

## GOSFIELD PARISH COUNCIL – MANAGEMENT OF HEALTH and SAFETY

### GOSFIELD NATURE RESERVE RISK ASSESSMENT

NOTE: The 'Nature Reserve Warden' referred to throughout this Risk Assessment is currently Stephen Westover and Becky Westover of Westover Woodlands

What are the hazards?	Who might be harmed?	Controls Required	Those Responsible	Action by when?
Risk of drowning and/or injury as a result of falling into one of the ponds	Members of the public Volunteers Employees / contractors of the Parish Council Parish Councillors Nature Reserve Warden	Life belts located at key points in the Nature Reserve beside the ponds. These are regularly inspected to make sure they are in working order.  Warning notices in place at all ponds advising of deep water and that no swimming is permitted.  Deep Water signs are in place at the deepest ponds.	Nature Reserve Warden  Gosfield Parish Council	
Slips on muddy ground / wooden steps. Trips over debris / fallen branches / tree roots	As above	Note that almost anywhere in the Nature Reserve there are trip hazards in the form of exposed roots, tree stumps and fast-growing brambles. This includes paths and the wooden steps although they are regularly cleared and maintained.  Compliance with the Parish Council's 'Footpaths and Public Benches Risk Assessment'  Compliance with the Parish Council's Tree Management Policy.  Paths and grassland must be inspected regularly with any issues identified, including overgrown hedges, bushes, and other vegetation. Any identified issues which cannot be dealt with by the Nature Reserve Warden will be reported to the Parish Council.  The Parish Council shall ensure that any issues reported to them are removed or mitigated as soon as possible	Nature Reserve Warden  Gosfield Parish Council	
Danger from falling trees or branches	As above	Trees must be inspected regularly ensuring there are no hazards. Any hazards identified must be either dealt with by the Nature Reserve Warden or reported to the Parish Council.  Where a hazard has been identified and it cannot be dealt with within a reasonable period of time it must be taped off and be clearly marked.	Nature Reserve Warden  Gosfield Parish Council	

		<p>Compliance with the Council's Tree Management Policy</p> <p>Any work that requires working at height to be carried out by a specialist contractor arranged through the Nature Reserve Warden and with the approval of the Parish Council</p>		
<p>Injury occurring as a result of broken fixed furniture (benches, litter bins, fencing, gates, sign posts etc), bridges and handrails</p>	<p>As above</p>	<p>Compliance with the Parish Council's 'Footpaths and Public Benches Risk Assessment'</p> <p>All fixed items and equipment shall be inspected regularly to ensure that they are in good and safe condition and firmly fixed to the ground</p> <p>Where a hazard has been identified, with the use of signage and hazard tape, the hazard must be clearly marked to warn other users.</p> <p>The Parish Council shall get any damage remedied as soon as possible.</p> <p>If the fencing / gates are not owned by the Parish Council, the Parish Council will contact the landowner to report the damage and liaise with the landowner to ensure repairs are carried out.</p>	<p>Nature Reserve Warden</p> <p>Gosfield Parish Council</p>	
<p>Risk of injury / death as a result of fire</p>	<p>As above</p>	<p>Barbecues and fires are not permitted anywhere in the Nature Reserve</p> <p>Signage in place to make this clear</p> <p>Vegetation around the car park and gate to be managed to ensure access by fire and other emergency vehicles can be maintained at all times</p>	<p>Nature Reserve Warden</p> <p>Gosfield Parish Council</p>	
<p>Risk of injury through use of tools, machinery, and equipment in maintaining / preserving the Nature Reserve</p>	<p>Nature Reserve Warden</p> <p>Volunteers</p>	<p>Nature Reserve Warden to ensure that they are fully trained and qualified to use appropriate tools, machinery, and equipment</p> <p>Nature Reserve Warden to maintain appropriate insurance cover</p> <p>Nature Reserve Warden to instruct and monitor volunteers in use of basic tools and to make sure they do not use anything that they are not trained to use</p>	<p>Nature Reserve Warden</p>	

Other health risks to volunteers during volunteer sessions		<p>Volunteers told of the need to be careful when working in the Nature Reserve and to wear appropriate clothing and footwear for the tasks to be carried out</p> <p>Mobile phones to be carried during volunteer sessions in case of an emergency</p>		
Risk to children visiting the Nature Reserve as part of an educational or other organised activity	School children / any scouting or guiding organisation / other organised educational activity	<p>Nature Reserve Warden to ensure that the lead adult responsible for the visit has completed a satisfactory thorough risk assessment for the visit that ensures all risks are covered and that sufficient supervision of all children is in place throughout the visit</p> <p>Nature Reserve Warden to provide a safety briefing to all children and adults prior to the tour starting</p> <p>Mobile phones with good reception/signal to be carried by at least two adults</p>	<p>Nature Reserve Warden</p> <p>Gosfield Parish Council</p>	
Risk of stings / infection to litter bin emptier	Nature Reserve Warden	<p>Litter bins to be emptied on a regular basis to prevent them from overflowing and posing a risk to visitors and to the person emptying them</p> <p>Person responsible to be trained in manual handling as some bins can become very heavy</p> <p>Appropriate Personal Protective Equipment to be worn when emptying the litter bins – particularly gloves</p>	Nature Reserve Warden	
Damage to vehicles accessing site as a result of uneven surface / potholes on access track	<p>Vehicle Owners</p> <p>Emergency Service Providers</p> <p>Nature Reserve Warden</p>	<p>Ensure that the surface is maintained to ensure all vehicles can safely access the Nature Reserve Car Park.</p> <p>Work with the owner of the track to ensure regular work is carried out to the hedges along the track to prevent overhanging branches and that regular maintenance is carried out to the track itself to reduce risk to users.</p>	Gosfield Parish Council	

### Adopted

Date 19<sup>h</sup> May 2025

Minute reference 25/078 Item Z

Signed .....Chairman

Review Date: May 2026