



**MAKING  
LOCAL WOODS  
WORK**

# **Guide to Holding a Volunteering Event in Your Woodland**

Produced in association with



**Contents**

Introduction ..... 3

1.0 Setting Up Your Volunteer Scheme..... 4

    1.1 Health and Safety ..... 4

    1.2 Welfare..... 4

    1.3 Insurance..... 4

    1.4 Work Tasks ..... 4

2.0 Health & Safety Requirements ..... 6

    2.1 Duty Holders and Responsibilities ..... 6

    2.2 Health and Safety Policy..... 7

    2.3 Risk Assessments ..... 7

    2.4 Personal Protective Equipment..... 8

    2.5 Training and Information ..... 8

    2.6 First Aid ..... 9

    2.7 Accident Reporting ..... 9

    2.8 Other health and safety requirements..... 9

    2.9 FISA Safety Guides ..... 9

3.0 Arranging Your Volunteer Day..... 10

    3.1 Arranging Your Volunteers ..... 10

    3.2 Review Your Risk Assessments ..... 10

    3.3 Personal Protective Equipment (PPE) ..... 10

    3.4 Tools ..... 10

    3.5 Lunch ..... 10

    3.6 Access Information ..... 11

4.0 On the Day..... 12

    4.1 Site induction ..... 12

    4.2 Allocating the work ..... 12

    4.3 PPE ..... 12

    4.4 Tools ..... 12

    4.5 Training ..... 12

    4.6 Supervising the works..... 13

    4.7 Late Cancellation..... 13

5.0 Feedback ..... 13

    5.1 Required Feedback ..... 13

    5.2 Collation of Feedback..... 13

References ..... 14

Appendix 1 – Woodland Insurance Providers..... 15

Appendix 2 – Instructions to Volunteers ..... 16

## Introduction

This guide is for woodlands who are considering holding a volunteering event, particularly those wishing to use external volunteers from local organisations, to carry out works within their woodland. The work could range from clearing scrub to felling trees, and anything in between, including construction activities.

You may be asking yourself 'Why would an organisation want to help out in my woodland?' Well there are many reasons for organisations to get involved in their local community, not least of which their commitments around Corporate Social Responsibility (CSR). Many private companies have set targets around community involvement and some will offer paid leave to volunteers. Construction companies in particular are encouraged to get involved in their local community through the Considerate Constructors Scheme, and many would like to reconnect their staff with the materials they are using; in this case timber.

However, woodlands can be dangerous places, so your primary consideration must be the health and safety of your volunteers. This guide should be read in conjunction with the guidance available from the Health and Safety Executive (HSE), [www.hse.gov.uk](http://www.hse.gov.uk), and the Forest Industry Safety Accord (FISA), [www.ukfisa.com](http://www.ukfisa.com), to ensure your works comply with the requirements of the Health & Safety at Work Act 1974, and other relevant legislation. All works must be planned in advance, and risk assessed to ensure the capabilities of the volunteers match the required works to be carried out.

In addition this guide lays out other attendances you will need to provide for your volunteers to comply with the requirements of the Making Local Woods Work Volunteer Programme.

We trust you will find this guidance useful, but if you do have any questions, please contact our volunteer day co-ordinator, Grown in Britain, who will be able to assist you.

**Email:** [enquiries@growninbritain.org](mailto:enquiries@growninbritain.org)

**Telephone:** 0117 958 2189

For further information you can also visit the Making Local Woods Work website:

**Website:** [www.makinglocalwoodwork.org](http://www.makinglocalwoodwork.org)

## 1.0 Setting Up Your Volunteer Scheme

The key thing to remember when setting up your volunteer event are the five P's: Preparation and Planning Prevent Poor Performance. This will include, among others, looking at what activities you need to carry out, the equipment you will need, the health and safety measures you need to put in place, and the welfare facilities you will need to provide.

Below we have outlined the key areas you will need to comply with to participate in the Making Local Woods Work Volunteer Programme and address the five P's. However this list is not exhaustive, and there may be other requirements that you will need to consider. It is your responsibility as the woodland owner/director to ensure you comply with all legal requirements that may not be covered in this guide.

### 1.1 Health and Safety

Woodlands can be dangerous places, so your primary consideration must be the health and safety of your staff and volunteers. Section 2 sets out the minimum requirements you will need to meet before you will be permitted to hold a volunteer day under the Making Local Woods Work Programme. This includes nominating duty holders, putting in place a health and safety policy, carrying out risk assessments and identifying personal protective equipment (PPE) requirements, training and information to be delivered, first aid requirements, and accident reporting.

### 1.2 Welfare

You will need to provide the following welfare facilities at you woodland:

- toilet and hand basin with running water (this does not need to be mains water, this could be from a water container bought to site on the day), soap and towels;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for the work);
- first aid kit and accident book (see also section 2);
- somewhere to rest and eat meals.

### 1.3 Insurance

Valid Employers Liability and Public Liability insurance is a minimum requirement for participation within the Making Local Woods Work Volunteer Programme. This should cover your organisation if a volunteer or member of the public was to suffer a loss or injury as a result of your activities and if that person made a claim for compensation. The insurance would usually cover the compensation payment plus any legal expenses. The Small Woodlands Owners Group has a blog on the subject ([SWOG Blog](#)), and a list of known specialist insurers, who can provide cover for woodland owners, is included in Appendix 1.

### 1.4 Work Tasks

This could be a mixture of forestry tasks and/or construction tasks. Remember that these tasks will need to match the experience of the volunteer; many of who will not have any experience of forestry. However they may have other skills that could be useful to you, such as construction skills. Examples of tasks you may want to get your volunteers to do include:

#### **Unskilled/Semiskilled Tasks** – Suitable for any volunteer

- Planting trees
- Caning and guarding newly planted and regenerated trees
- Manual clearance of vegetation and mowing
- Manual tree and coppice cutting, pruning and stacking

- Moving smaller logs and filling bags
- Basic path and track maintenance (hand tools)
- Basic ditch construction and maintenance (hand tools)

**Skilled Forestry Tasks** – Only suitable for skilled foresters

- Mechanised tree and coppice felling, pruning, stacking and cross cutting operations (including chainsaw and harvester)
- Aerial tree operations
- Mechanised vegetation cutting, mowing and maintenance (including clearing saw / strimmer)
- Residues and processing (including Wood chipper, Saw bench, Fire wood splitter)
- Chemical application
- Flail and mulcher operations

**Skilled Construction Tasks** – Only suitable for skilled construction professionals

- Land surveying
- Landscape architecture
- Post and rail and stock fencing and repair
- Dry walling and repair
- Path, track and road construction and maintenance using machinery (e.g. excavator)
- Ditch construction and maintenance using machinery (e.g. excavator)
- Construction of compost toilets or solar showers
- Other types of surveying or construction advice

**Other Skilled Tasks** – Other skilled professionals

- Health, Safety and Environmental Advice
- Biodiversity surveys

Only competent (and where required certificated) individuals are to be permitted to carry out skilled tasks. Evidence of certificates should be requested in advance of the day.

You will need to prepare Risk Assessments for any tasks that have the potential to cause harm (see section 2 for further information).

Wherever possible, you should avoid involving volunteers in any kind of work around overhead power lines (OHPL) or underground cables, as there have been an increasing numbers of incidents in recent years. Any work on or around OHPL's or underground cables should be done by professionals only.

## 2.0 Health & Safety Requirements

This guide should be read in conjunction with the guidance available from the Health and Safety Executive (HSE), [www.hse.gov.uk](http://www.hse.gov.uk), (e.g. [Health and Safety Made Simple](#)) and the Forest Industry Safety Accord (FISA), [www.ukfisa.com](http://www.ukfisa.com), to ensure your works comply with the requirements of the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

The information below is the minimum required for you to be able to hold volunteer days at your woodland. Additional measures may be required to comply fully with the above regulations, with respect to staff and contractors working in your woodland.

### 2.1 Duty Holders and Responsibilities

In this guide we refer to '**You**' as being the person putting people to work (Landowner, Leaseholder, or Forest Works Manager), '**Staff**' are your employees, and '**Others**' would include contractors, the general public, and your volunteers.

You must appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. You or an employee could be appointed as the competent person, however if you are not confident of your ability to manage all health and safety in-house, or if you plan to carry out higher-risk activities, you may need some external help or advice.

The [FISA Guidance on Managing Health and Safety in Forestry](#) identifies four duty holders:

Role	Definition	Duties
<b>Landowner or Leaseholder</b>	Person or Organisation in control of the land on which forestry work takes place.	<ol style="list-style-type: none"> <li>1. Co-ordination of the activities of the overall forest environment for health and safety purposes.</li> <li>2. Gathering information about hazards on and around forestry worksites and communicating these to the Forestry Works Manager (FWM).</li> <li>3. Ensuring that the work on a particular site does not affect the health and safety of other people.</li> </ol>
<b>Forestry Works Manager (FWM)</b>	Person or Organisation who commissions the work on a forestry site (This could be the above or someone acting on their behalf).	<ol style="list-style-type: none"> <li>1. Using information from the Landowner to prepare an outline risk assessment for work on the site and for haulage of timber away from site (where applicable).</li> <li>2. Selecting competent Contractors who have made adequate provision for health and safety.</li> <li>3. Specifying health and safety measures for Contractors working on the site and anyone else who may be affected by the work activity.</li> <li>4. Appointing a Forestry Works Supervisor (FWS) (where applicable)</li> <li>5. Liaising with the Landowner.</li> <li>6. Monitoring health and safety on site.</li> </ol>
<b>Contractor</b>	Provider of a forestry service	<ol style="list-style-type: none"> <li>1. Work with the FWM and FWS to ensure health and safety standards are met.</li> <li>2. Select sub-contractors who are skilled and experienced, competent and have</li> </ol>

		<p>made adequate provision for health and safety.</p> <ol style="list-style-type: none"> <li>3. Manage employees and sub-contractors and ensure they work safely. This may include the appointment of a Contractor Site Safety Coordinator (CSSC)</li> <li>4. Ensuring the appropriate arrangements are in place so that safe systems of work are maintained if the owner/controller of the Contractor's business is absent.</li> </ol>
<b>Sub-contractor</b>	Anyone engaged by a contractor other than by direct employment	<ol style="list-style-type: none"> <li>1. Co-operation with the arrangements for health and safety on the site.</li> <li>2. Managing personal health and safety.</li> <li>3. Reporting any unsafe practices or occurrences.</li> </ol>

For smaller woodlands the roles of the Landowner, Forest Works Manager and Contractor may be combined, with the duties carried out by one person.

Please also give consideration to the size of the group, particularly where felling operations are being carried out. You will need to be confident that the group activities can be monitored safely by the person appointed. When working with larger groups you may need to consider assigning more support.

## 2.2 Health and Safety Policy

You will need to describe how you will manage health and safety in your organisation to let your staff and others know about your commitment to health and safety. This will be your health and safety policy. It should clearly say who does what, when and how. A template is available from [www.makinglocalwoodwork.org](http://www.makinglocalwoodwork.org) which is based on the HSE guidance. You will need to review this on a regular basis (and at least annually) to make sure it remains effective.

## 2.3 Risk Assessments

You must control the health and safety risks in your woodland. You will need to think about the activities that have the potential to cause harm and take reasonable steps to prevent that harm. This is known as a risk assessment. There is no need to record everyday risks, such as walking around the woodland site; you only need to record 'significant findings'.

The law does not expect you to remove all risks, but to protect people by putting in place measures to control those risks, so far as 'reasonably practicable'. Your risk assessment need only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks.

A good starting point is to walk around your woodland and consider the hazards (things that may cause harm) of the activities you plan to carry out. Then think about the risk (which is the chance, high, medium or low, of somebody being harmed by a hazard, and how serious the harm could be). Think about how accidents could happen and who might be harmed. Ask your staff what they think the hazards are, as they may notice things that are not obvious to you, and may have some good ideas on how to control the risks. Concentrate on the real risks – those that are most likely to cause harm. Consider the measures you are already taking to control the risks and ask if you have covered all you need to do. You will also need to consider whether the capabilities of the staff and others match the required tasks to be carried out. Once you have identified the risks, and what you need to do to

control them, you should put the appropriate measures in place. Then record your significant findings on the risk assessment register.

It is unlikely that your woodland will stay the same. Sooner or later you will bring in new equipment, substances or procedures that could lead to new hazards. Even changing circumstances on the day, such as a change in weather conditions, will affect your assessment. You should therefore review your risk assessment on a regular basis, and check it on the day of the activity. If anything significant has changed, update it.

A risk assessment template, based on the HSE and FISA guidance, is available and this can be downloaded in Word format from [www.makinglocalwoodwork.org](http://www.makinglocalwoodwork.org). This has been pre-populated with indicative hazards and associated risks for the general activities as well as the unskilled and semiskilled activities highlighted above. You will need to update those risks already identified to your site specific conditions, and work with the volunteering organisation to help you populate the rest of the risk assessment where you intend to carry out skilled tasks.

For further guidance see HSE publications:

- Five steps to risk assessment ([Leaflet INDG163\(rev3\)](#)); and
- Personal Protective Equipment (PPE) at Work. ([Leaflet INDG174\(rev2\)](#))

and FISA publication:

- Introduction to Risk Assessment ([Information Leaflet 002-1214](#))

## 2.4 Personal Protective Equipment

The Risk Assessment is likely to identify various items of personal protective equipment (PPE) that will be required to minimise the risk of harm to your volunteers. It is your responsibility to provide those who carry out work for you (staff, volunteers and contractors) the correct PPE required to safely carry out their tasks. However, depending on the type of equipment, your volunteers may be willing to provide their own (e.g. safety boots).

## 2.5 Training and Information

Those who carry out work for you need to know how to work safely and without risks to health. You must provide clear instructions and information, and adequate training, for your employees. You will need to consider how much training is necessary. A proportionate approach is needed, for example low-risk activities would not need lengthy technical training. Providing simple information or instructions in the form of an induction or via a short briefing (e.g. toolbox talk) is likely to be sufficient. This may include:

- hazards and risks they may face;
- measures in place to deal with those hazards and risks;
- PPE required to carry out the task;
- how to follow any emergency procedures.

Remember that some of those carrying out work for you may have particular health and safety needs, for example young and/or inexperienced recruits are particularly vulnerable to accidents, and the old or disabled may need special assistance.

Higher risk activities, such as felling trees and applying pesticides, must only be carried out by specially trained and competent, and where required certificated, individuals.

Only individuals trained and certificated in the use of forestry plant and machinery (e.g. pesticide spraying equipment, chainsaws, harvesters, etc.) are to be permitted to use these items on site.



For further guidance see HSE publications:

- Chainsaws at work ([Leaflet INDG317\(rev1\)](#));
- Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22 (Third edition)

## 2.6 First Aid

You are responsible for making sure those carrying out work for you receive immediate attention if they are taken ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

As a minimum, you must have:

- a trained first aider on site at all times;
- a suitably stocked first-aid box;
- an appointed person to take charge of first-aid arrangements;
- an emergency evacuation plan (Complete [FISA 802 Emergency Planning](#));
- information for all employees giving details of first-aid arrangements.

If you do not have your own first aider, you may be able to agree with the volunteer group whether they are happy to provide one. More detailed information on first aid requirements (such as what you might need in a first aid box) can be found on the first-aid pages of the HSE website [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid).

## 2.7 Accident Reporting

Under health and safety law, you must report and keep a record of certain injuries, incidents and cases of work-related disease. You can find out which ones must be reported and how to report them on the HSE website ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)). These incidents and any injuries also need to be reported back to the Making Local Woods Work co-ordinator so that lessons can be learnt, and where appropriate, procedures put in place to reduce future risk.

Keeping records will help you to identify patterns of accidents and injuries, and near misses, and will help when completing your risk assessment. Your insurance company may also want to see your records if there is a work-related claim.

For further guidance see HSE publications:

- A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) ([Leaflet INDG453\(rev1\)](#))

## 2.8 Other health and safety requirements

You must also maintain your premises and work equipment, and keep pedestrian routes and public rights of way clear of obstructions.

You will also have your own policies and procedures that you will need to communicate, such as areas where smoking is allowed.

## 2.9 FISA Safety Guides

FISA have also published a number of forestry specified guidance which should also be consulted. Below are a selection that may be applicable for volunteers:

- [FISA 103 Planting](#)
- [FISA 104 Fencing](#)
- [FISA 802 Emergency Planning](#)
- [FISA 805 Training and certification](#)

A full list of the guides can be found at [www.ukfisa.com/safety-information/safety-library](http://www.ukfisa.com/safety-information/safety-library)

### **3.0 Arranging Your Volunteer Day**

#### **3.1 Arranging Your Volunteers**

An enquiry form is available from the MLWW website ([www.makinglocalwoodwork.org](http://www.makinglocalwoodwork.org)) which asks you to confirm which of the above health and safety and insurance requirements you have in place, and also asks what type of volunteers you are looking for. This can be completed and sent through to our MLWW co-ordinator, Grown in Britain, or alternatively contact Grown in Britain with the required information:

Email: [enquiries@growninbritain.org](mailto:enquiries@growninbritain.org)

Telephone: 0117 958 2189

Grown in Britain will look to see if any organisations have submitted an enquiry to volunteer in woodlands in your area, and also contact organisations on their volunteering mailing list, to try and find a suitable match. If a match is found, your details will be passed to the organisation so they can make contact with you to arrange dates and times.

Appendix 2 – Instructions to Volunteers, includes an example of the information you should provide to the volunteering organisation. You should tailor this information for use in your woodland.

#### **3.2 Review Your Risk Assessments**

You will need to review your risk assessments to make sure they still adequately cover the tasks you intend to carry out. Keep in mind any changes in the site and environment since your last review. Also take into account any potential adverse weather forecast.

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your staff spotted a problem?
- Have you learnt anything from accidents or near misses?

Consult with your staff and regular volunteers to get their feedback on any issues. You must provide copies of the risk assessments for the tasks you plan to carry out on the volunteering day to the volunteering organisation in advance.

#### **3.3 Personal Protective Equipment (PPE)**

Ensure the PPE required for the tasks you wish to carry out is available, and within any expiry dates. You may request that general PPE, such as boots and gloves, and PPE for skilled tasks is provided by the volunteer(s). Specialist PPE for unskilled and semiskilled work will need to be provided by the woodland, however you may request volunteers to bring these if they have them. You will need to confirm which PPE you will provide on the Enquiry Form, and likewise which PPE must be provided by the volunteer. The Forestry Works Manager (or their nominated Forestry Works Supervisor) has the final say on whether PPE provided by volunteers is acceptable for use on the day.

#### **3.4 Tools**

You will need to provide all tools required for the tasks you wish to carry out, however you may request that your volunteers bring any tools that could help with these tasks. You can indicate these on the Enquiry Form. You have the right to refuse the use of any tools that are deemed by you to be unsafe or not fit for purpose.

#### **3.5 Lunch**

You are not required to provide lunch for your volunteers, although you may wish to do so. All that we ask is that you let us know whether you intend to provide lunch and/or other

refreshments (tea and coffee, hot water, etc.) so that we can inform the volunteers on what they need to provide themselves. Drinking water must be provided by you as a minimum.

### **3.6 Access Information**

You will need to provide details on how to access your woodland. This should be in the form of a map, and where available, an address and (nearby) postcode. You may also want to consider temporary signage directing volunteers to your woodland. You should also include details of parking arrangements for cars and nearest public transport options (bus, train, etc.).

## **4.0 On the Day**

### **4.1 Site induction**

You will need to provide a site induction to your volunteers before they carry out any work in the woodlands. This must cover:

- Identification of key personnel (e.g. Forestry Works Manager, First Aider)
- Location of first aid box
- Welfare arrangements
- Risk assessments overview
- Environmental overview
- General PPE requirements
- Accident reporting and emergency contact numbers and procedures
- Other information (smoking policy, rubbish policy, etc.)

A record of this induction, signed by all attendees, must be forwarded to the MLWW coordinator.

### **4.2 Allocating the work**

You will need to take into consideration the skill level of volunteers and their physical abilities when allocating general unskilled or semiskilled work.

Where skilled construction or forestry work is to be carried out, the volunteers doing this work must be able to demonstrate they are competent (e.g. Construction Skills Certification Scheme (CSCS) card for construction tasks or British Association of Landscape Industries (BALI) card for forestry tasks).

You are reminded that higher risk activities, such as felling trees and applying pesticides, must only be carried out by specially trained, and where required certificated, individuals. Only individuals trained and certificated in the use of forestry plant and machinery (e.g. pesticide spraying equipment, chainsaws, harvesters, etc.) are to be permitted to use these items on site.

### **4.3 PPE**

You are responsible for issuing all PPE required for the works, and ensuring that any PPE provided by the volunteers is suitable and within any expiry dates. The Forestry Works Manager (or their nominated Forestry Works Supervisor) has the final say on whether PPE provided by volunteers is acceptable for use on the day.

### **4.4 Tools**

You are responsible for issuing all tools required for the works, and ensuring that any tools provided by the volunteers are safe and fit for purpose.

### **4.5 Training**

You will need to ensure the volunteers have clear instructions and information on the tasks you wish them to carry out, and are trained, for example in the safe use of the tools provided. For most tasks a simple briefing at the workplace, sometimes referred to as 'Toolbox Talk', is likely to be sufficient, for example using the FISA safety guides and/or the task specific risk assessment, and may include:

- hazards and risks they may face;
- measures in place to deal with those hazards and risks;
- PPE required to carry out the task;
- how to follow any emergency procedures.

Remember that some of those carrying out work for you may have particular health and safety needs, for example young and/or inexperienced recruits are particularly vulnerable to accidents, and the old or disabled may need special assistance. It is recommended that an initial monitoring check is carried out shortly after training to ensure the learning and safety measures are being correctly applied.

#### **4.6 Supervising the works**

You must ensure the works are adequately supervised. This will include ensuring the Forestry Works Manager (or their nominated Forestry Works Supervisor) are in attendance throughout the volunteering day to deal with any emergency situations.

#### **4.7 Late Cancellation**

In the unlikely event that the volunteer day needs to be cancelled, you will need to contact the MLWW co-ordinator and the volunteer group organiser(s) immediately. Although we appreciate there is an element of weather-dependency on tasks, we would not expect an event to be cancelled for a bit of rain or snow, or if it is cold. However we would expect you to suspend or cancel activities in high winds or other excessive weather conditions (e.g. blizzard, deep snow, heavy rain, thunderstorms). A contact number for the volunteer group will be provided so that you can inform them of a last minute cancellation.

### **5.0 Feedback**

#### **5.1 Required Feedback**

For many organisations taking part in volunteer programmes, measuring the impact of the volunteers provided is important. Therefore woodlands must be prepared to provide the following information following the volunteer day:

- Volunteer hours – Total person hours spent at the woodland site (this allows the organisation to calculate their in-kind contribution);
- Volunteer improvement – Training provided to the volunteer, and work carried out (this allows the organisation to judge the skills gained);
- Impact – This will vary, but could include, for example, the hectares of woodland bought back into management, or amount of woodland opened up to the public;
- Media impact – Any positive media impact as a result of the volunteering activity.

The volunteer group will need to confirm the feedback they require at the time of booking.

Many of the companies will want to photographically record their day in your woodland, so they can use them internally to promote volunteering among their staff, and externally to show what they have done in the local community. If you have any objections to photographs being taken in your woodland you will need to communicate this when expressing your interest in taking part in this scheme.

#### **5.2 Collation of Feedback**

Making Local Woods Work will collate the feedback for individual organisation, and record the total numbers of hours volunteered by each organisation so that this can be used for publicity purposes ,for example 100, 500, or 1,000 hours of service completed.

## References

Health & Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

- Health and Safety Made Simple - <http://www.hse.gov.uk/pubns/indg449.pdf>
- Five steps to risk assessment (Leaflet INDG163(rev3)) - <http://www.hse.gov.uk/pubns/indg163.pdf>
- Personal Protective Equipment (PPE) at Work. (Leaflet INDG174(rev2)) - <http://www.hse.gov.uk/pubns/indg174.pdf>
- Chainsaws at work (Leaflet INDG317(rev1)) - <http://www.hse.gov.uk/pubns/indg317.pdf>
- First Aid requirements - [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) - [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- A brief guide to RIDDOR (Leaflet INDG453(rev1)) - <http://www.hse.gov.uk/pubns/indg453.pdf>

Forest Industry Safety Accord (FISA) [www.ukfisa.com](http://www.ukfisa.com)

- Guidance on Managing Health and Safety in Forestry - <http://www.ukfisa.com/safety-information/safety-library/health-and-welfare.html>
- Introduction to Risk Assessment - <http://www.ukfisa.com/assets/files/safetyLibrary/Risk-Assessment/Risk-Assessment--FISA-Info-Leaflet-002-1214-rev-1215.pdf>
- FISA 103 Planting - <http://www.ukfisa.com/assets/files/safetyLibrary/FISA%20103%20Planting.pdf>
- FISA 104 Fencing - <http://www.ukfisa.com/assets/files/safetyLibrary/FISA%20104%20Fencing.pdf>
- FISA 805 Training and certification - <http://www.ukfisa.com/assets/files/safetyLibrary/FISA%20805%20Training%20and%20Certs.pdf>
- Full list of the available guides - [www.ukfisa.com/safety-information/safety-library](http://www.ukfisa.com/safety-information/safety-library)

## **Appendix 1 – Woodland Insurance Providers**

The following is a list of providers known to provide insurance to woodlands.

Inclusion on this list does not imply a recommendation or endorsement of an insurance provider. Other providers are available. Member groups should seek quotes from a range of providers and ensure that the insurance coverage meets their requirements.

**TCV** (formerly BTCV) community network scheme which is underwritten by Zurich:

<http://www.tcv.org.uk/community/join-community-network/community-group-insurance>

### **NFU Mutual**

<http://www.nfumutual.co.uk/farmers/insurance.htm>

### **Naturesave**

<http://www.naturesave.co.uk/>

### **Tennyson Insurance (w Zurich)**

<http://www.tennysoninsurance.co.uk/>

### **Keegan & Pennykid "Encompass" Insurance:**

<http://www.keegan-pennykid.com/charity-insurance/>

### **The Beech Tree**

<http://thebeechtree.com/woodland-insurance/>

## Appendix 2 – Instructions to Volunteers

### Introduction

This guide is for volunteers who will be carrying out works within a woodland. This could range from clearing scrub to felling trees, and anything in between, including construction activities to enable this work to be carried out. In addition this guide lays out the welfare and health and safety arrangements that should be provided. However, please remember that many of the groups in the network are small, with very limited experience of engaging with external volunteers in some cases, so part of the assistance you may be able to offer is helping them put the facilities and health and safety documents in place.

Woodlands can be dangerous places, so our primary consideration is the health and safety of our volunteers and others affected by the works. This guidance has been produced in conjunction with the guidance available from the Health and Safety Executive (HSE), [www.hse.gov.uk](http://www.hse.gov.uk), and the Forest Industry Safety Accord, [www.ukfisa.com](http://www.ukfisa.com), to ensure the works comply with the requirements of the Health & Safety at Work Act 1974, and other relevant legislation.

In order to make your day as enjoyable and as safe as possible, we ask that all volunteers read and adhere to the following.

### General Health and Safety Requirements

You will be required to attend the site induction before you can carry out any work in the woodlands. This will cover:

- Identification of key personnel (e.g. Forestry Works Manager, First Aider)
- Location of first aid box
- Welfare arrangements
- Risk assessments overview (risk assessments should be available from the woodland prior to the event)
- Environmental overview
- General PPE requirements
- Accident reporting and emergency contact numbers and procedures

You will be required to sign a record of this induction, and a copy will be sent to the MLWW coordinator.

### Clothing and Personal Protective Equipment

Because activities take place in all weathers, volunteers are advised to wear suitable warm, and where applicable waterproof clothing. It is better to wear too much, and to wear layers that can be peeled off when activities start. It should also be noted that volunteers are likely to get dirty, so we would advise them not to wear clothing that they wish to keep clean.

Personal Protective Equipment (PPE) will be provided for specific tasks, however we ask that the following PPE is provided by the volunteer:

- Stout, comfortable and waterproof boots. Boots with a hard toe-cap will be required for some tasks, so please wear these if you have them.

Although the following will be available on request, we ask that volunteers provide the following if available to them:

- Work gloves (e.g. rigger gloves)
- Eye protection
- Hi-vis jacket or waistcoat
- Waders
- Hard hat (where involved in aerial operations)



Where you decide to wear your own safety equipment it is your responsibility to ensure this equipment and clothing complies with all relevant safety standards. Any harm suffered by you as a result of using your own equipment or clothing that does not comply with safety standards, or where you use the equipment and clothing incorrectly, will not give rise to any liability on behalf of the Woodland.

### **Welfare arrangements**

The following welfare facilities will be available:

- toilet and hand basin with running water, soap and towels;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is required);
- somewhere to rest and eat meals.

The Woodland does not accept responsibility for loss or damage to volunteers belongings used or stored on Woodland premises. You should therefore take appropriate precautions to ensure the safety of your possessions.

### **Allocation of Work Tasks**

We will take into consideration the skill level of volunteers and their physical abilities when allocating work. These could be a mixture of forestry tasks and/or construction tasks depending on the skills and experience of the volunteers. It is your responsibility to notify us of any medical conditions or other issues that may require you to be excluded from certain activities below. Examples of tasks you may be involved in include:

#### **Unskilled/Semiskilled Tasks** – Suitable for any volunteer

- Planting trees
- Caning and guarding newly planted and regenerated trees
- Manual clearance of vegetation and mowing
- Manual tree and coppice cutting, pruning and stacking
- Moving smaller logs and filling bags
- Basic path and track maintenance (hand tools)
- Basic ditch construction and maintenance (hand tools)

#### **Skilled Forestry Tasks** – Only suitable for skilled foresters

- Mechanised tree and coppice felling, pruning, stacking and cross cutting operations (including chainsaw and harvester)
- Aerial tree operations
- Mechanised vegetation cutting, mowing and maintenance (including clearing saw / strimmer)
- Residues and processing (including Wood chipper, Saw bench, Fire wood splitter)
- Chemical application
- Flail and mulcher operations

#### **Skilled Construction Tasks** – Only suitable for skilled construction professionals

- Land surveying
- Landscape architecture
- Post and rail and stock fencing and repair
- Dry walling and repair
- Path, track and road construction and maintenance using machinery (e.g. excavator)
- Ditch construction and maintenance using machinery (e.g. excavator)
- Construction of compost toilets or solar showers
- Other types of surveying or construction advice

**Other Skilled Tasks** – Other skilled professionals

- Health, Safety and Environmental Advice
- Biodiversity surveys

Where skilled construction or forestry work is to be carried out, the volunteers must be able to demonstrate they are trained and competent (and where required certificated) to carry out these works (e.g. Construction Skills Certification Scheme (CSCS) card for construction tasks or British Association of Landscape Industries (BALI) card for forestry tasks).

Please inform the Forestry Works Manager (or their nominated Forestry Works Supervisor) if you can demonstrate your competence in these areas.

**Tools**

In most cases the tools required for the works will be provided by the woodland. However it would be helpful if you can provide your own tools, especially if you are going to be carrying out specialist or skilled tasks. Any tools provided by volunteers must be safe and fit for purpose. If using your own tools within the woodland the woodland accept no responsibility or liability for its suitability for purpose.

**Training**

You will be given clear instructions and information on the tasks you are asked to carry out, in line with the risk assessment. Training may also be provided in the form of a short briefing at the workplace for certain tasks, sometimes referred to as a 'Toolbox Talk', which may include:

- hazards and risks they may face;
- measures in place to deal with those hazards and risks;
- PPE required to carry out the task;
- how to follow any emergency procedures.

**Supervision of the works**

The Forestry Works Manager (or their nominated Forestry Works Supervisor) will be in attendance throughout the volunteering day to supervise the works and to deal with any emergency situations.

**Lunch**

Woodlands are not required to provide lunch for their volunteers, although they may wish to do so. You will be informed of whether the woodland intend to provide lunch and/or other refreshments (tea and coffee, hot water, etc.) prior to the volunteering day. Drinking water will always be provided as a minimum.

**Access Information**

You will be provided with details on how to access the woodland. This will be in the form of a map, and where available, an address and (nearby) postcode. It should also include details of parking arrangements for cars and nearest public transport options (bus, train, etc.)

**Late Cancellation**

There is some element of weather-dependency, but in general we do not stop for a bit of rain or snow, or if it is cold; but we may need to alter the planned tasks. We **do** stop or cancel activities in a high wind (danger when felling trees), in excessive weather conditions (e.g. blizzard, deep snow which makes felling trees hazardous, heavy rain, thunderstorms). We will need a contact number for the group for the morning of the activity, so that we can inform of a last minute cancellation.

## **Feedback**

You will need to agree any feedback you require from the woodland at the time of booking. The following are examples of the feedback woodlands will be expected to offer on request:

- Volunteer hours – Total person hours spent at the woodland site
- Volunteer improvement – Training provided to the volunteer, and work carried out
- Impact – This will vary, but could include the hectares of woodland bought back into management, or amount of woodland opened up to the public
- Media impact – Any positive media impact as a result of the volunteering activity



[www.makinglocalwoodwork.org](http://www.makinglocalwoodwork.org)