**PART A: What are you risk assessing?**

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| Assessor: Mark Roberts | Job title / role: Reserve Officer | Line manager check (if applicable): |
| Date of assessment: 09/04/2024 | Date for revision: 09/04/2025 | Other related assessments – give filename/s (e.g. site or task): [Potteric compound](file:///\\FILESERVER\YwT\05%20Policies%20and%20Procs\5.3%20H&S\5.3.1%20Completed%20Site%20&%20Task%20Risk%20Assessments%20&%20Diary%20Sheets\5.3.1.1%20Completed%20Site%20risk%20assessments\5.3.1.11%202014\5.3.1.11.4%20Doncaster\140529%20SRA211%20Potteric%20compound%20JH.docx) |
| Site/s or Location: **Potteric Carr nature reserve** | Map of site – give filename/location: map of site on [M drive](file:///M:\M2_Reserves\PottericCarr\MapOutputs\180430%20Potteric%20access%20points%20JH.png) | Facilities/welfare on site (e.g., toilets): Toilets, sink, kettle etc. in Mess room, near Education Centre and in Visitor Centre |
|  | | Local Authority area: Doncaster |
| RA Reference Number: **SRA 2516** |
| For Invasive Species risk assessment section see page 3. | |

**PART B: In an emergency**

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| Use this section to plan what you would do in the case of an accident or emergency incident on this site | |
| Communications in the event of an emergency | Location of nearest landline/s: **Visitor Centre** Location of strongest mobile signal (e.g. entrance, top of hill): Good signal on-site Which network?: all  What are the alternative means of communication if necessary?: Radio  Details of Emergency contacts (other than 112/999) e.g., utility companies, railways: EA incident hotline **0800 807060;** Transport Police **0800405040;** Network Rail **08457114141** |
| Emergency Access locations/terrain etc.  <http://gridreferencefinder.com> | Nearest postcode: Visitor Centre, DN4 8DB  Road access points (OS Grid refs and detailed description for each access point: Access track entrance SE 58868 00660; Loversall Carr entrance SK 58813 99626 ; Huxterwell entrance SK 59809 99462 (see map at back of risk assessment)  4 x 4 vehicle access points (OS Grid refs and detailed description for each access point): 4x4 access only to Huxterwell, access is via iPort (call 07467 716437 to get access through their locked barrier).  Helicopter landing site/s (OS grid ref/s and detailed description of location & terrain): several locations on site have large fields suitable |
| Nearest A&E details | Hospital: Doncaster Royal Infirmary  Address (inc Postcode): Armthorpe Road, Doncaster, DN2 5LT  Is a map attached showing directions to hospital from site? Yes |

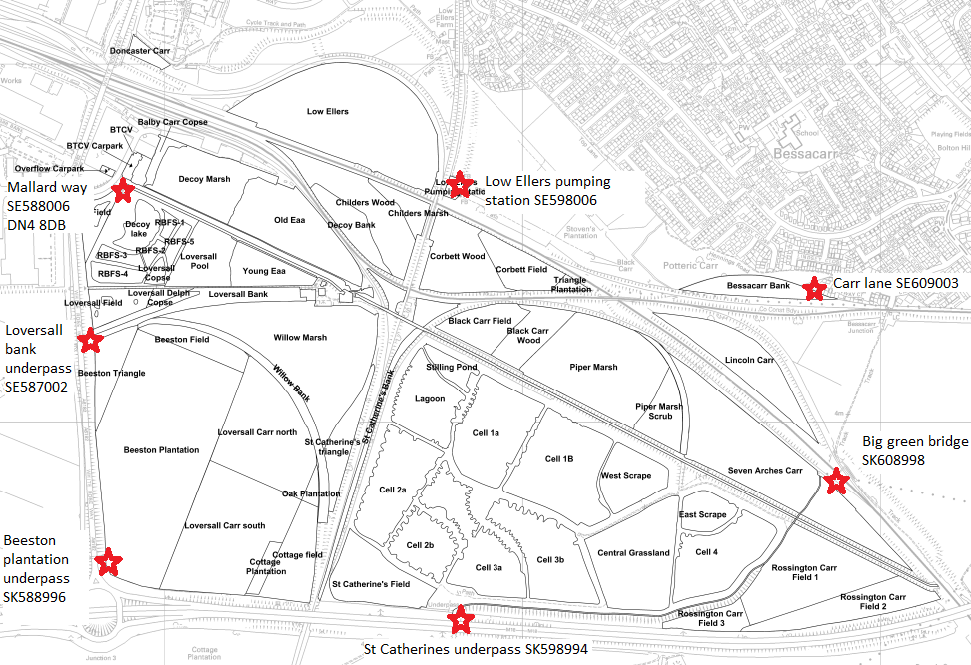
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| --- | --- |
| First aid | Name of first aider/s or location of notices (for permanently manned sites): Visitor Centre staff.  Fixed first aid kit location/s, notices to this effect and kit type/contents required: In compound, Education Centre or Visitor Centre. |
| Accident reporting | Location of accident book/s & Incident Report Forms: in compound, visitor centre, education centre |

**PART C: Assessing the Risks**

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| Assess each risk below: - | | | | |
| **Hazards/hazardous events** | **Who is affected and how many people?**  (Staff, contractor, volunteer, public, vulnerable group/s) | **Typical outcome**  i.e., minor injury, serious injury, death | **How will the risk be controlled?**  Completed by whom, when and how often?  How will the control measure be communicated?  (See Code of Practice 8 for advice on PPE) | **Remaining Risk Level**  Likelihood / Severity matrix  e.g., likely x harmful = moderate |
| **Slips, trips and falls – uneven ground, steep embankments, lakes, ditches, boardwalks and steps etc** | Staff, volunteers, contractors, graziers, visitors | Cuts, bruises, broken bones, sprains | * Decent footwear to be worn (boots, good grips). Walk at a speed appropriate to the conditions. * Steps and board walks to be maintained to reduce trip hazard. * Off paths railway detritus, hidden dips etc are common, be aware. | Likely x slight harm = **slight** |
| **Falling objects –trees falling, in bird hides** | Staff, volunteers, contractors, graziers, visitors | Head injury, broken bones | * Annual tree safety inspection to be undertaken, and remedial work carried out promptly. Dangerous trees seen or reported between inspections to be dealt with promptly. * Bird hides to be maintained, e.g., latches on window flaps. | Unlikely x very harmful = **moderate** |
| **Roads, vehicles and car park** | Staff, volunteers, visitors | Death, running over, broken bones. | * Keep to speed limit on access track. * Be aware of cars/pedestrians in car parks. * Be aware of delivery/bin lorries and keep out of their way (or wear high vis if assisting). | Unlikely x very harmful = **moderate** |
| **Conflict with other site users (visitors, Environment Agency, Network Rail) and illegal site users** | Staff, volunteers, contractors, graziers, visitors | Café behaviour, possibly leading to bruising, cuts etc. | * Deal with conflict calmly, if threatening or intimidating leave the area. If lone working do not deal with difficult situations alone, follow lone working procedure. * Ensure charged mobile phone always carried. * Report incidents of violence to non-emergency number 101. * Lock and alarm compound and barn when not manned. * Make assessment of best place to leave personal belongings, either keep on you, or in locked area (Visitor centre, compound, education centre etc) | Unlikely x slight harm = **trivial** |
| **Anti-social behaviour – thefts, etc** | Staff, volunteers, contractors, graziers, visitors | Theft of personal belongings | * Lock and alarm compound when not manned. * Make assessment of best place to leave personal belongings, either keep on you, or in locked area (Visitor centre, compound, education centre etc) |  |
| **Utilities – digging through gas line, water pipe, electrical wire** | Staff, volunteers, contractors | Death, burns, drowning | * Check for underground utilities before digging, erecting posts etc. Undertake risk assessment for the task and follow recommendations. | Unlikely x very harmful = **moderate** |
| **Structural failure of buildings** | Staff, volunteers, visitors | Crushing, death | * Annual assessment of buildings (hides etc), and report problems as they are seen throughout the year. | Unlikely x very harmful = **moderate** |
| **Litter, fly tipping etc** | Staff, volunteers | Cuts, disease | * Wear gloves when litter picking, report fly tipping to the authorities. Following good practical for heavy lifting. | Unlikely x slight harm = **trivial** |
| **Falling in drains, lakes and other water bodies** | Staff, volunteers, contractors, graziers, visitors | Drowning, hypothermia, shock | * Ensure footpaths are obvious (vegetation cut and/or signed) to keep visitors on paths. * Lone working near water should be avoided, and lone working in water should not be undertaken. * Assess the need to undertake work at that time if water levels are high and postpone if possible. * Take care near ditches and lakes, wear appropriate footwear. Consult long term member of staff for any knowledge about hidden deep parts or consider taking pole to probe in front of you, particularly in Willow Marsh. * Follow task risk assessment if working in/near water. | Likely x slight harm = **slight** |
| **Use of railway crossings** | Staff, volunteers | Death or serious injury | * Advanced permission and Trained Banksman required for escort over crossing points. | Unlikely x very harmful = **moderate** |
| **Fire on site, management fire out of control, arson etc** | Staff, volunteers, contractors, graziers, visitors | Destruction of property (hides, buildings), burns, destruction of habitat | * Follow task risk assessment for having fires, make safe before leaving site. * Report all unauthorised fires to police. * Call 999 in emergency, only tackle a fire if it is safe to do so and you know how to use fire extinguishers (these are located in visitor centre, education centre and compound). Make sure you and other people evacuate the area in the case of a serious fire. | Unlikely x very harmful = **moderate** |
| **Weil’s disease / leptospirosis from contaminated water** | Staff, volunteers, contractors, graziers | Illness (flu-like), in rare cases death | * Be aware of the risk posed, most like source is water with mammal wee in. Therefore, cover cuts, or do not enter water if this cannot be done. * Wash cuts and grazes as soon as possible if they come into contact with water on site. Wash hands before eating/ drinking/ smoking. * Consult doctor and explain possible exposure if flu like symptoms occur. | Unlikely x harmful = **slight** |
| **Lyme disease from tick bite, other biting insects** | Staff, volunteers, contractors, graziers, visitors | Rash, swelling, lethargy, headache, allergic reaction | * Wear insect repellent during times of insect activity and/or wear long sleeves and trousers. Check for ticks after working in long vegetation and remove (they are present on site). If a rash appears around a tick bite or flu like symptoms appear contact a doctor. Cut path side vegetation to reduce chances of tick bites on visitors. Fill in incident form for ticks even if no resulting illness to keep log of regularity. | Unlikely x harmful = **slight** |
| **Other biological risks:**  **Toxic or irritant plants, such as ragwort and hogweed.**  **Contact with animal faeces (e.g., livestock or deer).**  **Scratches and cuts from vegetation** | Staff, volunteers, contractors, graziers, visitors | Rash, swelling, disease, allergic reaction, photosensitivity, cuts and scratches. | * Wear gloves when dealing with toxic/thorny/unknown plants. Cover skin (long sleeves and trousers) when working near toxic plants or plants with thorns. Avoid skin contact with sap of hogweed, as it can cause long term photosensitivity. * Avoid contact with faeces, wash hands as soon as possible afterwards and before eating/drinking/smoking. * Cut vegetation at path sides to reduce visitor contact. | Unlikely x harmful = **slight** |
| **Contact with livestock, trampling etc, sheep and cattle are often on site** | Staff, volunteers, graziers, visitors | Crushing, bruising, cuts | * Avoid working in fields with livestock where possible. * Work in fields with livestock with caution, be aware of where the stock is at all times. Avoid contact with livestock. * If working with livestock (rounding up etc) follow task risk assessment. * No bulls or aggressive animals in fields with public access. | Unlikely x harmful = **slight** |
| **Fences, walls etc. Falling from height, barbed wire** | Staff, volunteers | Cuts, twisted ankles | * Avoid climbing fences and walls and use gates where possible. * Take extra care if climbing a barbed wire fence and do so one at a time. * Attend to cuts promptly, and check for signs of infection, consult a doctor if infection is suspected. * Do not climb fences or walls that are higher than chest height, walk round. | Unlikely x slight harm = **trivial** |
| **Beehives** | Staff, volunteers, visitors | Bee stings, allergic reaction, anaphylactic shock | * Ensure the area is signed to swarm of bees, and marker posts to show safe distance are in place. * Only beekeeper to open hives and perform manipulations unless the task is risk assessed and other controls put in place. * Work with the beekeeper to ensure non-aggressive bees are kept on site. | Unlikely x very harmful = moderate |

**Invasive Species Risk Assessment (Additional to Site H&S Risk Assessment)**

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| **Presence of *Crassula helmsii* (New Zealand pygmy weed)** | All water bodies | Exclusion of other plants, floating rafts of vegetation leading to deoxygenation of water, and reduction in biodiversity. Easily spread via contaminated waders, tools and equipment | Rinse footwear, tools and equipment after use; water or chemicals provided. Ideally dry after use for 48 hours. | Very likely x harmful = **substantial** |
| **Azola (water fern)** | Loversall pool, Willow marsh and Reed bed Filtration Ponds | Exclusion of other plants and reduction in biodiversity. | Ensure wellies and waders are clean of vegetation and mud after working in water bodies. Ideally dry after use for 48 hours. | Unlikely x harmful = **slight harm** |
| **Himalayan balsam** | Young eaa | Exclusion of other plants and reduction in biodiversity. | Ensure clothing and footwear is free of seeds (they can jump several inches from seed pods). | Unlikely x harmful = **slight harm** |

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