

Health and Safety for work parties & events

Training for Woking Borough's
conservation volunteer group leaders

12 April 2017



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Introductions

- Lisa Harrington, WBC Senior Health & Safety Officer
- Tracey Haskins, WBC Green Infrastructure Manager
- Attendees - Woking Local Action 21 & Woking Biodiversity Partnership.



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Agenda

- Grassroots projects
- WBC Support
- Insurance
- Risk Assessment
- Hazards
- PPE
- Manual handling
- Ladders
- Tools
- Cutting branches & trunks
- Arisings
- Herbicides
- Food hygiene
- Protected species
- Volunteering opportunities
- Q & A



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Grassroots projects

- Fantastic work underway across the Borough by volunteers:
 - Conservation & biodiversity
 - Community food growing
 - Public events.



Grassroots projects



Horsell Moor volunteers, October 2016



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Grassroots projects



LA21 WBP St John's Lye volunteers, January 2016



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Grassroots projects



LA21 WBP & Mayford volunteers, August 2016



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Grassroots projects



Woking LA21 Incredible Edible volunteers



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WBC Support

- Council support, through:
 - as landowner and custodian of many green spaces
 - via its environmental grounds maintenance contractor, Serco
 - promoting volunteering opportunities & Natural Woking.



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WBC Support



Horsell Moor volunteers and Serco, October 2016



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Insurance

- Volunteers working **directly** for WBC (*i.e. WBC says what needs to be done, where, how, when, using tools and equipment supplied by WBC*) are covered by WBC's insurance.
- If working as part of or on behalf of a charity or other organisation (e.g. LA21), volunteers would be covered by that organisation's insurance.



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Insurance

- Any other participant needs to provide their own insurance:
 - E.g. if a professional tree surgeon is required, they must provide documentary proof of their insurance **before** they start work
 - Must have public liability insurance with a minimum level of liability of £5 million
 - Must also provide a risk assessment for the work they are going to do.



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Risk Assessment

- It is simply thinking about what harm can occur, and planning in advance what steps to take to prevent that harm from occurring, then writing that down.
- A legal requirement.
- You can be prosecuted for not having a “suitable and sufficient” risk assessment – substantial fine.



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Hazards

- It is important to understand the site before you start work
- Where are the hazards?
 - ditches
 - watercourses
 - trip hazards, exposed roots, rabbit warrens
 - potentially dangerous trees
 - potentially hazardous plants / animals / insects
 - animal faeces



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PPE

- Personal Protective Equipment (PPE)
- Risk assessment will identify (in the control measures) what PPE is required
 - Head protection
 - Hand protection
 - Hearing protection
 - Foot protection
 - Eye protection
 - Face protection
- PPE is the last resort as it fails to danger.

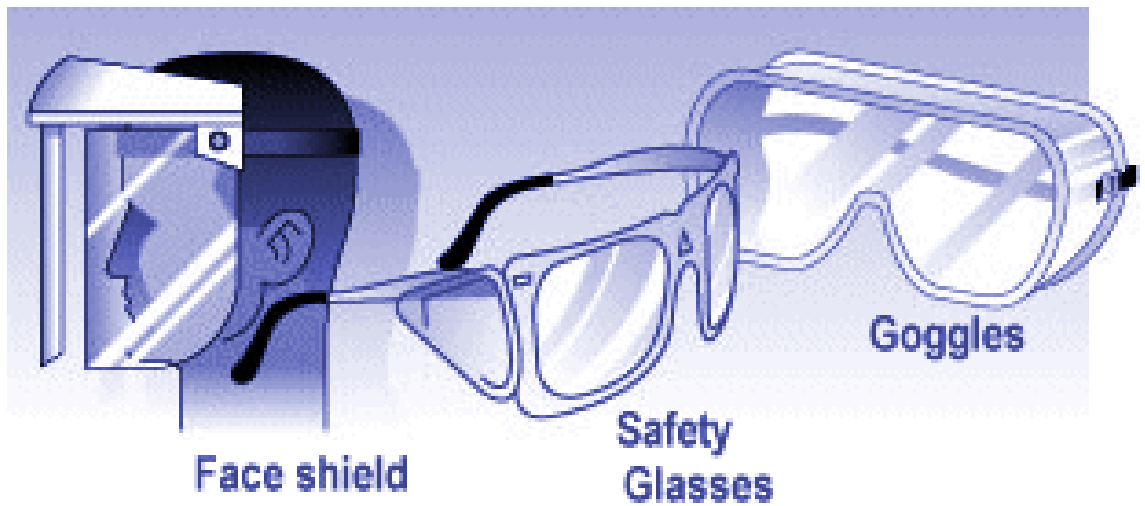


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Manual Handling

- Do not attempt to lift anything unless you are sure you can do so with ease and in a safe manner.
- Ask for assistance if required.
 - Do not attempt to move a heavy, awkward or large object on your own
 - It might need two or three people to move it.



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Manual Handling

- If you have to lift something heavy from floor level, **do not** bend your back whilst lifting.
- Bend your knees and keep your back straight.
- In this way most of the strain will be taken by your leg muscles.



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Manual Handling

- Think before you lift, test the load, keep the load close to your waist,
- Adopt a stable position, ensure a good hold on the load, avoid twisting the trunk or leaning sideways,
- Keep your head up when handling, move smoothly, put down, then adjust.



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Ladders

- Can it be avoided?
- Can work be done from ground level with long handled tools?
- Use of ladders must be risk assessed beforehand.



Woking LA21 Operation Owl volunteers, October 2016



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Ladders

- Short duration work only - in one position for a maximum of 30 minutes;
- 'light work' - they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg up the ladder it needs to be justified by a manual handling assessment;
- Keep three points of contact at all times.



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Ladders

- Check the ladder before use:
 - stiles are in good condition
 - feet are not worn, damage or missing (as it could slip)
 - rungs are not missing, bent or loose (to keep the ladder stable)
 - no mud, oil or other contaminants on the ladder that might cause the user to slip.



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Ladders

- Ladders must also be inspected if anything happens that might jeopardise its safe use.
- Do not overload it - the person and anything they are taking up should not exceed the maximum load stated on the ladder.
- Do not overreach - keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.



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Ladders

- Only one ladder – do not join them together like a daisy chain!



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Tools

- Preference is to use hand tools only.
- Use of powered tools in certain circumstances and where a special agreement is in place in advance.
- You can request support from WBC (Serco or other contractors as appropriate) for larger scale work.



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Cutting branches & trunks

- As a guide, we recommend that you don't tackle anything with a diameter greater than a baked bean tin, unless previously agreed with WBC
- Follow best practice guidelines
 - E.g. 3 cut method
 - We can arrange for advice from Serco.



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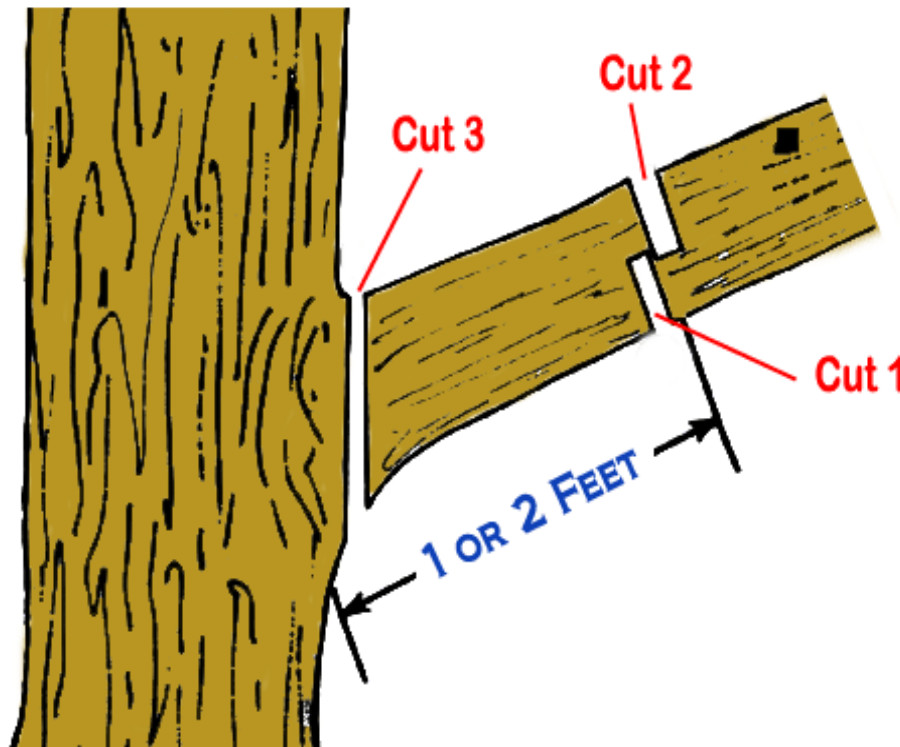


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Cutting branches & trunks

Three Cut Pruning Method



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Cutting branches & trunks

- Chainsaws:
- Whilst some of you may have chainsaw experience, we do not encourage volunteers to use chainsaws.
- If chainsaws are needed, we can approach Serco.



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Arisings

- Leave the site safe, clean and tidy
 - don't leave any potential risks from your work.
- Plan how to deal with the arisings, e.g.
 - carefully stacking cut timber (remember safe manual handling) in appropriate locations – away from waterways;
 - arrange for Serco to collect / chip;
 - burning only with special permission **in advance** and if a suitable site can be located;
 - suitable risk assessment must be prepared in advance.



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Herbicides

- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Herbicides:
 - Only use with special permission (from WBC) **in advance**;
 - COSHH assessments must be undertaken before herbicides or other chemical substances are used;
 - Obtain the Material Safety Data Sheet (MSDS) from the supplier and use this information to undertake the COSHH assessment and record the findings.



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Herbicides

- If the substance is harmful, how might workers be exposed?
 - breathing in gases, fumes, mist or dust;
 - swallowing;
 - contact with the skin or eyes;
 - skin puncture;
 - fire.
- COSHH assessment includes a section on what action to take in an emergency.



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Food Hygiene

- If preparing food for others:
 - always wash your hands before preparing and handling food,
 - tie long hair back and wear a clean apron,
 - cover cuts with waterproof plasters, and
 - do not serve or prepare food for others if you have suffered symptoms of food poisoning in the previous 48 hours (sickness/diarrhoea).



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Food Hygiene

1 Wash

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1 Wet the hands



2 Take an adequate amount of liquid soap



3 Rub hands to lather



4 Rub the back of each hand with the opposite palm



5 Rub palms with fingers interlaced



6 Rub each thumb clasped in the opposite palm



7 Rub fingertips in the opposite palm



8 If necessary, scrub the fingertips with a nail brush



9 Scrub the wrists



10 Rinse well with running water



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Food Hygiene

- If you are serving cold, ready to eat food, which is intended to be eaten cold , e.g. sandwiches, try to maintain a temperature below 8°C (ideally 5°C).
- If the temperature of the food rises above 8°C, then observe the 4 hour rule - after 4 hours, eat the food, put it back into refrigerated conditions or dispose of it.



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Food Hygiene

- Cooked foods, e.g. sausages / burgers should reach a temperature of 75°C or higher.
- Hot foods intended to be served hot should be eaten within 2 hours (unless maintained above 63°C).



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Food Hygiene

- Always keep food covered to avoid contamination by pests or foreign objects.
- Never place raw / uncooked foods, such as raw meat, next to or above foods which are ready to eat.



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PREVENT CROSS CONTAMINATION

USE CORRECT COLOUR CODED
CHOPPING BOARDS & KNIVES

RAW MEAT

RAW FISH

COOKED MEATS

SALADS & FRUITS

VEGETABLES

DAIRY PRODUCTS

HYGIPLAS



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Food Hygiene

- Use separate chopping boards and utensils for raw and ready to eat products to avoid cross-contamination.
- Use anti-bacterial surface spray and paper towels to clean surfaces before food preparation and to clean temperature probes between uses.



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Protected Species

- Be alert for protected and non-protected species that might be disturbed
- Bird nesting season March – August
 - Avoid tree/scrub management work
- Avoid spreading non-native invasive species.



Natterjack Toad (froglife.org)



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Volunteering Opportunities

- Looking to update coverage on the Council's website
- Woking Association of Voluntary Service (WAVS)
- Growing interest in corporate / employee volunteering
- Natural Woking projects – Great Crested Newts, Bats.



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Questions & Answers

- Any questions?