

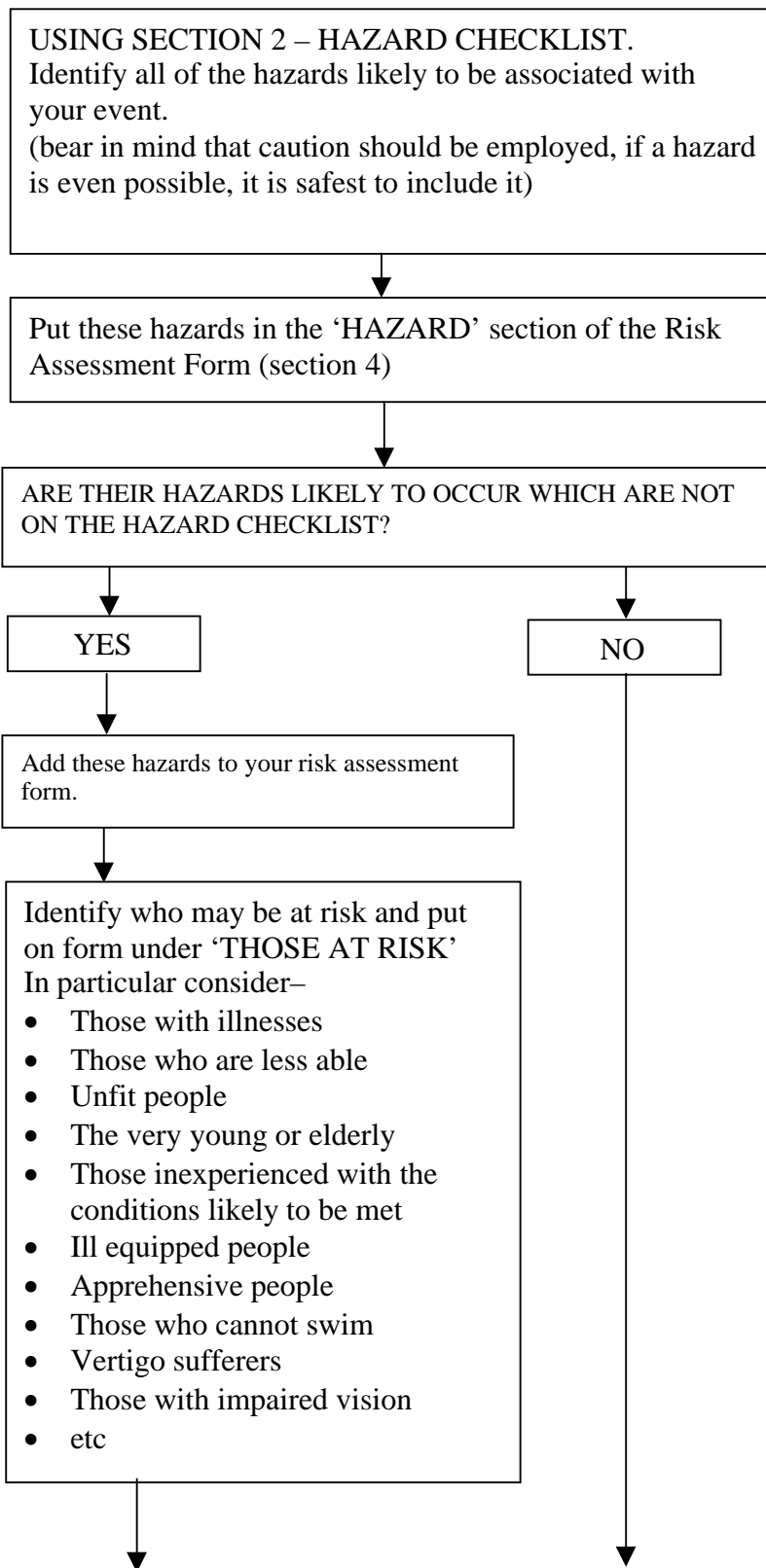
## CONCHOLOGICAL SOCIETY RISK ASSESSMENT TOOLKIT

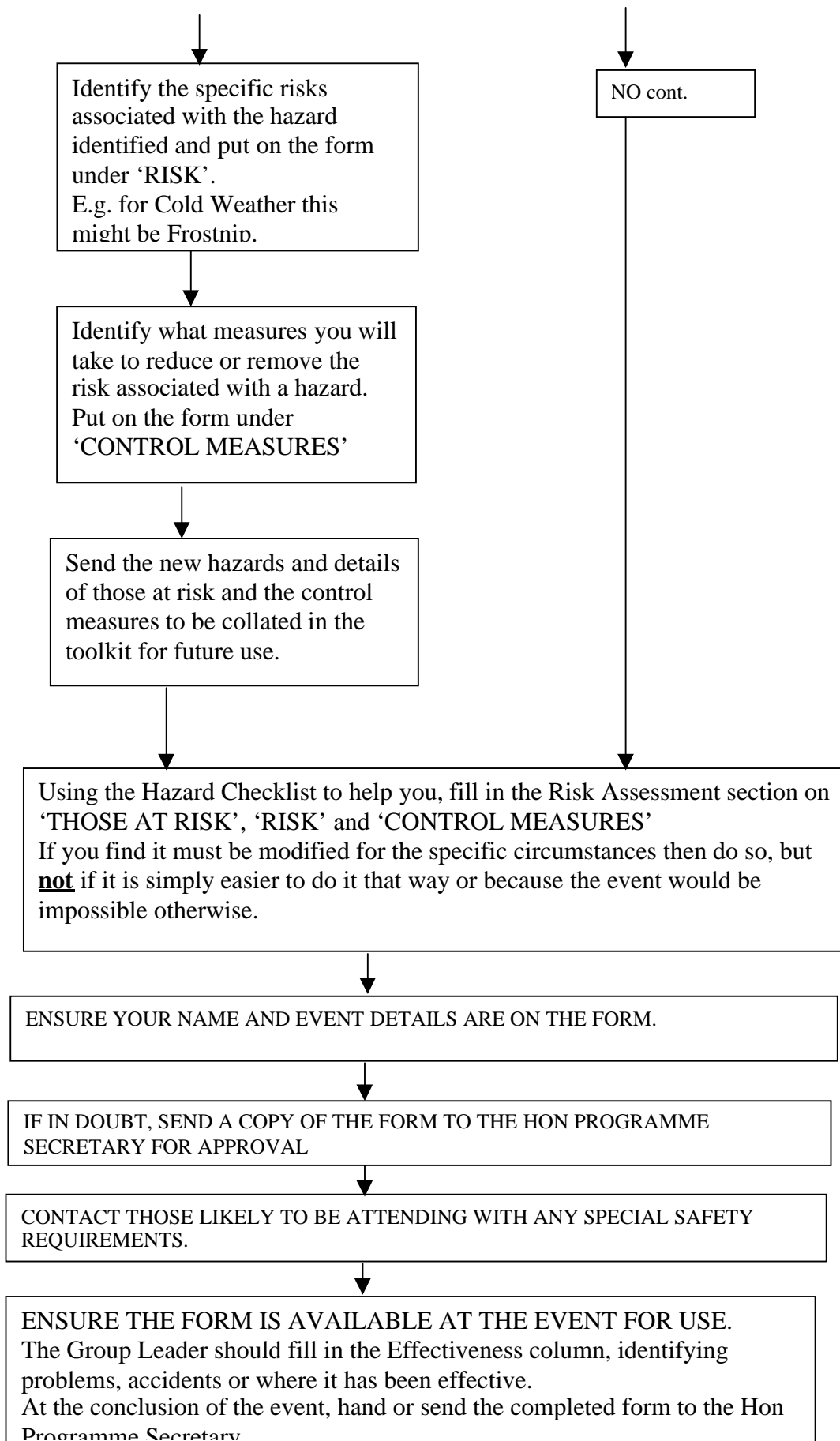
The purpose of the Conchological Society Risk Assessment Toolkit is to make it relatively straightforward for group leaders and others to produce a risk assessment for field trips. It is likely to evolve over time and to become more comprehensive with time.

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

<b>Date</b>		<b>Location</b>	
		<b>Assessment completed by</b>	
		<b>Leader</b>	

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

<b>HAZARD</b>	<b>THOSE AT RISK</b>	<b>RISK</b>	<b>CONTROL MEASURES</b>

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"> <li>• Weather forecast</li> <li>• Note forecast of temperature, wind speed/direction, rain/snow</li> <li>• Appropriate clothing, including waterproofs</li> <li>• Means to dry hands</li> <li>• Spare clothing</li> <li>• Portable group shelter</li> <li>• Appropriate route and time planning</li> <li>• Food and drink intake</li> <li>• Modify or cancel activity</li> <li>• Restrict time of activity</li> <li>• Restriction on leader remits</li> <li>• Restrict time of activity</li> <li>• Adequate hand, head and foot protection (boots, gaiters, hat + spare, gloves + spare)</li> <li>• Monitor closely</li> <li>• Full limb cover available</li> <li>• Hat with brim or peak</li> <li>• Sunblock</li> <li>• Sunglasses</li> <li>• Leader competence</li> <li>• Navigation skills</li> <li>• Torches or lanterns</li> <li>• Route choice</li> <li>• Group control/briefings</li> </ul>

<b>HAZARD</b>	<b>THOSE AT RISK</b>	<b>RISK</b>	<b>CONTROL MEASURES</b>
<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.</p> <p>Death from drowning as a result of being swept away or trapped.</p>	<ul style="list-style-type: none"> <li>• Familiarity with water environment</li> <li>• Route choice – avoidance in extreme conditions</li> <li>• Appropriate leaders to group ratios</li> <li>• Awareness of state of tide</li> <li>• Tide times and variation</li> <li>• Appropriate specialist equipment</li> <li>• Competence of leaders (judgment, group management, techniques)</li> </ul>
<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"> <li>• Familiarity with the snow/ice environment</li> <li>• Route choice – avoidance depending on group ability</li> <li>• Appropriate leaders to group ratios</li> <li>• Appropriate specialist equipment</li> <li>• Competence of leaders (judgment, group management, techniques)</li> </ul>
<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.</p> <p>Allergic reaction or anaphylactic shock resulting from bites or stings.</p>	<ul style="list-style-type: none"> <li>• Awareness briefings with advice etc</li> <li>• Knowledge of medical history/condition</li> <li>• Adequate personal medication</li> <li>• Route choice – avoidance if possible</li> <li>• Protective clothing eg gloves</li> <li>• Immediate treatment</li> </ul>

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



			<ul style="list-style-type: none"> <li>• Appropriate specialist equipment</li> <li>• Competence of staff (judgement, group management techniques)</li> </ul>
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"> <li>• Knowledge of locations/site</li> <li>• Clear briefings</li> <li>• Route choice – avoid places/times</li> <li>• Appropriate ratios</li> <li>• Use of helmets at discretion of leader</li> </ul>
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"> <li>• Care on busy or blind roads without pavements/footways</li> <li>• Group awareness briefings</li> <li>• Follow highway code</li> <li>• Consider lookout at leaders discretion</li> </ul>
Field sports Including game shooting and deer stalking	All	Injury or death resulting from being accidentally shot	<ul style="list-style-type: none"> <li>• Avoid busy estates during shooting seasons</li> <li>• Check shooting activity with estate managers beforehand</li> </ul>
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"> <li>• Site knowledge</li> <li>• Route choice</li> <li>• Availability of first aid expertise</li> <li>• Competence of leaders (judgement/group management)</li> </ul>
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"> <li>• Avoidance of big loads</li> <li>• Reduce size of load</li> <li>• Clear, detailed briefings</li> </ul>
This general risk assessment should be used in conjunction with site or activity specific risk assessment eg dredging or specific site			