

Glamorgan Bird Club Risk Assessment

Listed below are the main activities that Glamorgan Bird Club carries out that have some potential to cause harm to participants and others. The list includes a description of each activity and its associated hazards, along with details of the measures taken to minimize the risks.

The 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.

Participation in Club activities is subject to the terms of the Club's Safeguarding Policy and Procedures.

Description of Activity and Hazards	Measures Taken to minimize risks	Frequency of activity	Severity of potential hazard	Score
<p>Guided Walks</p> <p>The Club organises an annual programme of field trips where members are led round various bird watching sites. Some field trips are local and participants make their own way to the site. Some are more distant, and in the case of the Club's annual field trip to Portland, overnight stays are involved. On occasion, car sharing is used to transport members to a site. Rarely, the Club will hire a minibus to transport members to site.</p> <p>The Club also organises a monthly guided bird watching walk and an annual Big Birding Day (with</p>	<ul style="list-style-type: none"> • Field trips programme (printed and GBC website) to include numbering system highlighting degree of difficulty of walks. • Leader checklist to be available to all walk leaders. • A clearly appointed walk leader makes decisions about whether conditions are suitable for a safe walk and cancels or alters arrangements as appropriate. • Where possible, walk leader appoints a deputy leader, whose role is to take over the walk leader's duties in the event the walk leader is incapacitated during the walk. • Leader is responsible for choice of route and having 	6	4	24

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<p>guided bird walks) at Kenfig NNR. These are open to Club members and members of the public. Participants make their own way to Kenfig NNR.</p> <p>The Club also organises an annual birdwatching trip of up to 7 days, with recent destinations including Scotland and North East England. A minibus is hired to transport participants and accommodation is usually a combination of hotels and bunkhouses.</p> <p>Personal accident and travel insurance is entirely the responsibility of participants and is not provided by the Club.</p> <p>Hazards include:</p> <ul style="list-style-type: none"> • People suffering from heat exhaustion or hypothermia because of extreme weather conditions. • People suffering from exhaustion on longer walks. • Trips and falls during walks • Injury through fire risk or hygiene hazard in overnight accommodation 	<p>knowledge of the site to be visited. Factors the leader/s consider include quality of paths, stiles, steps, terrain, tide times and weather forecast.</p> <ul style="list-style-type: none"> • Attendees are informed in advance via the GBC website and printed field trips guide of their responsibility to wear appropriate clothing and footwear, carry food, water and sunscreen and to be of sufficient health and fitness to participate. • For inexperienced or new walk leaders written guidelines are available for pre-walk briefings including health and safety. • Where shared cars are used, road safety en route is entirely the responsibility of the driver. • When more than one vehicle is used all drivers must be aware of the location of the destination. • Leader carries charged mobile phone with enough credit to make several calls in the case of an emergency, and carries a basic first aid kit. • Where overnight stays are involved, leader to make intending participants aware of type of accommodation and facilities provided e.g. bunk beds in shared rooms, shared cooking facilities, bedding provided. 	2	8	16

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<ul style="list-style-type: none"> Crashing a hired vehicle causing injury to passengers and other road users. 	<ul style="list-style-type: none"> Intending participants should inform the leader of any specific requirements, e.g. dietary or medical, prior to booking. Leader should confirm that proposed accommodation has relevant fire safety and hygiene certification. Vehicles are hired from established hire companies. Only drivers covered by the hire agreement drive the vehicle. All passengers required to follow hire company's rules for use of the vehicle. 	2	8	16
<p>Indoor Meetings</p> <p>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 with accompanying images (stills and video).</p> <p>Tea, coffee and biscuits are usually provided.</p> <p>The Committee has a monthly meeting throughout the year also held in the evening.</p> <p>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, 	<ul style="list-style-type: none"> Buildings are used that conform to UK safety standards for fire safety. 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. At the start of the meeting, participants are made aware of what to do in the case of a fire or evacuation (location of fire extinguishers, fire exits and muster point). 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. 	5	3	15

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<p>tripping hazards and poor lighting.</p> <ul style="list-style-type: none"> Scalds, burns and poisoning as a result of providing refreshments. 	<ul style="list-style-type: none"> Milk and biscuits provided are checked to ensure that they are within the use-by date and cups are clean. 			
<p><u>Erecting, Survey and Maintenance of Nest boxes</u> On occasion members may use a ladder to erect boxes on buildings and trees or to carry out nest box maintenance.</p> <p>Hazards include: Falls causing physical injury. Lone working (see 'Field Survey Work').</p>	<ul style="list-style-type: none"> Pre use inspection to be carried out to ensure that the ladder is fit for purpose. Ladder is maintained by user in safe working order and used as advised in manufacturer's recommendations. Wherever possible, two persons present to carry out task. Where required height of nest box exceeds safe ladder height, mobile platform to be used 	2	7	14
<p><u>Field Survey Work</u> Members often carry out bird surveys on behalf of the BTO, Wildlife Trust for South & West Wales ("WTSWW") and other bodies. Such surveys can involve visiting remote and unfamiliar sites.</p> <p>Each member is responsible for their own health and safety in conducting such surveys, and should ensure they are properly briefed by BTO, WTSWW etc. before commencing the survey.</p> <p>Hazards can 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. 	<ul style="list-style-type: none"> Follow guidance provided by the organisation on whose behalf the survey is being conducted (e.g. BTO), and, if applicable, guidance issued by the landowner. 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 or partner. Privately owned land is visited after land owner's permission has been granted and after the surveyor has been made aware of site hazards. 	N/a	N/a	N/a

Description of Activity and Hazards	Measures Taken to minimize risks	Frequency of activity	Severity of potential hazard	Score
<ul style="list-style-type: none"> Violence, accidental injury and verbal abuse from land owners or other site users. 				
<p><u>Nest box Building</u> Members occasionally take part in nest box building activities for the Club. Some events involve helping children build boxes.</p> <p>Hazards include:</p> <ul style="list-style-type: none"> Physical injury from tools and materials. 	<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><u>Stalls at Big Birding Day, open days & events</u> Members run stalls at Big Birding Day, occasional open days and events. The host of the event is responsible for providing safe facilities for the event.</p> <p>Hazards include:</p> <ul style="list-style-type: none"> Stands or tables collapsing and causing injury, including from very hot water in water boiler Heat exposure and sun burn due to extreme weather conditions. 	<ul style="list-style-type: none"> The person/s running the stall maintains it in safe working order. Person/s on stall to bring (non alcoholic) drinks and wear appropriate clothing and sun protection to protect skin from burning. 	2	3	6

This updated risk assessment was approved by the Glamorgan Bird Club's Committee on 14 November 2017.

Signed: Strinda Davies, Chair, on behalf of Glamorgan Bird Club Committee _____