy/boggy/rutted							
	5	Uprgrowth (growth on path)							
5. OBSTRUCTIONS									
N u m b e r r e l e v a n t c o l u m n s	1	Overtgrowth (e.g. hedge, beside path))							
	2	Standing water (e.g. pond/lake)							
	3	Barbed wire/electric fence adjacent							
	4	Intimidating beast/person							
	5	Collapsed wall							
	6	Encroachment (not ploughing)							
	7	Quarry							
	8	Plantation							
Extend lines to indicate junctions with other PROW									

Key:

G=Good M=Missing A= Attention R=Repair/replace urgently

SUMMARY OF WORK NEEDED (E.G. 3 WAYMARK POSTS):

NOTES:



Appendix D

List of proposed activities

Parish Paths Partnership

P3 Work proposal for Name of P3 Group: [Redacted]

Contact Name: [Redacted]

Contact telephone/email: [Redacted]

Prepared for year ending **March 20** [Redacted]

Page **1** of [Redacted]

Maintenance and Improvement

Please give details of suggested activities involving maintenance and improvement such as conducting condition surveys, cutting back vegetation, replacing waymarker posts and discs, surfacing work, steps and handrails etc. Also list requests for training such as First Aid, with names of who needs to attend. If you wish to cut surface upgrowth please provide start/finish points, and information about who will do the work and with what equipment. Also list any requirement for insurance payments.

Row	Suggested Activity	Location (1)	Who will be involved (2)	Comments and resources required include likely date(s) for proposed work	Grant required (3)

(1) Either provide a map with locations clearly marked or provide at least an eight figure grid reference

(2) List parties that may be involved e.g. P3 Rep, P3 Officer, Volunteers, Landowner etc.

(3) Grants normally cover items such as agreed surface cutting and insurance. You may include other costs such as training and equipment although this may be paid to groups out of different budgets and so will not make up part of the actual grant that is awarded.

Parish Paths Partnership

Promotion and Publicity

Suggested promotional activities: Led walks; producing guides/leaflets; website articles; contributions to Access Essex and Quarterly Updates; articles for local newsletters and local media; promoting PROW at village shows, school fetes; encouraging geocaching; local photography and supporting local wildlife groups; installing benches; installing bat/owl boxes; Beating the Bounds; liaising with local groups whose interests may overlap with P3 e.g. local conservation societies and walking clubs.

Suggested Activity	Location	Who will be involved	Comments and resources required	Grant required

As a minimum a P3 group should aim to survey their local Rights of Way at least once a year. These surveys make up part of our proactive approach in monitoring and improving over 6000km of Rights of Way across the county. If problems are identified, these can then be added to the work proposal as items to be dealt with. However, we recognise that the number of available volunteers varies between parishes. If you have an idea for a work party free free to discuss it with your P3 Officer who can assist in finding additional volunteers from nearby parishes.

The work proposal is essential as it shows the involvement of the group and assists in the allocation of resources. Therefore, please ensure a copy of this is returned to your P3 Officer by the start of the new financial year as requests for funding are dealt with on a first come first served basis. If a grant is requested please let us know as early as possible when the funds are required so that payments can be made within the current financial year.

Appendix E

Structure installation guide

Structure installation guide

This guide contains a step by step illustrated instruction for the installation of:

- Waymarker Post - rural area
- Waymarker Post - high use area
- 3 metre Bridge
- Steps (3 steps)
- Pedestrian Gate (metal)
- Kissing Gate (metal)

Brief guidelines in general:

1. Any structure built must be on the definitive line.
2. Materials will be supplied by Public Rights of Way, Essex County Council.
3. Structures must be left safe and in good order.

Waymarker posts - rural areas

Equipment:

- Post hole digger / spade / auger
- Spirit level
- Tape measure
- Hammer
- Gloves
- Tamper
- Waymarker post and waymarker discs
- Nails for attaching discs

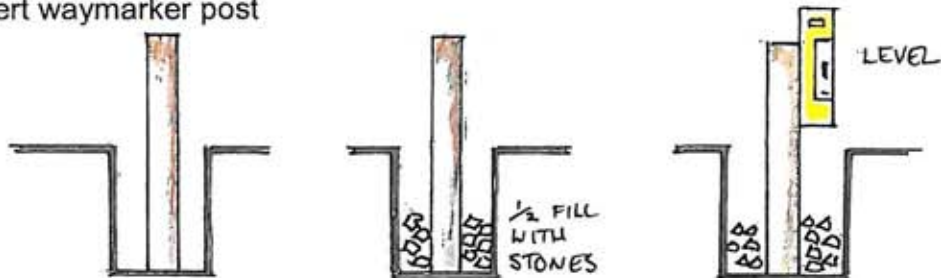
Time: Approximately 1/2 hour dependent on ground conditions.

1) Choose best place and direction (refer to map and surrounding areas)

2) Dig hole



3) Insert waymarker post



4) Finishing details



Waymarker posts - high usage areas

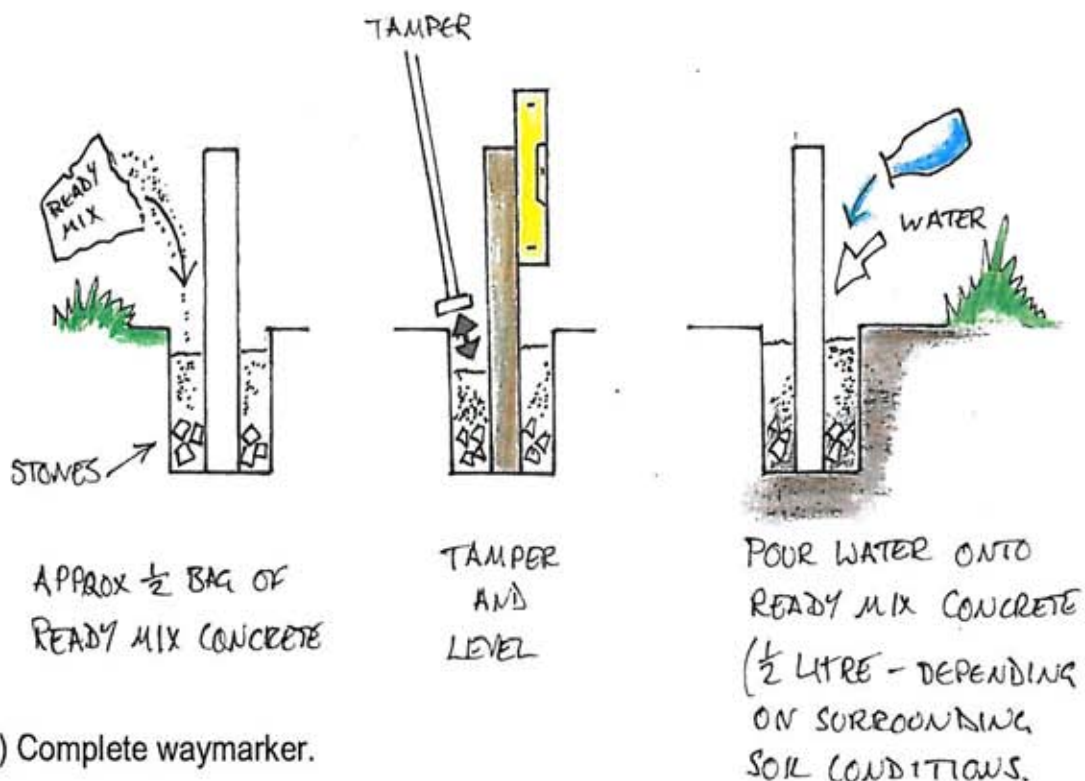
In some circumstances extra support is required for waymarking. These areas include urban Public Rights of Way, high levels of youth activity (vandalism) and some ground conditions. Your P3 officer will be able to inform you if it is required.

Equipment:

- Post hole digger / spade / auger
- Spirit level
- Tape measure
- Hammer
- Ready mix postcrete (approx half a bag per hole)
- Water can be used if soil conditions are dry (approx 1/2 litre) if soil is very wet water may not be required.
- Gloves
- Tamper
- Waymarker post and waymarker discs
- Nails for attaching discs

1) Follow instructions for waymarker posts in rural areas.

When the hole is half filled with stones follow the below steps.



2) Complete waymarker.

(Backfill soil, tamper and level until waymarker post tight and level in ground. Attach discs)

D. Postlett '11

Bridge installation

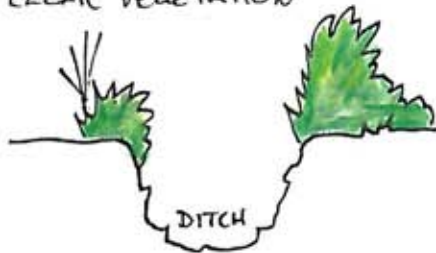
Equipment:

- Post hole digger / spade / auger
- Spirit level
- Tape measure
- Hammer
- 3 bridge planks
- 2 base plates
- 2 handrails
- 2 waymarker posts
- 2 stakes
- Drill
- Gloves
- Tamper
- Waymarker post and waymarker discs
- Nails for attaching discs
- Spade
- Hand saw
- Block plane
- Steel toe-capped boots
- **16 x 6 inch** nails
- **8 x 4 inch** nails

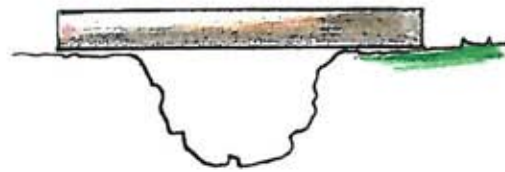
Time: Approximately 2 - 3 hours dependent on ground conditions.

1) Setting up

CLEAR VEGETATION

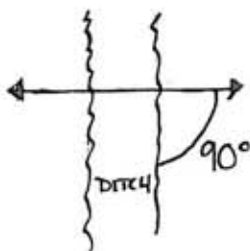


PLACE ONE PLANK
ACROSS DITCH



1a) Check for:

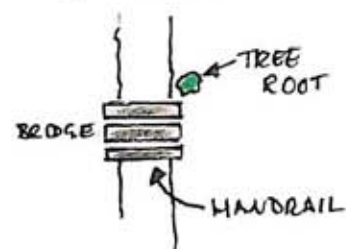
PERPENDICULAR
TO DITCH



EQUAL
END BEARINGS.

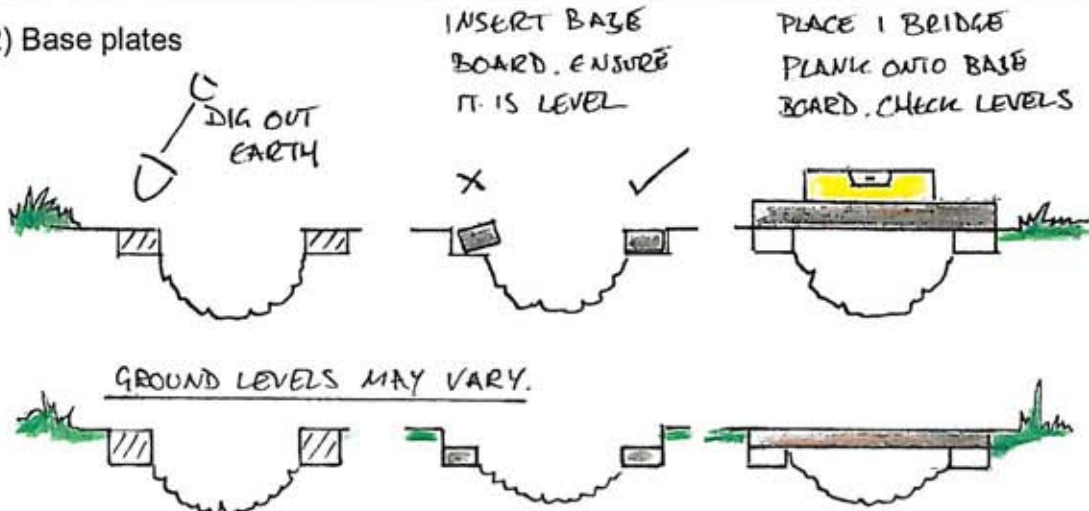


TREE ROOTS
AND POSITION
OF HANDRAIL

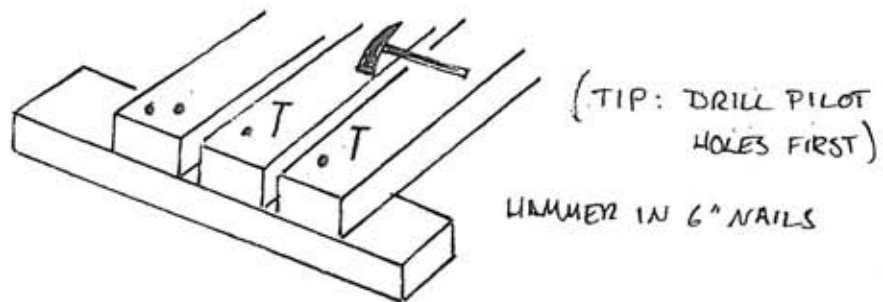


Bridge installation continued

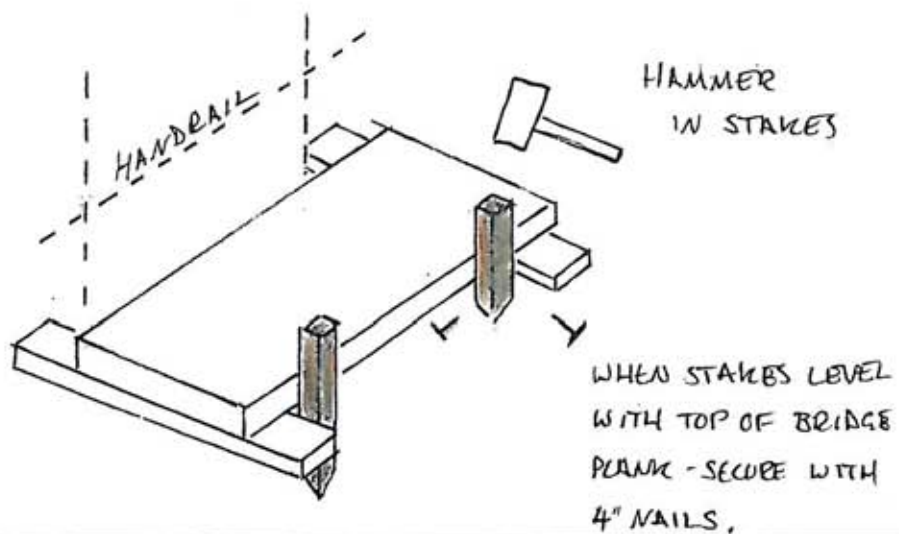
2) Base plates



3) Fix all 3 Bridge planks

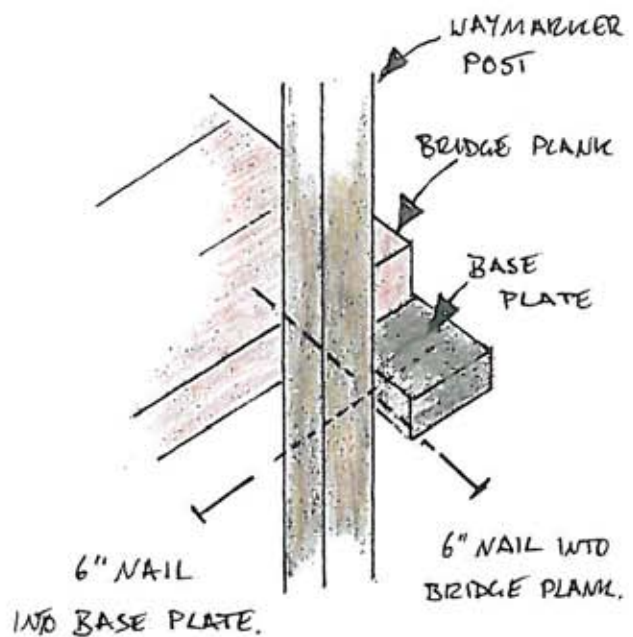
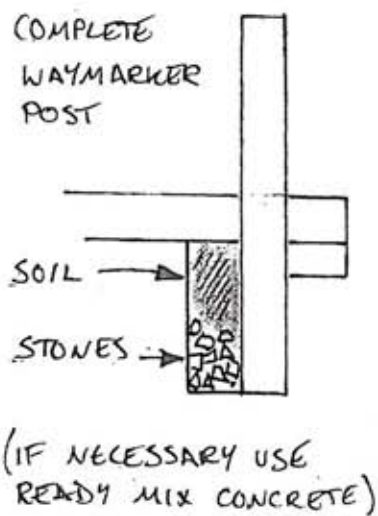
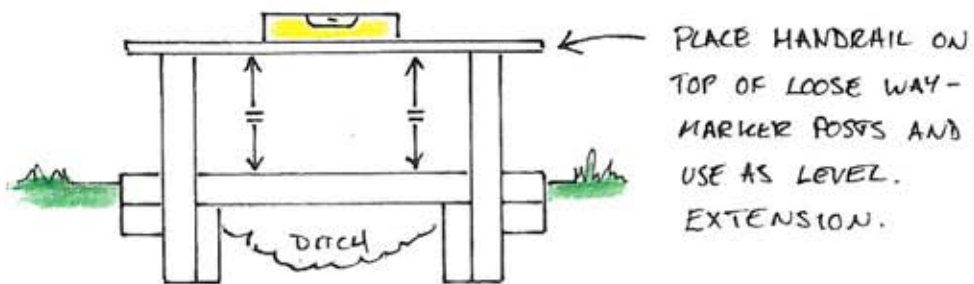
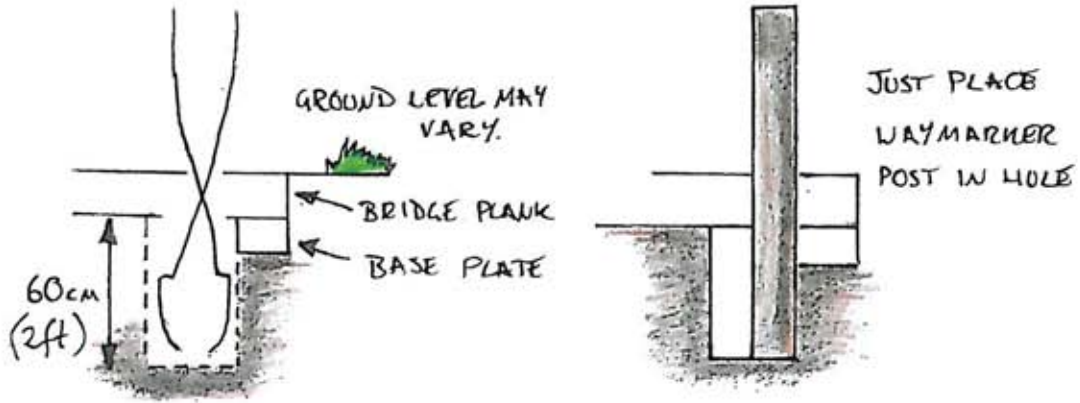


4) Stakes



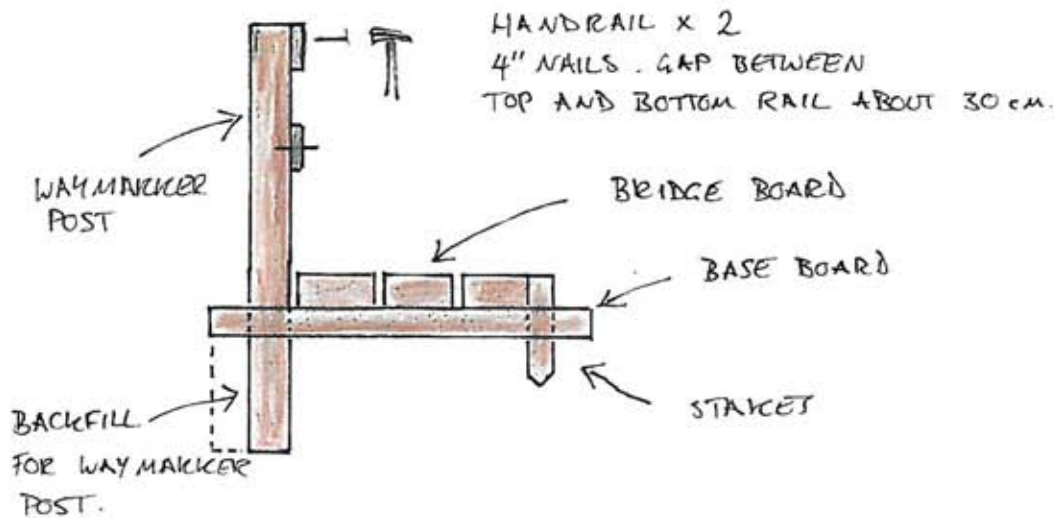
Bridge installation continued

5) Handrails (uprights for handrails - Insert waymarker posts)

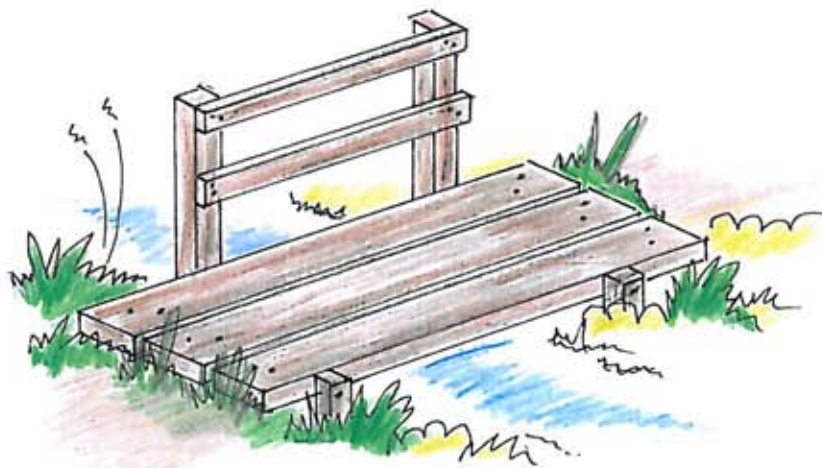


Bridge installation continued

6) Handrails (Horizontal)



7) Finishing details



FILE EDGES OF HANDRAILS

MAKE GOOD GROUND CONDITIONS (GROUND LEVELS MAY VARY)

ATTACH WAYMARKER DISCS.

D. Paskitt '11

Steps for rural areas

Slopes requiring 5 or more steps will need extra attention and detail such as handrails and side boards. Your P3 officer will be able to inform you if it is required.

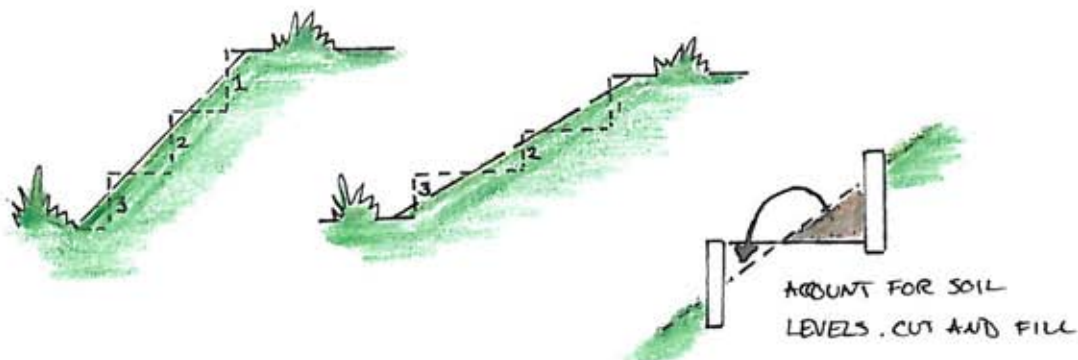
Equipment:

- 3 step boards
- 6 stakes
- Spade
- Hammer
- Gloves
- Spirit level
- Gravel stones (if available)
- 12 x 4 inch nails

Time: Approximately 1 - 2 hours dependent on ground conditions.

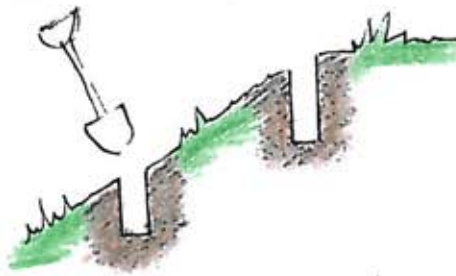
1) For 3 steps:

Mark out roughly where steps are going.
(Step boards are only to be cut if absolutely necessary).



2) Dig out small channels for the step board.

You can start at either the bottom or top.

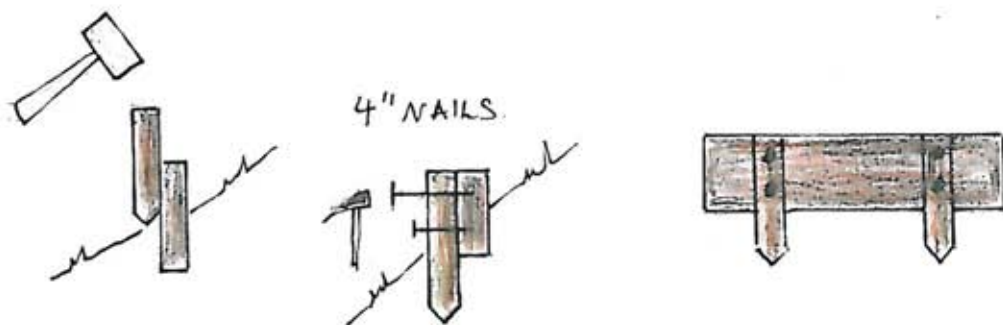


Steps for rural areas continued

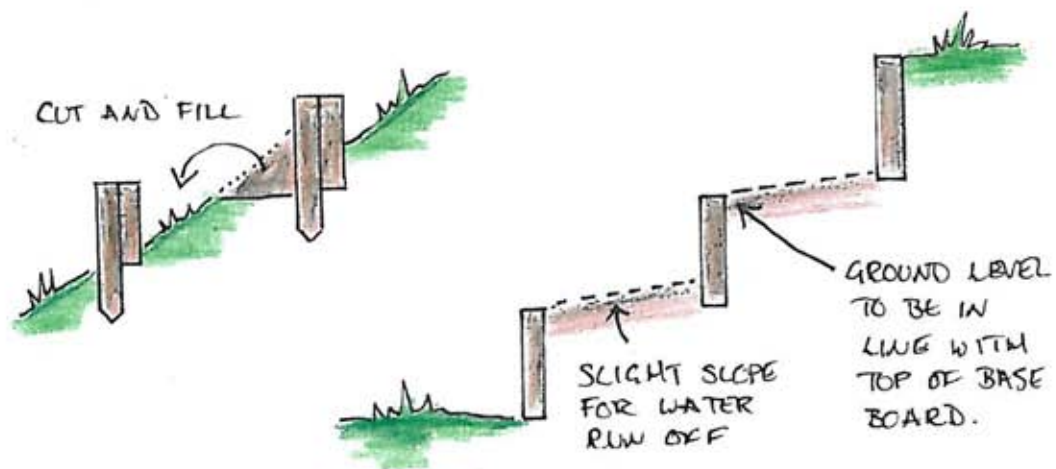
3) Insert step boards and level



4) Hammer in stakes. Nail the stakes to the step board.

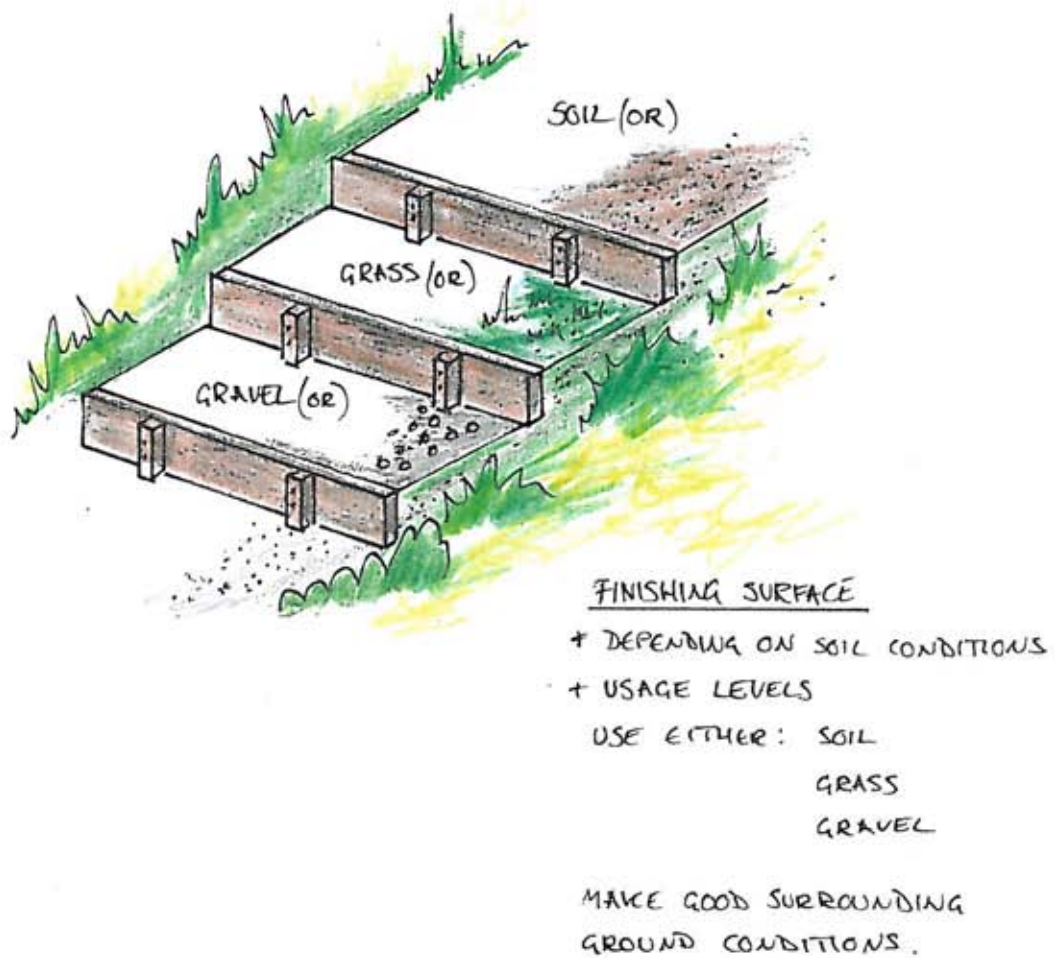


5) Infill and level treads with stones and soil.



Steps for rural areas continued

6) Finishing details



Pedestrian Gate - metal

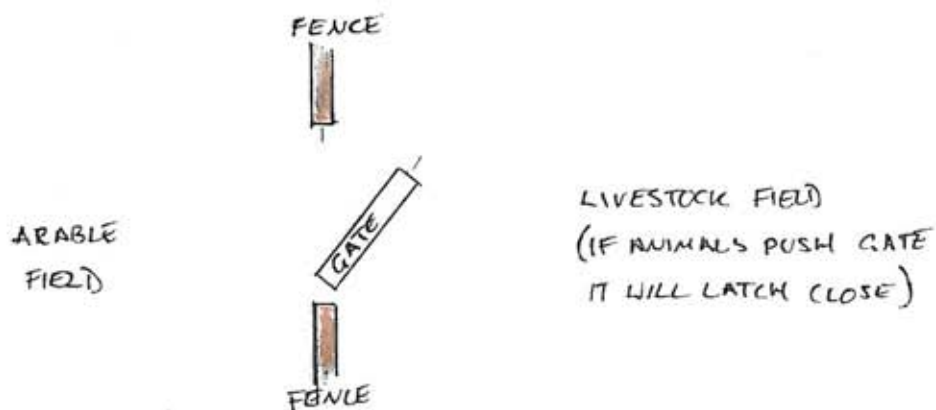
Equipment:

- Gate
- Spirit level
- Spade
- Ready mix postcrete (approx half a bag per hole)
- Water can be used if soil conditions are dry (approx 1/2 litre) if soil is very wet water may not be required.
- Gloves
- Tamper

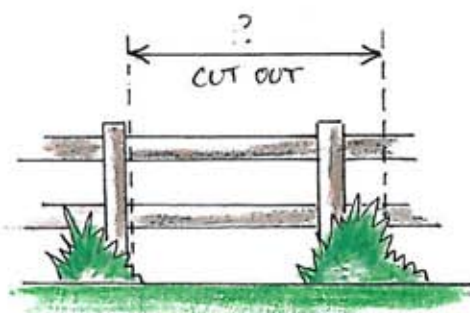
Time: Approximately 1 - 2 hours dependent on ground conditions.

1) Decide on which way gate is opening.

(As gates are sometimes on field boundaries the landowners may have already agreed upon which way the gate should open.)

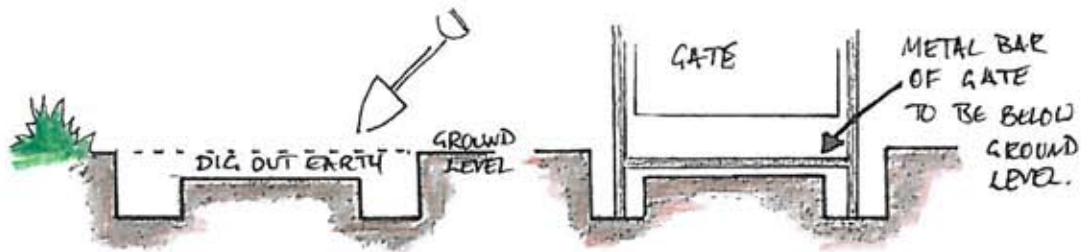


2) Prepare surrounding area.

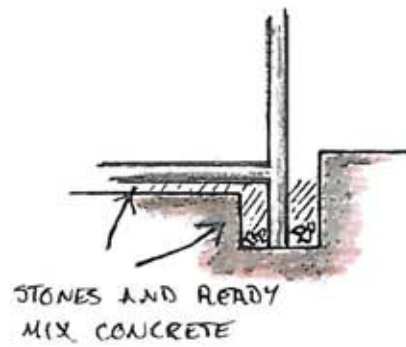
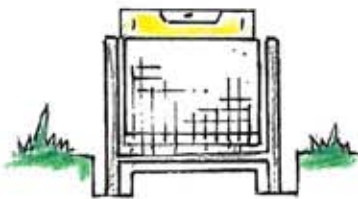


Pedestrian Gate - metal continued

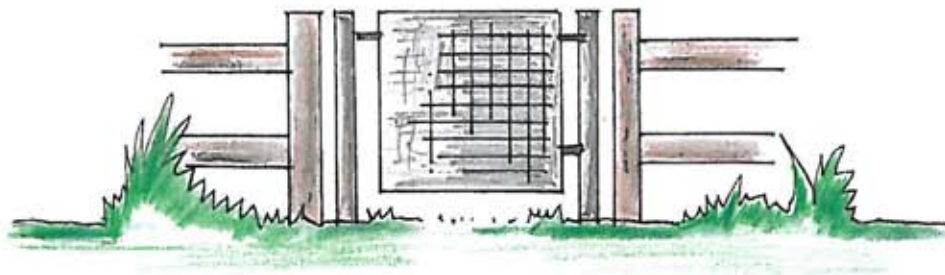
3) Insert gate



LEVEL



4) Finishing details



MAKE GOOD GROUND
CONDITIONS AND FENCE
LINE.

Kissing Gate - metal

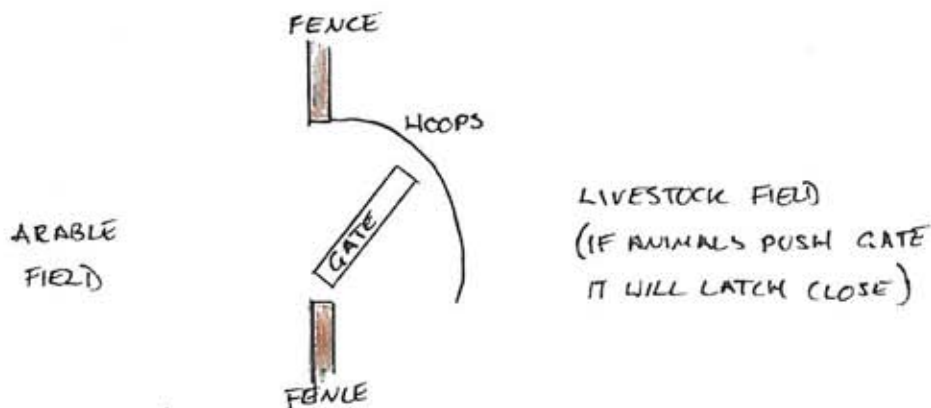
Equipment:

- Gate
- 2 meshed hoops
- Bolts
- Spade
- Ready mix postcrete (approx half a bag per hole)
- Water can be used if soil conditions are dry (approx 1/2 litre) if soil is very wet water may not be required.
- Spirit level
- Gloves
- Tamper

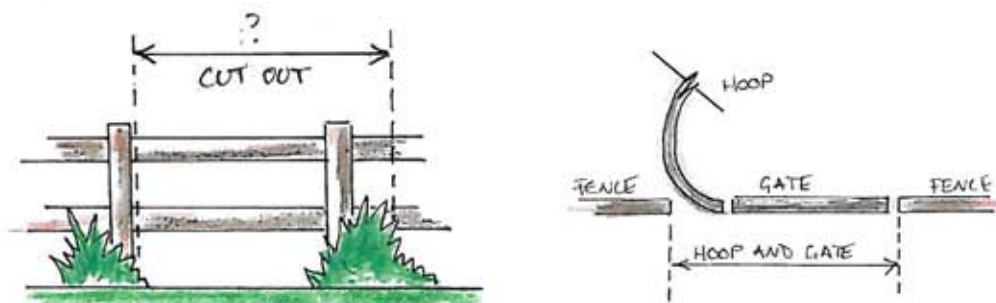
Time: Approximately 1 - 2 hours dependent on ground conditions.

1) Decide on which way gate is opening.

(As gates are sometimes on field boundaries the landowners may have already agreed upon which way the gate should open.)

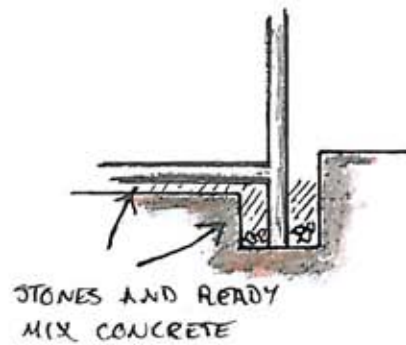
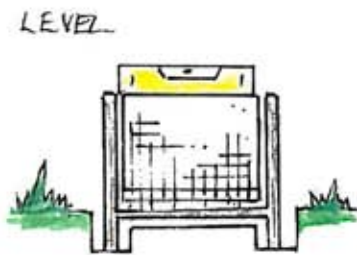
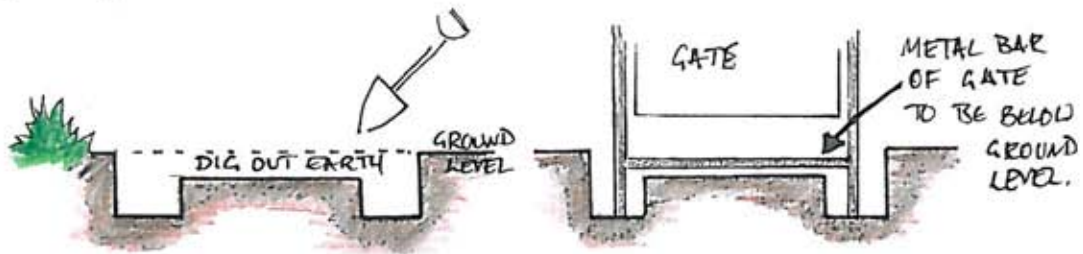


2) Prepare surrounding area.

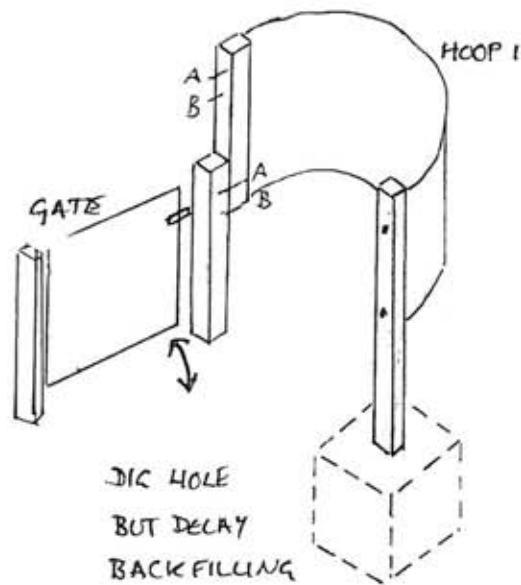


Kissing Gate - metal continued

3) Insert gate



4) Insert Hoop 1

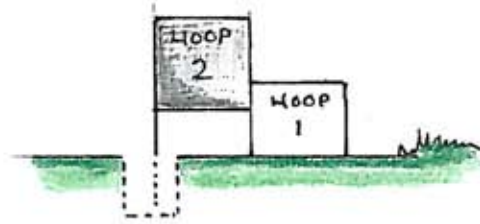
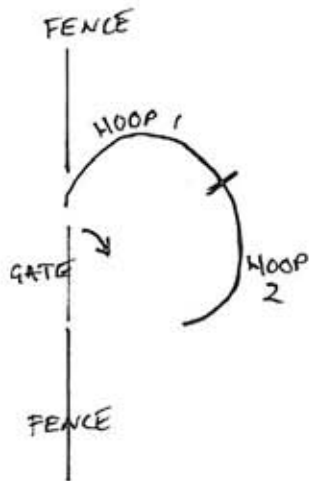


TO FIND POSITION OF HOLE FOR EXTENDED LEG:

- LINE UP HOOP 1 WITH GATE
- MARK POSITION OF EXTENDED LEG
- HOLE TO BE DEEP ENOUGH SO TOP OF HOOP IS LEVEL WITH TOP OF GATE.

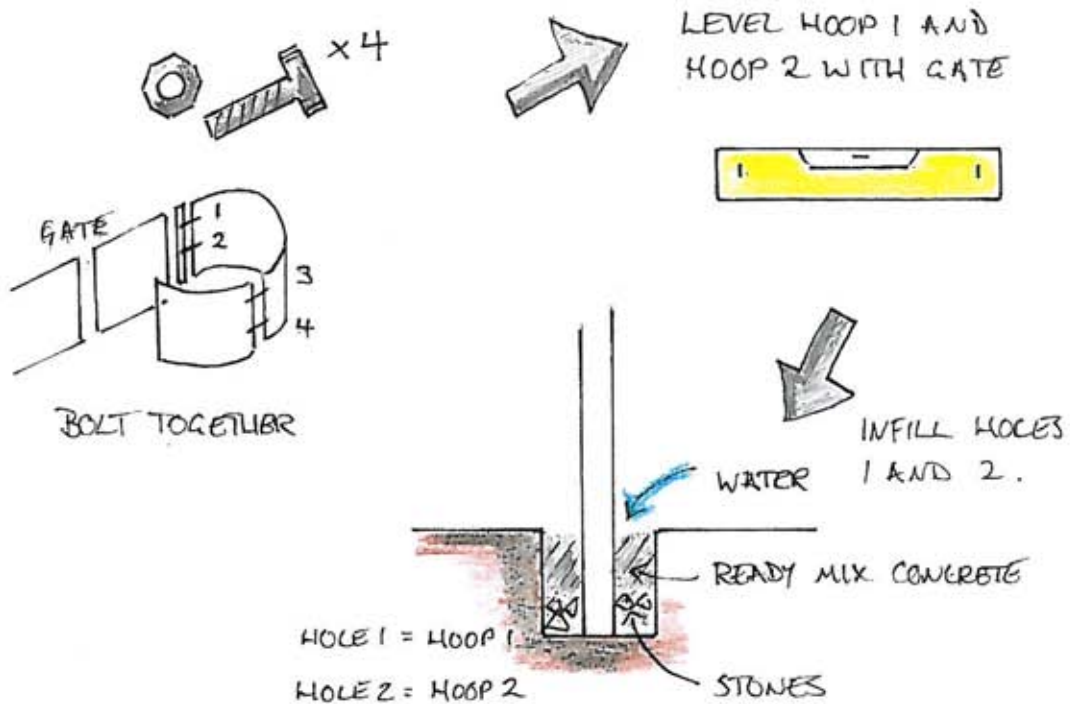
Kissing Gate - metal continued

5) Insert hoop 2



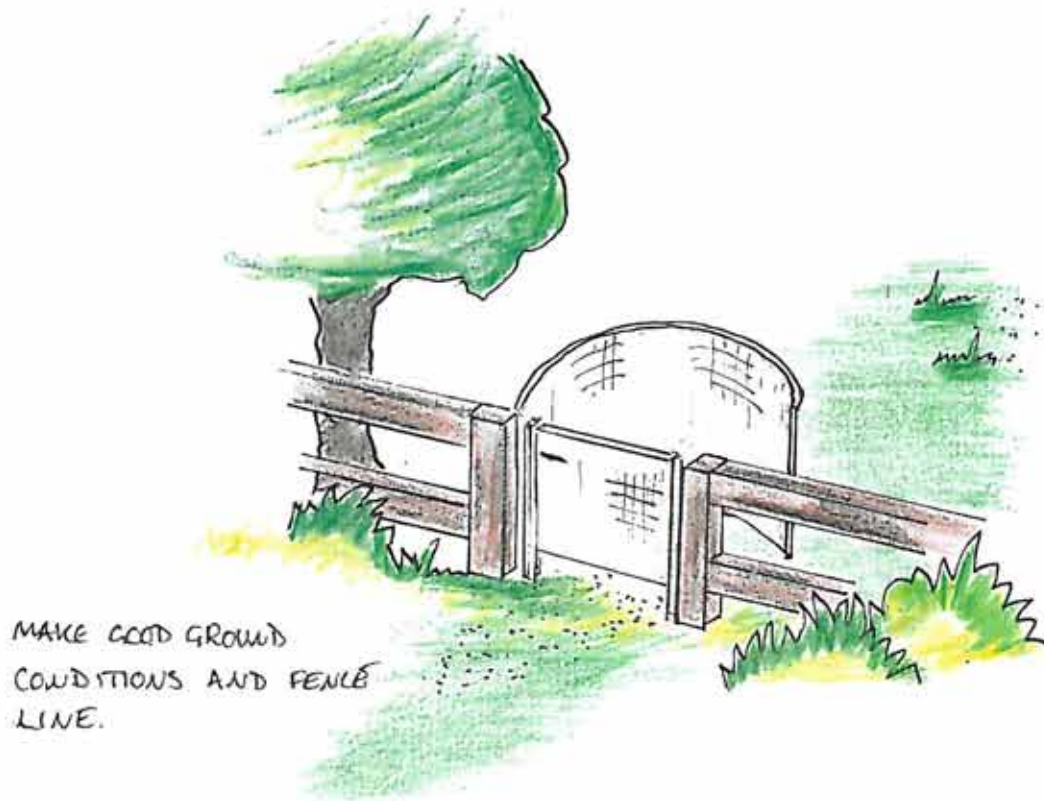
TO FIND POSITION OF HOLE FOR HOOP 2, LINE HOOP 2 WITH HOOP 1 AND MARK GROUND WHERE EXTENDED LEG MEETS GROUND.

6) Secure structure



Kissing Gate - metal continued

7) Finishing details



Appendix F

**Service Level Agreement for
paid vegetation cutting**

PUBLIC RIGHTS OF WAY PARISH PATHS PARTNERSHIP (P3)

SERVICE LEVEL AGREEMENT FOR PAID VEGETATION CUTTING

General

1. All routes for which payment for maintenance will be made under this agreement shall be public footpaths, bridleways, byways or restricted byways as shown on the Definitive Map and which Essex County Council has a statutory duty to maintain.
2. This agreement is only valid for the financial year in which it is signed.

Essex County Council will:

3. On receipt of an invoice accompanied by proof of payment, reimburse the Parish Council to the maximum value of £.... for the provision of vegetation cutting. This amount is included in the overall grant confirmation.

The Parish Council agrees to:

4. Give notification of when the paths will be cut (month) and confirmation once it has been done
5. Undertake maintenance to lengths of routes that are cut including cutting around stiles, gaps, kissing gates, bridle gates, sleeper crossings, culverts or any other structures which would otherwise become overgrown.
6. Check that the person undertaking the cutting has full personal insurance protection as no claims for injury sustained whilst vegetation cutting work is being carried out can be accepted by Essex County Council as the Highway Authority. All scheme participants must ensure they have public liability insurance to a minimum cover of £5 million.
7. Check that the contractor will accept full responsibility for complying with the provision of the Health and Safety at Work Act 1974 and carry out a Risk Assessment before the work is carried out. A Risk Assessment checklist can be provided by Essex County Council as a guide for contractors to use. If a handyman is used this will fall to the Parish Council.



8. Ask contractors to supply copies of the following documentation prior to the start of work. Without such documentation they cannot be employed for working on the highway:

- A) Public Liability Insurance (Minimum of £5 Million)
- B) National recognised training certificates of each operative relevant plant being offered (if appropriate).
- C) Proof of competency, this can be either training or experience (ECC have a form that can be filled in as part of CDM)
- D) If working on PROW near roads, basic traffic management preferably National Highways Sector Skills 12D module 1.
- E) Risk Assessment and Method Statements.
- F) Records of vehicle and plant maintenance.

Where a handyman is used the Parish Council must ensure competency.

9. Undertake quality checks on the cutting by the P3 representative or other named person.

10. Be responsible for paying the contractor and reclaiming the agreed grant from Essex County Council. A copy invoice must be submitted to Essex County Council quoting the official order number which authorised the work to be carried out.

11. Only be paid for those works completed in accordance with this agreement and will be reimbursed for no more than the agreed grant.

12. Payments for the cutting of public rights of way will not be paid if paths have not been cut as agreed, paths are cut which are not the definitive line or if your P3 Officer has not been informed when the work will take place.

I agree to the conditions set out in this Service Level Agreement:

Signature: Date:.....

Name:..... Position:

Parish Council / Group:.....

Telephone Number:.....Fax.....

Email:.....

On behalf of Essex County Council

Signature..... Date:.....

Name:..... Position:.....

Appendix G

Health and Safety incident form

HEALTH AND SAFETY INCIDENT FORM		Ref. No.
CONFIDENTIAL		(Health and Safety use only)
DETAILS <i>(Please write clearly and legibly, giving as much relevant information as possible. Do <u>not</u> use abbreviations)</i>		
Directorate: (i.e. Schools, Children and Families)		
Service Area: (i.e. Vulnerable children and Young People)		
Service Group: (i.e. Safeguarding)		
Service Details: (i.e. Name and address of reporting establishment/team) <i>(Please print in full)</i>		
Name of person completing form:		
ABOUT THE INCIDENT		
Type of incident (Please circle one) Accident Work Related Ill-Health Violence <i>(physical or verbal)</i> Non-injury incident <i>(near miss)</i>		
Date of incident:		Time of incident: a.m. / p.m.
Date Incident reported:		Time incident reported: a.m. / p.m.
Where did incident occur? <i>(State location i.e. playground/classroom and full address if different from above)</i>		
How did the incident happen?		
Circle <u>one</u> that best describes the cause of the incident: Bite Chemical Exposure Collapse of Structure Contact Electricity Contact Heat Fall Height Falling Object Fire Hazardous Substance Infectious Agent Machinery in Operation Manual Handling Moving Vehicle Psychological Road Traffic Accident Slips, Trips and Falls Sport/Physical Training Struck Against Struck By Violence		
Circle <u>one</u> that best describes the injury location: Abdomen Arm Back Chest Fingers/Toes Foot/Ankle Hair Pulling Hand/Wrist Head Hips Internal Leg Multiple Non-injury Incident Not Applicable Shoulder/Neck		
Circle <u>one</u> that best describes the nature of harm: Amputation Bruise/Graze Burn Concussion Cut Death Dental Dislocation Electric Shock Eye Injury Fracture Laceration Muscular Penetration/Puncture Shock Stress		
Was the injured person taken directly to hospital? Yes / No		
RIDDOR: Guidance is available on the HSE website www.hse.gov.uk/RIDDOR		
Was the incident reportable under RIDDOR? Yes / No		
If Yes please circle the appropriate description to indicate type of incident: Fatality Major injury to employee Over 3 day injury to employee Non-employee taken to hospital Reportable disease (ill health) Reportable dangerous occurrence		
Details of Person affected by the incident		
Name of Person affected by the incident: (Please print)		

Home address:
Is affected person an Essex County Council employee? Yes / No
If Yes circle <u>one</u> of the following that best describes their occupation: Administrator/Clerical Care Assistant Caretaker Cleaner Community Support Facilitator Cook Driver Grounds Maintenance Home Care Learning Support Assistant Librarian Midday Assistant Professional Registered Manager Schools Crossing Social Worker Support Team Manager Support Worker Teacher Transport Engineer Tutor Youth Worker
INCIDENT INVESTIGATION Guidance is available from the Health and Safety pages of the intranet.
Circle <u>one</u> of the following that best describes any action that has been taken following the incident: Additional Supervision Training Modifying Existing Systems of Work Repair to Premises Review Risk Assessment Reviewing Maintenance Procedures No Further Action Required
VIOLENT INCIDENTS: Should be completed by the manager if an act of violence has been reported
Name of Assailant:
Relationship to Council: (i.e. service user, pupil)
Circle <u>one</u> of the following that best describes the type of assault: Attack by Animal Intimidating Behaviour Physical Injury Racial Sexual Threatening Behaviour Use of Weapon Verbal Abuse
Was incident reported to the police? Yes / No
If yes state which Police Station: _____ and the Incident No: _____
Has support been given / offered to the employee following the incident? Yes / No
Was it necessary to use physical intervention? Yes / No
If yes state what technique was used:
Does the assailant have an individual risk assessment/care plan? Yes / No
If yes was the physical intervention technique used in accordance with it? Yes / No
Had all the employees who used restrictive physical intervention been trained? Yes / No

Appendix H

Health and Safety monitoring form

Health & Safety Monitoring Form

Please tick or write answers as appropriate

1. **Equipment.** Has the equipment been checked in the last 12 months?

YES NO

If yes to Question 1 please write date of inspection and by whom

DATE NAME

2. Do you have all the protective equipment needed such as gloves, goggles etc?

YES NO

3. **First Aid.** Has a member of the P3 scheme been trained in first aid (appointed person course)?

YES NO

If yes to Question 3 please write date when training was provided and name of person trained.

DATE NAME

4. Does your first aid box contain all items suggested in the P3 Manual?

YES NO

Are all contents in good order / in date?

YES NO

If **NO** to either part of question 4 contact your P3 Officer and request necessary items.

5. **Risk Assessments.** Are Risk Assessments carried out on site for every practical task?

YES NO

If yes to question 5 please list assessments with dates carried out.

Description of Practical Task Risk Assessments	Date

6. Where are these Risk Assessments stored?

Health & Safety Monitoring Form

Please tick or write answers as appropriate

7. Has someone been on Risk Assessment Training within the last two years?

YES **NO**

If yes to question 7 please write date when training was provided and name of person trained.

DATE **NAME**

8. **Petrol.** Is petrol stored correctly in British Standard containers of not more than 2 x 2 gallons?

YES **NO**

9. **Health.** Do you ask volunteers to let you know if they have any health issues that should be considered when planning a work party?

YES **NO**

10. Prior to the start, do you ask volunteers to confirm they have an appropriate level of fitness for their participation in a work party?

YES **NO**

11. Are you aware of correct manual handling procedures for lifting?

YES **NO**

If Yes to question 11 do you ensure these are followed by volunteers?

YES **NO**

12. Have you checked that volunteers carrying out practical works have got up to date Tetanus jabs?

YES **NO**

If no to question 12, have you advised them to get one?

YES **NO**

Print Name **Signature**

Date

Please supply a copy of this completed form to your P3 Officer. Thank you.

Appendix I

Photographic permission form

Consent for the use of your still/moving image

By signing the permission form you are giving your permission for us to use your (or your child's) image in the following ways:

- A** in publications and display material, this can include DVD if video footage is taken;
- B** in the local and national press;
- C** on the County Council website (please note that images published on websites can be viewed throughout the world, not just in the United Kingdom where UK law applies);
- D** occasionally on photo/video sharing sites like Flickr or Youtube and social networking websites like Facebook. Please note images on websites are open to the public throughout the world
- E** your images will be deposited at the Essex Record Office for archival purposes after your permission expires.

If you object to any of the uses above please use the exclusions column on the form by placing the relevant letter/s next to your details.

Data Protection Statement

Essex County Council (ECC) handles information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998 and is the data controller for the purposes of the Data Protection Act 1998. Your pictures will only be used by ECC and its partners and your personal information will be held securely on a database for 2 years.

If you have any concerns about the way we handle personal information or would like to see any personal information held on you by ECC please contact: Information Sharing Information Security (ISIS), Essex County Council, PO Box 11, Chelmsford, CM1 1LX, telephone: 01245 431851, email:isis@essex.gov.uk

Our protocol for taking and using images of people

Our key principles

- No image of an individual or group of identifiable people will be used for the purpose of Essex County Council publicity without the permission of that individual or the people depicted in that image.
- In the case of children and young people under the age of 16 the written consent of a parent or guardian must be obtained. Without proof of age young people over the age of 16 will need the consent of their parent or guardian.
- Images will only be used in the context they were taken and there will be no criticism or defamation of character of the person depicted.
- Images will not be used and will be deleted within 21 days where permission is withheld.
- Essex County Council will store all permission forms and the images taken for publication securely.
- A copy of your permission form can be sent to you on request. The permission form will have a unique reference number that will be linked to the images held on file. A contact telephone number will be given so that you can ask to have your image(s) removed from the central catalogue held by us at any time.

If you wish to have your image removed from the central catalogue or if you have any other queries regarding the storage of your image please contact:

Essex County Council

Picture Desk
Communications
County Hall
Chelmsford CM1 1LX

Telephone: 01245 434 094

Fax: 01245 430 734

Email: picture.desk@essex.gov.uk

Please quote your reference number in all communication with us.

Permission to take and use still/moving images

It is important that you read the information overleaf before signing this form. By signing below you give permission for Essex County Council and its partners to use your image in the context it was taken, for a period of two years from this date. Please provide the information requested, your details will only be used by the Picture Desk to contact you regarding an image if it becomes necessary. Please see reverse for our data protection statement.

Reference number
Unique reference number
provided by ECC

MODEL - PRINT full name:	Required contact details Telephone or email:	Signature:	PRINT full name of parent/guardian (if under 16)	Parent/guardian signature (if under 16)	Exclusions (A-E)

Title of event/shoot: Name of P3 group / P3 activities for year 20... / 20... Date: Financial year e.g. 2012-12

Location: Photographer:



Appendix J

Health and Safety Risk Assessment proforma

P3 H&S Risk Assessment Proforma

Date:	P3 Group:		
Work details:			
Site specific risks:			
Environmental risks:			
Generic Risk Assessments: Tick appropriate or add if required			
Generic Bridges Assessment 2011			
Generic Fires Assessment 2011			
Generic Furniture Installation Assessment 2011			
Generic Guided Walks Assessment 2011			
Generic Planting Coppicing Assessment 2011			
Generic Strimmer Brushcutter Assessment 2011			
Generic Surfacing Drainage Assessment 2011			
Generic Surveying Assessment 2011			
Generic Vegetation Clearance Assessment 2011			
Works proposal completed and approved		First Aid Box	
Emergency Action Plan			

P3 H&S Risk Assessment Proforma

Participants	Signature
Comments	
P3 Rep or Activity Leader name:	
P3 Rep or Activity Leader signature:	

Appendix K

Generic Risk Assessment

Generic Risk Assessment

Activity

i) INSTALLATION AND REMOVAL OF PROW BRIDGES.

Significant hazards / risks

- Manual handling of materials
- Slips, trips and falls
- Underground or overhead services
- Treated timber
- Use of tools
- Livestock
- Working on or next to a water course

Who could be harmed?

- Volunteers
- Members of the public
- Livestock / animals

Competence Requirement:

- All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- All volunteers to have had appropriate training on equipment and installation of materials
- There should be at least one first aid trained volunteer and first aid kit on site at all times

Control measures which should be in place:

Manual handling of materials

- When lifting materials make sure that correct technique is used e.g. keep back straight, bend knees without locking them, keep the object close and never twist your back.
- If the object is heavy either lift with others to help or make sure you have equipment available e.g. a wheelbarrow, to help carry the items.
- Make sure that materials are brought as close to site as possible to minimise any lifting.
- Make sure that those who are handling the materials are wearing steel-toe cap boots / shoes
- Take extra care when handling heavy bridge planks over water courses due to steep banks which could cause you to slip. It is often easier to have people in the ditch to help pass the planks over.

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.
- The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.
- Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip.

Underground or overhead services

- Sites where holes are to be dug should be checked for underground services, see section in P3 manual on existence of services and how to check for them. Always assume buried cables are present.
- Dig carefully with hand tools only, do not use forks, picks or mattocks
- See P3 manual for advice on how close you should be working to overhead power lines.

Treated timber

- When handling any timber (as it is all treated) gloves must be worn.

Use of tools

- All volunteers to be made aware of the safe use of tools and trained in their use.
- Check tools before use to make sure they are safe; any unsafe tools must not be used.
- Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.
- Goggles to be worn by all in the vicinity if any stone or concrete is being broken up.

Livestock

- If you are going to be working in a field which has livestock in it, contact the landowner beforehand. It may be possible for the livestock to be moved.
- If the livestock cannot be moved and you are removing stiles / gates, make sure that all livestock are kept away from any gaps and cannot escape. Do not leave a gap unattended, make sure the job is finished before leaving site.
- Landowner will also be able to inform you of the temperament of the livestock. Some are excitable when there are people around but soon calm down.
- Be sure to keep all cuts covered as leptospirosis or Weils Disease can be caught from cow urine.
- Wash hands before eating, especially if you have touched the animals.

Working on or next to a water course

- If at all possible, try and carry out the works when the ditch or stream is either dry or very low to minimise the risk. You should not be working over a deep, flowing water course.
- If the ditch is wet, make sure people have a change of clothes to change in to.
- Ensure that water does not get in to any cuts or open wounds to prevent infection.
- Make sure that the ditch does not become blocked by any debris from the task.

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass.

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be sent away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be worn when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

Generic Risk Assessment

Activity

ii) FIRES (A FIRE SHOULD BE THE FINAL OPTION FOR GETTING RID OF BRASH ON SITE)

Significant hazards / risks

- Manual handling of materials
- Slips, trips and falls
- Underground or overhead services
- Treated timber
- Use of tools
- Burns and fire becoming out of control

Who could be harmed?

- Volunteers
- Members of the public

Competence Requirement:

- All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- All volunteers to have had appropriate training on equipment and installation of materials
- There should be at least one first aid trained volunteer and first aid kit on site at all times

Control measures which should be in place:

Manual handling of materials

- When lifting materials make sure that correct technique is used e.g. keep back straight, bend knees without locking them, keep the object close and never twist your back.
- If the object is heavy either lift with others to help or make sure you have equipment available e.g. a wheelbarrow, to help carry the items.
- Make sure that materials are brought as close to site as possible to minimise any lifting.
- Make sure that those who are handling the materials are wearing steel-toe cap boots / shoes

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.
- Make sure that the fire site is kept clear of trip hazards, do not make a fire on slippery ground or somewhere that has stumps and roots around the fire site.
- The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.
- Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip.

Underground or overhead services

- Sites where holes are to be dug should be checked for underground services, see section in P3 manual on existence of services and how to check for them. Always assume buried cables are present.
- Dig carefully with hand tools only, do not use forks, picks or mattocks
- See P3 manual for advice on how close you should be working to overhead power lines

Treated timber

- Do not throw treated timber on to the fire as it will release toxic fumes

Use of tools

- All volunteers to be made aware of the safe use of tools and trained in their use.
- Check tools before use to make sure they are safe; any unsafe tools must not be used.

- Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.
- Goggles to be worn by all in the vicinity if any stone or concrete is being broken up.

Burns and fire becoming out of control

- A fire should only be made on site with the landowners permission
- Ensure that weather conditions are favourable for a fire, e.g. not strong winds, very dry weather
- Check that the soil type is not flammable and that there is no long vegetation around it that could catch
- Make sure the fire is attended at all times
- Ensure volunteers have been trained in fire safety
- Ensure there are no overhanging branches or underground root systems close to the surface
- Ensure there are no overhead or underground services nearby
- Avoid inhalation of smoke
- Ensure fire is out before leaving site, raking over ashes to encourage them to cool down faster

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass.

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

Generic Risk Assessment

Activity

iii) INSTALLATION OF PROW FURNITURE E.G. WAYMARK POSTS, GATES ETC.

Significant hazards / risks

- Manual handling of materials
- Slips, trips and falls
- Underground or overhead services
- Treated timber
- Use of tools
- Livestock

Who could be harmed?

- Volunteers
- Members of the public
- Livestock / animals

Competence Requirement:

- All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- All volunteers to have had appropriate training on equipment and installation of materials
- There should be at least one first aid trained volunteer and first aid kit on site at all times

Control measures which should be in place:

Manual handling of materials

- When lifting materials make sure that correct technique is used e.g. keep back straight, bend knees without locking them, keep the object close and never twist your back.
- If the object is heavy either lift with others to help or make sure you have equipment available e.g. a wheelbarrow, to help carry the items.
- Make sure that materials are brought as close to site as possible to minimise any lifting.
- Make sure that those who are handling the materials are wearing steel-toe cap boots / shoes

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.
- The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.
- Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip.

Underground or overhead services

- Sites where holes are to be dug should be checked for underground services, see section in P3 manual on existence of services and how to check for them. Always assume buried cables are present.
- Dig carefully with hand tools only, do not use forks, picks or mattocks
- See P3 manual for advice on how close you should be working to overhead power lines

Treated timber

- When handling any timber (as it is all treated) gloves must be worn.

Use of tools

- All volunteers to be made aware of the safe use of tools and trained in their use.
- Check tools before use to make sure they are safe; any unsafe tools must not be used.

- Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.
- Goggles to be worn by all in the vicinity if any stone or concrete is being broken up.

Livestock

- If you are going to be working in a field which has livestock in it, contact the landowner beforehand. It may be possible for the livestock to be moved.
- If the livestock cannot be moved and you are removing stiles / gates, make sure that all livestock are kept away from any gaps and cannot escape. Do not leave a gap unattended, make sure the job is finished before leaving site.
- Landowner will also be able to inform you of the temperament of the livestock. Some are excitable when there are people around but soon calm down.
- Be sure to keep all cuts covered as leptospirosis or Weils Disease can be caught from cow urine.
- Wash hands before eating, especially if you have touched the animals.

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass..

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

Generic Risk Assessment

Activity

iv) GUIDED WALKS

Significant hazards / risks

- Slips, trips and falls
- Livestock
- Road / rail traffic

Who could be harmed?

- Volunteers
- Members of the public

Competence Requirement:

- All volunteers and members of the public should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- There should be at least one first aid trained volunteer and first aid kit on site at all times

Control measures which should be in place:

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs, loose stile steps, slippery bridges etc.
- Make sure that the group are wearing suitable footwear for conditions, should be sturdy with a good grip, if they are wearing anything unsuitable that could cause blisters then they should be asked to either change footwear or leave the group.
- Remove as many hazards as is possible before the walk takes place, otherwise inform the group of any hazards.

Livestock

- If your walk takes you through fields of livestock advise people beforehand and make sure that people keep their dogs on leads, if you have said that people can bring them.

Road / rail traffic

- The majority of the walk should take place off road, however, there are times when a loop can only be made by a short section of road walking or crossing a road or railway line. Make sure the walk leader and back marker are wearing hi-vis.
- Keep walkers facing towards oncoming traffic and in single file.
- If crossing a busy road use an existing crossing point or cross where there are good sight lines and using marshals.
- If crossing a railway line, make sure the group crosses in ones or twos and does not straggle across the railway line, only let the next group go once the previous group are safely out of the way

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Suitable clothing

Make sure that all volunteers and members of the public are suitably clothed for the weather conditions. If they are not suitably clothed then they should be sent away from site. This information should have been available beforehand on any advertising.

Refreshments

Make sure that all volunteers and members of the public have enough water and food to last them throughout the walk, especially in hot weather.

Communication

Make sure that both the backmarker and walk leader can contact each other. Have an emergency plan in case of an accident making sure you are aware of vehicle access points or a grid references. Always walk at the pace of the group, do not let the group get strung out and

make sure that the group is counted in and out. If anyone for any reason leaves the group, they must inform either the backmarker or the leader before doing so. Before the group leaves, reiterate the length of the walk and terrain.

Generic Risk Assessment

Activity v) HEDGE / TREE PLANTING / COPPICING / HEDGE LAYING
Significant hazards / risks <ul style="list-style-type: none">• Slips, trips and falls• Use of tools• Vegetation
Who could be harmed? <ul style="list-style-type: none">• Volunteers• Members of the public• Livestock / animals
Competence Requirement: <ul style="list-style-type: none">• All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.• All volunteers to have had appropriate training on equipment.• There should be at least one first aid trained volunteer and first aid kit on site at all times
Control measures which should be in place: Slips, trips and falls <ul style="list-style-type: none">• Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.• The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.• Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip. Use of tools <ul style="list-style-type: none">• All volunteers to be made aware of the safe use of tools and trained in their use.• Check tools before use to make sure they are safe and sharp; any unsafe tools must not be used.• Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.• Make sure that there is at least 5m between volunteers who are using swinging cutting tools and that this distance is maintained.• Do not swing the cutting tool towards the legs or stand astride a branch that is being sawn. Vegetation <ul style="list-style-type: none">• Be aware of the type of whips you are planting or plants you are working with, e.g. blackthorn can cause wounds to go septic so wear thorn proof gloves and non-snag outer clothing as well as eye protection when working in tall woody vegetation.• Keep any ditches free of cuttings• Do not cut anything above 4m in height
Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment: Signage <p>Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass.</p> Suitable clothing <p>Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably</p>

clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

Generic Risk Assessment

Activity

vi) GRASS CUTTING USING A STRIMMER / BRUSHCUTTER

Significant hazards / risks

- Slips, trips and falls
- Use of strimmer / brushcutter
- Vegetation
- Fuel

Who could be harmed?

- Volunteers
- Members of the public
- Livestock / animals

Competence Requirement:

- All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- All volunteers to have had appropriate training on equipment.
- There should be at least one first aid trained volunteer and first aid kit on site at all times and that it contains a large wound dressing

Control measures which should be in place:

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.
- The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.
- Make sure that volunteers are wearing suitable footwear for conditions, should be steel-toe capped with a good grip.

Use of strimmer / brushcutter

- All users of strimmer or brushcutter must have attended a certificated and assessed training course, such as LANTRA before use of the machine
- Ensure that the correct PPE is worn, safety helmet with ear defenders, eye protection (visor), gloves, steel-toe capped boots / shoes and that the harness for supporting the machine is fitted correctly.
- The machine should have a clearly marked on / off switch, vibration damping, adjustable suspension ring for harness, blade guard, cover and spare blade, manufacturers handbook and an adequate toolkit for corrective and preventative maintenance.
- Check the blade guard is undamaged and mounted correctly and that the blade / wire is correctly seated and secured, sharp and not cracked
- Make sure the handles are adjusted for comfortable working
- Ensure the emergency stop button and harness release system work and that the blade is stationary when the engine is idling.
- If there is a need to check the blade / wire then the engine must be switched off.
- The machinery needs to be checked at the beginning of the work and at the end of the day, undertaking any maintenance as needed. The machine must be serviced once a year and a record kept of this information.
- A system of work should be identified with other volunteers working on site and that a safe working distance of 15m is kept to, if someone approaches the operator must stop work.

Vegetation

- Be aware of the type of vegetation you are clearing, e.g. blackthorn can cause wounds to go septic so wear thorn proof gloves and non-snag outer clothing as well as eye protection

when working in tall woody vegetation.

- Keep any ditches free of cuttings
- Do not lift the brushcutter / strimmer to cut anything, if something taller needs removing that cannot be cut at the base by the machinery then this will need to be removed by hand..

Fuel

- Ensure there is a suitable site for storing the fuel
- Ensure the fuel is kept in a suitable container with a secure lid and correctly labelled
- Ensure refuelling is done away from all sources of ignition and that the fuel / oil mix is correct

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass.

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking brushcutting / strimming.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site and know how to behave around people using machinery.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

Generic Risk Assessment

Activity

vii) SURFACING AND DRAINAGE.

Significant hazards / risks

- Manual handling of materials
- Slips, trips and falls
- Underground or overhead services
- Use of tools
- Working on or next to a water course

Who could be harmed?

- Volunteers
- Members of the public

Competence Requirement:

- All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.
- All volunteers to have had appropriate training on equipment and installation of materials
- There should be at least one first aid trained volunteer and first aid kit on site at all times

Control measures which should be in place:

Manual handling of materials

- When lifting materials make sure that correct technique is used e.g. keep back straight, bend knees without locking them, keep the object close and never twist your back.
- If the object is heavy either lift with others to help or make sure you have equipment available e.g. a wheelbarrow, to help carry the items.
- Make sure that materials are brought as close to site as possible to minimise any lifting.
- Make sure that those who are handling the materials are wearing steel-toe cap boots / shoes

Slips, trips and falls

- Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.
- The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.
- Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip.

Underground or overhead services

- Sites where holes are to be dug should be checked for underground services, see section in P3 manual on existence of services and how to check for them. Always assume buried cables are present.
- Dig carefully with hand tools only, do not use forks, picks or mattocks
- See P3 manual for advice on how close you should be working to overhead power lines

Use of tools

- All volunteers to be made aware of the safe use of tools and trained in their use.
- Check tools before use to make sure they are safe; any unsafe tools must not be used.
- Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.
- Goggles to be worn by all in the vicinity if any stone or concrete is being broken up.

Working on or next to a water course

- If at all possible, try and carry out the works when the ditch or stream is either dry or very

low to minimise the risk. You should not be working over a deep, flowing water course.

- If the ditch is wet, make sure people have a change of clothes to change in to.
- Ensure that water does not get in to any cuts or open wounds to prevent infection.
- Make sure that the ditch does not become blocked by any debris from the task.

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass..

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather. Wash hands thoroughly before eating.

Generic Risk Assessment

Activity viii) SURVEYING THE PROW NETWORK
Significant hazards / risks <ul style="list-style-type: none">• Slips, trips and falls• Livestock• Lone working
Who could be harmed? <ul style="list-style-type: none">• Volunteers
Competence Requirement: <ul style="list-style-type: none">• All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.• All volunteers to have had appropriate training.• There should be at least one first aid trained volunteer and first aid kit on site at all times
Control measures which should be in place: Slips, trips and falls <ul style="list-style-type: none">• Be aware that the ground is uneven and could cause you to trip.• Be aware that some stiles, gates and bridges may not be in the best condition or slippery so take care when using.• Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip. Livestock <ul style="list-style-type: none">• Take care when walking through fields containing livestock, if you have a dog either keep it on a lead or leave it at home. Lone working <ul style="list-style-type: none">• Try not to undertake an activity alone but if you have to make sure that you have a mobile phone with you and ensure that you tell someone where you are going and when you will be back.• Ensure you have a first aid kit with you.• Have a plan for emergencies.
Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment: Suitable clothing <p>Make sure that all volunteers are suitably clothed for the weather conditions. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site.</p> New volunteers <p>Make sure that all new volunteers are trained, competent and supervised.</p> Tetanus <p>All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection</p> Refreshments <p>Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.</p>

Generic Risk Assessment

Activity ix) VEGETATION CLEARANCE
Significant hazards / risks <ul style="list-style-type: none">• Slips, trips and falls• Overhead services• Use of tools• Livestock• Vegetation
Who could be harmed? <ul style="list-style-type: none">• Volunteers• Members of the public• Livestock / animals
Competence Requirement: <ul style="list-style-type: none">• All volunteers should understand the risks, the procedures to be followed to minimise the risks and what to do if an accident or incident occurs.• All volunteers to have had appropriate training on equipment.• There should be at least one first aid trained volunteer and first aid kit on site at all times
Control measures which should be in place: Slips, trips and falls <ul style="list-style-type: none">• Any trip hazards should be identified in the 'local' section of the risk assessment and all volunteers informed e.g. tree roots, paving slabs etc.• The site should be kept tidy throughout, keep all tools and debris away from the PROW so that they are not stepped on by volunteers or members of the public. At the end of the day, the site needs to be left tidy and safe.• Make sure that volunteers are wearing suitable footwear for conditions, should be sturdy with a good grip. Overhead services <ul style="list-style-type: none">• No work should be undertaken within 15m of high voltage overhead power lines on metal pylons and within 9m of low voltage overhead power lines on either wooden, concrete or steel poles. Use of tools <ul style="list-style-type: none">• All volunteers to be made aware of the safe use of tools and trained in their use.• Check tools before use to make sure they are safe and sharp; any unsafe tools must not be used.• Gloves are not to be worn when using a swinging tool e.g. hammer, billhook etc. Take care that handles do not become slippery and wet.• Make sure that there is at least 5m between volunteers who are using swinging cutting tools and that this distance is maintained.• Do not swing the cutting tool towards the legs or stand astride a branch that is being sawn. Livestock <ul style="list-style-type: none">• If you are going to be working in a field which has livestock in it, contact the landowner beforehand. It may be possible for the livestock to be moved.• If the livestock cannot be moved and you are removing stiles / gates, make sure that all livestock are kept away from any gaps and cannot escape. Do not leave a gap unattended, make sure the job is finished before leaving site.• Landowner will also be able to inform you of the temperament of the livestock. Some are excitable when there are people around but soon calm down.• Be sure to keep all cuts covered as leptospirosis or Weils Disease can be caught from cow urine.

- Wash hands before eating, especially if you have touched the animals.

Vegetation

- Be aware of the type of vegetation you are clearing, e.g. blackthorn can cause wounds to go septic so wear thorn proof gloves and non-snag outer clothing as well as eye protection when working in tall woody vegetation.
- Keep any ditches free of cuttings
- Do not cut anything above 4m in height.

Additional Control Measures: Hints / tips for what needs to be considered as part of local /specific assessment:

Signage

Signage to be in place to make the public aware that works are being carried out on the PROW ahead. If there is a particular danger to the public, then volunteers should be assigned to warn of dangers. Work should always be stopped so that users can safely pass.

Suitable clothing

Make sure that all volunteers are suitably clothed for the conditions and you have enough PPE to go round. If you need more, then contact your P3 Officer. If volunteers are not suitably clothed for the task at hand (they should have been informed beforehand of the type of work that you will be carrying out) then they should be send away from site or given a task that is appropriate, e.g. short sleeves and shorts should not be work when undertaking clearance of blackthorn.

New volunteers

Make sure that all new volunteers are trained and competent and supervised to ensure that they are safe to work on site.

Tetanus

All volunteers should be up to date with their tetanus injections and keep any cuts or open wounds covered to prevent infection

Refreshments

Make sure that all volunteers have enough water and food to last them throughout the day, especially in hot weather.

This booklet is issued by

Essex County Council, Environment, Sustainability and Highways,
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Published November 2011