

Glamorgan Bird Club Risk Assessment

Listed below are the main activities that the club carries out that have some potential to cause harm. The club has a duty of care to its members to consider their safety while attending or carrying out activities. Almost all of the information may be regarded as common sense and the activities are ones that have taken place for many years without incident or any seeming need for putting in writing. However, a written assessment of hazards and description of how they are managed is a requirement for employers in the UK and without one the bird club could be in a weak position in the case of a claim.

It is good practice to include some sort of rating of the hazards so that they can be ranked and the most serious ones identified and given most attention. If the activity is considered too problematic to make safe enough, the club would be wise on moral if not legal grounds to cease carrying out that activity. The somewhat crude scoring system included in the table below involves a score for how often the activity takes place and one for the severity of what the result may be if the worse thing happens. An activity that takes place every day would score 10 and one that occurs less than once a year a score of 1. A score of 10 would be given to something that would very likely cause death and 1 to something that would cause only minor temporary injury. The two numbers are then multiplied by each other to give an overall risk score. Tightrope walking over a great height each day would score 100 and opening an envelope every other year would score 1.

A good approach would be to steadily improve safety over time starting with the most concerning activities. Perhaps the most likely serious hazard that our members face is a high speed minibus accident that could involve multiple deaths and serious injuries. We may wish to look further into this issue by investigating what is common practice in other similar organizations. If we were to find that many send their minibus drivers on a special training course for example, it would be wise for us to follow suit. In the case of a claim against the club, we could then argue that we have taken reasonable steps to ensure the safety of our members.

An essential part of risk management is review and this should be built into the annual tasks that the club carries out. A logical time for this would be at the start of the year in January and be on the committee agenda for discussion, amendment if necessary and signing off by the club's chair on behalf of the committee.

| Description of Activity and Hazards | Measures Taken to minimize risks | Frequency of activity | Severity of potential hazard | Score |
|---|---|-----------------------|------------------------------|-------|
| <p>Guided Walks The club organizes a programme of guided bird watches where members are led round various bird watching sites. Some are local and members make their own way to the site and some are more distant. On occasion a minibus is hired to transport people to a site.</p> <p>Hazards include:</p> <ul style="list-style-type: none"> Crashing a hired vehicle causing injury to passengers and other road users. People suffering from heat exhaustion or hypothermia because of extreme weather conditions. People suffering from exhaustion on longer walks. Trips and falls during walks | <ul style="list-style-type: none"> Vehicles are hired from reputable companies who provide vehicles in safe working order. Driver/s display driving license prior to hire and use vehicle. Where shared cars are use drivers must abide with all Road Traffic Acts and associated regulations in force at the time. When more than one vehicle is used all drivers must be aware of the location of the destination A clearly appointed walk leader makes decisions about whether conditions are suitable for a safe walk and cancels or alters arrangements as appropriate. Leader is responsible for choice of route and having knowledge of the site to be visited. Factors the leader/s consider include quality of paths, stiles, steps, terrain, tide times, weather forecast and fitness of group being led. Leader carries charged mobile phone with enough credit to make several calls in the case of an emergency. Attendees are informed of their responsibility to wear appropriate clothing and footwear, and to be of sufficient health and fitness to attend events. For inexperienced or new leaders written | 6 | 4 | 24 |

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| | <p>Indoor Meetings Meetings for members are held monthly from October to April. These typically take place during the evening once a month with a speaker giving a talk and slideshow. Tea, coffee and biscuits are usually provided. The committee has a monthly meeting also held in the evening. Hazards include:</p> <ul style="list-style-type: none"> • Fire in the building leading to burns, asphyxia and crushing (due to panic in escape). • Trips and falls due to poor layout of room, tripping hazards and poor lighting. • Scalds, burns and poisoning as a result of providing refreshments. | <p>guidelines for H&S are available .for pre-walk briefings.</p> <ul style="list-style-type: none"> • Buildings are used that conform to UK safety standards for fire safety and visitors are made aware of what to do in the case of a fire or evacuation (location of fire exits and muster point). • A clearly appointed leader for the event (usually the event organizer or a deputy) ensures that tripping hazards (such as trailing cables) and slippery floors (due to spillages) are identified and kept under control. • Kettle or urn is maintained in a safe working order, has an in-date portable electrical appliance sticker and is supported on a secure surface. • Clean cool tap water is close at hand in case of scalding from spilt drinks. • Milk and biscuits provided are checked to ensure that they are within the use-by date and cups are clean (preferably disposable). • Home made cakes. A catering certificate and sufficient insurance is held by the provider. ??? <p>Ladder is maintained by user in safe working order and used as advised in manufacturer's recommendations. Pre use inspections to be carried out to ensure that the ladder is fit for purpose. If possible two persons to carry out task.</p> | <p>24</p> <p>3</p> <p>5</p> <p>2</p> <p>7</p> <p>14</p> |
| | <p>Erecting, Survey and Maintenance of Nest boxes On occasion members may use a ladder to erect boxes on buildings and trees. Hazards include: Falls causing physical injury. Lone working (see 'Field Survey Work'.</p> | | |

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| <p>Field Survey Work Members carry out bird surveys on behalf of the club often visiting remote and unfamiliar sites. Hazards include:</p> <ul style="list-style-type: none"> • Trips and falls. • Lone working without support in the case of an injury or being taken ill. • Violence, accidental injury and verbal abuse from land owners or other site users. | <ul style="list-style-type: none"> • Person making visit sets up a 'buddy' system where they have a contact who knows where they have gone, what time they are due back and what to do if they do not arrive back on time. This is typically a spouse but may be another club member who can be telephoned. • Land is visited after land owner's permission has been granted and after the surveyor has been made aware of site hazards. | 3 | 4 | 12 |
| <p>Nest box Building Members occasionally take part in nest box building activities for the club. Some events involve helping children build boxes. Hazards include:</p> <ul style="list-style-type: none"> • Physical injury from tools and timber. | <ul style="list-style-type: none"> • Tools are maintained in a safe state. • Electrical appliances have up to date safety appliance sticker. • Electrical power tools are used and maintained as advised in the tools' appliance manuals. • Minors are to be supervised at all times and are not allowed to use power tools | 2 | 4 | 8 |
| <p>Stalls at fairs and open days Members run stalls at various open days, fairs and fairs. The host of the event is responsible for providing safe facilities for the event. Hazards include:</p> <ul style="list-style-type: none"> • Stands or tables collapsing and causing injury. • Heat exposure and sun burn due to extreme weather conditions. | <p>The person/s running the stall maintains it in safe working order. Person/s on stall to bring (non alcoholic) drinks and wears appropriate clothing and sun protection to protect their skin from burning.</p> | 2 | 3 | 6 |

This risk assessment was reviewed and approved by the Glamorgan Bird Club's committee on 07-03-2011.

Signed Laura Palmer, Chair _____ Date 07-03-2011

Reviewed March 2011 at Committee meeting held on 07-03-2011