Manx Wildlife Trust
Treisht Bea-Feie Vannin

Health and Safety Handbook

PART A Policy
PART B Codes of Practice

Updated January 2026

Preface

Manx Wildlife Trust (MWT) manages an office in Peel, Nature Discovery Centres (NDC's), a classroom (Field Studies Centre) at The Outdoor Learning Centre, a shop in the Douglas Sea Terminal, Nature Reserves and land managed on behalf of other organisations. Staff and volunteers also work at other locations on a temporary basis e.g. doing ecological surveys and consultancy, delivering education and events and assisting others. MWT has a duty of care to staff and volunteers, and to members of the public visiting MWT property and events.

It is imperative that steps are taken to minimise risks which may lead to any accidents and the ongoing health and wellbeing of those who interact with us

Staff and volunteers have a responsibility to look after themselves and consider the safety of others, who may be affected by their actions.

MWT has a responsibility to provide a safe working environment for all.

This policy is designed to inform, promote and manage safe working practices throughout Manx Wildlife Trust which includes its' wholly owned subsidiary Wildlife Ltd and Ecology Vannin Consultancy.

Thank you.

Graham Makepeace-Warne
Chief Executive Officer

Version changes Health and Safety Handbook December 2025

Part A The policy

1. 3.4 Nature Reserves p11
2. 5 Contract work p11
3. 6 Risk Policy p12
4. 7 Reporting and investigating p12

Part B The procedures

Safe Working Codes of Practice

1. Third paragraph to hopefully clarify the reporting procedure p13
2. 4.1 First Aid procedures p19
3. 4.2 First Aid kits p20
4. 5.2 Outdoor spaces p21
5. 6.1 Requirements p23
6. 6.2 Site Risk Audits p24
7. 7.1.2.3 Bonfires p29
8. 7.5 Dynamic risk assessments p32
9. **7.7 Parking** (new section) p32
10. 9. Emergency Procedures for group activities. SAMPLE added p35
11. 10.1 Introduction p36
12. 11.1 Equipment Maintenance and Servicing p39
13. 11.1.5 Lifting equipment - Calf of Man p40
14. **11.1.6 Drones (**new section) p41
15. 12. Construction p42
16. 16. Working at height p50
17. 20.2 Training and instruction p60
18. 20.9 Use of trailers p62
19. **20.13 Cycling (**new section**)** p63

Appendix 1 is now included within the Handbook p66

Contents

Distribution of Handbook

A copy of this handbook must be provided in either paper or digital form to all staff, and line managers must ensure that this handbook has been read, understood and is being adhered to.

Staff or volunteers who are responsible for managing volunteers should ensure that all volunteers read Part A of the Health & Safety Handbook plus any sections of Part B which are relevant to their role. They should also read any Risk Assessments relevant to their role.

Reference copies are held at MWT Office, 7-8 Market Place, Peel.

Please help MWT to ensure the safety of people who work with and for it.

Suggestions for improvements to this handbook should be sent to:

The Chief Executive Officer
Manx Wildlife Trust
7-8 Market Place
Peel
Isle of Man
IM5 1AB

Tel: 01624 844432

Email: enquiries@mwt.im

PART A – MWT Health and Safety Policy Statement

1. General Policy Statement

1.1 MWT recognises that the Health and Safety at Work etc. Act 1974 requires a written Health and Safety Policy Statement (the Statement) for all firms of five or more persons, reviewable periodically. The Statement and any subsequent amendments should be brought to the attention of all employees and volunteers. Failure to comply with the law or any regulations made under it is a criminal offence and the employer or even employee is liable to be prosecuted.

1.2 MWT accepts its responsibility to make a suitable and sufficient assessment of the risks to health and safety and welfare at work of its paid staff and its volunteers; and to keep them informed about health and safety.

1.3 The policy applies to 'persons at work' e.g., an employee, a self-employed person, a person receiving training for employment or a person working in a voluntary capacity. The policy will also apply to a person or company on contract to MWT, and to visitors.

1.4 MWT's policy is to provide, as far as is reasonably practicable, a safe and healthy working environment with safe equipment and work systems for its staff and volunteers, whilst providing information, training, and supervision to ensure this happens.

1.5 This policy will be reviewed annually to take into account changes in the law and changes in the size and nature of MWT.

Signed

Title Chief Executive Officer

Date January 2025

Next Review Date December 2026

2. Responsibilities

2.1 MWT has a duty under the legislative framework provided by the Health and Safety at Work etc. Act 1974, as applied on the Isle of Man, to ensure, so far as is reasonably practicable, its employees' health, safety, and welfare at work. More specifically, these duties include:

- Making the workplace safe and without risks to health.
- Keeping dust, fumes, and noise under control.
- Ensuring articles and substances are transported, stored, and used safely.
- Providing adequate welfare facilities.
- Providing personnel with information, instruction, training, and supervision necessary for their health and safety.
- Protecting persons other than employees from risks at work.
- Controlling dangerous substances (explosive, toxic or highly flammable) in terms of their acquisition and use.
- Controlling emissions into the atmosphere from the workplace.

2.2 MWT must also:

- Provide free, any protective clothing or equipment specifically required under health and safety regulations.
- Report certain injuries, diseases, and dangerous occurrences to the relevant enforcing authority. See **Section 7.3**.
- Provide adequate first aid facilities.
- Take precautions against fire, provide adequate means of escape, and means of fighting fire.
- Provide adequate lighting, heating, and ventilation.
- Provide a clean, not overcrowded workplace, maintain washing and toilet facilities, provide accommodation for clothing, and supply clean fresh drinking water.
- Ensure that the floors, steps, stairs, ladders, passages, and gangways are well constructed and maintained and not obstructed.
- Take special precautions before allowing employees to enter and work in a confined space.
- Ensure that employees do not have to lift, carry, or move any load so heavy that it is likely to injure them.
- Ensure that all equipment and machinery is properly maintained and safe, and guard securely all dangerous parts of machines.
- See that employees are properly trained and given adequate supervision before using machinery.
- Give employees suitable eye protection or protective equipment for certain jobs.
- Take proper precautions to prevent employees being exposed to substances which may damage their health.
- Take precautions against danger from electrical equipment and radiation.
- No personal data other than that which is legitimate and in line with MWT GDPR policy (See MWT GDPR policy held on SharePoint) should be collected. All personal data will be deleted once any legitimate purpose for which it was collected is completed.
- Permission must be sought before taking any photographs of people and there are specific additional controls where children are present. See MWT Safeguarding policy.

2.3 Employees' and volunteers' duties include:

- Taking responsible care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operation and adherence with your employer on health and safety policy and guidelines.
- Informing your employer of any shortcomings in the health and safety arrangements, even when no immediate danger exists.
- Not interfering with or misusing anything provided for your health, safety, or welfare.
- Using correctly, all work items provided by your employer, in accordance with your training and the instructions you receive to enable you to use items safely.
- Not to undertake any work for which you do not believe you have been properly trained.
- Volunteers must be asked to declare any medical condition/s which may affect their ability to perform a task or relevant in an emergency e.g., allergies.
- Volunteers must be asked to provide an emergency contact number.

3. Lines of responsibility

3.1 Induction and Training

All employees will be issued with a copy of the Health and Safety Handbook by their line manager at their induction and they will be asked to sign a form to confirm that they have received, read, and will abide by it. Completed forms will be kept on SharePoint.

MWT must ensure that its employees and volunteers are provided with adequate health and safety training. This training shall be reviewed periodically and repeated if necessary and shall take place during office hours. If it is necessary to arrange training outside an employee's normal hours, this should be treated as an extension of time at work.

3.2 General

The ultimate responsibility for Health and Safety lies with MWT's Council which has delegated operations (but not responsibility) to the CEO.

MWT's Health and Safety Officer is the CEO, and he/she has overall responsibility for health and safety. He/she will ensure that any changes in policy or rules are issued to all and that the policies are updated with the appropriate involvement of other staff.

All line managers, including volunteers who manage other volunteers, must ensure that those they supervise are fully conversant with, and abide by the Health and Safety Policy, both in buildings and the field.

All staff have a duty to those who they direct or supervise, whether staff or volunteers to ensure that the health and safety policy on a site or in a building are adhered to.

The CEO will hold an annual review with staff and a Trustee invited to attend, concerning health and safety matters.

3.3 MWT Office /HQ

Responsibility for Health and Safety in MWT's office building is the direct responsibility of the CEO, with authority delegated to the Administration Officer (AO) to implement safe working practices and carry out health and safety management.

3.4 Nature Reserves

It is the responsibility of the CEO to ensure that the Health and Safety policy is adhered to on MWT nature reserves, with authority delegated to the primary site manager as per the site audit point of contact list held on SharePoint, and he/she will report in writing on all matters relevant to health, including the results of safety inspections, to MWT CEO.

3.5 Nature Discovery Centres and Gift Shop

It is the responsibility of the CEO (who is also the Managing Director of Wildlife Ltd.) to ensure that the Health and Safety policy is adhered to in MWT NDCs and Gift Shops in Peel and Douglas, with authority delegated to the Engagement Manager. He/she will report in writing on all matters relevant to health, including the results of safety inspections, to MWT CEO.

3.6 Non-MWT land and premises

This policy still applies when MWT has responsibility for the management of land they do not own but it is signed over to MWT on a long-term management lease, e.g., community sites, partner sites, delivery of external services, or a MWT group organising activities such as an event at Poyll Dooey. In all such cases, the person responsible remains the CEO, with delegated authority given to the staff member or volunteer who is managing that project or activity.

With regards to Ecology Vannin Consultancy work, the risk assessment, which will be completed by the Ecologist must include any known risks highlighted by the client/landowner. Initial conversations with the client should include questions to identify hazards, and their associated risks, to facilitate the completion of a Risk Assessment for the task to be undertaken.

4. Inspections and reporting actual and potential problems.

Regular Health and Safety inspections should be made by the staff responsible for specific areas/operations, using a methodology, and on a timescale agreed with the CEO (more frequently if urgency requires).

The CEO will report any matters of concern to MWT Council at least annually, with a summary of all health and safety reports recorded that year.

There is a duty for all employees to report (in writing) any matters relating to existing practices or procedures which might give rise to risks to the health and safety of any person, to highlight the issue and potentially to suggest possible improvements to existing practices. Reports must be made to the CEO by email.

Any queries relating to health and safety for activities, sites or buildings must in the first instance be referred to the member of staff responsible for that activity, site or building, copying in the CEO as required.

5. Contract Work

All those working on contracts for MWT, including fixed-term contract staff on practical work, are responsible for their own health and safety and a copy of MWT Health and Safety policy will be made available to them. When contracts are issued, they must include a requirement to adhere to

the policy. Contract workers must be informed of any special occupational qualifications or skills required to carry out the work safely not obvious from the contract brief. Basic information on job demands and risks must be supplied to the contractor at an early stage to help select those most suitable to carry out the work. Health and Safety is the responsibility of MWT on site, and it must be monitored.

6. Risk Policy

This policy stands as a formal acknowledgement that the Trustees of MWT are committed to maintaining a strong risk management framework. The aim is to ensure that MWT makes every effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse effects of risks. It is used to support the internal control systems of MWT, enabling MWT to respond to operational, strategic, and financial risks regardless of whether they are internally or externally driven.

A Risk Register is maintained and reviewed by MWT Management and Trustees; the spreadsheet is saved within the folder: *Administration – Risk Register.* NB this is only accessible to the senior management team.

7. Reporting and investigating

7.1 Accidents and incidents

All First Aid Kits must include an Accident Book and must be taken to all MWT activities. All accidents **and** incidents must be recorded using a form in the Accident Book. The Accident Books will be collected and reviewed as part of the annual health and safety review. Full Accident Books (i.e., all forms used up) must be kept for 3 years.
All accidents and incidents must be reported to the CEO. This can be via telephone or by taking a photograph of the completed form and sending to the CEO via email or on WhatsApp. The CEO will decide what further, if any, action is required. If the CEO is not available, the Deputy CEO should be informed. See **Section 7.3.**

7.2 Definitions

An accident is unexpected, unanticipated, and usually results in physical injuries and sometimes property damage.

An incident is similar to an accident, but no injuries or individual damage are involved.

7.3 Statutory reporting of injuries, diseases and dangerous occurrences (RIDDOR)

Under health and safety legislation, there are certain accidents, diseases and incidents that must be reported to the Health and Safety at Work Inspectorate, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The list of accidents, diseases and incidents that must be reported are outlined in **Appendix 1**. Full details are set out on the IoM government website at https://www.gov.im/media/1375818/reporting-of-injuries-diseases-and-dangerous-occurrences-regulations-1985.pdf
The CEO (or the Deputy CEO if the CEO is not available) will decide if an accident or incident is reportable under RIDDOR and it is their responsibility to then inform the Inspectorate.

PART B

Safe Working Codes of Practice

The Codes of Practice contained in Part B of the Handbook are the most important part of this handbook as they are designed to help staff and volunteers assess, manage and reduce the risks associated with particular activities, equipment or materials. Ultimately, they are the means by which the health and safety policy is implemented. They are a guide and not a comprehensive list; if there is any doubt about how to do work staff/volunteers should seek guidance, initially from their line manager. The following Codes of Practice are particularly relevant:

Work safely yourself and keep in mind your responsibilities for other people's safety.

Be alert for hazards and potential hazards which might cause accidents. Warn others.

Record all accidents and incidents in the accident book. Report all accidents and incidents to the CEO. This can be via telephone or by taking a photograph of the completed form and sending to the CEO via email or on WhatsApp. The CEO will decide what further, if any, action is required. If the CEO is not available, the Deputy CEO should be informed.

Take out of use and repair or dispose of any faulty equipment.

Wear appropriate personal protective equipment (PPE) provided for use.

Remember that the standards and conditions of this policy apply equally to paid staff, contractors, volunteers, and the public.

Risk assessments will be conducted on all activities and projects to ensure they are in line with MWT's safe working practices.

1. Welfare Policy

1.1 Occupational Health

1.1.1 Introduction

MWT has a moral and legal duty to ensure that staff, volunteers, and contractors work safely and do not become ill as a result of working or volunteering with MWT. Sections of this Handbook provide guidance on safe working practices. When considering occupational health, line managers should consider issues such as:

- Exposure to chemicals and other hazardous substances.
- Exposure to biological hazards.
- Exposure to physical hazards or dangerous situations such as vibrating or noisy equipment or excessive manual handling.
- Exposure to the elements and extremes of temperature and weather.

MWT seeks to promote good health and wellbeing and is particularly cognisant of stress related illnesses.

1.1.2 Psychological safety

High workloads, tight deadlines, a lack of control, poor working methods and conditions, poor line managers, not taking breaks, etc. can all lead to stress and muscular and skeletal disorders (often brought about by increased muscle tension). These can be mitigated for and should be part of a site or office risk assessment. They include:

- reducing the monotony of tasks where appropriate.
- ensuring there are reasonable workloads, (neither too much or too little) deadlines and demands. This should be achieved by agreeing targets with your line manager.
- ensuring good communication and reporting of problems.
- encouraging teamwork.
- monitoring and control of working outside of normal working hours.
- providing appropriate training and development.
- providing the right equipment; deploying ergonomically designed equipment that reduces the likelihood of illness through repetitive strain, eye strain and muscular strain.

1.1.3 Procedures

Supervision: As part of the induction process and general supervision, line managers should seek to understand possible health risks, look out for early signs and symptoms, and put in place actions to minimise issues. Staff (and volunteers) have a responsibility to notify line managers of medical conditions that may be a health and/or safety concern. Line managers and colleagues should also look for warning signs of deteriorating health. MWT has the right to request an occupational health analysis if required.

Considerations include the job role, pre-existing problems/injuries/ill-health, assessing absences etc. It is recognised that management of this type is difficult and MWT will help line managers deal with these types of issues.

2. Indoor Spaces

2.1 Office

Any member of staff or volunteer should feel safe in their place of work or activity.

All volunteers and staff must have access to a phone on premises or carry a mobile so that they can contact relevant people or emergency services.

Anyone who feels unsafe, *but not in immediate danger*, should contact MWT or call a friend.

If you feel you are in immediate danger, you should call the police on **999**.

Any incidents of feeling unsafe should be reported as soon as possible to the CEO and recorded on an incident form held on SharePoint.

2.2 Workstations and Display Screen Equipment

All staff and relevant volunteers will undertake a Workstation Assessment with their line manager as soon as possible after starting work with MWT.

If you use a computer and screen more or less continuously on most days, or even for an hour or more at a time on a regular basis, you may be in danger of suffering from upper limb disorders, eyestrain, fatigue and stress. There is much you can do to prevent these conditions occurring or to improve them, if you already have them, by implementing the following advice.

Further information can be found at: http://www.hse.gov.uk/msd/dse/

2.3 Management of work

You must arrange your work so that there are opportunities for breaks away from the computer display screens.

Like any other repetitive task, continuous display screen operation is likely to cause fatigue. The regulations suggest that work should be as varied as possible, but on occasions, staff may have to remain at their screen without the chance of other work to break up the working day. Studies suggest that short frequent breaks, 5-10 minutes every hour, doing other tasks away from the screen, are more effective than longer breaks at less frequent intervals. It is very much up to the individual to organise themselves so that they get a varied workday. The HSE recommends that no one works for longer than one continuous hour on a display screen without a 5–10-minute break.

The importance of posture and changing position

- Your hands must not be bent at the wrist.
- You must be able to find a comfortable typing position without overstretching the fingers.
- There must be enough space for you to change position.
- Your arms should be horizontal and eyes roughly at the same height as the top of the display screen.
- You should be able to place your feet flat on the floor.
- The small of your back should be supported so that it is straight, and your shoulders are relaxed.

The Display Screen

- must be free from glare and reflections.
- must be clean.

- images should be clear.
- should be free from flicker and movement.
- should be adjustable – swivel / tilt / brightness / contrast.

The keyboard

- You must be able to find a comfortable keying position.
- You should be able to tilt it.
- There should be enough room to rest hands in front of the keyboard.
- The keyboard should be glare-free.
- The characters on the keys should be easily readable.

Office Furniture

- The work surface must be large enough for documents, monitor, keyboards, etc.
- The chair must be stable.
- The height of the seat and position of the back must be adjustable.
- The adjustment mechanisms must work.
- The surface should be free of glare reflections.

Office environment

- The levels of light, heat and noise should be comfortable, and the air should not be too dry.

The software

- You should have received sufficient training to feel comfortable using the software.

Eye strain

The UK HSE states that some people may benefit from computer anti-glare screens or from special spectacles that reduce glare. It is important to have regular eye tests. MWT will:

- Consider fitting anti-glare screens on computers where these are effective.
- Staff who consider that they need additional equipment or facilities to enable them to work comfortably and safely should raise the matter with their line manager.

For further details relating to the shops, Outdoor Learning Centre and the NDC's, please see the site-specific *Volunteers Information.*

3. Fire prevention and evacuation

3.1 Prevention

Fire can be lethal with most people dying in fires because of smoke inhalation. Human safety is paramount, and no risks must be taken. Fire extinguishers are available in all MWT buildings and MWT vehicles, but only small fires should be tackled, and the fire brigade always called, no matter how small the fire.

Fire extinguishers are located in the following places:

- MWT Office – ground floor
- MWT Office – first floor
- MWT Office – second floor

A fire requires sources of oxygen, heat, and fuel to start. Removing any element of the 'fire triangle' can help to prevent or extinguish a fire.

Oxygen: Air contains oxygen so reducing its supply, through installing and keeping shut fireproof doors, helps. Oxygen cylinders must be stored in a well-ventilated area well away from any source of ignition and other fuels.

Fuel: reduce sources of fuel by keeping spaces tidy (e.g., cardboard, paper, plastics, wood, fabrics, carpets etc). Flammable liquids must be kept in a 'flamsafe' – a locked metal container located away from the building.

Ignition: ensure there are no naked flames indoors (such as sparks from electrical equipment, matches, cigarettes, smoking materials) and undertake regular testing of equipment to ensure it is safe to use and does not overheat or produce sparks.

3.2 Precautions

Smoking and/or e-cigarettes are not permitted in any MWT building or enclosed space. Designated smoking areas should be provided with a suitable fireproof container (such as a labelled sand bucket) in which to extinguish and dispose of smoking materials. Smoking materials must NEVER be disposed of in skips, wheeled bins or with any other rubbish until properly extinguished.

Detailed written procedures and instructions for offices and NDCs are provided, kept up-to-date and made available to all people using the building. This is not required where one room of a member of staff's private dwelling is used as an office, but of course it is sensible to have a plan for evacuation that is understood by all the occupants of the property anyway.

Fire escape routes must be clearly defined and kept free from obstruction. The same applies to all routes to the fire extinguishers.

Fire alarms systems are installed in most MWT buildings. Checks and records should be made on a weekly basis to check they still work and to ensure they are clearly audible in every part of the building. Fire alarm systems must be serviced every six months.

Fire doors are specifically constructed to withstand fire for a specific period and must be kept closed unless automatic shut mechanisms are installed.

A trained Fire Warden is appointed for MWT office in Peel (MWT HQ). This is typically the AO and they are responsible for all fire related matters including liaison with the CEO, arranging alarm, emergency light and firefighting equipment servicing; evacuation drills, and maintaining the Fire Safety Log.

Fire evacuation drills must be held once every six months, without prior warning and monitored by the AO/CEO (either directly or through a report).

Fire risk assessments are conducted as part of the office site safety audit and are conducted on an annual basis.

4. First Aid

4.1 First Aid procedures

First aid facilities must be available in all locations where MWT works (both inside and outside).

Staff and volunteers must be offered First Aid training to a level appropriate to their role within MWT.

The names of trained first aiders is prominently displayed in the kitchen at MWT HQ.

The Health and Safety Group* are responsible for ensuring the right equipment is in place.

Requalifying courses should be taken before the expiry of certificates.

Every workplace and MWT vehicle must have a first aid kit adequate for the number of people working on that site. Staff and volunteers undertaking practical work away from their base must carry a portable first aid kit, especially when in isolated or potentially hazardous situations.

Whenever powered tools and machinery are used on site at least one person other than the power tool user must be present who is a certified basic first aider and there must be a first aid kit on site. Higher standards are required for use of certain machinery, and these are defined in the relevant section later in these guidelines.

Leaders of practical tasks must ask participants to advise them if they have any special medical conditions (e.g., epilepsy, asthma, or diabetes) before commencing work and must note any specific requirements.

All persons giving treatment to another must, for their own protection and that of the patient, wear disposable gloves to minimise the risk of infection from Hepatitis, HIV, and other diseases. Gloves used for first aid should not be made from rubber due to latex allergies.

Take care not to become a casualty yourself whilst administering first aid. If you are not a trained first aider, send immediately for the nearest first aider where there is one available.
The following emergency arrangements must be displayed in a conspicuous position in all buildings and be noted on site audits and task/activity risk assessments.

- Emergency telephone number - Dial "999" ask for "Police" "Fire" "Ambulance" “Coastguard” as appropriate.
- Name/address/telephone number of nearest doctor or Minor Injuries Unit - Ramsey Cottage Hospital, Cumberland Road, Ramsey. Telephone 811811.
- Telephone number and address of the nearest hospital- Nobles Hospital, Strang, Douglas. Telephone 650103.

**The Health and Safety Group includes CEO, H&S lead, Council H&S rep, Admin Officer, MWT Leadership Team, Education Officer, Ecology Vannin Business Manager, Retail Manager, Woodland Team lead Ranger and Calf Manager.*

4.2 First Aid kits

MWT has different sized first aid kits. **Small** = covering up to 25 people, **Medium** = 25-50 people, **Large** = up 100 people.

First Aid Kits must be in a water- and dust-proof container displaying a white cross on a green background. If something is used, then make sure it is replaced. First Aid kits do not contain medication (as they can cause allergic reactions) but simple medication (e.g., 75mg aspirin and antihistamine cream) can be kept separately for self-administration only. All workplaces require some form of hand washing– soap, hot water, or disinfectant wipes/cleansing gel.

Israeli bandages should be carried for practical tasks.

First Aid kits are present at the NDCs and the shops in Peel and Douglas. **Volunteers are not expected to administer first aid**. The kits are for their use and are accessible to members of the public **upon request**.

4.3 First Aid Training and Certification

Safe working requires first aid training for many staff and volunteers. As part of staff and volunteer induction, an assessment of that requirement should be made. Staff and volunteers should be First Aid trained to a level appropriate to their role within MWT.

5. Lone Working

Working alone, either inside or outside is common practice within MWT and is undertaken by staff, volunteers, and contractors.

MWT recognises that working alone should not in itself directly increase the likelihood of an accident happening. However, extra precautions must be taken to ensure that lone workers are at no greater risk than other employees.

There are situations where lone working must not be undertaken. For guidance see **Section 6 Risk assessments and Section 7 Risk assessment checklists**.

For any scenario, all staff and volunteers must provide *In Case of Emergency* numbers which will be held in a central and easily accessible register in the office following GDPR guidelines.

MWT must ensure that persons working alone are provided with adequate information, instruction, and training to understand the hazards and risks they may potentially face.

5.1 Indoor spaces

Guidelines specific to volunteers for safe working in spaces like the shops and NDC's must be provided by the line manager as part of their induction.

5.2 Outdoor spaces

Where lone working is undertaken for outside situations by a member of staff or a volunteer, for example, site visits and ecological surveys, all reasonable steps to ensure the health and safety of lone workers must be taken. A set of procedures is in place to help mitigate these risks:

- Anyone intending to visit an MWT property should read the relevant site audit (on SharePoint).
- Anyone visiting non MWT land should research the nature of the site (habitat, terrain etc) prior to the visit and assess the risks of lone working.
- A mobile phone must be always carried.
- A **buddy system** must be in place.

For extra guidance see **Section 6 Risk assessments and Section 7 Risk assessment checklists**.

Undertaking practical work alone should be avoided if possible. However, if it is felt unavoidable/urgent (e.g., repairing a section of fence when stock are present), your buddy must be informed to minimise risk and enable the correct response to be made in the event of an emergency.

5.3 The Buddy system:

The employee/volunteer is required to take personal responsibility for ensuring that a workable buddy system is in place.

You must provide your buddy with emergency contact details for your next of kin/partner and agree an emergency action plan in case of any unforeseen occurrences, for example, if you fail to make contact at the designated time. This will have been determined through the risk assessment

undertaken between you/your line manager and will need reviewing for each different activity undertaken. The buddy will also need contact details for the line manager at MWT.

On arrival at site/office, inform your buddy that you have arrived and your expected time of departure. It may be that as a result of your tasks/working environment you decide to contact your buddy on a more regular basis, for example, hourly. This must be agreed between you and your buddy beforehand.

The Buddy must:

- Agree with the individual that day's reporting schedule.
- Always acknowledge receipt of message i.e., reply to text.
- Contact the individual if the agreed time has passed.
- Ensure the individual has finished for the day in the agreed manner described above.
- If the allotted time arrives and the buddy has not been contacted, the buddy will initiate the emergency action plan as detailed below:

1. Attempt to contact the lone worker if any of the agreed times have passed.
2. If contact cannot be made after repeated attempts either check the last known working site personally or arrange for someone else to check.
3. If contact with the lone worker cannot be made, then the buddy will then contact the line manager concerned.
4. Depending on the circumstances/site, the buddy will contact the police and inform the CEO.

A procedure currently in place for volunteers working alone undertaking biological surveys on MWT reserves is as follows:

They are issued at the start of the survey year with the relevant site audit, a generic risk assessment (i.e., specific to their activity), a site map and are asked to contact the Reserves Manager when arriving and departing a site. Any new issues on a site will be drawn to their attention when they contact the Reserve Manager with their intention to visit a site. They use a spouse or partner as their Buddy and carry a mobile phone.

It is important to note that in addition to the responsibilities MWT has in ensuring the health and safety of its employees working alone, employees also have a responsibility to:

- follow the safe working arrangements developed by MWT for lone working.
- take reasonable steps to ensure their own safety; and
- inform their line manager/CEO of any incidents, accidents, near misses or safety concerns.

5.4 The Calf of Man

Due to the remote nature of the Calf of Man and the poor mobile phone reception, wardens **must** always carry radios and **must** use the buddy system/white board to notify each other of the task, location and time they are expected back.

Emergency contact details will be stored in a folder on the Calf and held on SharePoint in a secure location should they be needed.

6. Risk Assessments

Due consideration must be given to the potential impact on habitats and wildlife before any activity is undertaken. For example, tree work must not be undertaken during the bird nesting season. The size of the group and the nature of the habitat must also be considered to avoid unnecessary disturbance and trampling. Overuse of an area must be avoided. Also, refer to the lists of protected species. (See DEFA website https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/environment-directorate/ecosystem-policy/wildlife-biodiversity-and-protected-sites/wildlife/protected-species/)

All staff undertaking work themselves (or tasking a volunteer) to run courses, visits, surveys, or events (this is not an exhaustive list) on behalf of MWT must assess and record any risks **in advance** and take sensible and reasonable precautions to minimise accidents. Risk Assessment forms must be retained and be available to the line manager and for MWT's annual health and safety review. All organisers of activities must carry a first aid kit, an Accident Book, a fully charged mobile phone and be aware that reception varies across the Island.

In completing a risk assessment, you must firstly identify who will be harmed and the potential hazards associated with the planned activity. Having identified the hazards, the level of risk, i.e., the likelihood of harm, must be decided and what mitigation measures could be put in place to manage the risk responsibly. Generally, you need to do everything "reasonably practicable" to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time and effort. A risk assessment should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks. See section **7.6 Assessing level of risk.**

No activity should be undertaken if there is a high level of risk even with mitigation measures in place.

Having identified a hazard, are there options to eliminate the hazard altogether? If not, can the hazard be controlled so that harm is unlikely? Some practical steps could include:

- Trying a less risky option.
- Preventing access to the hazard.
- Organising work to reduce exposure to the hazard such as keeping the number of people involved to a minimum.
- Issuing protective equipment and/or clothing.

6.1 Requirements

Central to safe working is a risk assessment. All people routinely assess risk (looking left and right when crossing a road for example). At work, most mundane activities simply require common sense. So, whilst it would be silly to fill out a risk assessment form to boil a kettle, the kettle itself should be risk assessed on a regular basis through equipment testing procedures (in that case through PAT testing) and common sense should prevail, e.g., if the electrical connection is covered in water, disconnect the supply, and dry them before using the kettle. For less mundane activities, a formal risk assessment is appropriate. The most practical way to risk assess an activity is to use the appropriate check list. See **Section 7** for guidance.

In filling out the risk assessment, assessors must be 'competent', i.e., you have the skills, knowledge,

and ability to identify, assess and take action to mitigate risks. If you are unsure whether you are 'competent', talk to your line manager. Generally, this competence is gained through experience and common sense though specific training may be required. Risk assessments must also consider various H&S regulations (e.g., Manual Handling Operations Regulations 1992, Provision and Use of Work Equipment Regulation 1992, Protective Equipment at Work Regulations 1992, The Noise at Work Regulations 1989).

Completed forms should be used for briefing staff, groups, the public and volunteers and as a reminder to the event/task leader before they start. They should be readily accessible at any time during the activity and may be required by third parties prior to the activity e.g., scout leaders, corporates. This will enable participants to be prepared e.g., have the appropriate clothing and footwear. Schools require risk assessments a minimum of two weeks in advance and school staff should be reminded to submit the risk assessment on EVOLVE.

To avoid excessive printing, assessments can be photographed on a mobile phone and a device or notebook used to record any changes to the activity on the day.

6.2 Site risk audits/assessments

For sites that MWT regularly work on or in (e.g., nature reserves, glens, NDC's and offices), a regular site risk audit helps to work more safely as it can identify regular hazards that are not related to any one particular activity. Audit and assessment are often used interchangeably in this context, but the emphasis is on the **site** rather than the **activity**. They will list all the access provisions such as bridges and boardwalks on a site which must be checked regularly. For sites where access is by permission, a full site risk audit should be undertaken every other year. On sites with open access and/or where a lot of work is taking place, the site audit must be annual. More frequent site checks may be appropriate to check on fixtures, fittings, and installations. This will vary by site and level of use. **It is strongly recommended that a record is kept of these additional checks.**

Site audits will also identify such things as whether lone working is permitted, no-go areas and provisions which may be required for certain activities. **Site risk audits must not be used as a substitute for an activity risk assessment but should aid completion.** Site risk assessments should be undertaken by the staff member in charge of the project on that site.

6.3 Completing a risk assessment for any activity

The first step is to select the correct risk assessment activity check list which should make developing a risk assessment simpler. If the activity is based on an MWT nature reserve or regularly used site refer to the relevant site risk audit as well (stored on SharePoint in the Health and Safety folder).

Please do not reuse any risk assessments when updating them, but save them as a new version with a new file name.

7. Risk assessment checklists

7.1 Nature of the activity:

7.1.1 Risk assessments and guidelines for Public Engagement

See also sections below on guidance for working in/on particular habitats and how the weather may affect an activity.

7.1.1.1 Public Events

MWT runs a wide programme of activities where we invite the public. They can range in size from small events such as a guided walk to large open days where there are many visitors and external exhibitors. As this is such a diverse area of work, there is no one standard approach to managing health and safety. However, there are some common themes to be considered:

- Where events are held on land which isn't under the control of MWT, all appropriate permissions and associated health and safety requirements must be satisfied well ahead of the event.
- A risk assessment must be carried out in advance of the event to ensure that all the hazards are identified, and suitable controls are put in place. Roles must be clearly identified, and relevant staff informed of their duties. The risk assessment must be reviewed on the day of the event, allowing time to address any newly found risks.
- Adequate first aid and welfare arrangements (e.g., the nearest public toilets) must be in place to deal with the anticipated number of staff and attendees (see **Section 4, First Aid**).
- Plans are in place to deal with any emergency, i.e., fire procedures, liaison with emergency services.
- Staff and volunteers are suitably trained to undertake the tasks that are asked of them, i.e., manual handling, erection of marquees, traffic control, etc.
- Vehicle movements must be planned to avoid collisions, especially with pedestrians. Wherever possible, ensure motor vehicle movements and people are kept separate. With large events, liaison with the Police may be required to manage traffic on public roads. Where events are held on land which isn't under the control of MWT vehicle use should follow guidance/policy of the relevant owner/manager.
- Avoid events where it is necessary to have members of the public walking along roads without pavements.
- Parking – ensure adequate and safe parking is available for the number of anticipated attendees. Parking must be possible without causing hazards to other road users and users of adjacent land such as access to agricultural fields. See S**ection 7.7 Parking**.
- Any external contractors must be able to demonstrate that they are competent to carry out their role, and where necessary have the appropriate level of insurance cover and training e.g., food sellers have the appropriate food safety training and ability to store food safely.

7.1.1.2 Guided Walks

Remember participants might have no experience of the countryside, walking any distance, or the terrain. As a leader you are responsible for their welfare. All walk leaders must be aware of these guidelines.

When advertising a walk, indicate what clothing and footwear would be suitable, how strenuous, or how long the walk will be and whether it is suitable for all abilities. Also inform likely participants of the presence of sheep ticks if relevant. See **Section 13, Biohazards**. Be prepared to cancel a walk if the weather could make it hazardous or particularly tiring as well as unpleasant. E.g., do not use woodlands above a Force 6. Indicate on advertising whether dogs are permitted and if the activity is family friendly.

Where events are held on land which isn't under the control of MWT, all appropriate permissions and associated health and safety requirements must be satisfied ahead of the walk.

A risk assessment must be carried out in advance of the event to ensure that all the hazards are identified, and suitable controls are put in place. The risk assessment must be reviewed on the day of the event, allowing time to address any newly found risks. Adequate first aid and welfare arrangements must be in place to deal with the anticipated number of staff and attendees.

Inspect the site first and plan your walk including stopping places where the group can gather, and they can hear and see you.

Note the location of any hazards and mobile phone coverage. Also note access points for Emergency Services vehicles. The Coastguard will likely be required to many if not most outdoor locations.

When giving instructions at the start or during the walk, make sure that everyone is gathered round, can hear you and is attending.

Warn of any hazards at the start and again before people reach them, e.g., slippery slopes, overhanging branches, poisonous plants or fungi, or plants known to cause reactions if touched, e.g., nettles.

Warn of any biological hazards such the presence of sheep ticks on a site, outline the symptoms and to seek further medical advice if needed.

Take an appropriately stocked First Aid Kit and an Accident Report Book. Make sure the First Aid Kit is readily and quickly accessible. Those on the activity must know its location and who can use it.

Walk at a pace appropriate to the group (i.e., walk at the pace of the slowest person) to ensure any participants are not left behind. Count your walkers at the start and check numbers during the walk. This is particularly important when walks are at night/dusk when a register must be taken, and people ticked off as they leave.

Ideally have an assistant bringing up the rear.

Watch for signs of tiredness and if necessary, shorten the route or take rest breaks.

While most guided walks are low risk activities, there are certain circumstances where the risks are increased:

- alongside waterways/waterbodies – avoid standing too close to the edge.
- Roads – wherever possible try to plan walks to avoid having to walk on the road. Additional action may be required if road walking is unavoidable, i.e., high visibility tabards.
- Livestock – where walks enter land where livestock (cattle, horses) are present participants must be given the relevant guidance. Dogs must not be present on these walks.
- Steep slopes and/or path condition – which may need rest stops planned, checking of footwear, and extra care.

7.1.2 Risk assessments and guidance for practical tasks

Before any practical work is undertaken, consideration must be given to the time of year (e.g., avoiding peak flowering, nesting time and salmon and trout spawning) but also that any relevant planning applications, licences, or other legal requirements have been sought.
For example, this includes ponds, and tree planting over more than 1 acre. Felling licences also need to be in place. NB: whilst this is for trees with a diameter of 8cm or above, 1.5m off the ground, Registered Trees require a licence even for pruning.

Practical work involving the use of tools confers greater risk given the nature of such work. Generally, such activities can be undertaken very safely but site and task risk assessments are required from those organising the activity. Typically, such risk assessments would consider issues such as the nature of the work, tools to be used and personal protective equipment required. This list is not exhaustive and for MWT nature reserves, the site audit must be referred to for particular risks associated with that site.

Obvious safe working practices such as having qualified first aiders within a work party, having a first aid kit on site, being aware of changing weather conditions, carrying a mobile phone in case of emergency, knowing the location of over-head power lines and underground utilities, and having a good knowledge of the site etc. should all be considered as part of the risk assessment.

A simple way to mitigate risk when some activities are planned, is to keep the number of people present as low as possible. For example, when hand cutting areas of vegetation that will be cleared afterwards, undertake the cutting before the main task so no machinery is being used on the day of the clearance operation when there will be more people around. Similarly, tree felling and snedding, and winching must be done with the minimum number of people required to ensure the safety of those undertaking the work.

Public safety is also paramount, and some sites may be fully open to the public, so potentially hazardous activities must be highlighted to visitors through signage (conforming to British Standard EN ISO 7010) though given people routinely ignore signs, look-out and banks-persons must be deployed to stop visitors wandering into a potentially hazardous situation. It may be necessary to temporarily close a site with the public notified through social media. This would be additional to onsite signage.

The following sets out a list of considerations that may be useful to include in a task risk assessment:

7.1.2.1 The nature of the work:

Practical work on land can be very varied, and the following is not exhaustive:

Scrub clearance – this is one of the commonest tasks undertaken. All staff and volunteers are trained on the correct method and tools to be used for this job. This will include trees and shrubs up to 8cm diameter, 1.5m above ground. All new volunteers must be instructed on safe techniques and the tools to be used. Fenceline clearance and coppicing would need the same considerations which includes the provision of safety glasses, and hard hats in certain situations. When clearing stockproof fences, the presence of barbed wire should also be considered.

Felling large trees - large trees must only be felled by competent individuals with the appropriate chainsaw certification. People must be clearly warned that such felling is in progress and kept at least twice the length of the tree away from the felling area. Safe systems of work must be clearly stated in the risk assessment. Felling licences must be in place where required.

Tree surgery - Tree surgery must only be undertaken by qualified tree surgeons.

Fencing - Training is required before undertaking fencing and bore hole (fence post holes) work. Only staff and volunteers trained by MWT in fencing should be allocated to this task.

Ditching – Trimming the sides of ditches is normally undertaken with sickles, loppers and saws and then accumulated vegetation dragged out using metal rakes. Issues such as dealing with dirty water and the possible presence of long-tails, needs to be addressed. Many ditches will be adjacent to stockproof fences topped by barbed wire. The risk of slipping on banksides and cuts from barbed wire should be included in the assessment. The depth and width of ditches should also be considered which may include ensuring there are sufficient people around to haul someone out if they fall in.

Litter picking – Gloves must be worn at all times and litter pickers issued.

7.1.2.2. The tools to be used:

Hand tools - All tools must be properly maintained, e.g., handles should be inspected for faults, blades should be checked for sharpness. A blunt tool is potentially more dangerous than a sharp one as it may require more force to do the task. It is the responsibility of the task leader to provide basic instructions on the safe use of hand tools.

For full details of tools and their safe use see the folder **Tools and Equipment** stored on SharePoint in the Health and Safety folder.

It is the responsibility of the task leader to ensure that all workers using these tools know how to use and sharpen them safely and effectively.

Machinery/equipment - If machinery needs to be used for the initial part of practical work, this must be done with the minimum number of people required for the safety of the operator. See **Section 11, Equipment**.

7.1.2.3 Other considerations:

Construction - Check to see whether a proposed construction falls under Construction (Design and Management Regulations) 2015 (CDM, 2015) and if planning permission is required. See **Section 12, Construction**.

Hazardous substances - There must be compliance with COSHH regulations. See **Section 19, Hazardous substances**.

Manual handling - See **Section 15, Manual handling**.

Burning - Burning of upland habitats must be in line with the Heather Burning Code, 2010. For further details see https://www.gov.im/media/277566/heath_burning_code.pdf.

Then the assessment should consider burning conditions, control measures should the fire get out of control, due regard to others etc.

Bonfires - Bonfires are a useful way of disposing of brash and other arisings. The fire should be kept small, positioned on flat ground, well away from other combustible material such as hedges and fences (and overhead power lines), and well away from where most people are working. All potential trip hazards such as brambles and stumps left by cutting should be removed or brought to the attention of people if it is not possible to remove them. One person should be assigned to manage the fire. One person at a time should approach the fire and be advised against running or trying to carry too much. People also need to be aware that bonfires, particularly those where gorse is being burnt can suddenly flare up. Bonfires must not be lit when it is very windy. Clean water must be carried for any burns. Burn shields must be readily available at the top of the first aid kit, together with some cling film. Eye protection is strongly recommended.

There should be a minimum of three people present when having a bonfire. Bonfires should not be lit if only one person is present. Always consider whether there are alternative ways of disposing of material where there are likely to be members of the public present.

Bonfires should only be left when all the flames have died down and it is a smouldering mass of ash, therefore you may want to stop piling brash on half an hour or so before the task is due to finish. If necessary, stay with the fire after the volunteers have left and/or return later to check all is well.

7.2 Nature of the habitat/s on which the activity will take place

Risk assessments must also consider the type of habitat the task/activity is set in as different habitats confer different risks. The following sets out some guidance:

Cliffs and crags - Working close to or on cliffs and crags is dangerous as there is an increased risk of falling from height. Staff and volunteers must never work alone; they must wear the right clothing/footwear (with a particular emphasis on a grip sole) and take special care at cliff edges.

Rock climbing/abseiling is generally not allowed unless there is a specific reason (such as survey work). In these cases, only well-trained and long-experienced climbers should climb, with most operations contracted out to specialists. Given climbing/abseiling is inherently dangerous, permission must be sought from the CEO before commencing any such work.

Uplands - The uplands bring a variety of extra risks relating to rapidly changing weather, rough terrain, exposure and that roads and residential properties can be a long way from site operations. These risks must be fully considered. For example, lone working would not normally be appropriate.

Suitable clothing is necessary especially in winter and survival gear should be carried as a matter of course. Staff and volunteers working in the uplands should be trained/experienced in mountain navigation, map and compass etc. Another important consideration is mobile phone signal that is not always available (although the emergency signal may be).

Wetlands - In addition to all the common-sense issues around working in the field, wetlands confer additional risks particularly in relation to exposure, quaking bog (floating mats of vegetation) and bare mud/peat (that can be very fluid). If you find yourself sinking, it is important not to struggle (it can make things worse), seek firm ground quickly, take off your rucksack, lie on the surface of the wet ground, spreading your weight as much as possible whilst you free your feet and legs, using tussocks of vegetation to pull across to firmer ground. Lone working in wetlands should be avoided.

Woodlands - The greatest additional danger to working in woodlands is getting lost. If you do get lost, attempt to back-track rather than go forward, using the terrain to help you back track in a straight line (rather than go round in circles). A compass or GPS is advisable. Be mindful of branch backlash, tripping hazards, and slippery surfaces and never climb trees above head-height. Avoid forest operational areas and beware of fire in dry conditions. Do not undertake activities in woodlands when the wind speed is above Force 6.

Working on/in or near water - *Freshwaters: working **in** or near rivers, streams, lakes, ponds, and ditches.*
Water can be extremely hazardous, with drowning and hypothermia as the principal risks. Risk assessments are essential before any work on/close to open water, to effectively assess these risks and ensure adequate mitigation. Mitigation actions are dependent on:

The depth of water:

- Below ankle deep – no particular precautions though working as a pair is advisable and a stick is useful for steadying.
- To knee deep – must work as a pair, use a stick for steadying and throw lines are advisable.
- To thigh deep – must have two people in the water at any one time, buoyancy aids are recommended, workers must be able to swim, use a stick for steadying and ensure someone else is on the bank with a throw line in the case of a river. If chest waders are used, workers must note the increased risk of drowning and hypothermia and use with extreme care. It is essential to have two people in the water at any one time and one person on the bank with a throw line as well as all the other safety additions set out above (buoyancy aid, stick, swimmer etc.). If chest waders fill up with water, it is very difficult to stand up.
- Over thigh deep deploy a rowing boat or a canoe.

Rate of flow – Check the rate of flow before entering the water by throwing a stick in though note that under-surface currents may be different. If the rate of flow is such that it is difficult to move against the flow, do not work in that waterbody. High flow water bodies must only be tackled in pairs, with another person on the bank with a throw line, by swimmers and wearing buoyancy aids, regardless of the depth of water.

Depth of silt and underwater objects – assess silt depth before entering the water by sticking a stick into the sediment. If the silt depth is greater than 6 inches, do not enter the water; take it slowly using a stick to test the working area.

Weather conditions/flood – water levels can change rapidly. As part of the risk assessment, check weather conditions and factor the weather into the risk assessment.

Note the enhanced risk of biological hazards when working in or near water and additional measures which need to be covered when working with children.

Working on the water - *Freshwaters: working **on** rivers, lakes and ponds.*
In some cases, it is more practical to work from a rowing boat or canoe. All MWT staff and volunteers working in a boat are required to wear a certified and maintained life jacket. Clearly there are dangers around capsizing and risk assessments should consider the guidance above, i.e., ensuring there are three people present, throw lines available, that users have buoyancy aids and can swim. One person must be stationed on the bank. Only experienced users should use boats or canoes on fast flowing water, otherwise use common sense.

See **Section 14, Marine,** for health and safety guidance specifically related to the marine environment.

7.3 How the weather will affect the activity

When running any activity consideration must be given to the weather conditions and advice given to the group accordingly. The person leading the event has responsibility for making the decisions and they must be prepared to cancel or amend an activity depending on the weather conditions on the day or ground conditions which have changed due to previous weather which may have ecological implications (increase trampling and damage) as well as health and safety repercussions. For example, it may not be appropriate to undertake construction in wet conditions or work in a river after high rainfall.

Sunburn - It is important to update risk assessments on the day of the task to take into account weather related risks such as sunburn. Sun cream, hats and sunglasses all protect against sunburn. If hot weather is forecast, inform participants in advance (the day before) so they can be prepared.

Heat exhaustion - Heat exhaustion is a serious condition that can be life-threatening if it moves into a heat-stroke (where the body starts to stop operating because of over-heating). Signs of heat exhaustion include tiredness, dizziness, cramps, thirst, confusion, loss of consciousness and fits. If someone has these symptoms, ensure they stop work, drink lots of fluids and get them cooled down by cooling skin with a moist towel to aid evaporation. If they have not recovered after 30 minutes, call for medical help. If hot weather is forecast, inform participants in advance (the day before) so they can be prepared. Carry extra supplies of clean drinking water.

Hypothermia - Hypothermia causes similar problems to heat exhaustion when the body gets too cold (below 35 degrees). Symptoms include constant shivering, tiredness, low energy, cold or pale skin, fast breathing (hyperventilation), lack of attention, confusion, loss of judgement, slurred speech amongst others. Symptoms of hypothermia can significantly change, based on whether it is mild, moderate, or severe hypothermia, e.g., shivering stops for moderate to severe hypothermia. Should you suspect hypothermia, get the patient into warm and dry clothes and into as warm a place as possible. Do get medical help; hypothermia is very dangerous. During the winter months, encourage volunteers to carry plenty of layers and a change of socks.

7.4 Risk assessment guidance for night-time activities - Limit numbers on site, have a signing in and out sheet, provide illumination e.g., extra torches. Also, avoid sites with water and steep slopes, roads, and poorly maintained paths.

7.5 Dynamic risk assessments

Finally, be adaptable. On the day of the event, be prepared to adjust your plans depending upon the participants. This should include age, fitness levels, appropriateness of clothing and footwear. These will be unknown until the day. Do not be afraid to tell someone they cannot take part in an activity if they are inappropriately dressed.

7.6 Assessing level of risk

Likelihood	**Severity**		
	Slight harm	Harmful	Very harmful
Unlikely	Low	Low	Moderate
Likely	Low	Moderate	High
Very likely	Moderate	High	Intolerable

Intolerable	Hazard must be completely avoided.
High	Hazard must be avoided and reduced to an acceptable level.
Moderate	Hazard must be reduced to As Low As Reasonably Practicable (ALARP).
Low	Hazard will be identified and monitored.

7.7 Parking

Parking is very limited at many MWT nature reserves. Consideration needs to be given so as not to cause an obstruction or cause nuisance to other road users. Modern farm machinery is very large and requires a wide turning area. Ensure participants in any activity are not blocking a field gate. When parking near a junction, ensure everyone is parked on the same side of the road and same side of the junction. Do not block access to a site as this may be required by the emergency services.

8. Leading a Practical Work Party

Practical tasks carried out by MWT are varied in:

- the nature of the site.
- the work undertaken, and
- the widely differing abilities of the people taking part.

The majority of conservation maintenance work undertaken on MWT nature reserves is done by established groups of volunteers who attend practical tasks throughout the year across a range of sites. Most of these volunteers are familiar with MWT reserves and safe working practices on them, through training and repetition, the work to be done and right tools to be used. Most practical work tasks are led by an MWT staff member, and as part of their volunteer management role, they carry out a full Risk Assessment and health and safety briefing prior to every task commencing.

Practical conservation tasks are also carried out by less experienced volunteers on MWT reserves and other land. This includes large groups on inexperienced volunteers, such as corporate work parties. Such tasks, and those where new groups are being encouraged/established, require some additional considerations when it comes to both running the task, and health and safety.

The Work Party leader has overall responsibility for the choice and organisation of the task, but the leader must emphasise that each person has a responsibility to look after their own health and safety.

8.1 Planning the Task

- Visit the site in advance if unfamiliar with it.
- Familiarise yourself with the relevant site audit if working on MWT land.
- Plan the work in advance and consider the nature of the work in relation to the experience of the volunteers expected.
- Complete a risk assessment for the task. A copy of the risk assessment may be required by the organisation in the case of a corporate task.
- Be aware of the precise location of the task (e.g., What3Words or grid reference) nearest telephone, or place with mobile reception and Accident and Emergency Unit – Ramsey Cottage Hospital (MIU)/Nobles.
- List the tools you will require and ensure that the tools are in good condition.
- In any scenario, confirm numbers attending prior to the task to ensure sufficient tools and necessary PPE are available and to calculate what work can realistically be achieved in the time available. Completing a task during the allotted time gives a sense of satisfaction to all involved. Knowing the numbers also helps with provision of refreshments.
- Arrange the appropriate level of first aid cover and ensure a suitable fully stocked first aid kit of the required size for the work party is available.
- In the case of a corporate task, if a large number is expected, or when starting a new group consider enlisting additional help in the form of experienced volunteers/other staff members to help supervise.
- Insist on clear and prompt start, break and finish times.
- If working with a corporate or other outside organisation, establish someone within the organisation (prior to the task day) who will act as a Point of Contact, who will be there on the day. This person should have the emergency contact numbers of the staff taking part. If there should be any last-minute changes, such as cancellation due to the weather, this person will be contacted, and they will inform the other staff.
- Briefing notes must be supplied to the Point of Contact prior to the day. These notes must give an overview of the task and explain the importance of appropriate clothing in advance,

e.g., footwear, thorn-proof gloves, clothes which will not snag and waterproofs. If hot weather is expected suggest hats, sunscreen, and plenty of drinking water.
- Highlight absence of public toilets or where the nearest facilities can be found.

8.2 At the start of work

Task leaders should ideally be on site before the volunteers as this will enable you to:

- Ensure the prepared risk assessment is appropriate for the task and that there have been no significant changes since it was produced, i.e., adverse weather conditions. Slight changes may be required to the planned work due to ground conditions or weather on the day. Note these on a device or in a notebook as described in **Section 6.1.**
- Implement any actions from the risk assessment, e.g., set up warning signs, barrier tape.
- When an individual volunteer is coming along for the first time to an established group, ask an existing volunteer to partner them. It can be daunting for some people to join a group who appear to all know one another and a partner who knows the ropes will enable a new volunteer to settle in quickly.
- Gather everyone together before the start of the task and ensure you have everyone's attention to:
    - Introduce yourself if this is a one-off group.
    - Give some background history to the site in the scenario above or if there is a new volunteer to an established group. Ensure all there know if new people are in attendance and ensure any MWT staff and/or 'lead volunteers' are recognised.
    - Explain the proper use of tools and provide any training to new volunteers/large groups.
    - Explain the objectives of the task and allocate tasks. Be prepared to adjust the work according to abilities as they manifest themselves during the task and explain any significant findings of the risk assessment to everyone involved.
    - Provide work gloves or other personal protective equipment (PPE) and clothing as required if this has been agreed.
    - Ask volunteers to let you know if they leave the site early.

8.3 During Work

- Monitor safe working distances and practices and remind people if there are breaches.
- Ensure that people do not become overtired or thirsty.
- Stop and correct people if they are working in an unsafe manner.
- Encourage rest periods and have an agreed break time for all.
- Whilst late arrival should be discouraged, latecomers must be given the same instructions as outlined above. NB: For some tasks late arrival (after a detailed safety briefing) could mean that a volunteer is unable to participate. The group leader will make this decision.

8.4 At the End of the Task

- Ensure the task is complete or safe to leave.
- Ensure all the tools and equipment are returned to an agreed point. Tools must be cleaned if required and checked for any necessary repairs. Anything that cannot be repaired immediately must be taken out of circulation and marked as inoperable until it is fixed.
- Gather the group together. Carry out a debrief highlighting what has been achieved by them, how this will help nature/MWT and thanking them for their help.
- Ensure everyone has left the site. The group leader/staff member must be the last person on site.

9. Emergency Procedures for Group Activities

One person should take charge of the situation. This would ideally be the MWT staff member, who will make the call on whether emergency services are to be contacted.

In the event of an accident requiring the attendance of the emergency services:

The nearest access point for the emergency services must be identified.

A person (with a mobile phone) should be selected to ring 999 and to be the point of contact for the emergency services.

NB: Reception on some MWT reserves and across the Island as a whole, is very patchy and the person may have to move some distance away from the casualty. Under these circumstances it may be necessary to involve additional people to relay information back and forth.

The Emergency Services Joint Control Room (ESJCR) has a list of all MWT reserves (as at 2025) which includes a map (with access points highlighted), six figure grid references and What3Words. Speak slowly and clearly. For non-MWT land, all risk assessments must have a six-figure grid reference and the What3Words.

In addition to the information the operator should be told the following:

(i) That the incident involves Manx Wildlife Trust;
(ii) The name of the reserve or location and the What3Words;
(iii) The name and telephone number of the person who will meet the emergency services and the relevant access point.

A person (with a mobile phone) must go to the nearest access point to meet the emergency services.

At least one person should remain with the casualty, if possible, but the casualty must not be crowded.

The person in charge will decide if all work should stop.

In the case of an established volunteer group, the person in charge should show to the emergency services the casualty's medical information card.

In the case of a one-off task emergency contact details and any relevant medical information must have been obtained before the task starts from the Point of Contact – **see Section 8, Leading a practical work party**. This information must be destroyed post-task.

If the casualty is conscious, complete a SAMPLE card. **S**igns and symptoms, **A**llergies, **M**edication, **P**ast medical history, **L**ast meal, **E**vents leading up to episode. This information may be useful to the emergency services if the casualty should lose consciousness before they arrive.

The person in charge should contact the family of any casualty if known.

NB: IT IS HIGHLY LIKELY THAT IN MOST OUTDOOR SITUATIONS, THE COASTGUARD WILL BE CALLED TO EXTRACT THE CASUALTY.

10. Personal Protective Equipment (PPE)

10.1 Introduction

To help safe working, MWT will provide suitable/appropriate Personal Protective Equipment (PPE) to each MWT employee and volunteer to help reduce safety risks whilst at work.

The following guidance is intended as an overview and may not cover all PPE items. Safe working should be developed by taking a common-sense approach and by assessing risks and mitigating for them through risk assessments. PPE is part of the assessment but, except for work gloves and eye protection, should be considered as the last line of defence to protect against risks to health and safety. Safe systems of work must always be considered and planned as the first step. It may be possible to do the task by another method which will not require the use of PPE, or, if that is not possible, adopt other more effective safeguards.

PPE instructions must be read in full before use and followed completely. It is the responsibility of the staff member using the PPE to ensure it is effective for the work proposed, in working order, in good repair and in a hygienic condition. Requirements for additional or new PPE should be made to your line manager.

10.2 Storage, maintenance, servicing and inspection

The following provides a useful checklist for PPE maintenance/storage:

- Follow the manufacturer's instructions to ensure it is in good repair, including replacement periods and shelf-life (keeping a log if/as required).
- Ensure good hygiene.
- If you suspect damage, don't use/issue PPE, and have it examined by a qualified person. If you are not confident that you are sufficiently trained to effect repairs, then pass the repair/maintenance onto to someone who is.
- Ensure there is a sufficient stock of spare parts to maintain PPE.
- Ensure there are appropriate storage facilities when PPE is not in use (consider contamination, loss or damage by harmful substances, damp, or sunlight etc.).
- Damaged PPE must be removed and disposed of appropriately. Inform your line manager of the need to replace PPE.
- If more than one item of PPE is being worn, the different items of PPE must be compatible with each other, and each item be correctly fitted.

10.3 Protective equipment

10.3.1 Head protection (e.g., climbing helmets and hard hats)

Head protection (hard hats must conform to EN397 and be in date) should be worn if there is a risk of falling objects or impacts (e.g., construction work, working in pits/quarries, tree-felling, and tree surgery, etc.). All woodland work including felling of trees, when using a chain saw require helmets with visors and ear defenders to be worn. This must be identified in the task risk assessment.

The following checklist helps with ensuring head protection is fitted correctly:

- Choose the right shell size for your head.
- Ensure the hard hat has an easily adjustable headband.
- Ensure the hard hat does not hinder the work undertaken.

Specific storage requirements for head PPE must be adhered to:

- Store on a peg or in a cupboard away from direct sunlight (e.g., not on the back shelf of a car) or in hot humid conditions.
- Inspect on every use for signs of damage or deterioration.
- Inspect for damage to the shell if something drops on the hat or the hat is dropped. Remove if damaged.
- Check and replace sweatbands in the helmet as required.

10.3.2 Eye protection (e.g., safety goggles, face shields)

Eye protection must be worn when handling or coming into contact with acids or irritants, herbicides, pesticides and when working with power-driven tools or hand tools where objects are likely to fly up (e.g. brushcutter/strimmer). Eye protection should also be offered for bird handling and ringing activities and for fencing work (both fenceline clearance and construction), scrub clearance and coppicing, and bonfires. Ensure the eye protection is fit for purpose, works around spectacles (if you wear them), fit well and don't impair vision.

10.3.3 Breathing protection

Breathing protection (or respiratory protection equipment – RPE) is used when undertaking tasks that generate dust, fibres, mists, fumes, micro-organisms, gases, vapours, and low-oxygen. See HSE's RPE guide HSG 53 for more details. When choosing the right type of equipment check that it is fit for purpose (suits the task and the hazard), fits well and has been maintained properly. Maintenance is essential and should be undertaken monthly and in line with manufacturer's instructions. Users must ensure they know how to check, fit and operate RPE before using it., which may require specific training/certification (e.g., PA1 for pesticide use).

Face masks must be made available to staff and volunteers handling dead strandings as dead carcases can carry disease.

10.3.4 Body protection (e.g., boots, chainsaw trousers, gloves, overalls etc.)

Wear protection that is appropriate for the job. Gloves are essential to protect against irritants, corrosives, temperature extremes and provide some protection against cuts, impacts and puncture wounds. Anti-ballistic trousers for chain-sawing, hi-visibility gear where you need to be seen (roadsides, carparks, building/construction sites, etc.) chemical proof overalls for spraying.

Disposable gloves must be provided for strandings volunteers and staff to protect humans and wildlife from transferring disease. Antibacterial gel and wipes must also be provided for the above reason, and to clean equipment between cases.

10.3.5 Hearing protection (e.g., ear defenders, earmuffs)

Ear damage builds up gradually and is difficult to cure. Damaged hearing causing muffling, permanent ringing (tinnitus) and distortion. Ear damage can be reduced by reducing the noise level and limiting the length of exposure to high levels of noise. High levels of noise can be generally defined as a hazard if you are finding it difficult to hear a conversation. If such, use appropriate ear defenders (ear plugs are not suitable as they can cause ear infections) and limit your exposure. Whilst using ear defenders, you will not hear verbal warnings, so visual warnings are required. Noisy

machinery should come with guidance on what type of ear defence is required, so check the documentation, and include it as part of the task risk assessment.

Again, check that the equipment is fit for purpose (the type of noise defence varies – some mitigating for different frequencies), ensure the defenders are of the right standard, fit correctly, and are maintained properly.

10.3.6 Life jackets

The Marine and Coastguard Agency, (MCA) states that lifejackets should be inspected annually following manufactures instruction by an accredited technician.

11. Equipment Maintenance and Servicing

Any equipment could potentially be dangerous, and all users must first familiarise themselves with its operation and hold an appropriate operator ticket if required. Poorly maintained or broken equipment can be dangerous so all MWT equipment must be properly maintained and, where appropriate, serviced (with service/maintenance records retained). This promotes safe working and prolongs the life of equipment, ultimately saving time, money and potential frustration if equipment is not working when required. Equipment that is faulty or broken, must be taken out of use, and repaired or destroyed with acquisitions and disposals recorded on the Asset Register along with any servicing records. Refer to the original manual for servicing frequencies, maintenance checklists, procedures etc. which must be adhered to. If the manual is not available, they can often be sourced from the manufacturer's website.

All staff must ensure equipment is appropriately maintained and fit for purpose before use. The reserves manager/project leader is responsible for management of equipment including servicing where appropriate.

11.1 Use of field equipment

11.1.1 Brushcutters/strimmers

Brushcutters and strimmers can only be used by appropriately trained persons, who must hold a LANTRA Brushcutter Operator Certificate (or equivalent). This applies both on MWT nature reserves and on any MWT sponsored project.

Other people must be kept a safe distance away (15m) from the operator who must be wearing all the appropriate PPE (Steel toe-capped boots, over trousers, gloves and face shield). A method of safely attracting the attention of the operator must be established before work commences. The public must be kept at least 15m from operations with notices or look-outs as appropriate. Livestock and pets must be excluded from the work area.

The equipment must be cleaned/maintained before storage.

11.1.2 Chainsaws

Chainsaw operators must have the appropriate certificate for the work which is to be undertaken which must be available to MWT. This applies both on MWT nature reserves and any MWT sponsored project.

Operators must ensure that no-one comes within 10m of the operation and/or two tree lengths when felling trees, marking out an exclusion zone if practical and/or using banks persons. The public, livestock and pets must be excluded from the work area. A method of safely attracting the attention of the operator must be established before work commences.

No Lone working is permitted when using a chainsaw. A second person who must be first aid trained must be present.

The user of the chainsaw must ensure that it is correctly maintained and serviced. It is the responsibility of the chainsaw user to carry out pre use and post use checks.

11.1.3 Hand Winching

The Tirfor hand winch is a portable manual wire rope hoist which is an ideal lightweight piece of equipment that can be used for moving large loads. They are useful for assisting in felling trees, moving trees/large logs which are on the ground and for the removal of tree stumps.

Winches must not be used by lone workers and must only be used by operators who have had training from MWT. The number of people in the vicinity of a winching project must be kept to the minimum and any footpaths closed whilst the operation is taking place. Banks persons and or look-outs may need to be employed in case signage is ignored. The public, livestock and pets must be excluded from the work area.

No Lone working is permitted when using a hand winch.

Winches and accessories are covered by Lifting Operations and Lifting Equipment Regulations (LOLER) and must be serviced/maintained in good safe working order by competent personnel. A competent person must undertake an examination of the equipment every 6 months and record that they have done so.

For further details on hand winching, see **Tools and Equipment Handbook** stored on SharePoint.

11.1.4 Sickle-bar mower

A sickle-bar mower, which has a reciprocating blade, has the capability to inflict life-changing injuries. They should only be used by operators who have had training from MWT. Ear protection must be worn. The public must be kept well away from operations with notices or look-outs as appropriate. Livestock and pets must be excluded from the work area. A method of safely attracting the attention of the operator must be established before work commences. The risk of injury to those clearing away behind the machine can be reduced by keeping the numbers involved, small.

No Lone working is permitted when using the sickle-bar mower.

For further details on hand winching, see **Tools and Equipment Handbook** stored on SharePoint.

11.1.5 Lifting equipment - Calf of Man

The rope and associated equipment used on the Calf to aid descents/ascents from bird nesting sites is tested twice yearly following Lifting Operations and Lifting Equipment Regulations (LOLER) arranged through MNH and IOM Coastguard. Refer to Calf of Man wardens – guidance for use of line access equipment document.

The use of a crane should only be carried out once appropriate training has been provided, by MNH Contractors. This should never be undertaken as a lone activity, especially as the crane is located on the harbour side. Please refer to the Crane manual in the Calf staff handbook.

11.1.6 Use of DJ Mavic 3 thermal drone

Please note Isle of Man regulations differ from UK regulations. Therefore, even experienced UK pilots still need to read all relevant Manx documentation before using the drone. Only day light flying is permitted, unless a specific licence has been granted for night flying.

All users must have read:

- Civil Aviation (Small Unmanned Aircraft) Order 2020. To be found at Civil Aviation (Small Unmanned Aircraft) Order 2020
- Small unmanned aircraft. Guidance for operators of small, unmanned aircraft in the Isle of Man. To be found at cp4-smallunmannedaircraft-211024_compressed.pdf
- The user manual for the drone (held on MWT server)
- MWT Policy for the use of aerial drones

Staff/volunteers will then need to sign the *Drone use signature sheet* to confirm they have read all the relevant documentation.

A new Risk Assessment will be required for a new activity or survey. However, should a survey require several flights then one risk assessment is adequate but should be reviewed before each flight.

Before flying

A flight plan will need to be completed for each flight and saved on the server. This will include checking the weather is suitable to fly in and that NOTAMS has been checked (https://notaminfo.com/ukmap). Landover permission must also be granted in advance of any flight.

Any safety concerns or damage must be reported to the Marine Officer immediately. Any safety concerns can then be reported using the CCA Form 1 within 72 hours.

More information is available on the Government website:
https://www.gov.im/categories/business-and-industries/civil-aviation-administration-caa/drones/

All documentations can be found on the server - C:\Users\LaraHowe\OneDrive - Manx Wildlife Trust\Administration - Equipment Inc Vehicles\Cameras and Drones\Mavic 3 Thermal Drone

12. Construction

12.1 Introduction

Most construction tasks that MWT undertakes – fencing, putting up a gate or a stile are regarded as standard operations, and a normal risk assessment suffices. However, some major construction tasks (see list below) require a further level of risk assessment and duties as set out in the Construction (Design and Management Regulations) 2015. The CDM Regulations seek to integrate health and safety into the management of a project and to encourage everyone involved to work together to:

- improve the planning and management of a project from its inception.
- identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed.
- target effort where it can do the best in terms of health and safety; and
- discourage unnecessary bureaucracy.

*Definition of **major construction tasks***: carrying out building, civil engineering or engineering construction including:

- Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of any structure.
- Preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- On-site assembly of prefabricated structures, and the disassembly of such structures.
- Removal of a structure (including prefabricated) of any product or waste resulting from demolition or dismantling of a structure.
- Installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

If heavy plant is required for the project, then regulations under CDM must apply. If circumstances restrict the use of heavy plant, but ideally would be used, then CDM regulations will still apply.

MWT does not currently undertake major construction, however, if one is planned, the CEO must be informed.

When MWT staff are required to visit active construction sites they must familiarise themselves with and adhere to the mandatory site safety rules set by the construction site manager. Such site rules will enforce where and how to park vehicles, sign-in and sign-out procedure, and the wearing of appropriate safety clothing (e.g. high visibility and hard hats).

13. Biohazards

There are a variety of biohazards. Human secretions, such as blood for example, must be rigorously avoided by wearing appropriate protection. Otherwise, the most prevalent biohazards are covered below and should be reviewed within the Annual H&S Review.

Participants in any MWT activity must be made aware of all potential biohazards. These must be flagged on the risk assessment in case medical advice is sought later.

Some advice here requires that you are near to facilities which is often not the case. A bottle of fresh water must be carried with you to events.

13.1 Ticks and Lyme disease

Ticks are tiny blood sucking invertebrates that feed on humans and can carry infections, the most serious of which is Lyme disease. Be aware that sheep ticks are most prevalent in the uplands of the IOM but can be found elsewhere such as the Ballaugh Curragh. Lyme disease is rarely fatal but is a debilitating condition that can last for years, occasionally causing chronic arthritis and heart problems. Ticks need to be attached to the body for at least 24-36 hours to transmit the disease and even if you encounter them, it should be possible to detect and remove them before any harm is done. The highest risk is in late spring and early summer when the tick is most active and feeding.

The best control method is to stop ticks attaching to you by wearing close-weaved long trousers and long-sleeved shirts (cuffs fastened and trousers tucked into your socks). If a tick is found remove it carefully or seek medical advice. Wash hands and the bite thoroughly afterwards using disinfectant.

The incidence of ticks on a site must be highlighted in a site audit and flagged on an activity risk assessment. This information must be relayed to participants prior to the activity so that the necessary precautions can be taken.

13.2 Bites and stings

There are many biting or stinging insects in the IOM, from midges to horseflies to wasps. In the main, these cause minor irritations and can be self-treated. However, some people are allergic to bites/stings causing reactions from swellings to anaphylactic shock. If the site has high potential for pests/stings, then add to the activity risk assessment. Obviously, bites and stings can be reduced by keeping skin covered as much as possible and applying an insect repellent on uncovered skin and also keeping away from known hazards (e.g., a wasp's nest). Wasps and hornets are more active in the autumn months, and known sites must be flagged on your risk assessment and mentioned to participants of any activity.

If you get stung by a bee, remove the sting and venom sac from the skin by scraping it out with your fingernail or something with a hard edge (a bankcard works well) trying not to puncture the venom sac or squeezing more venom into the skin. Wasps and hornets rarely leave the sting behind and can sting again, so walk as calmly as possible away. Then wash the affected area with soap and water, applying a cold compress to reduce swelling. Try not to itch and if it doesn't clear up after a few days, seek medical advice. If there are any signs of a severe allergic reaction (e.g., wheezing) seek medical help immediately, if necessary, calling an ambulance. Adults may be offered antihistamine cream at their own risk.

13.3 Leptospirosis

Leptospirosis (Weil's disease and Harjo leptospirosis) is a serious infection that can be fatal. It is transmitted to humans through bacteria, in rat or cattle urine, getting into cuts or scratches or through the lining of the mouth, throat and eyes. Where rats are known to be an issue or working in or near water bodies special care must be taken. Where staff/volunteers are working on watercourses, antiseptic wipes must be readily available and routinely used on hands, especially before eating. To avoid infection, cover all cuts and broken skin with waterproof plasters before and during work. High risk areas must be identified on the risk assessment and highlighted to participants. Sites with a high incidence of rats and bats must be flagged on the site audit and activity risk assessment.

13.4 Tetanus

Whilst rare, tetanus can be serious and is caused by the tetanus bacteria getting into a wound. Symptoms develop after 4-21 days and usually include:

- stiffness in the jaw muscles (lockjaw) – this can make it difficult to open your mouth.
- painful muscle spasms – these can make swallowing and breathing difficult.
- a high temperature (fever.)
- sweating.
- a rapid heartbeat (tachycardia).

The best way to avoid tetanus is to ensure that you have been inoculated. MWT encourage all staff and volunteers undertaking outdoor work to have an up-to-date Tetanus inoculation.

13.5 Toxocariasis

Toxicariasis is caused by worms found in dog and cat muck. It is usually caught from soil or sand that has contained worm eggs for a few weeks or months. Most people do not become ill but in rare cases the worms can spread to parts of the body such as the liver, lungs or eyes. This can lead to serious problems such as difficulty breathing and loss of vision. On sites popular with dog walkers (which should be highlighted in the activity risk assessment), ensure everyone wears gloves and advise washing hands thoroughly before eating.

13.6 Harmful plants

These should be included in the risk assessment and highlighted to participants in advance (the day before) so that they can come appropriately dressed. In most cases this would be advising that long-sleeved shirts and trousers are worn.

There are a few plants that it is worth looking out for as they can be dangerous and should be included in site and task risk assessments. These include:

Apiaceae (Umbelliferae) family –

Hogweed (*Heracleum sphondylium*) – the sap is toxic causing pain, burns and blistering. If working around hogweed, keep your skin covered. If you have contact with hogweed sap wash the area with water, avoid exposure to sunlight (it makes it much worse) and if the reaction is severe seek medical attention. Giant hogweed (*Heracleum mantegazzianum*) has the same effect but is much less common on the Isle of Man.

Other Umbelliferae, e.g., ragwort and (wild parsnip) also have toxic saps though the symptoms are milder than Hogweed).

Bracken – there is some evidence that bracken spores are carcinogenic. Whilst this is not proven, it is sensible to avoid bracken during the main spring season in late summer (or wear a respirator if really necessary).

Nettles – tiny needle like hairs causing rapid burning and itching though generally it's not a particular problem. Avoid by covering up and if you are stung, apply dock leaves or antihistamine cream.

Blackthorn – Whilst generally, thorny vegetation should be treated with common sense (gloves, eye protectors etc.), blackthorn is a particular issue as its thorns can cause infection. As such, working with blackthorn should be adequately risk assessed, covering up with thick clothing, thorn proof gloves and boots, gauntlets, and eye protection. Similar precautions should be taken with alder buckthorn.

Sedge and Reed canary grass – saw-like teeth on the outer edges of these leaves are surprisingly effective at slicing skin so when working with these plants, wear thick clothing and gloves, cleaning any cuts with antiseptic wipes and applying plasters to stop bleeding and keep clean.

13.7 Dead animals

Dead animals obviously pose a high risk of infection including TB infection so:

- Avoid touching dead animals and particularly mouth, eyes, and nose directly. If it is necessary, use gloves.
- Wash thoroughly afterwards.
- Wash and clean any protective clothing used.
- Dispose of dead animals safely.

If the animal is to be examined in a laboratory, use tongs, sticks or very good gloves to move it into a sealed plastic bag or plastic container. Take care not to inhale anything that comes out of the animal. Work upwind of the dead animal. Face masks must be available.

Any necropsies undertaken to ascertain cause of death should be undertaken with care and appropriate PPE equipment worn, such as gloves and face mask. If undertaken in a lab make sure the space is well ventilated, however, most necropsies are done in the field.

The Isle of Man is currently TB free, however; it is important to remain vigilant and be aware of the risks associated with TB.

13.8 Bacterial infection

Bacteria normally infect people through wounds, eyes, mouth, nose, and ears. So:

- Pay attention to warnings posted by IoM Government or Manx Utilities regarding water contamination readings and avoid sewerage outfalls.
- Wash hands thoroughly after contact with "dirty" water.
- Cover open cuts and wounds with waterproof dressings.
- If litter-picking use litter-pickers and wear suitable gloves.
- Any cuts should be thoroughly cleaned, and antiseptic applied.

Seal mouths contain an array of bacteria, some of which are resistant to antibiotics. Any seal sitters involved with training receive a letter written by BDMLR explaining the necessity to present the letter to any medical experts should they be bitten and the subsequent course of treatment.

13.9 Bird ringing and general handling

Bird ringing and handling can only be undertaken by suitably licenced persons with the appropriate PPE and following BTO guidelines.

13.10 Bird flu

The latest guidelines which provide advice and guidance on best practice for mitigating spread of HPAI can be found at bto_hpai_guidance_to_ringers_v03. The ringing guidance is mandatory (p3) and the sanitising of nets is also now required. The handling of sick or dead birds is generally discouraged, although this activity does not require licensing but should follow strict biosecurity measures as outlined on p5 of the document.

Bird flu in Seals

Bird flu has been found in seals since 2021. The risk to the public is very low and the PPE already advised to staff and volunteers for handling or moving dead carcasses is likely sufficient. For further information see https://www.gov.uk/government/publications/bird-flu-avian-influenza-findings-in-non-avian-wildlife/confirmed-findings-of-influenza-of-avain-origin-in-non-avain-wildlife

13.11 Bats

Only licensed persons with an up-to-date vaccination against rabies are to handle bats. Where contact with bats is deemed likely the staff member, or volunteer should remove themselves from the situation and call a licensed person.

13.12 Wetlands

If working in wetlands, any equipment, especially nets in contact with key species (amphibians and fish) are to be disinfected after use to prevent transmission of harmful pathogens. Appropriate PPE to be worn applicable to the species likely to be encountered. If you have any concerns about potential spread of disease, please contact a local GP or specialist.

14. Marine

The marine environment can be extremely hazardous, including the intertidal zone, with drowning, being cut off from access off the beach and hypothermia as the principal risks. Risk assessments are essential before any work on, near to or in the sea, to effectively assess these risks and ensure adequate mitigation.

The mitigating actions will depend on the type of activity undertaken, such as intertidal working (rockpool sessions, attending live and dead strandings etc), working on the water, such as from a boat, and diving and snorkelling where the activity will require an underwater element.

Preferably no lone working in or around the marine environment should be undertaken but where it is deemed acceptable, such as attending a stranding/intertidal work, the buddy system must be adhered to and a mobile phone carried at all times.

14.1 Intertidal working

Suitable footwear and clothing must be worn, and the buddy system adhered to at all times. Mobile phones must be carried. Checking the tides to ensure you are not cut off from access off the beach must be done before heading out. Carrying a first aid kit is also advisable. It would be useful to have the what3words app on your phone to help identify your location as obvious landmarks may be limited and enable the emergency service to locate you more quickly.

The weather forecast must be checked before leaving to ensure conditions are suitable for the task, for example mist/fog will reduce visibility of the shore or members of the public is running an event.

14.2 On water

This will generally be from a boat and life jackets must be worn at all times and these should be within date. Life jackets must be annually serviced, and a working radio must be present on the boat, along with other safety equipment such as flares and a first aid kit.

Approaches to working on non-commercial boats and charter boats will be slightly different and this will need to be factored into the risk assessment. An inspection of all safety equipment should be undertaken before use of either option. Do not assume the charter boat is up to spec - check. They should be coded by the MCA or through the IOM Government harbours work boat code (when it comes into force). Any boat used should follow SOLAS chapter 5 regulations for safety https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/343175/solas_v_on_safety_of_navigation.pdf . The boat must be seaworthy. The skipper of a charter boat should be a minimum of a coastal skipper whilst anyone crewing on a non-commercial boat must have either BSAC Diver cox ticket or RYA powerboat Level 2.

The weather forecast much be checked before departure to ensure conditions are suitable for the task at hand, such as calm conditions may be required to handle survey equipment on deck safely.

14.3 Diving or snorkelling

BSAC best practice guidelines must be followed, and all divers must be qualified to sports diver and above and fit to dive. Self-medical declaration forms will need to be completed, and any divers recently having had Covid need to follow the BSAC guidelines around returning to diving after Covid. Emergency contact details and relevant medical history will be provided in sealed envelopes before each dive and only opened in an emergency. Diving is restricted to a depth of 30m.

Every diver must either be BSAC qualified and a current member or have their own personal insurance.

An O_2 kit and first aid kit must be available. The dive manager for the event should be a dive leader or above and have oxygen admin certification. The Seasearch generic risk assessment for diving should be utilised when completing a risk assessment for each dive, but this is not an exhaustive assessment. If diving or snorkelling from a boat a working radio is required and anyone using the radio must be qualified to do so.

Any public snorkelling or Seasearch organised events can only take place with a BSAC snorkel instructor and follow safe snorkelling practices, such as adequate number of instructors to snorkellers. Safety precautions highlighted above also apply to snorkelling activities.

The weather forecast much be checked before departure to ensure conditions are suitable for the task at hand, such as recovering the diver from the water, especially in emergency situations.

As highlighted in the section above, if a boat is to be used it must be checked in advance to ensure it is seaworthy, including any safety equipment. Any charter boats used must comply with the requirements listed above.

15. Manual Handling

Moving heavy or awkward loads around the workplace accounts for a quarter of reportable incidents to the Health and Safety Executive. These are mostly muscle injuries that accumulate to cause serious problems yet can be avoided by following safe lifting and manual handling approaches:

- Use risk assessments to highlight and mitigate against issues.
- Avoid unnecessary movement of loads and/or use a mechanical aid to assist (e.g., a sack truck or wheelbarrow).
- Split a load into smaller more easily manageable pieces, and/or ask for help.
- Ensure the route is clear of obstructions, including opening any doors before starting to move the load.
- Take extra care on slippery surfaces, going downstairs or approaching swing doors.
- Ensure that you can see over the top of your load and that your path is unobstructed.
- When lifting, take a firm grip, keep the back straight, bend the knees and lift with the legs. Never bend your back.
- Lift by straightening the legs gradually, do not persist in attempting to lift the load if it is a strain. Use the same technique when putting a load down. It's just the opposite of lifting, has the same risks and requires the same techniques in reverse.
- Do not change a grip once carrying a load, rest it on a firm support and then change.
- Do not carry a load in one arm or support it by the hips, this can cause localised strain.
- Avoid lifting whilst twisting as this is an added strain.

Manual handling posters must be displayed in our buildings to remind us of the correct techniques to use. If there isn't one, please put one up. Detailed information on manual handling can be found here: https://www.hse.gov.uk/pubns/indg143.htm

16. Working at Height

Staff may occasionally need to access areas using a step ladder or ladder. Only do so if you feel competent and safe.

Complete/read a risk assessment and follow the advice below (ref: https://www.hse.gov.uk/work-at-height/ladders/print.htm)

16.1. Overview

There are simple, sensible precautions you should take to stay safe when using portable leaning ladders and stepladders in the workplace. Make sure that you use the right type of ladder and that you know how to use it safely.

16.2. When and how to use a ladder at work

When to use a ladder

Ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment that offers a higher level of fall protection is not justified.

This is because of the low risk and short duration of use, or there are existing workplace features which cannot be altered.

Short duration is not the deciding factor in establishing whether use of a ladder is acceptable – you must have first considered risk.

As a guide, if your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative equipment.

You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so).

How to use a ladder safely

To use a ladder, you must be competent or, if you are being trained, you should be working under the supervision of a competent person.

Competence can be demonstrated through a combination of training, practical and theoretical knowledge, and experience.

Training should be appropriate for the task, and this includes knowing:

- how to assess the risks of using a ladder for a particular task
- when it is right to use a ladder (and when it is not)
- which type of ladder to use and how to use it

16.3. How to check your ladder is safe before you use it

Before using a ladder, you should have access to user instructions from the manufacturer in case you need to refer to them.

You should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use.

A pre-use check should be carried out:

- by the person using the ladder
- at the beginning of the working day
- after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet)

The check should include:

- **the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse
- **the feet** – if they are missing, worn or damaged the ladder could slip. Also check the ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the actual feet and not the dirt (eg soil, chippings or embedded stones) are making contact with the ground
- **the rungs** – if they are bent, worn, missing or loose, the ladder could fail
- **any locking mechanism** – does the mechanism work properly? Are components or fixings bent, worn or damaged? If so, the ladder could collapse. Ensure any locking bars are fully engaged
- **the stepladder platform** – if it is split or buckled, the ladder could become unstable or collapse
- **the steps or treads on stepladders** – if they are contaminated, they could be slippery; if the fixings are loose on the steps, they could collapse

If you spot any of the above defects, do not use the ladder and tell the person in charge of the work.

16.4. Types of ladder and using them safely

16.4.1. Leaning ladders

When using a leaning ladder to carry out a task:

- Only carry light materials and tools – read the manufacturer's labels on the ladder and assess the risks
- Don't overreach – make sure your belt buckle (or navel) stays within the stiles
- Make sure the ladder is long enough or high enough for the task
- Don't overload the ladder – consider your weight and the equipment or materials you are carrying before working at height
- Check the pictogram or label on the ladder for any advisory information
- To help make sure the ladder angle is at the safest position to work from- you should use the 1-in-4 rule. This is where the ladder should be one space or unit of measurement out for every four spaces or units up (a 75° angle)
- Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles

- Don’t try to move or extend the ladder while standing on the rungs
- Don’t work off the top three rungs. Try to make sure that the ladder extends at least 1 metre or three rungs above where you are working
- Don’t stand ladders on movable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans or mobile elevating work platforms
- Avoid holding items when climbing (consider using a tool belt)
- Don’t work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work
- Maintain three points of contact when climbing and wherever possible at the work position.
- Where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, start a screw etc), you will need to take other measures to prevent a fall or mitigate the consequences if one happened
- Secure the ladder (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point (ie do not rest it against weak upper surfaces such as glazing or plastic gutters)
- Consider using an effective stability device (a device which, if used correctly, prevents the ladder from slipping, some types of ladders come with these)

16.4.2. Telescopic ladders

Telescopic ladders are a variation of leaning ladders but remember that they don’t all work in the same way.

They should always be used, stored and transported with care and kept clean. In addition to following this guidance, it’s important you read and follow the user instructions provided by the manufacturer.

Before every use – in addition to the normal ladder checks – make sure they are operating correctly and that the mechanisms that lock each section are working properly.

Always follow the user instructions regarding the opening and closing procedure. Be aware of the potential for trapping fingers between the closing sections. Remember some of the important parts are inside where they cannot be seen. If you are in any doubt, do not use them.

16.4.3. Stepladders

When using a stepladder to carry out a task:

- Check all four stepladder feet are in contact with the ground and the steps are level
- Only carry light materials and tools
- Don’t overreach
- Don’t stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold
- Ensure any locking devices are engaged
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can’t engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete)

- Where side loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder

When deciding whether it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, or install a smoke detector on a ceiling), the decision needs to be justified, taking into account:

- the height of the task
- whether a handhold is still available to steady yourself before and after the task
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether the stepladder can be tied (eg when side-on working)

16.4.4. Combination and multi-purpose ladders

Combination and multi-purpose ladders can be used as stepladders, a variation of stepladders or leaning ladders. Combination ladders are sometimes referred to as 'A' frame ladders.

These types of ladders can be used in a variety of different configurations. You should:

- check to ensure that any locking mechanism is properly engaged before use
- always recheck the locking mechanism if the setup of the ladder is changed
- on three-part combination ladders, never extend the top section (the section extending above the A frame) beyond the limit marked on the ladder and specified in the user manual

16.5. Where ladders should be used

As a guide, only use a ladder:

- on firm ground
- on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination
- where it will not be struck by vehicles (protect the area using suitable barriers or cones)
- where it will not be pushed over by other hazards such as doors or windows, ie secure the doors (not fire exits) and windows where possible
- where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base)
- where it has been secured

16.6. Securing ladders and ladders used for access

Options for securing ladders

The options are as follows:

- Tie the ladder to a suitable point, making sure both stiles are tied
- Where this is not practical, secure the ladder with an effective ladder stability device
- If this is not possible, securely wedge the ladder (eg wedge the stiles against a wall)
- If you cannot achieve any of these options, foot the ladder. Footing is the last resort

Ladders used for access

In general:

- Ladders used to access another level should be tied and extend at least 1 m above the landing point to provide a secure handhold
- At ladder access points, a self-closing gate is recommended
- Stepladders should not be used to access another level, unless they have been specifically designed for this

16.7. Inspecting the condition of ladders

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:

- have no visible defects. They should have a pre-use check each working day
- have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements
- are suitable for the intended use, ie are strong and robust enough for the job
- have been maintained and stored in accordance with the manufacturer's instructions

A detailed visual inspection is similar to pre-use checks, in that it is used to spot defects and can be done on site by a competent employee.

Pre-use checks make sure that a ladder is safe to use and are for the immediate benefit of the ladder user.

These checks do not need to be recorded. Any problems or issues should be reported to a manager.

Detailed visual inspections are the responsibility of the employer. They should be carried out at fixed intervals and recorded. Records of these inspections provide a snapshot of the state of the ladders over time.

When doing an inspection, look for:

- damaged or worn ladder feet
- twisted, bent or dented stiles
- cracked, worn, bent or loose rungs
- missing or damaged tie rods

- cracked or damaged welded joints, loose rivets or damaged stays

Pre-use checks and inspections of ladder stability devices and other accessories should be performed in accordance with the manufacturer's instructions.

17. Vibration risks from the use of powered equipment

17.1 The risk

Powered equipment vibrates. Over exposure to vibration can be damaging. Common conditions resulting from such over-exposure are hand-arm vibration syndrome and carpal tunnel syndrome. Common symptoms include tingling and numbness, a loss of strength and 'white finger' that becomes red and sore as the flesh recovers. Where vibrating equipment is used (e.g., chainsaws, brushcutters, reciprocating mowers, grinders, hammer drills), users should include vibration as part of the risk assessment.

17.2 Assessing risk

The vibration risk is serious and is regulated under the *Control of Vibration at Work Regulations 2005*. These regulations set the maximum exposure limits using a measure called the "exposure action value" (EAV) which is a function of the amount of vibration and the time used. Each piece of equipment has different vibration values, and this should be checked (usually it can be found quite easily on the internet and for newer pieces of equipment should be included in the user instructions). Users cannot exceed 5.0m/s² (exposure limit value) and you have to take action where the EAV is over 2.5m/s², though any vibration is a risk, so the risk assessment should reflect that. EAV levels can also be assessed using the UK Health and Safety Executive's exposure calculator. Estimating time should take into account down-time, when users are not actually exposed. Essentially, the risk assessment must seek to reduce exposure to vibration:

- Reduce the levels of vibration through good maintenance and use a lower power setting if you can.
- Reduce the time exposed by switching off the machine when not in use or putting down an idle machine, taking it in turns to use the equipment or simply taking a break.
- Reduce the impact of vibration by wearing anti-vibration gloves or simply keeping your hands warm by wearing normal gloves or using a heated handle on cold days.
- Monitor signs of vibration impact – checking for any signs of vibration syndromes.

One approach to risk assess equipment is to deploy a traffic light system that can be recorded on the equipment maintenance logs for powered equipment:

Green – safe to use as actionable exposure values cannot be reached in an 8-hour period.
Amber – some controls must be included in the risk assessment as exposure levels can go over 2.5 over an 8-hour period.
Red – where rigorous controls must be put in place as exposure levels will exceed 2.5 within three and half hours.

Further information on Hand/Arm vibration can found on the UK HSE website.

17.3 Whole-body vibration

Another vibration risk comes from sitting or standing on machines, such as tractors, mini-tractors, quad bikes etc. Such vibration can exacerbate existing conditions and in particular back problems. As with hand powered vibration, these risks must be assessed, and action taken dependent on likely exposure. An EAV of above 0.5 m/s^2 requires technical and organisational measures to mitigate the risk whilst the maximum limit is 1.15 m/s^2. These can be calculated by checking vibration values in user instructions or on the internet and using HSE's Whole-Body Exposure Calculator.

Mitigating this risk can include setting the seat position correctly, ensuring machinery is well maintained, buying low vibration machinery, and limiting the amount of time using such machinery. Further guidance on control of Whole-Body Vibration can be found on the HSE website

18. Electricity

18.1 Introduction

Electricity (normal mains voltage, 230 volts AC) can kill and non-fatal shocks can cause severe and permanent injury, whilst poor electrical installation can cause fires. Electricity is dangerous but care, planning and common-sense precautions can avoid most accidents. The main hazards are:

- Contact with live electrical parts causing shock and/or burns –
- Electric faults could cause fire, and electricity could be the source of ignition in a potentially flammable or explosive atmosphere. This can include static electricity caused by two surfaces rubbing together which is a particular problem where there are inflammable gases or a high concentration of oxygen or where someone discharges a build-up of static onto themselves through touching the charge.
- Power output from generators and that stored in high power batteries

18.2 Working with electricity

As always, when working with something that could potentially be harmful, details must be added to site and task risk assessments to set out how that risk can be reduced. The presence of underground cables or overhead power lines is highlighted in MWT site audits which must be referred to as a matter of course when planning an activity on such a site. The following table gives some considerations that may help setting out site and task risk assessments:

Overhead power lines	Locate bonfires away from overhead lines (and electricity sub-stations) as a combination of smoke, debris and moisture can allow electricity to arc to the ground. Clearly contact with power lines is potentially fatal so works must be undertaken away from power lines. Power lines must be taken into account during drone flight risk assessments.
Underground power cables	Never assume the absence of cables even in rural areas and consult service plans and use cable avoidance tools before digging. If unsure, hand dig test pits before bringing in mechanical diggers.
Portable equipment	All equipment must be inspected and tested annually (PAT testing) by an electrician. Before purchasing electrical equipment, make sure the power supply can handle such equipment and that sockets are available. Cables and sockets should be thoroughly checked before use. If there is any damage (cracks, loose wires, visible copper wires etc. – do not use). Ensure equipment cannot get wet. When not in use, turn the equipment off and unplug. Do not use multi-way adapters whilst only a maximum of 4 socket extension cables cannot be used. Extension cables should be rated to 13 amps, must not be overloaded (add up each appliance and if it comes to more than 13 amps, use another socket). Cables must be fully unwound when in use as they can heat up and ignite.
Fixed wiring	Fixed wiring should be inspected every five years by an electrician.
Electric fencing	Such fencing must be labelled, safely sited, correctly installed, and regularly maintained.
Repairs and maintenance	Can only be done by qualified electricians with the exception of changing a lightbulb or changing a plug fuse.
Outdoor equipment	Must be designed for outdoor use and protected by a 30mA residual current circuit breaker. Don't use indoor equipment in damp spaces.

19. Hazardous Substances

19.1 Introduction

Hazardous substances can be extremely dangerous and their use are subject to strong legislation through the Control of Substances Hazardous to Health Regulations (COSHH) that places a duty on employers to control any hazardous products containing chemicals, fumes, vapours and mists, dusts, gases, asphyxiating gases and biological agents (germs – see biological hazards section). Such substances should be indicated on packaging (as below). Lead, asbestos, and radiological substances have a further set of regulations.

<table>
<tr><td colspan="5">Physical hazards</td></tr>
<tr><td> 
Explosive</td><td> 
Flammable</td><td> 
Oxidizer</td><td> 
Corrosive for metals</td><td> 
Compressed, liquefied gas</td></tr>
<tr><td colspan="4">Health hazards</td><td rowspan="2">Environmental hazards</td></tr>
<tr><td colspan="2">Highly acute hazards</td><td>Chronic or medium acute hazards</td><td>Highly chronic hazards</td></tr>
<tr><td> 
Toxic</td><td> 
Skin or eye corrosive</td><td> 
Irritating, sensibilizating</td><td> 
i) CMR,ii) STOT hazard if swallowed</td><td> 
Aquatic toxicity</td></tr>
</table>

19.2 Using hazardous substances

- It is best to avoid using hazardous substance where possible. However, if required complete the appropriate risk assessment and follow COSHH guidelines as to its usage.
- Some substances have exposure limits for example pesticides http://www.hse.gov.uk/pubns/books/eh40.htm) Exposure can be through breathing, skin contact, injection into the skin and swallowing. All instances of pesticide usage must be recorded and retained as these may be required by DEFA to meet cross compliance under the ADS. (See record sheet stored on SharePoint).
- Consider handling and storage, following instructions and never decanting into other containers unless the instructions specifically say this is possible and then never into an unmarked container.
- Consider safe disposal using licenced disposal facilities.

The following table sets out some specific information to a range of hazardous substances that are potentially used by MWT in our work

Pesticides	In addition to COSHH regulations, pesticides are also covered by the Control of Pesticide Regulations. ***Operators must be trained and competent to apply pesticides. Only staff with appropriate qualifications can use pesticides.*** Likewise, only contractors that fully comply with COSHH and pesticides regulations can be employed.
Veterinary medicines	Medicine and sheep dip can be harmful; manufacturer instructions must be followed. See also Code of practice for MWT graziers. Further information can be found on the HSE website.
Timber preservatives	Preservatives are also controlled under COSHH and Pesticide regulations. Read instructions and add notes to the risk assessment. Importantly, wear gloves, apply outdoors or in well-ventilated areas, ensure there are washing and first aid facilities, erect warning signs if necessary, including details of the treatment applied. Store safely and dispose of via licenced operators.
Exhaust fumes and other vapours	Engine gases and other vapours from, for example, glue, paints, or solvents are harmful at high levels whilst some could cause explosions, so should only be used in well-ventilated areas and in accordance with label instructions. If anyone suspects any leakage from gas canisters, do not enter the room (or get out quickly) and call emergency services.
Dust	Dust inhalation can be very dangerous with symptoms developing over many years. Mould spores in hay, dust produced from sawing, grinding, or drilling and dusts from wood, fibreglass and epoxy resins can all be very harmful to lungs and skin. Controlling dust inhalation should form part of the risk assessment with mitigating actions relating to reducing dust production, suppressing dust (damping down), using personal protective equipment, and reducing exposure by limiting time within dusty environments. See HSE website Dust Hub for more information.
Asbestos	Certain types of asbestos are lethal. In good condition, asbestos can be managed safely but an Asbestos Management Plan must be created, and communicated to all users of the building and contractors carrying out works at the site. Staff and volunteers must not handle asbestos ever. If asbestos requires work or disposal, specialist companies must be contracted in. More information can be found on the HSE website: HSE website asbestos section.
Hypochlorite	Used on the Calf to clear the harbours of algal growth. Refer to the COSHH data sheet in the Calf handbook etc.

20. Driving and Cycling at Work

Of all the activities that staff, and volunteers undertake at MWT, driving and cycling on roads can be considered a high-risk activity, as it contributes to the most serious accidents. Thankfully accidents are rare, but no matter the experience and ability of a driver, mistakes/accidents still happen, and there is no control over what other drivers may do, and some drivers do not give other road users full consideration.

The procedures set out below seek to minimise risk as far as is reasonable.

20.1 Authorisation

All prospective drivers of MWT Vehicles must submit a photocopy of their driving licence and staff with a medical condition that may affect their ability to drive safely MUST declare it. Any changes in a driver's licence status (e.g., endorsements, penalty points, change of address etc.) must be advised to the MWT AO (who will inform the CEO if required).

Drivers must only drive vehicles that their licence categories and age allow them to drive. This includes the towing of trailers and use of minibuses for carrying passengers.

20.2 Training and instruction

Specific training/instruction will be given to drivers of all MWT vehicles. MWT has several 4x4 vehicles. Driving on tracks and lanes and across flat meadows is to be expected. Driving off-road on slopes and hillsides must not be undertaken without additional training. MWT will assess the need for and provide such training where appropriate for the role.

Drivers may not drive quad bikes and similar all-terrain vehicles until they have received formal training with a recognised quad bike training organisation.

20.3 Safety checks and maintenance

As with any piece of equipment, vehicles should be checked before they are used. MWT seek to ensure that vehicles are road-worthy, but users have a responsibility to check the vehicle themselves before use. The following points are a minimum to follow:

- Report defects and damage immediately to help ensure vehicles are maintained properly. MWT operates a 'no-blame' culture for vehicle defect and damage reporting – accidents can happen to us all - the important thing is to report it so that it can be fixed.
- Do not take a vehicle on the road, or continue to drive it, if you think it is in any way unsound.
- If you have an accident, do not continue to drive until the vehicle has been checked by an approved garage.
- All vehicles must be maintained and serviced. Records must be kept of all work carried out, which are retained by MWT AO.

20.4 Fitness to drive

Medical conditions which may affect a driver's ability to drive must be notified to the CEO and your line manager. The following points are a minimum to follow:

- Driving a vehicle under the influence of alcohol or drugs is both illegal and highly irresponsible. Such actions are an immediate disciplinary offence.
- Drivers should not drive when excessively tired.

20.5 Personal safety

While MWT does not always provide a mobile phone, staff and volunteers must take a mobile with them when driving MWT vehicles. The following points are a minimum to follow for personal safety:

- Emergency calls (999 or 112) can be made even if the normal signal strength is weak. Mobile phones must only be used when the vehicle is parked up with the engine switched off. (112 is used as the emergency number across Europe and can also be used in the UK).
- A high visibility vest must be kept in all MWT vehicles.
- No more passengers may be carried in a vehicle than there are proper seats.
- Drivers and all passengers must wear seat belts. It is the law.
- Remove clutter. Loose items can be a distraction to drivers and are dangerous if they roll into the drivers' footwell whilst the vehicle is in motion.

20.6 Breakdowns

If the vehicle you are driving breaks down, try to ensure the vehicle is parked in a safe position to avoid causing a hazard to other road users. Please then follow the next steps:

- Switch on the vehicle's hazard warning lights.
- Exit the vehicle on the side away from passing traffic and move away to a safe distance.
- Wear a hi-visibility vest to increase your visibility to other road users. If the vehicle cannot be moved to a safe location, contact the police to inform them of the situation.
- Drivers should then contact the Peel office to inform MWT of the situation and to seek assistance if needed.
- Contact any relevant breakdown cover.
- Keep in contact with the MWT office so that any further assistance can be provided, and so that we can be sure of your personal safety.

20.7 Accidents and incidents

Following an accident, the priority is to deal with any injuries, so the emergency services should be called on 999 or 112 if required.

To ensure the safety of other road users, the same procedure as for breakdowns should be followed.

All accidents when travelling on MWT business by any mode of transport must be reported to the CEO and MWT AO at the Peel Office as soon as possible after the immediate situation has been addressed so that appropriate assistance can be provided.

Do not admit liability for an accident as this may prejudice any legal or insurance claim. Gather as much information/evidence as possible at the scene, including photographs if possible. There is guidance in the vehicle wallet regarding what information to collect, and a form to record it on.

All MWT vehicles must contain a First Aid kit and accident book. If you have to use the first aid box, please make sure it is returned to the vehicle and kept properly stocked. It you have an accident/injury, you must complete the accident book and inform the Administration Officer so that the main accident record in the Peel office is up to date.

20.8 Vehicle loading

Ensure vehicles are never overloaded and follow these steps as a minimum:

- Spread loads to give an even weight distribution and as low a centre of gravity as possible by placing heavier items at the bottom and middle of the vehicle, rather than the sides.
- Never remove the goods cage/bulkhead on vehicles fitted with them.
- Loads must be secured in place with strapping or netting designed for the purpose to restrain them in the event of an accident.
- Tyre pressures must be adjusted according to loading. The correct pressures for the load are shown in each vehicle manual, which is in the glove box of each vehicle.
- The use of ground sheets to keep the vehicle clean when carrying a dirty load is requested.

20.9 Use of trailers (inc. towing boats)

Drivers must select a towing vehicle that is appropriate for the task. The vehicle manufacturer specifies the Gross Train Weight (GTW) which must not be exceeded. This is the maximum allowable combined weight of the towing vehicle and trailer.

Use the right sized trailer – smaller trailers are easier to handle – considering the nature, size and weight of the load.

Each trailer has a specified Maximum Gross Weight (MGW) or Maximum Authorised Mass (MAM – maximum allowable weight of trailer and payload).

If the appropriate trailer is not available, then find an alternative; don't switch to a trailer that is not appropriate for the job.

MWT will assess the need for and provide training on the use of trailers where appropriate for the role.

20.10 Trailer safety checks and maintenance

As with the use of a vehicle, whilst MWT will try to ensure the trailer is in good condition, it is your responsibility to check that before you use it. If you think the trailer is unsound, then don't use it; get it checked.

20.11 Trailer loading

Be careful in how trailers are loaded – don't overload them and spread the load evenly with heavier items in the middle rather than the edges.

Secure loads with strapping or netting. Tyre pressures must be adjusted according to loading. The correct pressures for the load are shown in each trailer manual.

20.12 Transportation of hazardous substances

Hazardous substances must only be carried in vehicle suitable for the purpose, and not in a saloon vehicle. You must follow these steps for our commonly transported hazardous substances:

Petrol/Diesel

- Fuels must be carried in an approved container marked with the diamond symbol and marked 'flammable'.
- Restrict the volume carried to that required for the task to be carried out.
- A maximum of 2 plastic containers each containing 5 litres, or 2 metal containers each containing 10 litres may be carried.
- Containers must be securely strapped or tied down.

Pesticides/herbicides

- Pesticides and herbicides must only be transported in a vehicle with a bulkhead and in a secure, leak-proof chemical marked container.
- The vehicle must be locked whenever you are not in sight of it.
- Never carry pesticides in the cab of a tractor, self-propelled equipment, or other vehicle. If they must be transported, they must be secured in a container attached to the outside of the vehicle.

20.13 Cycling

When using a bicycle provided by MWT, safety helmets and eye protection must be worn.

MWT will ensure the bicycle is in good condition, but it is your responsibility to check it is road worthy before you use it. If you think the bicycle is unsound, then don't use it; report it to the AO.

Bicycles should be maintained in line with manufacturer instructions ensuring that maintenance records are kept. Any defects/damage should be reported immediately to the AO to be rectified. Records will be kept by the AO.

21. Tractors and other agricultural vehicles

Agricultural vehicles, such as tractors, mini excavators, dumpers, mini diggers etc., must only be used by staff and volunteers that have both the relevant driving licence and have been specifically trained in the use of such vehicles. Staff and volunteers can only take these vehicles out onto the Highway if they are over 21. These are not passenger vehicles and must not be used as such.

21.1 All-Terrain Vehicles (ATV's) and Utility Terrain Vehicles (UTV's)

21.1.1 ATV's Training/instruction – Anyone using an ATV must have attended a suitable formal training course with a recognised training provider and have been assessed as competent to drive the vehicle and have approval to do so from their line manager.

21.1.2 UTV's Training/instruction - Anyone using a UTV must have been approved to do so by their line manager, have received in-house training from a competent member of staff, and have been assessed as competent to drive a UTV before doing so independently.

21.1.3 Personal Protective Equipment (PPE) - For driving an ATV, a correctly fitted helmet must be worn at all times. It is recommended that safety boots/shoes are worn by drivers of both ATVs and UTVs. All vehicles should be fitted with handlebar muffs. Clothing appropriate to the task being carried out must also be worn. Users of UTV's do not need to wear a helmet but must wear clothing appropriate to the task being carried out.

21.2 ATV/UTV type

ATVs/UTV's for use in work for MWT must be designed as professional vehicles and not recreational vehicles.

Because ATVs/UTVs are used in dirty and often muddy environments the cab, footplate, steps, and pedals should be regularly cleaned to help prevent accidents due to slipping.

These ATVs and UTVs Safe Driving Procedures must be followed:

- Drivers must know the limits of their vehicle in all terrains.
- Drivers must have received an induction into driving of the vehicle before using it.
- Select the correct gear and drive at the appropriate speed for each operation.
- Passengers must not be carried on an ATV/UTV unless specific seating arrangements have been provided by the manufacturer.
- Passengers must not be allowed to ride on the drawbar, Power Take Off (PTO) or on any towed equipment. If travelling in a trailer, passengers must be seated and contained within the sides.
- Before any PTO driven equipment is hitched onto a vehicle, maintained, or adjusted, the engine of the vehicle **MUST BE TURNED OFF.**
- Tools or other equipment must not be carried loose on an ATV/UTV but must be secured on luggage carriers/rear load bed, etc.
- Adjustments to the ATV/UTV must not be made whilst it is in motion (e.g., adjusting seat). Stop before you make the adjustment.
- If you must leave an ATV/UTV for any length of time, ensure that the engine is switched off; the handbrake is on; the machine is out of gear, and you have removed the ignition keys.

Road use – ATVs/UTVs taken onto a public highway must be equipped with a full road kit, be fitted with registration plates, and serviced regularly (as per manufacturers recommendations). If the vehicle is to be taken on the public highway, it must be insured and taxed.

Off-road use - In addition to the standard safe driving techniques, drive slowly when on rough ground, cornering, on slopes, crossing gullies and near ditches.

22. MWT Mascot Costume

MWT has a mascot called Tappee (pronounced Tah-Vee) the Tern. The following safety guidelines must be always adhered to when wearing the mascot costume.

22.1 Guide to escort

Tappee must always be escorted by a guide. When wearing Tappee your vision will be restricted meaning you are particularly vulnerable to trip hazards. You must ensure that you are always accompanied by a guide whilst wearing Tappee. The guide should walk slowly and take you by the arm when moving as well as verbally guiding you through any potential hazards.

22.2 Amount of time in Tappee

Mascot costumes can become excessively hot, and extended use can be hazardous. Keeping cool and comfortable in Tappee is essential for your health and safety. You must only be in Tappee for a maximum of 30 minutes at a time. You must not wear Tappe for more than an hour at a time. If you feel uncomfortable, to hot, or lightheaded whilst wearing Tappee, you must let your guide know and find a suitable location to remove part or all of Tappee and rest.

22.3 Hydration

Whilst wearing Tappe, you must maintain good hydration. Take it into account your personal circumstances. Some people lose more fluids through sweating and will need to drink more than others who drink less. On very hot days you will need to drink more fluids, but even in cool conditions you will need to drink more than usual.

22.4 Cleaning

Performers become hot and sweaty inside the mascot. To avoid the spread of bacteria, ensure that Tappee is sprayed/wiped with anti-bacterial spray inside and out before and after use. Ensure that Tappee is completely dry before storing to avoid mould developing within the costume. It is recommended to line/air dry, if possible.

For protocol on the use of Tapppee see guidance/policy notes via the Engagement team.

Appendix 1 RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as applied to the Island came into force in January 1993. Reporting accidents and ill health at work is a legal requirement. The information enables identification of where and how risks arise and investigation of serious accidents. Full details can be found at https://www.gov.im/media/1375818/reporting-of-injuries-diseases-and-dangerous-occurrences-regulations-1985.pdf

What is an accident?

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. Injuries themselves, e.g. 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g. repetitive lifting), are not classed as 'accidents' under RIDDOR.

Immediate notification

The Health and Safety at Work Inspectorate must be informed as soon as practicable (normally by phone TEL: 01624 685881) and in any case within 24 hours, if anybody dies or is seriously injured in an accident, or if there is a dangerous occurrence, in connection with work undertaken on behalf of MWT.

Record keeping

A detailed report should be sent to the inspectorate within 7 days
A record should be kept of any accident, dangerous occurrence or reportable disease
A copy of the completed report should be kept on SharePoint

Part A List of serious injuries

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

This list summarises the injuries which are reportable.

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot.
- Amputation of a hand or foot, or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to any eye, or a chemical or hot metal bum to the eye.
- Injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.

- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

Part B Dangerous Occurrences

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Failure of any load-bearing fairground equipment, or safety arrangement designed to restrain or support passengers.
- Explosion, collapse or bursting of any closed vessel.
- Electrical short circuit or overload causing fire or explosion.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of one tonne or more of:

Highly flammable liquid

Flammable gas; or

Flammable liquid above its boiling point

- Collapse or partial collapse of a scaffold over five metres high.
- Accidental release of any substance or pathogen likely to cause death, major injury or other damage to the health of any person.
- Any unintentional ignition or explosion of explosives.
- Failure of any freight container in any of its load-bearing parts.
- Dangerous occurrence at a pipeline.
- When a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- Malfunction of breathing apparatus while in use.
- Plant or equipment coming into contact with overhead power lines.

- Accidental collision of a train with any vehicle.

Part C Occupational diseases – these are detailed in Schedule 2 of the regulations.

- Certain poisonings
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis and mesothelioma
- Infections such as leptospirosis, hepatitis, tuberculosis and anthrax
- Other conditions such as occupational cancer, decompression sickness and vibration white finger