

**British Arachnological Society**

**Implementation of the BAS Health and Safety Policy Statement**

The BAS Health & Safety Policy Statement is available in the Members’ Area of the website on the Regional Coordinators’ Page and on the BAS GoogleDrive under BAS Council Area -> Constitution & Governance -> Policy Documents.

This document is to provide broad guidelines and advice regarding the implementation of that policy.

* **BAS Risk Assessment form (below)**. The Organiser for all field and indoor events involving volunteers or members should complete this form. A copy of the form should be given to each participant, and each should sign the attendance sheet (p.5) to indicate they have read the Risk Assessment and have a copy of the relevant part (all but the last two pages). Page 6 has a Likelihood x Severity table for determining whether an event can go ahead (no red boxes) or not (one or more red boxes).

* **Existing health issues**. All participants (where known in advance) should be requested to share any major health issues with the leader, in confidence if necessary. This might include allergies (and if so, do they carry an EpiPen?), debilitating health conditions (e.g. diabetes or asthma) etc. If someone becomes unwell or worse, emergency services will want to know if it might relate to an existing condition. It is up to individuals to decide what they share, but at least we can demonstrate that we have asked. **Any information provided should be deleted immediately after the event.**
* **Next of kin contact details**. Request contact details of next of kin to pass on to emergency services. **Any information provided should be deleted immediately after the event.**
* **First aider**. It is highly desirable, although not essential, that an identified First Aider is present. The risk of serious injury during our events is relatively low.

The example **BAS Risk Assessment form** below is completed for a specific site with several potential hazards. It provides an indication of the sort of assessment required and is readily modifiable to your situation.

*Geoff Oxford*

*14 August 2022*

BAS Risk Assessment Form

|  |  |
| --- | --- |
| **Site** | Steart Marshes |
| **Task being assessed** | General survey for Arachnids |
| **Risk Assessor/s** | Francis Farr-Cox |
| **Date of Assessment** | 25/05/22 |

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| **General Requirements** | **Only visit sites with another member with you. At least one member must have a charged mobile phone. On arrival at site find a point where signal is adequate and note where this is before venturing further, and then check periodically to see whether a signal is available. In that way, if you need a signal and don’t have one, you can always return to somewhere that has. Know your location. Carry a map and if you have a smart phone download and use the app what3words (see: what3words.com).** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the hazard? | Persons etc. at risk who might be harmed | How might people etc. be harmed? | Existing control measures | Risk Rating with existing control measures  L x S = RR   |  |  |  | | --- | --- | --- | | Likelihood of harm | Severity of harm | Risk rating | | | | Is this acceptable? |
| Traffic - crossing/  walking along roads /access tracks | You and others | Collision, serious injury, death | Keep alert with eyes and ears for traffic. When walking on the road keep in single file on the right, facing traffic on your side. | 1 | 5 | 5 | Yes |
| Open water, ditches etc. | You | Hypothermia, drowning | Keep to paths, probe edges for depth when approaching water. | 1 | 5 | 5 | Yes |
| Members of the public | You | Confrontation | Try to avoid this by explaining what you are doing and that you have permission | 1 | 2 | 2 | Yes |
| Livestock | You | Trampling | Be aware of livestock in fields and avoid contact. Avoid fields with bulls, cows with calves, sows with piglets. | 1 | 5 | 5 | Yes |
| Tides | You | Getting cut off, stuck in mud, hypothermia, drowning | Use a tidetable or advice on Steart Marshes website to know tide times and heights and where inundation will occur | 1 | 5 | 5 | Yes |
| Walking in and around fields, open ground and muddy and uneven ground | You | Slips, trips and falls | Wear appropriate footwear for the site and use paths and safe routes between sites. Where possible use gates, stiles, bridges to cross fences, hedges, ditches. | 2 | 3 | 6 | Yes |
| Soil/ invertebrate borne infections/ water-borne pathogens including Weils Disease (leptospirosis) | You | Zoonotic diseases, leptospirosis | Always wash your hands before eating, drinking or smoking. Cover any cuts with plasters etc. Avoid water contact if any unprotected cuts. Be aware of the risk and symptoms of leptospirosis. If symptoms appear, seek medical advice and inform them of your recent contact with the water environment. | 1 | 4 | 4 | Yes |
| Biting, stinging invertebrates and vertebrates. | You and others | Puncture wounds, bites, stings, venom effects and secondary infection. | Cover wounds. Be aware of the risks of anaphylactic shock and secondary infections e.g. Lyme disease | 3 | 3 | 9 | Yes |
| Collecting from scrub, bushes, grass clumps, reed beds and trees | You and others | Puncture wounds, scratches, eye damage, cuts from sharp grasses. Falling branches. Hitting other people | Be aware of the vegetation type presence of thorns, sharp tips of some grasses etc.  Cover any wounds. Avoid trees with obvious dead or broken limbs. Be aware of any people around you and work at a safe distance. | 3 | 3 | 9 | Yes |
| Exposure to extreme weather | You | Sunburn, heatstroke. | Take note of weather forecast. Wear appropriate PPE and other clothing. Wear a hat. Use sun-cream and have some food and water with you | 1 | 3 | 3 | Yes |
| Dropped or broken glass specimen bottles | All and habitats | Cuts, fire risk | Ideally use polythene or other non-glass bottles in the field. If using glass take great care and pick up any breakages and seal in an intact bottle | 1 | 4 | 4 | Yes |
| Sudden illness in member of party | Others | Illness, death | Be aware of location and how to summon help. If competent, apply basic first aid | 1 | 5 | 5 | Yes |

Emergency Information

|  |  |
| --- | --- |
| Local hospitals  (emergency and non-emergency) | Minor Injuries Units (08.00-20.30)  Bridgwater Community Hospital  Bower Lane, Bridgwater, TA6 4GU Tel. 01278 436555  what3words: repayment.swimmer.oils  A&E (24 hrs)  Musgrove Park Hospital, Parkfield Drive, Taunton, TA1 5DA  Tel. 01823 333444  what3words: glory.cans.supply |
| Access points for  emergency services | Use your map or smart phone to give locations and refer to what3words and grid refs. |

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| **Site** |  |
| **Task being assessed** | e.g. General survey for arachnids |
| **Risk Assessor/s** |  |
| **Date of Assessment** |  |

**Signing sheet:** I confirm that I have read and understood this risk assessment and am able to apply it.

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| Date | Name (in capital letters) | Signature |
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| **Consequence of Accident/Incident** | | | Likelihood of Accident/Incident occurring | | | | |
| Severity of injury/disease |  | Very unlikely | Unlikely | Possible | Very likely | Almost certain |
|  |  | 1 | 2 | 3 | 4 | 5 |
| Insignificant | 1 | 1 | 2 | 3 | 4 | 5 |
| Minor | 2 | 2 | 4 | 6 | 8 | 10 |
| Moderate | 3 | 3 | 6 | 9 | 12 | 15 |
| Major | 4 | 4 | 8 | 12 | 16 | 20 |
| Catastrophic/death | 5 | 5 | 10 | 15 | 20 | 25 |
|  |  |  |  |  |  |  |