

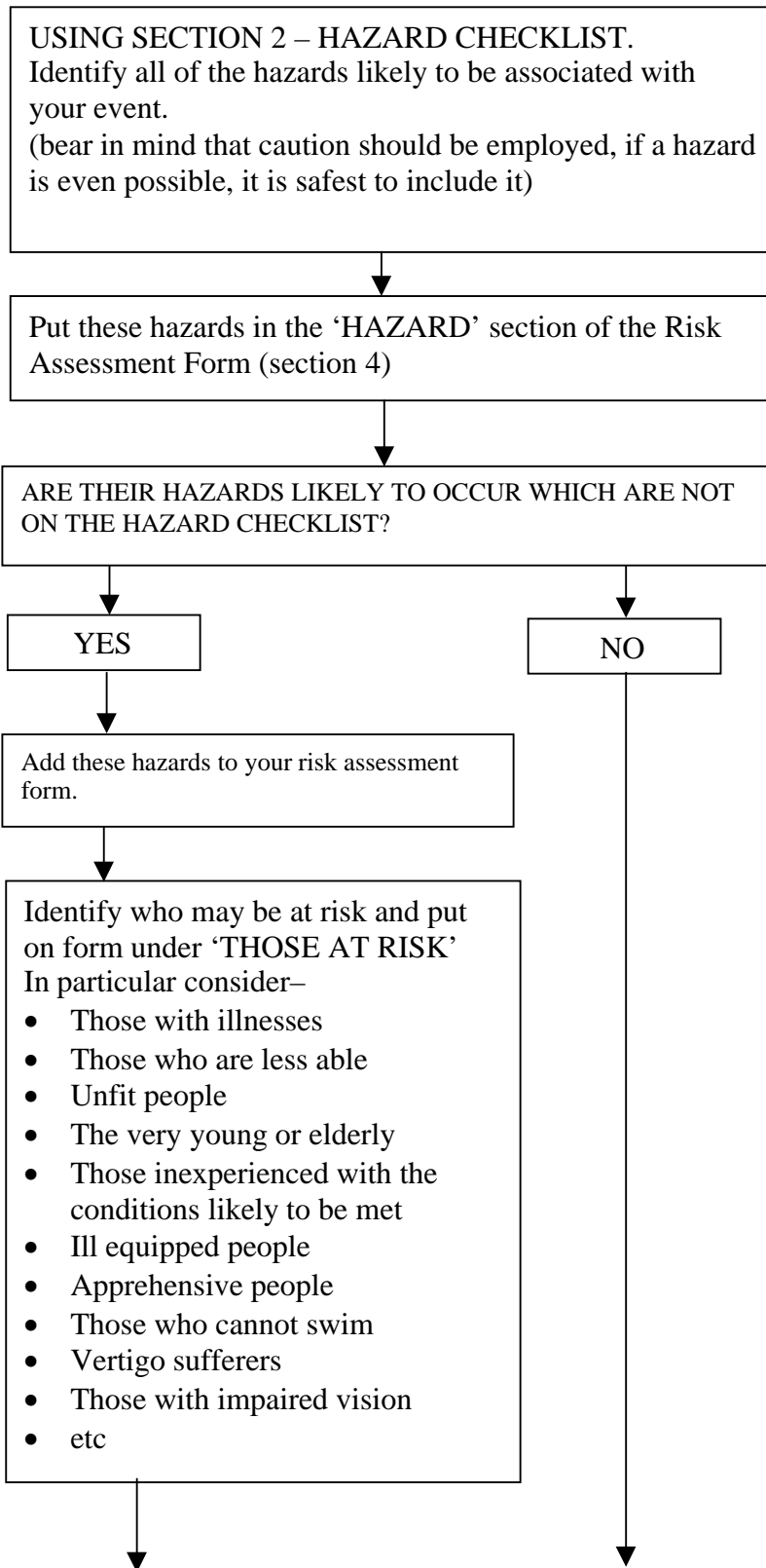
CONCHOLOGICAL SOCIETY
RISK ASSESSMENT TOOLKIT

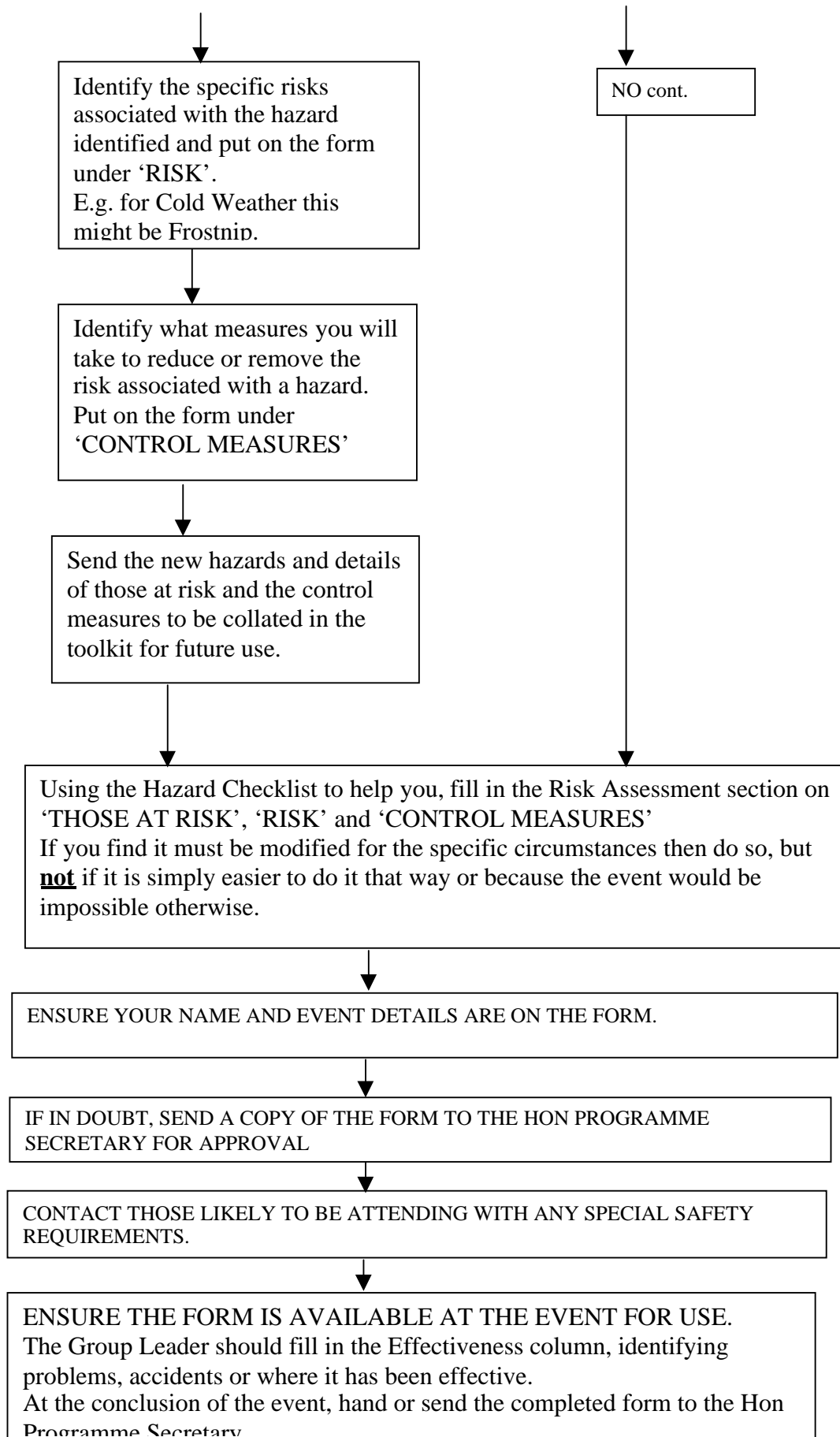
The purpose of the Conchological Society Risk Assessment Toolkit is to make it relatively straightforward for group leaders and others to produce a risk assessment for field trips. It is likely to evolve over time and to become more comprehensive with time.

The toolkit is in 3 parts -

- 1. Process Map** – Showing the steps you should take to produce a risk assessment for a field trip
- 2. Hazard Checklist** – a list of likely hazards and what you should do about them.
- 3. Risk Assessment Form** – the actual form which you will fill in.

1. PROCESS MAP





CONCHOLOGICAL SOCIETY FIELD TRIP RISK ASSESSMENT

| | | | |
|-------------|--|--------------------------------|--|
| Date | | Location | |
| | | Assessment completed by | |
| | | Leader | |

This risk assessment is in two parts, a specific site/activity specific assessment and the generic field work specific assessment attached.

Conchological Society Risk Assessment

| HAZARD | THOSE AT RISK | RISK | CONTROL MEASURES |
|---------------|----------------------|-------------|-------------------------|
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| HAZARD | THOSE AT RISK | RISK | CONTROL MEASURES |
|---|---|---|---|
| <p>WEATHER</p> <p>Wet, Cold, Wind Windchill effect Sea Spray effect</p> <p>Immersion of hands in cold water</p> <p>Sun, Heat</p> <p>Low Cloud, Fog, Mist</p> | <p>All participants, particularly those unfamiliar with the outdoor environment, especially aged, young and those with disabilities</p> <p>All</p> <p>All, particularly those with fair complexion</p> <p>All</p> | <p>Hypothermia/Hyperthermia</p> <p>Frostbite and Frostnip</p> <p>Sunburn Particularly early summer and when snow on ground</p> <p>Getting lost in poor visibility or dark</p> | <ul style="list-style-type: none"> • Weather forecast • Note forecast of temperature, wind speed/direction, rain/snow • Appropriate clothing, including waterproofs • Means to dry hands • Spare clothing • Portable group shelter • Appropriate route and time planning • Food and drink intake • Modify or cancel activity • Restrict time of activity • Restriction on leader remits • Restrict time of activity • Adequate hand, head and foot protection (boots, gaiters, hat + spare, gloves + spare) • Monitor closely • Full limb cover available • Hat with brim or peak • Sunblock • Sunglasses • Leader competence • Navigation skills • Torches or lanterns • Route choice • Group control/briefings |

Conchological Society Risk Assessment

| HAZARD | THOSE AT RISK | RISK | CONTROL MEASURES |
|---|--|---|---|
| <p>Water Slippery rocks, grass, mud, sand, heavy rain, bogs, swollen streams and rivers, waves and tide, boat decks and jetties</p> | <p>All, particularly those who are regularly exposed, inexperienced, unfit, poorly co-ordinated or apprehensive.</p> | <p>Injury or death resulting from slips, falls and cold water immersion. Death from drowning as a result of being swept away or trapped.</p> | <ul style="list-style-type: none"> • Familiarity with water environment • Route choice – avoidance in extreme conditions • Appropriate leaders to group ratios • Awareness of state of tide • Tide times and variation • Appropriate specialist equipment • Competence of leaders (judgment, group management, techniques) |
| <p>Snow and Ice</p> | <p>All, Particularly those who are inexperienced, unfit, poorly co-ordinated or apprehensive</p> | <p>Injury or falls resulting from slips, falls, snowbridge collapse, cornice collapse or avalanche.</p> | <ul style="list-style-type: none"> • Familiarity with the snow/ice environment • Route choice – avoidance depending on group ability • Appropriate leaders to group ratios • Appropriate specialist equipment • Competence of leaders (judgment, group management, techniques) |
| <p>Animals, Wildlife, Insects, Plants</p> | <p>All Particularly the inexperienced and those with an allergic response.</p> | <p>Death, injury, infection due to contact with wild animals or farm livestock. Allergic reaction or anaphylactic shock resulting from bites or stings.</p> | <ul style="list-style-type: none"> • Awareness briefings with advice etc • Knowledge of medical history/condition • Adequate personal medication • Route choice – avoidance if possible • Protective clothing eg gloves • Immediate treatment |

Conchological Society Risk Assessment

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| <p>Exposure to Diseases</p> | <p>All, Particularly those exposed on a regular basis</p> | <p>Hepatitis B, Tetanus, Lyme Disease, Weil's Disease and others as a result of countryside contact.</p> <p>Carcinogenic spores (bracken)</p> | <ul style="list-style-type: none"> • Awareness briefings with advice • Protective clothing • Hand washing, especially before eating/drinking • Inoculations • Sterilisation of samples e.g. in alcohol • Route choice – avoidance if possible • Cover all open wounds • Immediate treatment |
| <p>Pollution Chemicals, plants, live/dead animals, litter, contaminated water</p> | <p>All, Particularly those exposed on a regular basis</p> | <p>Injury, infection, poisoning, illness resulting from contact</p> | <ul style="list-style-type: none"> • Awareness briefings with advice • Protective clothing • Route choice – avoidance • Immediate treatment • After exposure, wash before eating/drinking |
| <p>Excessive physical activity</p> | <p>Those unfamiliar with the environment, young, aged, those who are unfit, injured or ill, poorly co-ordinated, nervous or asthmatic.</p> | <p>Exhaustion (aggravated by hot/cold) contributing to injury or death from other hazards</p> | <ul style="list-style-type: none"> • Match activity/location/site with capabilities of group • Progressive training outings • Knowledge of medical history/condition |
| <p>Underfoot conditions Seaweed, slime, broken,slippery, wet, loose, boulder strewn, scree, grass.</p> | <p>All Participants who are unfit, poorly co-ordinated or apprehensive</p> | <p>Cuts, grazes, sprains and breaks resulting from falls, slips, trips and stumbles</p> | <ul style="list-style-type: none"> • Choice of site • Choice of route • Suitable functional clothing and equipment that is well fitting • Group briefings • Keeping at least one hand free to steady |
| <p>Steep, exposed terrain</p> | <p>All Participants who are unfit, poorly co-ordinated or apprehensive</p> | <p>Injury or death resulting from uncontrolled slips, stumbles or falls from a height</p> | <ul style="list-style-type: none"> • Knowledge of location/site • Route/choice • Appropriate leaders to group ratios |

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| | | | <ul style="list-style-type: none"> • Use of helmets • Appropriate specialist equipment • Competence of staff (judgement, group management techniques) |
| Contact with stationary or moving objects | All | Injury or death resulting from impact due to stone/rock/ice fall, collisions, being struck by other objects e.g. paddle, boom, bike | <ul style="list-style-type: none"> • Knowledge of locations/site • Clear briefings • Route choice – avoid places/times • Appropriate ratios • Use of helmets at discretion of leader |
| Traffic hazards on country roads and tracks | All | Injury or death resulting from collisions with vehicles and farm/forestry machinery | <ul style="list-style-type: none"> • Care on busy or blind roads without pavements/footways • Group awareness briefings • Follow highway code • Consider lookout at leaders discretion |
| Field sports Including game shooting and deer stalking | All | Injury or death resulting from being accidentally shot | <ul style="list-style-type: none"> • Avoid busy estates during shooting seasons • Check shooting activity with estate managers beforehand |
| General hazards In Farmland, woodland, coastal or open areas, countryside furniture and estate management work | All | Injury, cuts, scratches, puncture wounds from branches, barbed wire, stiles, fences etc | <ul style="list-style-type: none"> • Site knowledge • Route choice • Availability of first aid expertise • Competence of leaders (judgement/group management) |
| Handling, moving and lifting | All | Injuries especially to the back from lifting/carrying e.g. rucksacks, overturning/lifting rocks, buckets of water Acute injury Chronic injury | <ul style="list-style-type: none"> • Avoidance of big loads • Reduce size of load • Clear, detailed briefings |

This general risk assessment should be used in conjunction with site or activity specific risk assessment eg dredging or specific site

