

HEALTH AND SAFETY FOR GNS FIELD MEETINGS

NOTES FOR ORGANISERS

It is obviously important that we look after the health and the safety of people during field meetings. In many cases the people attending field meetings are regular attenders, already well known to the organisers. In addition the sites we visit are for the most part very familiar to many of us. These facts in themselves reduce some of the more obvious risk associated with taking groups into the field. What follows is a series of checks and reminders about how to run a meeting safely. It is divided up into the following sections:

1. General organisation
2. Before the meeting
3. On the day
4. Post meeting.

A useful way of understanding the risks is to carry out a risk score (see page 3). Another useful checklist, Risk Assessment Checklist, is provided on page 4. There is a form for attendees to sign on page 5 along with some guideline for attendees. The last section provides phone numbers for emergency services and hospitals. It is not suggested that organisers have to follow all these items, but it is important to be able to demonstrate that you have given serious thought to Health and Safety. The attendance form with contact details however is essential.

1. General organisation

- Obtain access permissions if required.
- Select suitable route/path, with the opportunity to shorten the route if needed.
- Select safe parking places/meeting site.
- Establish a procedure to adopt in event of accident.
- Ensure you yourself are fit/well enough.

2. Before the meeting

Before the meeting it is good practice to carry out a recce if the site is not well known to the leader. If a recce is not carried out the group need to be informed of this.

The recce could include the following aspects of the walk:

- Duration of the walk
- Slope of the ground
- Uneven ground
- Steps
- Unstable surfaces
- Stiles
- Accessibility
- Other hazards
- Need for access permission
- Phone signal
- Quick exit route(s)
- Nearest hospital/medical centre.

3. On the day

(i) Briefing at the start

- Mention whether you have carried out a recent recce
- State the time/duration of walk
- Give an indication of the likely weather conditions
- Outline underfoot conditions
- Explain any climb/descent
- Identify to participants any hazards: plants, animals, fences, major roads, etc.
- Review risks, convey major risks to group
- Ask members to sign in with emergency contact number and to let you know if they intend to return before the end of the walk.
- Check all have signed in; count participants.
- Appoint back-marker.

(ii) Carry with you:

- Small first aid kit
- Charged phone
- The list of attendees.

4. Post-meeting reminders

- Check that every one is accounted for at the end.
- After the meeting remind about:
 - Ticks
 - Lyme's Disease and other diseases
 - General hygiene before eating.

RISK SCORE TABLE

Description of hazard.	Severity of hazard. Score this 1-3 where 3 is greatest risk.	Likelihood of hazard occurring. . Score this 1-3 where 3 is greatest risk.	Risk 1-9 Multiply severity by likelihood.	Mentioned in briefing. √
Bites, stings and cuts				
Diseases:Lyme's, tetanus, etc				
Domestic animals or livestock				
Drowning				
Fatigue				
Injury from hidden obstacles/materials				
Injury from slips and falls				
Scratches/splinters from vegetation				
Road traffic				
Medical condition of participants				

GLOUCESTERSHIRE NATURALISTS SOCIETY
 (Registered Charity No.252710)
Risk Assessment Checklist

For Completion by Field Meeting Leader(s) before the meeting

Date of Meeting:

Name of Leader(s):

Location:

1. Is there a risk from road traffic? NO/YES
If YES, please give details
2. Is there a risk from livestock? NO/YES
If YES, please give details
3. Is there a risk from falling down steep slopes? NO/YES
If YES, please give details.....
4. Is there a trip hazard from steps, tree-roots etc? NO/YES
If YES, please give details
5. Is there a risk from negotiating difficult stiles? NO/YES
If YES, please give details
6. Is there a risk from falling into water? NO/YES
If YES, please give details
7. Is there a risk from ticks and/or other wildlife? NO/YES
If YES, please give details
8. Is there a risk of eye injury from branches etc? NO/YES
If YES, please give details.....
9. Are you aware of ANY OTHER risks? NO/YES
If YES, please give details
10. In your opinion, can these potential risks be minimised by providing information to people before the start of the meeting? YES/NO

Nearest hospital in case of emergency

GLOUCESTERSHIRE NATURALIST'S SOCIETY

FIELD MEETING CONTACT FORM

NOTES FOR PARTICIPANTS

(i) Participation

- Health and Safety is every individuals responsibility so please exercise care, apply common sense and do not take risks.
- Provide an emergency contact number at the start of the walk.
- Stay with the group during the walk.
- Bring appropriate liquids and food.
- Carry a charged mobile phone.
- Make sure you understand the 'challenge' of the walk and are capable of the climb, distance and rough ground involved.s

(ii) Clothing

- Have suitable clothing including waterproofs, boots/strong shoes, hat, leg and arm cover.
- We will advise you if we feel your clothing is not suitable and explain that you attend the meeting at your own risk.

NAME	EMERGENCY CONTACT NUMBER

EMERGENCY CONTACT NUMBERS.

Emergency call 999. You will be asked which service you need and exact details about the patient and location.

NHS advice 111.

Local Hospitals (from www.nhs.uk)

Gloucestershire Royal Hospital

Tel: 03004 222 222

Address: Great Western Road, Gloucester, Gloucestershire, GL1 3NN



Cheltenham General Hospital

Tel: 03004 222 222

Sandford Road, Cheltenham, Gloucestershire, GL53 7AN.



Tewkesbury Community Hospital

Tel: 0300 421 6100

Barton Road, Tewkesbury, Gloucestershire, GL20 5QN



Stroud General Hospital

Tel: 0300 421 8080

Trinity Road, Stroud, Gloucestershire, GL5 2HY



Evesham Community Hospital

Tel: 01386 502449

Evesham Community Hospital, Waterside, Evesham, Worcestershire, WR11 1JT.



North Cotswold Hospital

Tel: 0300 421 8770

Stow Road, Moreton-In-Marsh, Gloucestershire, GL56 0DS.



Vale Community Hospital

Tel: 0300 421 8494

Lister Road, Dursley, GL11 4BA.



Malvern Community Hospital

Tel: 01684 612600

Malvern Community Hospital, 185 Worcester Road, Malvern, Worcestershire, WR14 1EX.



Dilke Memorial Hospital

Tel: 0300 421 8640

Speech House Road, Cinderford, GL14 3HX.



Lydney & District Hospital

Tel: 0300 421 8722

Grove Road, Lydney, Gloucestershire, GL15 5JE.



• **Chipping Norton War Memorial Community Hospital Out-Patient and Maternity Unit**

Tel: 01865 903333

Russell Way, London Road, Chipping Norton, Oxfordshire, OX7 5FA.

Limited opening.