

West Park

Management, Maintenance & Partnership Plan

2024-2025



www.friendsofwestpark.com

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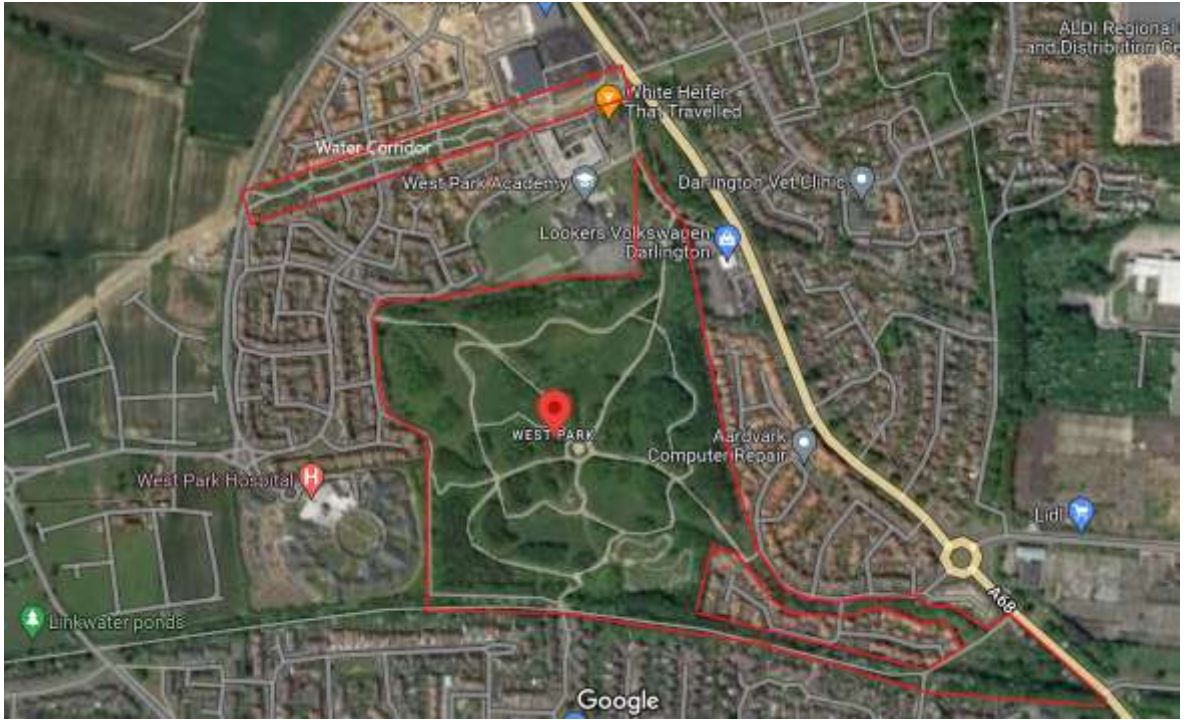
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1. Introduction

West Park Boundary Map



————— Boundary Line

1.1 Background, How West Park came into being.

West Park was a unique development for Darlington and the North East following the closure of the Darchem chemical works. The 49 hectare site that provided the home to this element of Darlington's industrial past finally found a new way forward in 2002 with the commencement of a development, comprising an area of new housing, a school, a hospital, a new community and at the heart of that community, the park itself which covers a total of 12 hectares.

West Park was the first new park in Darlington in one hundred years, and it is the first to have public art integrated into the landscape. The site developer, a long established locally based company called Bussey and Armstrong Projects, has been instrumental in the development of the whole site. This organisation, supported by the Council, set out to ensure that the preferred approach, using interpretive art at its core, was the method that would see the grounding of the ethos of the park in the traditions of the Quaker dynasty, so central to Darlington's industrial past and especially of the Pease's family who were key figures in the early phases of the towns development.

The former Darchem factory site is now occupied by the residential area as well as the park that is subject to this application. The contaminated material was removed from the site with the exception of some low level contamination which after extensive surveys and approval from the Environment Agency, is safely contained under a clay cap and then on top of this there is a substantial amount of subsoil. Figure 1 shows an aerial view of West Park before the development and Figure 2 shows West Park after the initial development.

Artwork has been installed throughout the park consists of a wide range of inspiring poetry and sculptures, based on an overarching poetry plan devised by the locally renowned poet, Bill Hurbert. It explores a number of themes, ecology, industrial archaeology, social issues and marries them together in a sympathetic way. The poet alongside the sculptor David Paton and Blacksmith Brian Russell, have together produced a range of fascinating features that are present throughout the park, helping it to knit together as an integrated whole. The West Park arts strategy was developed by Matthew Jarratt using a Commission from the Arts Council England North East.



Figure 1: Aerial map of West Park before 2000



Figure 2: West Park after 2005

As part of the development of West Park a survey was carried out who identified three distinct and important rare species living on the site. These were: the Little Ringed plover; the Dingy Skipper Butterfly and the Water Vole (figure 3- 5)



Figure 3: Little Ringed Plover (picture supplied by RSPB)



Figure 4: Dingy Skipper Butterfly (picture by Jim Asher)



Figure 5: Water Vole (picture by Graham Catley)

1.2 The important role of the West Park Levy Trust

The established West Park levy has been a key component of making the park a sustainable feature of the Darlington landscape and a mainstay of the town's continually improving green infrastructure. The West Park Levy was created as a means of addressing concerns over the potential added costs of the maintenance of such a large new area of publicly accessible green space. The levy was put into operation whereby a revenue stream was created through installing a legally binding service charge on each house and business that is either built or is set up in the community. This fund, known as the West Park Levy is for all activities above and beyond the base/ standard level of maintenance provided by Darlington Borough Council. This fund is managed by the West Park Levy Trust a registered [charity](#).

1.3 Location

West Park is located in the North West of Darlington and is 3 miles from the Town Centre of Darlington. West Park is at the centre of the new development, with new housing, village shops, West Park Academy and West Park Hospital.

The park is linked to the centre of Town by a network of cycle and footpaths as well as by highways and bus routes. (Refer to D.1 – location map in appendix D).

2. A description of the site in its present form.

2.1 Getting there

West Park is increasingly well known in the area as a desirable place to visit. Like many of the parks around the borough, there is no dedicated car parking facility for the park and for this reason, no official highway based signage that encourages people to the site entrances. On the other hand, there is extensive free car parking available at West Park Village Centre and signage from the centre of town outwards that encourages and / or advises people on how to access the site, especially as pedestrians or cyclists. As the park is in the centre of the development the majority of the visitors are residents and therefore they mainly walk and or cycle to the park.

2.1.1 Visitor Experience

There are four main entrances to the park, located at the South East, the South, the North East and the North West sides of the park. Each entrance is fully accessible to all users, has an inviting feel, and each one has its own themed approach and incorporates the parks art and culture plan.

The southern entrance has a unique sculptural feature, imbedded into the ground, with two parallel rails, signifying the former Barnard Castle to Tebay, railway that once ran past this spot and served much of Darlington's heavy industry including the old chemical works, providing the large quantities of raw materials needed for the factories operations.

The rails are wrapped with a large, horse shoe shaped, stone motif, this time signifying the path of the bridleway and packhorse trail that bisected the railway at this point, heading north to south, carrying what was once the main northern stage coach route from London to Edinburgh.

The South West entrance has a feature bridge and lying next to it, a large obelisk of a sculpture that stands proudly in the stream bed, exhibiting a sun motive. The North East entrance has two natural stone columns as its main feature, announcing your arrival at the park, only to be greeted immediately by the West Park play area to your right, a fabulous stone picnic table and chair in the fore ground and leading onto the feature bridge which is adorned in stencilled metal poetry.

Finally the North West mock bridge provides the feature for this entrance, again adorned in poetry, written specially for the park and relating to themes relevant to Darlington's unique past.

West Park has been designed to give the visitor a large parkland experience in what is a relatively small area through the use of complex, natural planting, land form, sophisticated sculptural elements and the cleverly worked out labyrinthine path layout. Visitors find the layout pleasing, providing a wide variety of informal experiences in a relatively small space, catering for a range of audiences from the

very young to the more elderly, from pedestrians to cyclists, from the fit to the more physically challenged, from those interested purely in getting out into the outdoors to those more interested in wildlife. Despite extensive tree cover, there are many wide open areas with clear site lines, the gentle slopes and steeper hills exhibit a wide range of difficulties and the sites general appearance, is arguably more reminiscent of somewhere more akin to the chalk downs of Sussex than of an urban park, giving people a refreshing alternative to that achieved at one of the more formal, Darlington urban parks, that lie across the town.

The path network was a key component of the original design for West Park, due to the parks overall theme as an essentially wildlife friendly site, meaning that, in order to provide access for all, the desire to minimise the amount of grass desire lines that may have been opened up by users were, in effect, kept to a minimum through the use of many loose gravel paths. Within the park people are encouraged to explore all of the many habitats and features that are scattered throughout, while ensuring that there were not too many paths which could have spoiled this 'wildness' experience. This has been achieved through careful design such that the paths that are present, have a mixture of gentle or rapidly curving profiles, giving the visitor a constantly changing perspective as they explore throughout the park.

The design that resulted was of a place that speaks loudly of adventure, exploration and of nature, encouraging people to get fit, to walk, run and cycle and enjoy nature. The paths are well made up, the litter bins are strategically placed and additional bins added through community feedback and the management keeps the site clean and tidy, but the grass is not formal as this is an essentially wild park, designed to attract wildlife. Access to the park is 24hr a day, 7 days a week.

2.1.2 Healthy, Safe and Secure

The paths are numerous and the site lines well maintained. The park is regularly monitored for any health and safety issues twice a week, as part of this the bridges and structures are visually inspected and a structural inspection is undertaken by a qualified structural engineer. Risk assessments are in place for the activities that are carried out on site such as working in water courses, tree maintenance and events that take place. All the machinery that is used on site is checked prior to each use by the operators, repairs and services are carried out by the Council's fitting shop. Visitors and locals can report any problems to the Council customer service team. While the vast majority of users are welcome the park has a small minority of users who bring mini-motos and in some instances' quadbikes. The community is asked to call the police on 101 and two new in 2023 CCTV cameras coving the main hotspot areas. Who can link reports any ASB incidents with available footage. This can also be reported to the Council customer service team who will pass the information on to the relevant department i.e. Civic Enforcement Team. More information on site risk assessments can be found in section 4.9.

2.1.3 Signage

Each entrance at the parks inception had been deliberately signed with a subtle, sculptural approach to signage that befits the park's approach to the use of metal and stone and provides a tasteful, welcoming feel to all who venture this way. The parks

designers deliberately avoided using more traditional approaches to signage. In 2024 as the Garden Village expands the trust has had designs of finger posts to be installed to link the communities further away to the park.

Apart from the entrance signage, there lies the central piece of the park, the amphitheatre which has at its core, the 3D metal sculpture that describes the context of the landscape that provides the setting for the park within the wider tees valley. Since receiving a Green Flag award the West Park Levy Trust and the Council have installed a flag pole near the amphitheatre which is in a central location.

2.1.4 Keeping it Clean and Tidy

The park, although set out in the manner of a park with its heavy use of woodland and wildflower meadow, is none the less, a very busy site and sets out to cater for a large throughput of visitors. In order to cater for this pressure, the comprehensive path layout has a suitably equipped litter/ dog mess, bin facility that is emptied regularly by the Council's Street Scene operation who also is responsible for cutting the limited, although important amenity grass areas.

- 1- Bins are emptied on a twice weekly rota in the spring to autumn season and once per week in the winter.
- 2- Amenity grass areas are cut 6 times per year including path edges and picnic areas.
- 3- The more typical for the site, wildflower areas are managed appropriately for this type of feature, cut once per year as a late hay meadow with the material removed from site.
- 4- The trees and woodland areas are managed appropriately with periodic thinning taking place as part of a programme of work to allow the trees to strengthen and grow. The work is undertaken by volunteers supervised by the Park Rangers although as the trees grow, more professional input will be required.

Litter picking across the Borough's parks and green spaces is carried out as a part of the Council's Street scene services. This is conducted by the park rangers on a twice per week basis but additional litter picking is carried out by DBC volunteers, Street Champions and aided by members of the community with the result that the park is kept relatively litter free. West Park has a number of Street Champions helping to keep the area litter free, they also responded quickly and helped the local community when a stone table was graffitied over the weekend to remove the graffiti. The current bin capacity is limited to 80l and permission to increase the size of bins to 120l has been approved and look to be installed by the end of 2024.

A concerted campaign by the Council of advice and enforcement over the last decade or so has instilled a positive culture where dog owners clear up after their dogs and consequently, dog mess, although still a concern, is kept within reasonable levels. The rangers and street scene are quick to respond.

Inspections are carried out regularly with the whole park having a health and safety and monitoring inspection, weekly, while the play area is inspected by a suitably qualified person weekly and annually by RoSPA, while the 4 x bike track is inspected 2 x per week. In the case of the latter, these inspections are focussed on the ride-ability of the track, vigilance being exercised especially focussing on broken glass, severe rutting, dangerous and severe modifications or hidden obstacles.

The Clean Neighbourhoods and Environment Act 2005 standards are applied to the borough and are regularly audited.

The Council's dog fouling policy is regularly enforced through the Councils Civic Enforcement Team with increasing success with levels of dog mess in the parks and in the streets, continuing to decline. There are dogs on leads areas at the park entrances. The Civic Enforcement Team relies on intelligence and the Council encourages residents to report incidents of dog fouling so that these individuals can be dealt with accordingly i.e. fined £75 or face court action

DBC manage their operations ensuring that all activities seek to protect the environment and at times, when possible enhance the environmental standards of the borough. All relevant employees are trained in IOSH (Institution of Occupational Safety & Health) which includes assessing environmental; risks and taking all necessary precautions in order to avoid unnecessary harm to people and nature. The Councils Green Infrastructure Strategy sets out to ensure the development process helps enhance the environment by contributing to building a network of ecologically, amenity, and landscape enhanced green spaces, for the benefits of all.

The Green Flag Award framework has helped the West Park Levy Trust to be involved in the maintenance and management of the park.

The management plan however, does see some of the sites habitats as eventually able to make a positive contribution to the status of some of the areas important habitats and species in the medium to long term. For example,

- 1- West beck has been rerouted and remodelled with newly profiled banks, newly planted banksides and equipped with several areas of open water, coming about as a result of the installation of a series of weirs that all contribute to the beck as a potentially useful habitat for water vole, a species on the red data list as being seriously threatened.
- 2- The wildflower meadows across the site are core feature of West Park and a key feature which the levy is being used to enhance the meadows, using an approved species mix for chalk grasslands. The resulting flora will be managed so as to create one of the most important sites for invertebrates in the borough, with only one or two isolated ex quarry sites providing such a high quality calcareous habitat. This will require a late cut once per year in early autumn with the arising's removed from the site to avoid the build-up of nutrients. The presence of 'yellow rattle' in the new seed mix will effectively subdue the competition of the course grasses that may try to invade the site.
- 3- The mixed woodlands across West Park have potentially important habitats, especially at the woodland edge which will be managed to encourage the parks contribution to the borough's breeding bird population.

2.1.5 Sustainability

West Park sets out as intrinsically more sustainable than more formal parklands in urban areas. The deliberate use of natural materials at its inception, for example, the use of sub soils to limit the competition with the wildflowers from invasive self-sown grasses allowing the trees to race ahead and the use of a sustainable drainage system, put in at a time well before such a requirement for this sort of approach was legislated for, gives the park a very positive start in terms of its sustainability credentials.

The key elements in this respect are as follows,

- 1- Sub-soils used throughout as substrate for wildflower planting.
- 2- Trees planted at a density that encourages natural repression of competition as well as planted in sub soils to limit grass land uptake of moisture.
- 3- Extensive wildflower planting to encourage high levels of new and existing fauna and flora.
- 4- Stream bed created to encourage the re-establishment and retention of water voles, an endangered species.
- 5- Path network that provides for a high level of visitor interaction without the high level of usage, damaging the habitat. (People tend to stay on the paths)
- 6- More exuberant activities catered for in designated areas including the bike track and a play area designed for a wide age group range.
- 7- Parkland and residential areas designed deliberately to allow a high level of natural surveillance and to encourage community empathy.
- 8- Friends group established from the parks inception.
- 9- The West Park Levy, set up perpetuity to ensure adequate funds will always be available for the delivery of the management plan.
- 10- A user friendly management plan that provides a set of checks and balances needed to maintain the sites dynamic equilibrium.

2.1.6 Conservation and Heritage

The natural heritage of the site has been enhanced mainly through the introduction of habitats that has enabled the establishment of a range of native species across the site.

The three species that were present before development and were of particular note have, with one exception been retained although their number were reduced for a time. Their recovery is now expected as the new habitat, that was designed to suit them, is beginning to re-establish itself. However, the big success is the dramatic increase in biodiversity levels more generally with a wide selection of birds and butterflies and invertebrates, establishing themselves across the site in the new dense woodlands, the carefully constructed wetland with its semi natural profile and the large expanse of wildflower meadows. The water courses are managed in a way to protect the habitat of the water voles. Butterfly surveys are carried out each year and the results are feed into the United Kingdom Butterfly Monitoring scheme (UKBMS).

Reference across the park is to its industrial heritage is woven into the fabric of the park largely through the use of the poetry plan. Especially important is the

recognition that Darlington is the birth place of the railways as well as the home to something called philanthropic entrepreneurialism.

The development of the West Park landscape sort to retain some of the mound like structures that predominated before the park was formed but in order to make the site enjoyable to use. Out of the liberated substrate, other landscape features were created and then again, capped and the venue was given form through the use of the three sculptural Tors that grace the hill tops.

No artificial fertilisers are used on site, herbicides are used occasionally to remove weeds encroaching on the sculptures and in the meadows. Graffiti removal sprays are used sparingly. Other than this, the main carbon footprint element is the diesel used to power the tractors that cut and bail the wildflower meadows or cut the amenity grass and empty the bins.

2.1.7 Community Involvement

The park sits at the heart of the communities of West Park itself as well as in close proximity to the High Grange estate to the east, and the disadvantaged communities of Cockerton and Branksome, lying to the south. The four entrances that connect these communities to the park have been set out to be as equally welcoming to these areas of population, and although the maintenance levy that helps sustain the site is only charged to the new estate, the park is available for all and is not exclusively aimed at delivering to just a single section of the community.

As a part of setting up the park and the levy, The levy has written in the agreement that a friends group / community meetings would be established in order to provide residents and other interested parties with a say in how the monies raised by the levy are spent and to build a volunteering base to support the enhancements and improvements of the park.

The community and more recently the West Park Levy Trust has been an effective partner throughout this process, in part due the existence of the levy that helps brings residents to the table. Since its creation the park has developed the way the local community can get involved. The main face to face contact is via the Friends of West Park / Community meetings.

The community can also be involved by using the [Trust Facebook page](#) or other social media channels and complete [the community survey](#).

The main headlines of this over the last years have been,

- 1- The decision to make a considerable contribution to the building of the play area that has proven to be externally successful with plans from the community feedback to continue to improve the play value to wider age range than the play builder programmed allowed.
- 2- The decision to allocate sufficient funds to maintain the bike track in proper working order for the user groups. This led to tarmacking the berms in 2018 of the bike track to reduce maintenance and increase the enjoyment and safety of the riders.

- 3- The decision to fund West Park events yearly. Events had been postponed during the pandemic and a new events programme has be planned.

SPRING 24:

Sowing the Seeds of Spring, An event in the Easter holidays which will have nature and sustainability at its heart.

SUMMER 24:

Music on the Hill – the relaunch, A musical celebration to re-establish Music on the Hill.

AUTUMN 24:

Terrifying Tales of Westpark An Autumn family event in the October half term which will be filled with spooky Halloween celebrations and Autumnal crafts and activities.

- 4- The creation of a sinking fund for major expenditures.
- 5- The decision to place West Park Leaf information boards.

2.1.8 Consultation

In recent years an increased focus has been aimed at identifying the desires and wishes of the surrounding community to better enable the prioritising of the use of the levy funds. The West Park consultation exercise in 2015 produced some interesting findings as well as confirming certain assumptions about the use of the park, This was repeated in 2023 and a 2024 will be completed in March 2024.

The friends / community meetings held 4 times a year allow an in person question and answers format alongside digital options through social media, Also residents are encouraged to talk with the ranger’s service while on site. The ranger team also deal with complaints and issues raised by the general public and transmitted to the Council customer service centre and other channels.

2.1.9 Management

The park’s current management plan, now conforms to the standard approach that is used through the borough’s main green spaces, both for the formal parks but also for the towns 7 Local Nature Reserves. This then focuses the minds of the West Park Levy Trust and the Council to where the Levy funded enhancements and improvements should be directed.

The actual physical management is carried out by a mixture of the Council’ street scene services, the council’s park rangers with a dedicated group of long term volunteers and appropriately procured contractors, expert in their various fields.

Other activities across the site include educational visits from the local schools, and activities carried out by the local West Park mental health hospital co-ordinated by the ranger service.

2.2 The Parks Main Features.

2.2.1 Tree Plantations

West park at first viewing could be considered a woodland site with over 40,000 trees, initially planted that cover 50% of the nature reserve; it is mixed woodland with woodland fringe planting the majority of the trees being native to Britain; with Oak, Ash, Scott's Pine, Rowan, Silver Birch and Black poplar predominating. A full list of trees and shrubs can be found in Appendix C. The plantations are also undergoing a process of thinning this will ensure that the trees have enough space to grow effectively (Refer to section 4.)

2.2.2 Wildflower Meadows

Only a small amount of pre-existing flora and fauna of the site has remained, which included remnants of bird's foot trefoil, in order to preserve the existence of dingy skipper butterflies and the preservation of a patch of species rich grassland in the north east section of the site. The wildflower meadows cover 7 ½ acres of the site and is dominated by Lucerne, which attracts a vast array of butterflies (refer to appendix C.2) the meadows are cut and bailed annually by an external contractor. A butterfly transect was established in 2006 by the Ranger to determine the number of butterflies present on the site and how the areas could be managed to encourage more species diversity. The transect is a useful surveying tool and has recorded the presence of the White Letter Hairstreak butterfly in Wych Elm trees towards the north east site boundary, the White Letter Hairstreak is a BAP species and therefore management of this area has been changed to help support the population. Wildflower surveys are also carried out to determine species diversity of the meadows, the results of these surveys are taken into account when reviewing the management plans.

2.2.3 Wetlands

The North West of the site also consists of an area of wetland, which creates a good habitat for a rich variety of amphibians, invertebrates, dragonflies and birds that adds to the site's reputation as an important one for biodiversity. There is also a beck, West Beck, runs through the site in the East, Water Voles have been found here and a series of weirs were created to reduce damage from flooding and protect the habitat for Water Voles. The dominant species are Common Reed (*Phragmites communis*) and Reed Mace (*Typha latifolia*) which need to be managed so that they don't destroy the habitat for Water Voles. All the wetlands undergo removal of pond vegetation from October - March as not to disturb breeding birds, amphibians and invertebrates. The pond waste is left at the edges of the wetlands to allow the creatures to return back to the water.

The wetlands also include a number of balancing ponds as part of the sustainable drainage (SUDS) of the site; the balancing ponds retain rainwater as well as surface

runoff from the residential areas. The water is stored here in the ponds and is slowly released as not to cause flooding.

To the South East of West Park there is another wetland, West Beck connects these two areas and acts as a corridor for the wildlife.

2.2.4 Stone Sculptures

There are three sets of Trinity stones, each weighing ten tonnes and are visible from miles around. The stones come from the same quarry, Cat Castle (Teesdale), which supplied the railway that crossed Deepdale Valley on its route to Carlisle for construct of viaducts and railway bridges North of York and the local area. On closer inspection the trinity stones, represents one of the species found on the site before it was developed. They have at the centre of the stones a bronze bowl displaying the name of the creature (see figures 6-8) as well as poetry relating to the creature. The poetry is in the form of a haiku, which is a three lined poem by W. N. Herbert.

Water Vole Haiku
“Diver from the bank
Pearls of air catch your fur
And scatter in silt”

Little Ringed Plover Haiku
“Straw-legged sprinters:
Who’s the third eye, yellow-ringed,
Helping your chicks thrive?”

Dingy Skipper Haiku
“Steer this limestone ark
Rapid pilot, Dingy brown
Rare as principles”



Figure 6: Butterfly bronze bowl



Figure 7: Plover bronze bowl



Figure 8: Water vole bronze bowl



Figure 9: Unity Stone in West Beck

The water vole sculpture is the highest point on West Park, and it is here that you will find an extract from *Wind in the Willows* cast in bronze. The water vole will be familiar to generations of children of Ratty from *Wind in the willows* and it is here that you can gaze down the hill towards the Unity stone (figure 9), which is an imposing monolith set in west beck and it echo's the moment in the book where the eye of the water vole is first seen within the riverbank. The phrase below comes from *Wind in the Willows*.

*“A dark hole just above the water’s edge caught his eye
Something bright and small seemed to twinkle down in the heart of it like a tiny star
Then as he looked it winked at him and declared itself to be an eye.”
Extract from Wind in the Willows by Kenneth Grahame¹.*

Also at four of the entrances there is a stone with a bronze map of the park inlaid, working with the poet W. N. Herbert, Bridget Jones and the community the entrances were designated with a name: Village Gate; Stephenson Gate; Nickstream Gate & Comet’s Gate. These were installed in 2010 after an identifying the park needed increasingly defined primary entrances by local residents and users (figure 10).



Figure 10: Village gate stone & bronze map

Further to the installation of the village gate stones, it was decided that the entrance at Richmond Close (Nickstream Lane) needed revising to make the entrance more defined. This entrance to the park bisects the old Barnard Castle Track Bed and is also a designated bridleway. The improved entrance will incorporate these aspects of the entrance. The Levy will be funding this project and can be seen in Figure 11.



Figure 11: Richmond Close Entrance 2013

2.2.5 Amphitheatre

At the heart of the Park is the amphitheatre (figure 12), created out of echoing Cor – Ten steel, which when weathered is a reddish brown. In the centre sits a hemispheric bowl (figure 13) holding a contour map of the park, with prominent landmarks from the surrounding area marked around its rim. Phrases about Darlington are cut into the sections of Cor-Ten steel that make up the amphitheatre.

*“This is Locomotion town, where the railways first ran
This is Quakertown, where sharing took root
This is Darlington, that wears its heart within its name”*



Figure 12: Amphitheatre (picture by David Williams)



Figure 13: Hemispheric bowl

2.2.6 Bridges

The three entrance bridges have been designed to resemble trains speeding through the landscape (see figures 14-16). They represent Darlington's technological breakthroughs and the pace of social change in the Industrial Revolution. This was thanks to the Pease family's patronage of George Stephenson. Along the bridges flanks are poems created by W. N. Herbert and children from Alderman Leach Primary School, now named West Park Academy. These alongside the entrance stones and bronze map form the primary entrance and welcome to the park.



Figure 14: Land bridge (Comets Gate)



Figure 15: Main bridge (Village Gate)



Figure 16: West Beck Bridge (Stephenson Gate)

2.2.7 Bike track

The residential areas beyond West Park fall into the more severe level of social deprivation and for this reason; the opportunities for cycling were identified as a useful mechanism for encouraging greater community involvement. Using West Park's distinctive topography it was decided that West Park would be an ideal location for a 4X Bike Track, the construction of the track started in 2007, but there were consultations with the residents and the young people on what the track should be like. The bike track was designed by Pete Laing who is a leading specialist in the field of designing bike tracks and mountain bike trails. During the construction of the track, the course was tested by representatives from Hamsterley Trailblazers.

The track was officially opened on Saturday 27th October 2007 (figure 17). Prior to the opening of the track a series of coaching sessions took place; these were led by Helen Gaskell and Nigel Page who both take part in the World Cup Mountain Bike series (figure 18). The bike track has proven to be very popular with all ages; the track is used by local residents as well as other areas of the town and people visiting from further afield, such as Barnard Castle, Catterick Garrison and Sedgfield.



Figure 17: Opening of track



Figure 18: Page and Gaskell coaching

The council is working with 4Motion which is a local bike & skate charitable group to develop a service level agreement for the bike track. This includes the group maintaining the track and providing coaching sessions.

2.2.8 Play area

The developer installed a basic natural play area with mounds, willow sculpture and a maze, however with the increase in 0-16 population it was decided that the play area would need expanding, so in 2009 Groundwork North East & Cumbria in partnership with Darlington Borough Council submitted a funding bid to the government to regenerate and create a number of play areas across the town. West Park was picked to be the flagship site for a natural play area. The Play builder's scheme aims to change the way children's play spaces are commissioned and built, West Park was awarded £100,000 of the funds obtained from the Play builder's scheme and with a further £40,000 from the West Park Levy the play area was designed and built.

The play area was officially opened in 2010, figure 19 shows the finished play area.



Figure 19: View of play area taken from the main entrance

The play area is a highly used and valued space but also has some instances of anti-social behaviour. Members of the community have asked for more facilities for toddlers and with the reduction of play value in the sand area the West Park Levy Trust have commissioned the improvements and the play area now has a toddler swing, a smaller slide in the sand pit and a boat is now in the sand pit.

The play area is inspected by the councils Parks & Play Area Maintenance Inspector and West Park Ranger twice a week. Independent inspections are carried out yearly by RoSPA. The play area must meet European standards EN1176 & EN1177. The play area is litter picked a minimum of twice per week to ensure a healthy environment for the children to play in for more information on the maintenance of the play area please see Section 4.

2.2.9 Orchard

In March 2011 a community Orchard was planted on West Park in partnership with Everywhere Everything & Darlington its Growing. A mix of fruit trees were planted in a designated area. The purpose of the community orchard is that once the trees are mature enough to produce fruit the local community can harvest the fruit. The orchard was expanded in 2012 as part of the Queen Diamond Jubilee Celebrations. These whips were planted with the help of the Friends of Westpark, children from West Park Academy, children from Darlington College Nursery and members of the armed forces. Further standard size fruit trees have been added to make this a more fruitful orchard.

2.2.10 Orienteering Course

There is a fixed 20 point orienteering course on West Park, the course starts at the main entrance to the park. The course was developed in partnership with Cleveland Orienteering Klub (CLOK). The course is used by a number of schools and on occasions there is an inter school orienteering event held by CLOK. The map for the course can be found in Appendix D.3. Copies of the maps are held with Darlington Borough Council's ranger team and can be loaned out to groups who wish to use the course. The West Park Levy Trust has received a proposal to expand the orienteering offer in the park.

2.2.11 Jubilee Trail

In 2022 to celebrate Queen Elizabeth II platinum jubilee the Levy Trust secured funding to install a 20 piece nature trail, the posts have round disks which depict the wildlife that can be found on the site and surrounding areas, these can be used to create rubbings, each post has a Platinum jubilee disk and the West Park Levy Trust logo. The disks were created by Differentia and they produced a bespoke disk which has the West Park Jabberwocky depicted. The posts also have QR codes on for an alternate orienteering course which can be used using smartphones. The posts were installed by the ranger team and volunteers from the Levy Trust. To launch the trail a Jubilee event was held on the 5th June 2022, which was ran in partnership with Brightwater. As part of the funding was from the Art Council a number of artists worked with children from West Park Academy to create poetry which was then read out at the event by the artist. There was a artist who created prints with the children and members of the public could use the print press at the event to take away. There was also a face painter, balloon artist and mindful walk taking place. Refreshments were provided by the Cactus Café, which is located in West Park Village.



Figure 20: Installation of Jubilee Trail



Figures 21 -24: Photos from the Jubilee Event 2022



2.2.12 Leaf Noticeboards

The West Park Levy Trust commission the design, fabrication and installation of Noticeboards on West Park and the Water Corridor. The trust worked with Differentia on the design and Brambledown on the installation of the pieces. The trust carried out consultations on the design of the noticeboards as well as carrying out stress tests on the final design. The noticeboards are made out of Cor- Ten steel so that they were in keeping with design of the Park. Each noticeboard also has an interpretation panel with historic information such as railway pioneers, inventors, Quakers etc. The trust are working on putting a background to cover the white of the noticeboard, so that there will be information in the noticeboard when there isn't any notices/ posters. The trust have put a street map of West park Village as a temporary measure.



Figures 25- 27: Leaf Noticeboards

2.2.13 The Water Corridor

The water corridor was adopted by the Council in 2020, the water corridor is named as such as it is the area which has the main water pipe running underground through to connect to Darlington. The water corridor covers 1.177ha and consists of beech hedging, annual wildflower meadows, gravel paths, 3 litter bins and planters which have sustainable plants in, such as lavender, Roses and Phormiums. The planters are located opposite Aldi and creates a feature linking Aldi and West Park Village, the planters are known as Zero Point.



Figure 28: Zero Point



Figure 29: Water Corridor

3 Developing the park in response to community wishes.

The work to gauge the communities' desires and wishes is an ongoing process and has allowed those involved in the management of the park to establish,

1. How the park is used and what pattern this use takes.
2. How the community views the current management of the park and how this might be better achieved and with what results.
3. How appropriate is the current level of provision of recreational facilities for all sectors of the community.

The current level of use of the park is generally high with a number of peaks and troughs throughout the week. Dog walking is of course very popular with 87% saying that this is their main reason for using the park. The park in fact is ideal for dog walkers with numerous areas of open grass land, mixed in with blocks of woodland. With the surfaced paths allowing the dog owners easy access across the site, generally, evening and weekend use is very high with the bike track attracting a large number of the younger element while exercising dogs is a cross generational activity. The park also acts as a thoroughfare for people to visit the village centre and West Park Academy.

3.1 Conclusions from peoples feedback

- 1- The main element that people say they enjoy, and single out as the key feature that helps people actualise this enjoyment, is the path network with 76% of respondents to the survey saying that this was the most important feature that enabled them to enjoy the park.
- 2- The second most important element identified was the variety of wildlife. This was mentioned by 59%.
- 3- The third most important feature mentioned was the facilities for play.

In order to address the stated interests of the public, the following programmes have been agreed for future management and development of the park.

- 1- The continued improvement and thereafter, maintenance of the path network.
- 2- The continued focus on improving wildlife and habitats around the site will be stepped up using an increased allocation allowing the use of new skills and expertise, aimed at enhancing this level of biodiversity. 2023 will see the continuation of the annual wildflower meadow areas as well as the planting of spring bulbs, whether the bulbs are hand planted with volunteers or using a special bulb planting machine.
- 3- The interest in improving the play area as well as enhancing play more generally. The West Park Levy Trust has engaged a local landscape architect

to produce improvement recommendations. These improvements have been completed.

We will continue to ask the public for their input into what areas they would like seeing improved via social media and community consultation (fortnightly informal monitoring). The Trust carries out an annual community survey, the next being in 2024, a QR code has been created for this. (See Appendix G)

3.2 Marketing

The West Park Levy Trust have created their own website; the website is updated and maintained by volunteers. Items such as meeting dates, forthcoming events and projects are found on the [website](#). They also have a twitter account and Facebook page. To publicise events a range of options have been used, posters displayed around the park entrances and on the current notice board in the village centre, leaflet drop to all houses in the area, leaflet drop to schools, press releases and using the council's website as well as the Friends website and social media channels. Darlington Borough Council's website is also linked to the Friends website and there is information about West Park on the parks and open spaces page. Events and information pertaining to West Park are also posted on the council's social media by the Council's communications department. The Trust creates an [annual newsletter](#) to provide an overview of what took place in the park and what is coming in the future,

Gauging how successful the marketing of the park has been measured over the duration of the parks existence through the weekly rangers monitoring visit as well as recording numbers at specific activities. The figures tell a story of a steady build-up of interest in the site that sees it at a level, equal to or in excess to the more formal parks in the town with exception of South Park which remains the towns, premier site in attracting numbers.

3.3 The West Park Levy Trust and Friends of West Park

The West Park Levy Trust was formed to make decisions on how the levy is managed; the trust meets quarterly and discusses the budget allocations for each year as well as projects and events.

The friends group / community meetings are posted in the annual newsletter which is delivered to all levy paying properties. (See Appendix G for a photo of the latest addition).

3.4 West Park Academy

West Park Academy, is enveloped by the park on two sides, The School formed a community working group to enable the school to get more involved in the local community. The Academy has supported the park in a number of ways including consultation of the Play Park, bulb planting and using the park as part of the

curriculum particularly for natural play and learning. This has led to the Ranger supporting the pupils including geocaching, orienteering, berry picking as well as art and design.

The school in partnership with the ranger have also undertaken a litter awareness campaign. The whole of the school carried out a litter pick on Westpark and the village. They have pledge to do this operation once a term, feedback from the teachers is that the children are learning to look after the environment they live in and has its own Eco Warriors, the school has held a Green Flag for Schools as part of Eco Schools International award and the pupil Eco team aim to achieve another .

3.5 West Park Hospital

Hospital staff and patients use the park for daily walks to improve their mental health and wellbeing. The park also offers a safe and quite place for contemplation and reflection.

“We’ve known for some time that good quality natural landscape in urban areas can affect how people feel. It reduces stress and sadness, lifts the mood and makes us feel better.”

3.6 Children and Young People

West Park’s intent is always to maintain the balance of species protection and bio diversity and a on the doorstep educational resource for the community, particularly for children and young people, this learning is built into the fabric of the park, through the art work and poetry, 4X bike track and the play park this is then augmented through a range of exciting events delivered throughout the year, to bring the park alive. There is something for every age, this help engender responsibility and protection of the environment as young people see it as their space and not another council park.

Criminal damage, general vandalism and graffiti, is much lower on West Park than in other site across the Borough.

3.7 Events

West Park holds events in partnership with the Council depending on their capacity to support the West park Levy Trust each year. Throughout the year there are smaller scale community / enhancement events such as tree planting and thinning and litter picks. (See Appendix F for examples of event posters)

Below are a selection of photos which show the various events that have taken place on West Park.



Figure 30 & 31: 10yr Anniversary event 2015 (Neil Brimer)



Figure 32: Wildflower plug planting 2015



Figure 33: St Teresa's Hospice Santa Run 2016 (Chris Booth – The Northern Echo)



Figure 34: CLOK Orienteering Event

3.8 Volunteers

The Council have a scheme called Street Champions which is where members of the public register to litter pick their area; whether it be their street, local green space or the whole of the town. The Council provides the Street Champions with the equipment including gloves and hi vis vest. The Street Champions leave the bags

next to bins for the Council to pick up as well as reporting any other issues to the Council. The scheme has gone from strength to strength with approx. 200 active Street Champions, this has now expanded to include Junior Street Champions. During the lockdowns which have been implemented to tackle the spread of Covid-19 there has been an increase in the number of people registering to be Street Champions throughout these lockdowns as more people have been accessing their local park and green space for a number of reasons such as exercise, preserving mental health & wellbeing, meeting family and friends (subject to social distancing guidelines and lockdown restrictions). With more people working from home or having more free time, there are more people litter picking and helping to keep the parks and greenspaces tidy.

Pre Covid-19 we did have volunteers from Darlington Cares (which is a range of companies such as EE, Cummins, Darlington Building Society) doing various activities from litter picking to tree thinning. We are hoping that once the pandemic is over, restrictions are relaxed volunteers from these companies will start up again.

4. Management Plan

The management and maintenance of West Park falls within the Environmental Services Section of the Neighbourhood resources and services department of Darlington Borough Council. Environmental services includes: Horticulture, Arboriculture, Parks and Open Spaces, Refuse and Recycling and Street Activities. The aim of the management plan is to coordinate the different departments as well as any external contractors that are brought in to carry out maintenance. The management plan also outlines the management objectives for the site as well as future projects. (Refer to table 2 in section 4.6 for management operation work descriptions.) The management plan lists the key features of the park and these are colour coordinated on the accompanying map (Refer to Appendix D2)

4.1. Primary Features

1. Arts sculptures
2. Amenity Grassland and main entrances
3. Wildflower meadows
4. Woodland Plantations including Orchard
5. 4X Bike track / Play area
6. Formal Planting
7. Entrances
8. Wetland habitats
9. Access/ bridges
10. Water voles habitat along the banks of West Beck (Phragmites beds)
11. Visitors & Community
12. Hedge Maintenance
13. Orienteering course

4.2. Long term Vision & Objectives

Westpark is an exemplar of the Darlington Borough Council's Green Infrastructure Strategy. It addresses many of the main drivers of the strategy by having a long term vision that envisages the partnership coming together to create a park that shines out as an example of how working to combine sound ecological principles, high quality natural play and stimulating cultural forms that celebrate local context, creates a very special place indeed, and one that is truly unique in the region if not in the UK. The park is already well on its way in this respect but the next 5 – 10 years will see this process properly consolidated with the numerous and often discrete habitats maturing, the natural play elements attracting more customers and the cultural references resonating increasingly with the surrounding residents and users of the park alike.

West Park is one of Darlington's newest parks and is one of two green flag parks in Darlington. It provides a strategic function in its role as a thoroughly new park in the way it combines recreation with nature conservation. It sits in the North West of the

town, it seeks to address many of the strategic outcomes of Darlington Sustainable Community strategy. It does this by promoting:

- 1- A prosperous Darlington by improving the quality of life for all who live near to it or visit it by encouraging diversity, encouraging sharing and ensuring accessibility.
- 2- An aspiring Darlington by providing an educational environment, combining nature and culture, promoting intergenerational activities, especially between children and parents, providing exciting activities for older children encouraging a sense of discovery and adventure, and creating an environment that encourages learning.
- 3- A healthy Darlington by providing an easily accessible, beautiful green venue, adjacent to a wide range of publicly accessible facilities that promotes physical activity as a primary option for informal activity.
- 4- A greener Darlington where people seek out local facilities to satisfy their desire for high quality recreation, where high design standards are incorporated into the fabric of the urban environment and where local communities are encouraged to play a full and active part in how their environment is managed.
- 5- A safer Darlington where the management of green spaces encourages a culture of care where the community themselves play an increasingly significant part in making the high quality open spaces a place for all to enjoy.

4.3 The next 5 years of the management plan

The primary aim is to weave together the main wishes and desires of the visitors to the site as expressed through our continuous monitoring regime, with the strategic role of West Park in Darlington's green spaces provision, West Park's delivery of key Green Infrastructure Action Plan.

West Park comes under the heading of the North West urban fringe section of the Darlington Green Infrastructure strategy. Under this strategy, the main aims for the park are listed as:

- 1- Incorporating new meadows and selective thinning of woodlands to enhance the Biodiversity value of the mixed native broadleaf woodland, lowland wildflower meadows and neutral grassland;
- 2- Incorporate new areas of habitat creation e.g. new native ground flora and bulb planting at West Park will be allied to existing features so that protected and priority species can move, feed, disperse, migrate and reproduce easily;
- 3- Upgrade the downhill cycle track to meet the needs of the wider user group;
- 4- Provide new signage to West Park from adjoining neighbourhoods and the former Barnard Castle track bed to encourage greater use by local people;

- 5- Add bespoke public art to help educate visitors on the ecological importance of habitats and aid orientation around the park;
- 6- Continue revising and implementing the West Park management plan, in partnership with the West Park Levy Trust to improve its biodiversity value. To help achieve Green Flag status with a view to extend the core management to a 5 year strategy plan taking the planning to a 5 year time horizon.

4.4 Projects

Projects for the improvement and enhancement of the park are discussed and agreed between the friends group and the Trust. The project plan includes a mixture of short term and long term developments.

1. Enhancement of the pond area in accordance with community feedback.
2. Continued improvement of the footpath network following consultation feedback and the severe erosion by extreme weather events.
3. Improved habitat across the park to improve biodiversity.
4. Community events and increased information and communication improvements associated with feedback received.

4.4.1 Wildflower Meadow Improvements

The meadows were successful across the town and in 2018 the Council improved further areas with a mix of annual meadows, one area improved was the A68 roundabout at Faverdale/ West Park following the feedback from the public it has been decided to create more annual meadows and areas on West Park have been selected for 2019. During the lockdown in 2020 feedback from the community mentioned that the wildflower meadows were a welcomed bright spot when people were at their lowest point during lockdown, therefore more annual meadows were planted in 2021 and levels maintained.

The total area of wildflowers that were at West Park in 2023, including the water corridor and roundabouts is 6770.05m². The Trust funds 1658.11m² of the wildflower areas. Some of the older wildflower areas have had an issue with the increase in Fat Hen which is a persistent weed, although it is a good source of food for birds and insects it does tend to overshadow the wildflowers. The council are looking at various methods to reduce the issue of fat hen as it usually germinates in May and requires to be manually removed by hand weeding so that other wildflowers aren't removed when spot spraying.

At the end of 2023 due to the financial constraints the Council is having to make cut to various budgets and unfortunately the Rangers have been told to reduce the amount of Wildflower areas across the borough. Also the issue of fat hen which has affected various meadows across Darlington as well as other council areas in Tees Valley have

been taken into account when determining which meadow areas to keep, which areas to rest and which areas to move.

Following various conversations with the Trust a plan has been drawn up for which meadows are retained and which to rest, such as the 2 roundabouts on the A68. The Trust are willing to increase the amount of wildflower funding for West Park, the ratio of Council wildflower areas to Trust wildflower areas will be adapted this is to be agreed upon. Regarding the 2 roundabouts the Council may decide to plant them with bulbs instead.

4.4.2 Memorial Trees – 2021 Completed

Darlington Borough Council will be planting memorial trees for those people who have passed away due to Covid-19. There will be 6 sites across the town, each site will have 6 half standard trees. The Council's Tree Officer has been tasked with selecting trees that flower at various times of the year, a mix of deciduous and evergreen, as well as having interesting features. Creative Darlington are designing the plaque for each of the memorial sites. The Council Tree Team and Ranger Team have planted all the trees, the leader of the council planted a tree at each site and unveiled the memorial plinth. A commemorative bench is to be installed at each site as well.

4.4.3 Bulb Planting

Following the successful bulb planting of 2019 it was decided to continue this in 2020. There was a mix of hand planting with members of West Park Levy Trust as well as using a special bulb planting machine. The machine creates a slit in the ground to plant the bulbs and then recovers the bulbs, thousands of bulbs are able to be planted in a couple of minutes which makes it a lot easier than hand planting.



Figure 35: Bulb planting machine 2020

The hand planting of bulbs has continued each year, with 3500 bulbs being hand planted in 2023. The bulbs were donated by the Council to the Trust, the Council is able to buy the bulbs in bulk and then donates the bulbs to the various friends groups to plant on the sites they look after. The trust distributed the bulbs to members of the West Park community, this was done via social media and the bulbs were planted in various areas of West Park to enhance the greenspace. Bulb planting by machine is at the moment not cost effective, it is more cost effective to plant new areas of wildflower.

4.4.4 Improvements to the play area

The council and the West Park Levy Trust have engaged a landscape architect to upgrade some of the elements of the play area e.g. revamp or replace the wooden structure in the sand pit, install toddler swings and additional play equipment.



Figures: 36 & 37 Shows new additions to the play area

4.4.5 Installation of Christmas Tree and Lights 2023 - completed

The data from the survey indicated that residents wanted to have some form of Christmas celebration, so the trust looked into this and they organised with the Council to get the necessary foundations and electrical box in place on the Water Corridor near the village centre. The Christmas Tree was installed and the lights turned on 7th Dec 2023. The Trust are looking at an annual event in the future.



Figure 38: Christmas Tree

4.5 Maintenance Descriptions

Darlington Borough Council's civic enforcement team deal with a wide range of issues these include: Littering, dog fouling, graffiti and fly tipping to name but a few issue. Anyone caught dog fouling will face a £75 fine or face court action, anyone

littering faces a £75 fine. Fly tipping carries a maximum fine of up to £50,000 and or imprisonment of up to 5 years. Incidents can be reported by members of the public via Darlington Borough Council's customer services call centre or reporting it online via the website. Residents are encouraged to report all incidents to the council and or police, all telephone numbers and email addresses can be found on the Friends of West Park notice board which is located in West Park Village near the café.

Darlington Borough Council runs awareness campaigns with schools to reduce the above issues; West Park Academy carries out a litter pick once a term as part of this on- going campaign.

When carrying out tree thinning operations and pond works the waste material is left on site. There are no designated composting areas on the Park. Pond material is left in an area such as tree plantations that are closest to the ponds where the works are taking place. The ranger will discuss locations with contractors prior to the works being carried out as well as receiving method statements from the contractors that will carry out the works. Tree brash is left in the tree plantations to create habitat piles. Peat is not used on the site.

In the event that an area needs to be sprayed to reduce encroachment of vegetation on a path in a play area or to improve wildflower meadows all staff are qualified and hold PA6 certificates (hand held applicators). In the case of wildflower meadow improvements contractors spraying large areas will provide method statements for the operation and all operators will have the correct PA2 certificates, these will also be provided to the council. The only chemical to be used on site is Glyphosate and COSHH sheets will be retained for health and safety purposes.

There are two phases to the removal of graffiti; the first phase is to see if the graffiti in question can be removed with graffiti removal wipes/ spray such as the following product ' Easy- Off' which is supplied by Urban Hygiene Ltd. This product is safe, biodegradable and non -flammable. This product is non- hazardous under COSHH and CHIP and operators using this product will still wear PPE as stated in the risk assessments. If the graffiti can't be removed using this product then it becomes phase two, the graffiti is logged with Street Scene for removal by using a pressure washer and a stronger graffiti removal product, Gard Graffex (please see appendix B5 for data sheet and COSHH Form).

4.6 Management Operations

There are a list of management operations that take place on West Park, table 2 lists these management operations and the partners that are responsible for undertaking the task.

Table 2: Management operations work descriptions

Work Description	Quantity	Timing	Responsibility	Delivery
1. Maintenance of the site visitor’s main facilities especially the removal of graffiti from sculptures and other furniture.				
Removal of graffiti and litter as required. If graffiti persists Street Scene will be required to us chemicals.		As required	DBC	Rangers / Street scene
Site inspections	2	weekly	DBC	Rangers
Path repairs & maintenance		As required	DBC	Contractor
Grass cutting		As required	DBC	Rangers/ Volunteers
Sculptures – monitor ware on the gravel surfaces to ensure no holes appear as well as maintaining the edges of the steel elements to avoid weed growth e.g. iron circle		As required	DBC	Rangers/ Volunteers/ West Park Levy Trust
Stone Tors – monitor level of gravel around tor base to maintain the clear lines between the stones and the grass.		As required	DBC/ West Park Levy Trust	Monitoring – Rangers/ West Park Levy Trust Replace gravel depending on quantity (Small Rangers/Volunteers, Large Contractor

Removal of phragmites around sculpture in west beck		As required	DBC	Rangers / Volunteers / Contractor
2. Maintenance of the amenity grass & main entrances				
Large areas of amenity grassland	1 a month	May – Oct	DBC	Street Scene
Event area	1	July	DBC	Street Scene
Sculptures, mounds, banks and entrances	As required		DBC	Rangers/ Volunteers
Litter picks	2	weekly	DBC	Rangers/ Volunteers
Emptying litter & rubbish bins	2	weekly	DBC	Street Scene
3. Improve the species diversity of wildflowers in the designated areas				
Cut and bail the meadows once a year to reduce competition and soil nutrient levels.	Annually	Sept -Oct	DBC	Contractor
Maintain Annual meadow areas to add colour and species diversity along the main access corridors		April - June	DBC/ West Park Levy Trust	Contractor
Carry out wildflower survey to determine species diversity.	Annually		DBC	Rangers/ West Park Levy Trust
Carry out butterfly transects	Weekly	April – Sept	DBC	Rangers/ West Park Levy Trust
Increase species diversity using seeds			DBC	Rangers / West Park Levy Trust
Remove litter as required		As required	DBC	Rangers/ Volunteers
Trial other management regime within Lucerne areas to improve diversity, e.g. spraying, bi annual cut etc.			DBC	Rangers

Monitor the presence of invasive species	Annually		DBC	Rangers / West Park Levy Trust
4. Manage the woodland areas to ensure effective growth of trees species				
Tree wise survey to be carried out on mature trees on site.	1	ongoing	DBC	Tree Team
Maintenance and replanting		As required	DBC	Tree Team / Rangers / West Park Levy Trust
Thin out tree plantations systematically. Liaise with Forestry Commission for funding		As required	DBC	Rangers / Volunteers
Once trees are shading out invasive species establish a woodland understory			DBC	Rangers / Volunteers
Carry out systematic removal of plantation fencing			DBC	Rangers / Volunteers / West Park Levy Trust
Increase species diversity of orchard		As required	DBC	Rangers / West Park Levy Trust
Monitor species diversity of the plantations			DBC	Rangers
Removal of litter		As required		Rangers
Ensure brambles do not over shadow other species		As required	DBC	Rangers / Volunteers
Leave dead wood as a habitat (when appropriate)		As required	DBC	Rangers / Volunteers
5. Maintenance of 4X Bike track and Play area				
Redressing of track surface (last redressing 2021)	1	Approx Every 2 yrs	DBC	Contractor
Removal of litter & graffiti		Weekly	DBC	Rangers / Street Scene
Tarmacked berms monitor surface (resurface 3 berms with tarmac 2018)	2	weekly	DBC/ West Park Levy Trust	Rangers / 4motion / West Park Levy Trust

Installation of extra tarmac berms to be approved with all parties (2021)			DBC/ West Park Levy Trust	Contractor
Bike track & Play area inspection (In accordance with RoSPA standards EN1176 & EN1177)	2	weekly	DBC	Play area officer/ Rangers
Bike track & Play area inspection – external		Annually	DBC	RoSPA
Bike track maintenance & repairs		As required	DBC	Rangers / Contractor/ 4motion
Play area maintenance & repairs		As required	DBC	Street Scene /Contractor
Emptying litter bins	2	weekly	DBC	Street Scene
Bike track edges to be cut / sprayed to stop encroachment of vegetation		As required	DBC	Rangers/ Volunteers
Grass cutting – banks under 15° to be cut only		As required	DBC	Street Scene
6. Formal Planting				
Removal of litter		As required	DBC	Rangers/ Volunteers
Removal of weeds		As required	DBC	Rangers / Volunteers
7. Entrances				
Check entrance features are in working order via site inspections	2	weekly	DBC	Rangers
Removal of litter & graffiti (large/ stubborn graffiti to be removed by street scene using chemicals)		As required	DBC	Rangers / Street scene
Maintenance & repairs		As required	DBC	Rangers/ Civils
Cut back encroaching vegetation		As required	DBC	Rangers / Volunteers
8. Mangle the wetland areas to create a bio diverse habitat				

Removal of litter		As required	DBC	Rangers/ Volunteers
Transplant semi emergent flora from other wetland sites and establish in the margins of the site water bodies		As required	DBC	Rangers/ Volunteers
Identify and remove invasive species especially Crassula	As required	Oct – Mar	DBC	Rangers/ Volunteers/ Contractor
Management of dominant species e.g. phragmites & typha etc. Less than 70% pond edge. (2/5 reed cutting, 1/5 dig out & 1/5 spraying)	Annually	Oct – Mar	DBC	Rangers/ Volunteers/ Contractor
Contractor to adhere to Water vole method statement			DBC	Rangers/ Contractor
Ensure inflow & outflow of balancing ponds are free of vegetation	Annually	Oct- Mar	DBC	Rangers/ Volunteers
Monitor the introduction of fish species and electro fish when necessary (E.A. to electro fish)		As required	DBC	Rangers/ Volunteers / West Park Levy Trust
De-silting / unblocking of inflow / outflow pipes between balancing pond (comets garth)	1	When required		Streetscene (if gully flusher can do this)/ contractor
Strim banks on west beck corridor	2	April / September		Rangers
Maintenance of trees along west beck corridor i.e. pruning over hanging branches / removal of damaged trees		As required	DBC	Rangers/ Volunteers/ Tree Team
Clear 150m of bankside vegetation, 5m wide and remove remaining fencing, allowing better future maintenance of west beck corridor by summer 2019		Oct-Mar (avoiding nesting bird season)	DBC	Rangers/ Contractor
9. Access & Bridges				

Removal of litter & graffiti		As required	DBC	Rangers/ Street scene (large amounts of graffiti)
Painting of bridges (monitor the slow deterioration of this)		Every 3 years (last painted 2020)	DBC / West Park Levy Trust	Contractor
Monitor path surfaces and maintain ruts on main footway.		As required	DBC	Rangers/ Contractor
Check bridge hasn't been vandalised structurally			DBC	Rangers (visual inspection) Highways (structural inspection)
10. Manage West Beck in order to protect and increase the local Water Vole population.				
Water vole survey to be carried out		Mid April to Mid Sept	DBC	Rangers/ Volunteers
Removal of litter		As required	DBC	Rangers/ Volunteers
Maintenance & repairs to weirs – Maintain the series of small weirs to help water voles long term survival.		As required	DBC	Rangers/ Volunteers
Safeguard burrows from maintenance – use survey work to support this			DBC	Rangers/ Volunteers
Provide adequate cover and grazing areas on the bank side. Approx 50% cover.			DBC	Rangers/ Volunteers
Improve species diversity on the bank side. At least 5 plant species.			DBC	Rangers/ Volunteers
11. Visitors & Community				
Events programme	Approx 4	All year round	West Park Levy Trust / DBC	Rangers/ West Park Levy Trust

Update Social media regularly i.e. website, face book & twitter		All year round	West Park Levy Trust	West Park Levy Trust
Site inspections	2	weekly	DBC	Rangers
Removal of litter & graffiti from site		As required	DBC	Rangers/ StreetScene
Emptying bins	2	weekly	DBC	Street Scene
Visitor monitoring	2	weekly	DBC	Rangers
Wildlife Monitoring e.g. bat & birds surveys etc		All year round	DBC	Rangers/ West Park Levy Trust
Attend friends meetings	4	Quarterly	DBC/ West Park Levy Trust	Rangers/ West Park Levy Trust
Attend Trust meetings	2	Every 6 months	DBC/ West Park Levy Trust	Rangers/ Trust
Carry out fortnightly informal monitoring of users opinions		Fortnightly	West Park Levy Trust	West Park Levy Trust
Carry out more comprehensive survey (2022)	1	Every 3 years	West Park Levy Trust	West Park Levy Trust / Contractor
12. Hedge Maintenance				
Cut twice a year outside of Breeding bird season and nesting bird season.	2 a year	1 cut in February & 1 cut in September	DBC	Rangers / Volunteers
Removal of overhanging branches		As required	DBC	Rangers/ Volunteers
13. Orienteering course				
Maintenance & repairs (replacing markers & posts)		As required	DBC	Rangers/Volunteers
Removal of overgrown vegetation around markers		As required	DBC	Rangers/Volunteers
14. Flag pole				
Site inspections	2 a week		DBC	Rangers
Repairs and maintenance		As required	DBC	Rangers / Civils

Changing of the flag		As required	DBC	Rangers/ West Park Levy Trust
15. Water Corridor				
Beech hedge cutting (cut outside of breeding bird and nesting bird season)	1 a year	Nov- Jan	DBC	Rangers
Beech hedge - replanting	As required	Nov-Mar	DBC	Rangers/ Volunteers
Gravel Path maintenance & repairs		As required	DBC	Contractor
Annual meadows: preparation of ground, cultivation and sowing	1 a year	Mar- May	DBC	Contractor
Grass cutting		15 day turn around (weather dependant) Apr- Nov	DBC	Streetscene
Empty litter bins	2 a week		DBC	Streetscene
Litter pick		As required	DBC	Rangers/ volunteers
16. Leaf Noticeboards				
Repairs & maintenance		As required	DBC/ West Park Levy Trust	
Graffiti removal		As required	DBC / West Park Levy Trust	Ranger/ Volunteers
Litter removal		As required	DBC	Rangers/ Volunteers

4.7 Management Plan Review

The management plan will be reviewed annually by the West Park Levy Trust, Parks and Countryside Staff and the head of Environmental services at this meeting the new working copy of the management plan will be signed by all parties. During the year the management plan will be amended to include new project and management objectives and operations that aren't already there.

4.8 Health & Safety Policy

Darlington Borough Council has a Corporate Health & Safety Policy which explains the Council's health and safety policy and management system. The policy has been developed jointly by the Chief Officers Executive (COE), the leader of the Council and Cabinet Member with Efficiency and Resources Portfolio and is supported by the Trade Unions. Darlington Borough Council strives to provide a safe and healthy working environment for employees, service users, contractors and the general public. The scope of the health and safety management system includes all council activities and services. Implementation of this policy is achieved by systematic application of both the Health and Safety Executives model HSG 65 'Successful Health and Safety Management' and the Occupational Health and Safety Management System OHSAS 18001. Corporate and service specific health and safety arrangements are the standards, systems and guidelines for the implementation of control measure for specific health and safety risks. Arrangements are developed and implemented in accordance with the individual services risk profiles. Health and safety audits are carried out across the council services. Risk assessments are developed in accordance with the Health and Safety Policy. ⁱⁱ

The aims, objectives and commitments of the policy can be found in Appendices B.3

4.9 Site Risk Assessments

Risk assessments for the park are instructed and compliance is ensured through Darlington Borough Council Health & Safety policy and procedures. The park rangers in conjunction the Councils health and safety unit write; review and amend where appropriate.

Risk assessments for the park include:

The Park Rangers risk assessment is the main Risk assessment for the park which incorporates the main functions of the Park Ranger's activities and processes within the green spaces and also the public events.

Hand Arm Vibration, this is monitored in accordance with Darlington Borough Council's strict risk assessment guided policy towards reducing or eliminating risk with regard to use of mechanical equipment. This includes-

All machines used in the park (Predominantly trimmers and mowers) are tested annually as well as following any event that may cause their performance to alter. Individual, machine specific, continuous records are kept of each machines performance.

All operators deemed to be at risk receive strict instructions through regular tool box talks from the supervisor who instructs them on safe use of the machines and requires them to accurately record trigger time. Each operator is required to keep their weekly HAVS points score below 100. All operators have individual records of machine use kept indefinitely. All at risk operators have regular health checks.

Water Course Risk Assessments, incorporates the specific risks associated in working in or near pond streams and wetlands.

Events risk assessment holds the specific information for the main public and educational events held throughout the year including Easter Trail, Summer Event and our Halloween Event. In addition to the risk assessment any event has to be approved through the Councils Public Events Safety Advisory Group (PESAG).

Due to the Covid-19 Pandemic, signage has been placed on site regarding maintaining social distancing (stay 2m apart) and increase washing hands for 20 seconds etc. The Council have produced a corporate risk assessment especially for Covid-19 as well as Safe Systems of Work (these can be found on the councils intranet). Where social distancing can't be maintained face masks / coverings will be worn at all times as well as following the rest of the Covid-19 procedures. Darlington Borough Council are also carrying out community testing as 1 in 3 people are asymptomatic. Now we are post pandemic, covid signage has been removed but the principles and policies are still in place and will be used to reduce the risk of covid in the future.

For examples of the risk assessments please refer to appendix B.4 Risk Assessments.

5. Visitor Monitoring

The rangers carry out two site inspections a week, while checking the site the ranger records the number of people that has been seen on the reserve during the time period that the ranger is there. These figures are recorded and sub divided into the activity the person was undertaking while on the reserve e.g. dog walking, cycling or using the play area (see appendix B.1 for example of the site record form).

These figures are collated for each month in a spreadsheet and extrapolations for the visitor number are calculated for the whole day. The total monthly figures are then multiplied by the number of daylight hours to give the yearly totals. This figure is then added to the figures obtained when the events take place (see, table 4).

Table 3: 2007 -2023 Figures

Year	Grand total (includes events and school groups)	Visitor Numbers	Event total	School group total
2007	62,232	60,115	780	1337
2008	90,510	88,130	452	1928
2009	78,123	73,961	2538	1624
2010	107,160	104,926	1001	1233
2011	74,124	71,882	2242	77
2012	116,618	115,148	914	556
2013	122,620	121,027	1201	392
2014	101,553	100,524	741	288
2015	102,560	100,003	2307	250
2016	85,995	85,592	300	104
2017	85,664	84,671	672	321
2018	76,993	75,779	867	347
2019	90,323	89,265	760	298
2020	82,222	82,178	9	35
2021	86,46	86,321	15	10
2022	90,387	89,543	719	125
2023	83,056	82,729	307	20

Table4: Visitor recording spreadsheet for 2020 (Lockdown Mar-May)

Month	Visitor no	Events	schools/ groups	Averages				
				# 2hr sessions counted	total per month (2hr sessions)	Total per month per hr	Hours per day	Total per month
January	163	0	0	9	561	281	8	2,246
February	174	0	15	7	696	348	9	3,132
March	183	0	0	7	810	405	12	4,863
April	0	0	0	0		0	14	0
May	480	0	0	6	2,480	1,240	16	19,840
June	397	0	0	7	1,701	851	18	15,313
July	440	0	0	10	1,364	682	16	10,912
August	391	0	0	10	1,212	606	14	8,485
September	326	6	0	10	978	489	12	5,868
October	272	0	0	8	1,054	527	11	5,797
November	176	3	20	6	880	440	8	3,520
December	145	0	0	7	642	321	7	2,248
	3,147	9	35	87	12,380	6,190		82,178

Total figure with events & school/
groups: 82,222

6. Wildlife Monitoring

The Rangers carry out a series of surveys to establish the current health of the wildlife populations as well as to establish the site biodiversity levels. Surveys are carried out to identify the species of birds, bats, dragonflies, damselflies, water voles and butterflies. Results for these surveys can be found in Appendix C.

A butterfly transect was established by the ranger in 2006, the transect is a walked route through the reserve which is segmented into sections and within each section the number of butterfly species are counted. The transect is walked once a week from the months of April to October, the data is recorded and then transferred to the electronic monitoring form called Transect Walker which is produced by the United Kingdom Butterfly Monitoring Scheme. Each walk has the butterfly data, temperature, wind conditions and the percentage of sun in each transect. The scheme also allows for the monitoring of moths as well. (See appendix E)

Appendix A

A.1 West Park before Pictures



Bridge at West Beck



Hill view towards VW Garage



View towards A1 Road



View of one of the escarpments



West Beck



View down to Barnard Castle Track Bed

A.2 West Park (from 2006)



West Beck bridge



View to VW Garage



View to A1 Road



Amphitheatre and Plover Sculpture



West Beck



View down to Barnard Castle Track Bed

A.3 Bike Track project



Proposed area for Bike Track (2003)



Breaking ground in 2007



Berms & Tabletops

Appendix B

B.1. Site Inspection Form (24th June 2020)

This document was classified as: OFFICIAL



Site Inspection Form

Site Name

Date Time Ranger

Number of Visitors Observed	Walking	Walking with Dog	Walking with Pram	Running / Jogging	Bike Riding	Horse Riding	Using Play Area	Using Bike Track	Fishing	Riding motorbikes/moped/bike*	Other	Total
	0- 25 yrs	5				2		4	2			8
26 - 65 yrs	11		3	1	3			1			8	27
65 +												0
(* Put R. if incident has been reported to the Police)											Total	48

Condition Survey

	Condition Score (0-5)	Brief Description if Required	Previously Reported	Date Reported	Action & Date Undertaken	Comment No
Litter	1					
Footpaths	1					
Manholes	0					
Gates & Fences etc	2					
Site Furniture	0					
Play Area	0					
Bike Track	0					
Fishing Ponds						
Nature Ponds	0					
Flytipping	0					
Signs of drug/alcohol abuse	0					
Signs of vandalisms	0					

Comments (Include PUBB/Crime RefNos) etc

sitting <25:7; 26-65:7
pond dipping <25:1; 26-65:1

- 0 No Problems/no litter etc
- 1 Very slight damage/very low level of litter etc
- 2 Slight damage/low levels of litter etc
- 3 Moderate damage, needs regular monitoring/moderate level of litter etc
- 4 Serious damage, needs fencing off until it can be repaired/high levels of litter
- 5 Very serious damage, needs immediate action taken/very high levels of litter etc

PACR010 002

B.2. Accident Report Form

 <p>DARLINGTON BOROUGH COUNCIL</p>	<h3>ACCIDENT REPORT FORM</h3> <p>(Electronic version of form must be printed off and signed)</p>						
DEPARTMENT:	SECTION/PREMISES						
<p>PART A: DETAILS OF INJURED PERSON</p> <p>Full name: Male <input type="checkbox"/> Female <input type="checkbox"/> Date of birth:</p> <p>Home address: Tel. No.:</p> <p>If Departmental Employee: Job title Pay No.: <small>(state if Employment Trainee or Youth Trainee)</small></p> <p>Status if not Departmental Employee:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Employee of another department - state department</td> <td style="width: 50%; border: none;"><input type="checkbox"/> General public</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Employee of another contractor - state name and address of contractor</td> <td style="border: none;"><input type="checkbox"/> Service user</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> School pupil - state school</td> <td style="border: none;"><input type="checkbox"/> Other - please specify (e.g. volunteer)</td> </tr> </table>		<input type="checkbox"/> Employee of another department - state department	<input type="checkbox"/> General public	<input type="checkbox"/> Employee of another contractor - state name and address of contractor	<input type="checkbox"/> Service user	<input type="checkbox"/> School pupil - state school	<input type="checkbox"/> Other - please specify (e.g. volunteer)
<input type="checkbox"/> Employee of another department - state department	<input type="checkbox"/> General public						
<input type="checkbox"/> Employee of another contractor - state name and address of contractor	<input type="checkbox"/> Service user						
<input type="checkbox"/> School pupil - state school	<input type="checkbox"/> Other - please specify (e.g. volunteer)						
<p>PART B: INJURED PERSON'S ACCOUNT OF ACCIDENT</p> <p>Date and time accident happened:</p> <p>Where did accident happen:</p> <p>What happened (Describe how the accident happened and what you were doing at the time. If fall of person or equipment state height of fall. If machine or vehicle etc. involved state type and number):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Details of injuries and treatment (State right/left as appropriate and hospital/first aid):</p> <p>.....</p> <p>.....</p> <p>Date and time accident was first reported:</p> <p>To whom was it first reported:</p> <p>Witnesses details (including names and addresses):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signature of person completing Part B on injured person's behalf:</p> <p>Position: Date:</p> <p>AND/OR</p> <p>Signature of injured person: Date:</p>							

B. 3. Health & safety Policy

The Corporate Health and Safety Policy

Darlington Borough Council recognises and accepts its responsibility to provide a safe and healthy workplace and environment for its employees and to ensure that service users and members of the public are not exposed to risks to their health and safety by its activities.

3.1 Policy Aims

To conduct all of our activities so as to avoid, or adequately control, risks to health and safety.

To maintain a positive health, safety and wellbeing culture and continuously improve our health and safety performance

To establish, monitor and review plans and targets for improving our health and safety performance.

3.2 Policy Objectives

To comply at all times with legislation and Health and Safety Executive codes of practice and guidance.

To identify all significant hazards arising from our activities, assess all the resultant risks to health or safety and develop and implement appropriate preventive and protective measures.

To ensure effective planning, organisation, control, monitoring and review of the preventive and protective measures.

To adopt a proactive approach to the promotion of health and wellbeing.

To provide a professional occupational health services.

To provide a professional health and safety support service.

To establish appropriate emergency procedures for situations of serious and imminent danger

To provide and maintain suitable and safe vehicles, plant, equipment and systems of work

To provide adequate health and safety training and supervision and to take account of employees' capabilities as regards health and safety matters when assigning tasks to them.

To provide employees with comprehensible information on health and safety risks and preventive and protective measures.

Corporate Health and Safety Policy

To avoid safety, health and fire risks in connection with the use, handling, and storage of articles and substances.

To provide a safe place of work, safe access and egress, and a healthy working environment.

To provide suitable personal protective clothing/equipment, and ensure arrangements are in place for storage, maintenance and enforcement of use of such personal protective clothing/equipment.

To ensure adequate first-aid provision is made available based on an assessment of what is appropriate to the circumstances of each workplace.

When engaging contractors to undertake work or services on behalf of the Council to:

- Assess their health and safety competence before engaging contractors
- Apply appropriate specifications and/or contract conditions with a view to ensuring that contractors develop and implement preventive and protective measures that will maintain an acceptable health and safety performance, throughout the contract.

- Provide contractors with all relevant health and safety information and guidance about Council premises, land and projects, on which they will be working
- Monitor and exercise appropriate control over the health and safety performance of contractors. In addition where relevant, to co-ordinate the health and safety performance of more than one contractor.

3.3 Policy Commitment

Commitment to the Corporate Health and Safety Policy is demonstrated via the Health and Safety Policy Statement of Intent, signed and reviewed annually by the Chief Officers Executive and Leader of Darlington Borough Council. The Statement of Intent is communicated internally via display at appropriate locations throughout the authority, and to external stakeholders upon request.

B.4 Risk assessments

B. 4.1. Park Rangers



General Risk Assessment Form

Group
Economic Growth & N/Hood Services

Section
Horticulture - Rangers

List of Activities

Rangers General Activities
Use of Chainsaws
Chainsaw Snedding
Use of wood-chipper
Use of strimmer / brushcutter
Use of grass / leaf blower
Use of hedgecutter
Litter picking and emptying of dog waste bins
Collection and disposal of animal carcasses
Digging tasks, fencing and tree planting etc
Manual application of herbicides
Petrol storage, use and transportation
Working in, near or on water
Activities with school/college groups and other volunteers
Working with ladders / step ladders

RA001/2

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY General Rangers Activities		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Driving, transporting of materials and load security	4	3	MED	Operatives, volunteers and members of the public	4	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor. Further control measures
Falls from vehicle	3	3	MED		3	1	LOW	
Ignition of Fuel and Oil/Fire	3	2	LOW		3	1	LOW	
Contact with, or use of hazardous substances at work.	3	3	MED		3	1	LOW	
Environmental conditions – inclement weather, strong winds and extreme temperatures.	3	3	MED		3	2	LOW	
Slips, Trips and falls.	3	3	MED		3	2	LOW	
Noise	3	4	MED		3	2	LOW	
Vibration	3	4	MED		3	2	LOW	
Manual Handling	3	4	MED		3	2	LOW	
Violence and Aggression	3	2	LOW		3	1	LOW	
Hand/power tools and other	3	2	LOW		3	1	LOW	

equipment								
Struck by flying particles	3	3	MED		3	2	LOW	
Infectious Agents	3	3	MED		3	2	LOW	
Giant Hogweed	3	4	MED		3	2	LOW	
Bees, wasps and other stinging insects	3	4	MED		3	2	LOW	
Work related illness.	3	3	MED		3	2	LOW	
Stress / trauma	3	3	MED		3	2	LOW	
Drugs, Substances and Alcohol	3	3	MED		3	2	LOW	
Lone Working	3	4	MED		3	2	LOW	
Volunteers (inexperienced, physical capabilities)	3	4	MED		3	2	LOW	

Existing control measures

Also refer to any corporate covid-19 risk assessments and procedures

Driving, transporting of materials and load security

Driver to hold relevant driving licence and only operate vehicles in accordance with their licence and training. 6 monthly driving licence checks completed.

Drivers check their vehicles daily and fill in the vehicle defect book. Any faults are reported to the workshops immediately.

Driver MUST comply with the Highway Code at all times.

Driver to be aware of Safe Working Load (SWL), some vehicles fitted with weight monitoring device.

Driver to check the weight of the load to be carried.

Driver to ensure the vehicle is capable of carrying the size and type of load.

Driver to check load straps and lashing to ensure they are in good condition.

Driver MUST check load prior to moving and whenever items are added or removed.

Driver to be aware that loads can settle and shift during a journey.

Check load at regular intervals and following heavy breaking or sudden direction change.

DO NOT climb onto the vehicle or the load unless safe means of access are available.

Driver MUST ensure that the vehicle cab is NOT used for the storage of materials.

Vehicle cab to be kept clean and tidy, cleanliness of vehicles checked during service monitoring.

Beacon must be fitted and operating at all times.

First aid kit issued to all crews and stored in cab

Vehicles fitted with fire extinguisher which is serviced by a competent person, where applicable.

Reversing is avoided by planning routes to minimise

Where reversing cannot be eliminated, reversing assistants must be used in highly populated areas, in town centres and in/around schools, work scheduled to avoid busy times of day.

Operatives have received reversing assistant training.

Reversing alarms fitted to some vehicles.

Vehicle tracker system fitted to some vehicles

Vehicles maintained and serviced in accordance with the manufacturer's instructions.

Never drive if you are fatigued, while under the influence of alcohol, drugs, medication or anything that could affect your vision, alertness, co-ordination or judgement.

The use of mobile phones is prohibited whilst driving and smoking is not permitted whilst at work.

Seatbelts must be worn whilst the vehicle is in motion.

Follow instructions given; Driver training for particular vehicle types. The driver of the vehicle must not tolerate any horseplay of any members of the crew.

Drivers to be vigilant and aware of motorists and pedestrians at all times.

Driver MUST be satisfied that the vehicle is in a 'Safe Roadworthy Condition' prior to use.

All drivers provided with 'Driver and Operator' Handbook.

Breakdown:-

In the event of a breakdown do not attempt to carry out roadside repairs:

During working hours contact fleet department.

Out of hours, contact emergency call-out fitter.

Any leaks of fuel, oil, brake fluid, etc. should be reported immediately.

In the event of vehicle breakdown operatives to identify a safe refuge point.

Remove keys (do not leave vehicle unattended).

Falls From Vehicles

Operatives MUST NOT access/egress moving vehicles.

Operatives MUST NOT jump from vehicles.

Operatives to egress by facing vehicle, using handholds and steps if fitted.

Check for uneven surfaces such as potholes or kerbs prior to stepping off the vehicle.

Steps and cabs to be kept clear of mud and debris at all times.

Operatives MUST wear safety footwear (such as Trojan J80 ENISO 20345 or similar).

Consider - Operatives provided with HSE information card INDG 413 'Preventing Falls From Vehicles' via TBT

Ignition of Fuel and Oil/Fire

Take care when refuelling. Remove sources of ignition e.g. do not smoke or use mobile phone when refuelling.

Operatives MUST wear disposable gloves EN374 whilst refuelling.

Ensure machinery has cooled down before re-fuelling

Refuel machine/plant in a well-ventilated area. Must wipe machine immediately if fuel is spilt.

Operatives to change PPE if contaminated with fuel/oil.

Always check for fuel/oil leakage prior to starting engine.

Operatives to ensure fuel/oil container cap is replaced following decanting of fuel/oil and stored in appropriate location.

Fire extinguisher is serviced annually, where fitted in vehicles.

All electrical equipment PAT tested.

Contact with, or use of hazardous substances at work.

COSHH risk assessment retained in main Depot.

Operatives to make themselves aware of the requirements of COSHH assessment prior to use. Managers also give information to operatives.

Must consult COSHH Risk Assessment for substances used and implement the necessary controls required e.g. use of gloves EN388 3,5,4,4 or nitrile EN374

All COSHH related issues involved with the work to be identified and controlled at the planning stage.

All COSHH substances to be transported and stored in accordance with COSHH assessment.

All spillages to be cleaned up immediately with spill kits provided in relation to manufacturer's information and requirements of COSHH assessment.

Emergency controls identified and communicated to operatives prior to use of substances.

Relevant PPE MUST be worn, in accordance with COSHH assessments.

Operatives to contact supervisor if any unidentified hazardous substances found in working location.

Dermatitis checks completed for operatives via Occupational Health Service.

Environmental conditions – inclement weather, strong winds and extreme temperatures.

Some ground conditions may affect the capability of works to be carried out. Contact supervisor for further advice and instructions.

Waterproof Jackets and Trousers (EN343, EN14605, EN14786) and Footwear such as wellington boots (EN20345) provided for working in inclement weather conditions.

Operatives advised to layer clothing.

Eye protection (such as goggles BS EN166) available for use during windy conditions.

Operative's to check traffic management signage throughout duration of works. Signs to be secured with sandbags.

Load/objects not to be lifted during excessively windy conditions.

In hot weather operatives are advised to cover up and drink plenty of fluids.

HSE advisory leaflet INDG 147 'Keep Your Top On' for working in the sun provided to all operatives.

Sun screen provided for use.

Slips, Trips and falls.

Ensure adequate footwear is worn at all times. Safety boots – (Trojan J80 or similar to EN:ISO:20345)

Good housekeeping practices to be adopted.

Spillages to be cleaned immediately.

Operatives to familiarise themselves with the working area, be aware of obstructions and uneven ground.

Have good housekeeping standards maintained, "clean as you go"

Noise

Suitable hearing protection provided for operatives such as ear muffs (EN 352, such as Peltor Optime 2) (operatives must refer to risk assessment for specific equipment to determine exact hearing protection to be worn).

Audiometry testing undertaken by Occupational Health department.

Faulty equipment MUST not be used.

Noise monitoring in progress

Operatives must not use personal ear/headphones whilst at work

Vibration

Arrangements indicates purchasing of low vibration tools.

All equipment to be fit for purpose and include adequate maintenance.

All vibratory equipment levels recorded and noted on machine data sheets, which is available in depot.

Information on vibration levels/maximum trigger time provided to operatives.

Works planned and managed to ensure exposure to vibration is eliminated or reduced to as low as reasonably practicable and always below the exposure limit value (ELV).

Exposure levels monitored and levels reviewed. Use of hand held vibratory tools is low.

Regular management meetings to review strategy plans according to Vibration Arrangements.

Tool box talks carried out on 'Control of Hand Arm Vibration' to all operatives. HAVS awareness training carried out.

Occupational Health Surveillance undertaken.

Operatives identified with full HAV restrictions are NOT to be exposed to any vibratory equipment.

Operatives identified with reduced time HAV restrictions are to be monitored.

Personal Risk Assessments completed when required.

Job rotation in place to include the ability to take breaks.

Manual Handling

THINK THINGS THROUGH BEFORE YOU LIFT.

Examine the object to be moved for size, shape and weight prior to lifting. Carry in manageable sizes.

All operatives undertake Manual Handling (and refresher) training.

Where possible mechanical lifting MUST be implemented. (Safe Working Load NOT to be exceeded).

Do not attempt to move loads that are beyond your physical capability. Request assistance when required.

All operatives to follow manual handling training and assessments.

When carrying a load ensure the route is clear of all obstructions.

Use sack barrows/wheel barrows.

Park vehicle as close as possible to items requiring lifting.

Operatives MUST wear:-

Gloves (BSEN 388, protection factor 3,5,4,4), Safety footwear such as Trojan or similar (BSEN 20345), ballistic trousers

Refer to manual handling assessment for specific requirements.

Violence and Aggression

Operatives instructed not to engage in potentially Violent and Aggressive situations.

Call Police if necessary for assistance.

Operators to remove themselves from area/situation.

Contact supervisor to inform of incident and for further assistance.

Incident to be reported on DBC accident/incident report form. Information available in streetscene handbook.

Lone worker risk assessments and arrangements completed and communicated to all lone workers.

Operatives to inform supervisor if experiencing stress at work.

Confidential telephone counselling service available.

Be aware of stray dogs and report any incident to dog warden

Hand tools, power tools and other equipment

First Aid Kit available in vehicles.

Ensure all hand tools are maintained and checked prior to use for defects and replace as necessary. Do not use faulty equipment.

Operatives are trained and experienced in the use of all mechanical hand tools.

Inexperienced operatives (such as volunteers or work experience) to be adequately supervised whilst using tools.

Never use hand/power tools if you are fatigued, while under the influence of alcohol, drugs, medication or anything that could affect your vision, alertness, co-ordination or judgement.

Struck by flying particles.

Ensure that the immediate area around equipment/ machinery is kept clear of unauthorised personnel

Eye Protection to be worn (EN166) refer to task specific risk assessment.

Infectious Agents & Biological Hazards

Operatives trained in 'Awareness of Sharps' where applicable.

Operatives made aware that there are possibilities of sharps being deposited in work areas.

First aid kit issued to all crews, including 2x 200ml saline eye solution.

Only trained operative to remove/dispose of needle(s). Additional sharps boxes available. Boxes to be disposed of at main depot.

Areas to be checked using litter picking tool.

Tools to include brush, shovel, litter picking tools and sharps disposal kit.

To work remotely using litter pickers or other tools to keep hands away from sharp.

All PPE must be worn: Safety footwear - Trojan J80 or similar (EN ISO20345). Gloves - (BSEN388 rating 3,5,4,4)

Operatives not to close handle needlesticks, use equipment provided.

Good hygiene practices to be followed, washing hands prior to eating, drinking or smoking.

All rangers offered Hepatitis B immunisation

All Operatives undergone Toolbox Talk from supervision on actions to be taken following a needle stick injury e.g. allow to bleed seek advice attend A&E

Operatives to observe working area prior to cutting for any substances such as with vomit, dog/human faeces, fungal spores or other biological hazards associated with infections/diseases.

Operatives instructed not to work in soiled conditions,

Provision of anti-bacterial hand wipes for use.

Good hygiene practices to be followed. Washing hands prior to eating, drinking or smoking.

Consider – operatives having a toolbox talk on HSE information leaflet – Leptospirosis INDG84

Giant Hogweed

Operatives trained to identify plant on induction course. Leaflets/notices available on sites where these plants are present.

Inspection of work area to identify if present on site prior to start of work and inform supervision. Manager to report to Ecology Officer of whereabouts of hogweed and knotweed.

Operatives MUST wear disposable coveralls (BSEN 1073-2) and dispose as per guidance.

Bees, wasps and other stinging insects

Be vigilant and aware of bees and wasps nests, report any nests to supervision.

Ensure if any ranger or volunteer has allergies they have their medication at all times

Work related illness.

Ensure that any person coming into contact with water, sewage or sewage products has all open wounds covered by waterproof plasters.

Operatives provided with waterproof gloves (to a minimum protection of EN 388 using a gauntlet type if required).
Avoid water entering the mouth or eyes (infection can pass through the aqueous medium of the eyes).
Hand wipes and paper towels available on vehicles

Stress / Trauma

Operatives receive toolbox talk on stress and must report any problems/issues to manager/supervisor.
Counselling is available if required and operatives are able to self-refer.
OHS leaflets provided to operatives

Drugs, Substances and Alcohol

Operatives MUST adhere to Drugs, Substance and Alcohol Misuse Policy.
Operatives MUST NOT be under the influence of drugs, substance or alcohol whilst undertaking duties.
Operatives must be aware of side effects of any prescribed medication e.g. drowsiness/fatigue.

Lone Working

Employees have access to Corporate Health & Safety Arrangements and these are communicated through Team Meetings and Tool Box Talks; including Violence & Aggression and Lone Working.

Training in Violence & Aggression, infection control, Needle and Sharps Awareness and applicable courses.

Employees should contact the office and report in at the start of the shift and at the end of the shift in order that Supervisors and Managers can monitor.

Be aware of the potential for hypodermic needles, sharp objects whilst undertaking duties.

Ensure any incidents are reported in order for them to be investigated.

Employees must not enter into a situation that may escalate; employees should remove themselves where possible and contact Managers/ emergency services as required.

Employees are to be aware of their working environment and ensure additional risk control measures are introduced following dynamic risk assessment.

Employees must work in accordance with task based risk assessments.

Ranger and volunteer groups location noted on whiteboard in office.

Rangers have a work mobile phone, buddy system to check whereabouts of ranger's and others

Lone working will be kept to a minimum and will be for non-practical work only (e.g. site checks/survey work) vulnerable individuals will not undertake lone working.

All volunteers will be required to register their contact details and a next of kin with the Ranger Team.

Lone worker volunteers will be allocated a day for survey work and would be contacted by a member of the Ranger Team operating the buddy system.

Volunteers checked periodically and only habitat volunteers work on their own for short periods.

Volunteers (inexperience/physical capabilities)

Ranger's will ensure volunteers are wearing the correct PPE and issued with the correct tools
Prior to carrying out tasks Ranger informs volunteers of what the task will be and any hazards associated with it.
Ranger to ensure closer supervision of inexperienced volunteers and ensure there is assistance available for those with any physical capability problems or ensure lighter work is carried out.
Ensure volunteers are restricted/or informed of any hazardous work being carried out such as chainsaw work by the ranger.
Rangers complete DBS check

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Rangers - Use of Chainsaws		
Employee/ Manager: B Graham/J Ivil /P Smaling	Advising Safety Officer: H&S Team	Date First Completed: August 2019	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Operative's lack of fitness / suitability	2	4	MED	Operatives, volunteers and members of the public	2	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor. Further control measures Consider completion of a site specific risk assessment for each job. Consider – operatives having copy of the HSE 'Chainsaw at Work' guidance INDG317 rev 2 or be available at main office.
New Workers inexperience	3	4	MED		3	2	LOW	
Young Persons inexperience	3	4	MED		3	2	LOW	
Lack of Training / instruction / Information	4	5	HIGH		4	1	LOW	
Incorrect use of Chainsaw's, contact with moving chain and 'kickback'	4	4	MED		4	2	MED	
Lack of Maintenance	2	3	LOW		2	1	LOW	
Lone Working	4	3	MED		4	1	LOW	
Tree felling	4	3	MED		4	1	LOW	
Hazardous Substances	3	3	MED		3	1	LOW	
Members of the Public	3	4	MED		3	2	LOW	

Housekeeping	4	3	MED		4	1	LOW	
Transporting machinery and brash	3	3	MED		3	2	LOW	
Sawdust/wood chippings and emissions from chainsaw	3	3	MED		3	2	LOW	
London Plane Trees	3	4	MED		3	2	LOW	
Unstable/uneven ground	3	4	MED		3	2	LOW	

Existing control measures

Also refer to other Ranger's risk assessments and Ranger's General Activities risk assessment

Operative's lack of fitness / suitability

Operatives must be reasonably fit both physically and mentally.

Operatives to inform supervisor if they have had medical advice which may restrict the tasks they can do and require increased supervision. Supervision to contact Occupational Health Service.

Operatives must also inform their supervisor if they have been prescribed medication that may make them drowsy, have vertigo or dizziness etc (see page 3 of HSE guidance INDG317 rev 2)

New Workers inexperience

All new starters complete an induction process.

Provide relevant information, instruction, supervision and training.

Ensure control measures are up to date and properly used maintained

Check workers understanding of the information provided to work safely

Young Persons inexperience

Must have the relevant certification for the task.

Young persons to be supervised by a competent person. Paying particular attention to their inexperience, immaturity and lack of awareness of relevant tasks.

Must have the physical capacity to operate a chainsaw.

Lack of Training / instruction / information

Only trained competent operatives to use chainsaws. NPTC certificate of competence or equivalent. See AFAG805

Operatives must follow manufacturer's instructions.

Staff instructed on limits of their qualifications and what they can and cannot undertake e.g. felling of large trees, windblown trees etc

Refresher training carried out; for a full-time user every five years, occasional user every two/three years.

Information to be given to operatives on risks associated with job.

Measures to be put in place to reduce risks.

Consider:- Operatives to be provided with a copy of the HSE 'Chainsaw at Work' guidance INDG317 rev 2

AFAG & FISA guides available from manager

Incorrect use of Chainsaw's, contact with moving chain and 'kickback'

All tools and machinery fitted with correct chain brakes, safety switches etc. and checked prior to use, faulty equipment not to be used and contact supervisor.

Rear handled chainsaws are not used by Rangers.

Operatives **must wear** personal protective equipment:-

Safety Helmet to EN-397 with a suitable chinstrap

Hearing protection to EN-352-1 such as Peltor Optime 2

Eye protection mesh visors to EN-1731 or safety glasses to EN-166

Gloves to EN-381-7, type of glove will depend on task and consideration to protect from cuts from chainsaw, thorny material and cold/wet conditions.

Trousers to EN-381-5, all round protection required.

Chainsaw boots to BS EN ISO 20345:2004 and bearing a shield complying with EN-381-3.

Occupational Health surveillance carried out on operatives as advised by Occupational Health.

Operatives working in the vicinity of chainsaw/woodchipper to wear ear protection provided.

Where jackets are to be worn:

Hi visibility close fitting jackets to EN-471 class 2/3 dependant on working area and EN 343

Operatives working in the vicinity must wear hearing protection.

Large first aid kit to be carried in vehicle.

Arbor operatives are first aid trained / or at least one member of team is first aid trained???

Operators instructed never to work with saw above shoulder height.

Ensure the chainsaw is fit for purpose and check prior to use and periodically throughout the day.

Grip both handles wherever possible to maintain control of the saw (one handled use restricted where one hand is required to maintain a stable working position and the saw is used

at extended reach with the other hand).

Chain brake applied before and after use.

Operatives to follow manufacturer's instructions on the use of chainsaws, especially in relation to start up procedure. Chainsaw must be placed on firm level ground in an open area, making sure good balance and secure footing is achieved. Cutting blades must be clear of the ground and all other obstructions.

Chainsaw not to be used if any defects found.

To avoid 'kickback' ensure the saw has a properly maintained chain brake and use of low kickback chains (safety chains) can reduce the effect. Operators use saw to help prevent kickback by not allowing the nose of the guide bar to accidentally come into contact with any obstruction such as branches, logs, stumps. Don't over-reach, keep saw below chest height, keep left hand thumb around the back of the front handle and use the appropriate chain speed for the material being cut.

All operatives are trained in the use of the various types of chainsaws and have refresher training every three to five years.

Chainsaw to be started, warmed up and checked on the ground prior to use. All maintenance to be undertaken by trained competent staff only.

Lack of Maintenance

Equipment to be maintained and lubricated in-line with manufacturer's guidance.

Equipment checked prior to use to ensure safety features are working, guards in place, nuts, screws etc. tight, saw chain is correctly tensioned and throttle cannot be squeezed unless throttle lock-out is pressed.

All maintenance to be undertaken by trained competent staff only. Operatives trained in correct chain-sharpening techniques and chain and guide bar maintenance to keep the saw in safe working condition.

Daily checks carried out and any defects reported to supervisor and machine sent to fitters.

Do not use defective equipment.

Lone Working

Lone working to be avoided while using a chainsaw.

Manager knows of the teams whereabouts via work instructions. Mobile phone available to contact operatives.

If it cannot be avoided ensure regular contact with others by use of mobile phone and regular visits by manager/colleagues..

Checks to ensure operative has returned to base.

Tree felling

Ensure there are no overhead power lines within twice the height of the tree to be felled.

Check if underground services/manhole covers etc will be damaged when tree falls.

Ensure relevant equipment is used and in good working order.

Contact necessary department to check what underground services are located in vicinity.

Specific training for size of tree to be felled.

Avoid where possible working close to buildings, if this is not possible use of winches is essential to keep falling trees away from buildings.

Hazardous substances (oil applied to blade)

Only trained operatives allowed to carry out maintenance. Must consult COSHH Risk Assessment for chemicals/substances used and implement the necessary controls required e.g. use of gloves.

Always follow manufacturer's guidance when applying oil to blades.

Ensure machine is placed on floor and switched off and is allowed to cool down prior to application, clean any spillage before starting machine back up.

Manual Handling

All employees' have received relevant training in Manual Handling & Awareness Course and this is also followed up with refresher training courses at appropriate times.

Only lift when it is necessary. Operatives to assess load and use correct techniques. Operatives aware of their own capability and get assistance if required.

Cut logs into manageable pieces.

Ensure ground is free of obstacles and tripping hazards

Mechanical aids to be considered – winch

Housekeeping

Good housekeeping standards to be maintained on site at all times.

Clean area as completing work.

If necessary, clean area before starting work to check for tripping hazards.

Transporting machinery and brash

Ensure machines are secured to vehicle body with appropriate strapping.

Ensure vehicle is parked in a safe place before unloading.

Netting is supplied if required to ensure cuttings are secure

Sawdust/wood chippings and emissions from chainsaw

Operators to use eye protection, mesh visor on helmet.

Good ventilation and regular breaks.

Use of low emission fuels

Correct maintenance and servicing of equipment.

Inclement weather

Operators fully trained and able to make decision to halt operations if conditions are not safe.
Make area safe and stop operation.

London Plane Trees – respiratory problems and irritation to the nose and mouth from hairs from the fruit and leaves.

Work to be carried out in the autumn or winter months when leaves have fallen.

If work to be carried while trees are still in leaf then work should be planned to take place during wet or damp weather where practical.

If work is necessary during dry weather and tree is still in leaf then the team will ensure the foliage is damped down during the course of the work. Operatives to wear goggles and face mask.

Unstable/uneven ground conditions

Check ground prior to chainsaw use, ensure working area is clear and as even as possible.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Chainsaw Snedding		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: August 2019	Date Last Reviewed: August 23	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Poor housekeeping	3	4	MED	Operatives, volunteers and members of the public	3	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Unsafe Working Area	3	4	MED		3	2	LOW	
Incorrect snedding technique	4	5	HIGH		4	1	LOW	<u>Further control measures</u>
Inclement weather	3	4	MED		3	1	LOW	

Existing control measures

Refer to risk assessments – use of chainsaws, use of wood-chipper, ranger’s general activities

Poor housekeeping

Look out for dead wood, and insecure and broken branches in the crowns of adjacent trees, which may have become dislodged during felling.
Check for any obstructions, e.g. standing trees, boulders, unusual branch formations or windblown trees in the path of progress along the tree.
Ensure the tree is in a stable condition before any snedding starts.

Unsafe Working Area

Ensure other non-chainsaw workers/volunteers are clear of the working area.
The ranger will be the only chainsaw operator

Incorrect snedding technique

Always sned with the tree on your right-hand side
On slopes, where there is a risk of the tree rolling, work from the upper side of the stem.
Always adopt a secure and balanced stance.

Do not use the chainsaw above shoulder height.

Use an organised sequence of snedding cuts and do not over-reach.

Keep the saw close to the body and support the weight of the saw on the tree or right thigh.

Keep the right foot well away from the intended path of the chain when cutting branches on the far side of the stem.

Be aware of branches and undergrowth under tension and watch out for spring-back.

Do not cut branches with the kickback zone on the tip of the bar and do not allow the tip of the bar to catch uncut branches, supporting logs, butt ends or other obstructions. This can cause kickback.

Maintain a firm grip on both handles of the chainsaw until the chain stops.

Ensure the saw is in a safe position before moving branches.

Apply the chain brake before reaching across the guide bar.

Where the stem is supported off the ground, under-sweep the remaining branches using the top of the bar, with the saw braced against the body. Do not over-reach.

When the tree has been turned for access to the remaining branches, use the stem for protection while cutting

Inclement weather

Operatives to cease work and contact supervisor during inclement weather

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Use of Woodchipper		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: August 2019	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Incorrect Use of Wood Chipper.	5	4	HIGH	Operatives, volunteers and members of the public	5	2	MED	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Use of Powered Machinery	5	3	MED		5	1	LOW	
Noise	3	4	MED		3	2	LOW	
Manual Handling	3	4	MED		3	2	LOW	
Ground conditions / environment	3	4	MED		3	2	LOW	
Risks to members of the public	3	3	MED		3	2	LOW	
Working on uneven ground	3	4	MED		3	2	LOW	
Further control measures								
Consider a site specific risk assessment is completed for each job								

Existing control measures

Refer to risk assessments –ranger’s general activities

Incorrect Use of Wood Chipper.

This is a minimum two person activity.

Only NPTC/LANTRA or equivalent trained and competent operatives to use machine and all operatives to carry their certificates.

Teams provided with mobile phones to communicate with supervisor/emergency services.

Teams aware of working location e.g. street name, distance from the main road to alert emergency services.

Teams provided with nearest Accident and Emergency hospital information.

Hired wood chippers to be a ‘last resort’. Ensure hired wood-chippers have been serviced / maintained.

Operators to carry out daily pre-use checks as per operator's manual and check the operation of emergency stop device. Should a fault be found whilst carrying out daily checks the wood chipper **MUST NOT** be used until the fault is rectified.

Operator's Manual always available on site to identify appropriate controls and action in case of blockages.

Operatives must follow manufacturer's instructions on use.

Only trained & competent operators to use machinery

Machine to be sited on firm ground to provide stability, and apply handbrake.

Use of the correct PPE to be worn throughout the operation:

- Approved 'combi helmet, ear defenders and visor must be worn at all times.(helmet to EN 397, mesh visor EN 1731, hearing protection EN 352 such as peltor optime 2)
- Close cuffed gloves (Arco cowhide with elasticated cuff or equivalent) (BS EN 381-7)
- Safety boots footwear (Trojan J80 EN ISO20345 or similar to).
- Close fitting high visibility clothing (min class 2 or class 3 depending on work area) to be worn at all times (polo or sweat shirt) (EN 471)
- NO LOOSE FITTING CLOTHING TO BE WORN

Ensure operators have no loose clothing, jewellery, straps etc. which may become 'snagged' or entangled

Ensure no lone working on this machine; co-workers must be working in the vicinity of the operator whilst chipping is taking place.

Where possible, stockpile green waste close to the chipper, then chipping can be carried out in bulk whilst other co-workers are in the vicinity.

Feed branches butt first, releasing branches when gripped by rollers and operative to move aside once rollers grip material.

Feed branches butt first, from the side, releasing branches as soon as it is engaged in the in-feed rollers.

Use a wooden 'push stick' (not a brush) at least 1.5 m long to assist feeding material through hopper. A push stick must be of a timber material - for example a suitable branch.

A minimum of 2 push sticks should be available prior to the commencement of chipping.

Operators not to put any part of their body, (including hands or feet) into the in-feed hopper while the machine is running.

Operators to keep well clear of hopper when working by operating from either side(keeping clear of centre danger zone)

Communication with base must be available at all times (check network coverage prior to commencement of work)

Ensure working area is flat, and free from tripping hazards particularly in close proximity to the chipper.

Use of Powered Machinery

Use of PPE throughout operation (see above)

Operatives to stand to one side of hopper when feeding in materials to avoid being hit by ejected materials.
Check the material to be chipped is free from stones, metal and foreign objects.
Ensure in-feed shot curtain is in good condition at all times whilst operating chipper
Correct positioning of the chipper and the receiving vehicle. Netting available to contain chipped materials on receiving vehicle.
Use of pedestrian hard barriers and safety signs to create a safety zone to protect members of the public.
Each operator to have a large wound dressing with them in trousers.
Manufacturer's guidance to be followed for dealing with blockages on the machine.
Remove the engine start key when the machine is left unattended or when undertaking any maintenance.
Maintenance only to be undertaken by trained competent operative.

Noise

Ear defenders (as part of the combi-helmet provided) must be worn at all times when using or working in the vicinity of the wood chipper.
Annual check of 'sealing rings' advised. Chipper serviced annually.

Manual Handling

Handling heavy awkward loads

Operatives trained in manual handling tasks.
Wood chipper sited as close as practical to work area
Mechanical aids such as winch, team lifts, job rotation and splitting the load also to be utilised as appropriate

Moving the woodchipper

Use towing vehicle where possible.
If not practical – then Team to be used to move / rotate chipper.

Stop the engine and remove the start/stop key.
Lock the chipping components.
Secure the in-feed hopper and the chip discharge chute in the transport position.
Ensure the load is secure and people are in a safe position before moving.

Handling branches etc

Correct PPE to be worn at all times, including gloves and eye protection (standards detailed in section 1).
Long sleeved garment may be required for specific materials (e.g. fleece jacket or sweatshirts provided, must **Not** be loose fitted).

Ground conditions / environment

Carefully consider the location of the wood chipper to avoid potential hazards and provide appropriate access/egress routes and storage location.

Position the chipper so that operators do not have to stand on embankments or slopes when feeding material into the machine.

Ensure the discharge chute is positioned to prevent chips being blown onto the highway during roadside operations or in any direction where they can affect colleagues or members of the public.

Ensure areas are kept clean and tidy at all times.

Risks to members of the public

Correct positioning of the chipper and the receiving vehicle to minimise risk to the public.

Start key to be removed if chipper is to be left unattended.

Operatives to ensure tools & equipment are secure and not left unattended.

Operatives to be aware of the unpredictable nature of frightened or aggressive animals. Cease work if member of public or animal approaches within 5 metres.

Working on uneven ground

Operative familiarisation with routes/areas. Be aware of obstructions and uneven ground.

Good housekeeping standards maintained, "clean up as you go".

Level ground (such as footpaths) is used whenever possible.

In severe weather conditions, management and operatives have the option to suspend operations, clear and/or grit paths etc.

Monitoring of work activities to ensure basic compliance of Operatives with their instruction and training use of PPE.

Use blower when required to check under leaves etc., for hidden obstructions.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Use of Strimmer / Brushcutter		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Incorrect use of strimmer / brushcutter	3	3	MED	Operatives, volunteers and members of the public	3	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Working within the vicinity of the general public	3	3	MED		3	2	LOW	
Obstructions – Trees, street furniture, walls, fences, etc	3	2	LOW		3	1	LOW	Further control measures
Concealed objects in long grass / hedges etc.	3	3	MED		3	2	LOW	
Cutting banks and inclines	3	3	MED		3	1	LOW	

Existing control measures

Also refer to Ranger’s general activities risk assessment and other appropriate risk assessments.

Incorrect use of strimmer/brushcutter

- Operatives must follow manufactures instructions on use of strimmer.
- Operative to have NPTC/LANTRA certificate or equivalent to operate brushcutters
- Operators to carry out daily checks, not to be used if any defects found.
- Operatives to ensure cutting guard is in place prior to use.
- Operatives MUST wear the following PPE:

Safety Footwear (EN ISO 20345)

Gloves EN388 protection factor 3,5,4,4

Eye Protection – Full Face Nylon Mesh or similar (EN 166), or goggles (EN166-1B9).

Hearing Protection (EN352)

Hi-visibility clothing (EN471) class 2 or 3 depending on working location.

Ballistic Trousers (BS338)

Type 5/6 overall to be worn whilst strimming/brushcutting.

Avoid loose fitting clothing that could get caught on moving parts.

Wear full body harness as required.

Check body harness prior to use, do not use if any defects found.

Engine is switched off whilst replacing cutting cord, blade type and refuelling.

Ensure correct tools are used when changing cutting blade.

Working within the vicinity of the general public

Take care and be vigilant when using machinery in the vicinity of the general public. Suspend task if public are at least 3/4 metres away.

Be aware particularly during school holidays of young children. If in doubt cease cutting and move to another location.

Obstructions – Trees, street furniture, walls, fences, etc

If the operator is having difficulties manoeuvring round obstacle, cease work, move to another area and report problem to supervisor.

Operators to take care when operating beneath low hanging branches.

Concealed objects in long grass / hedges etc.

Operatives to be vigilant of concealed objects prior to working in the area.

Cutting banks and inclines

Steep inclines are cut by a specialist contractor.

Operatives to remain vigilant whilst strimming/brushcutting on shallow slopes

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Use of Blower (Grass/Leaves)		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Airborne debris from use of blower	2	4	MED	Operatives, volunteers and members of the public	2	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor. Further control measures
Manual handling	3	3	MED		3	2	LOW	

Existing control measures

Also refer to Ranger’s general activities risk assessment

Airborne debris from use of blower

Operatives to follow manufacturer’s guidance and instructions. Volunteers given equipment training by ranger.

Objects to be blown in direction of wind, where possible.

Take care and be vigilant whilst using equipment in the vicinity of the general public.

Cease operating whilst members of the public are in the near area.

Consideration/assessment for location of blown leaves/grass.

All operatives to wear the following PPE:

- safety footwear to EN ISO20345 (Trojan J80 or similar),
- gloves rated as a minimum 4,2,2,1, gloves available to use have a protection factor of 3,5,4,4
- hi viz (EN471 class 2)
- hearing protection, such as Peltor optime 2 Ear Muffs (EN 352)
- Type 5/6 coveralls available if required

Safety helmet (complete with face visor) or goggles (EN166) available if required.

Clothing must be sturdy but allow complete freedom of movement.

Avoid loose fitting jackets.

Manual Handling

Only hand held blowers used for short periods of time.

Use of job rotation, where practicable.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Use of Hedgecutters		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Incorrect use of hedge cutter.	4	2	MED	Operatives, volunteers and members of the public	4	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Concealed objects in hedges etc.	2	2	LOW		2	2	LOW	
Hazardous substances (oil applied to blade)	2	2	LOW		2	1	LOW	Further control measures
Work at Height	3	3	MED		3	1	LOW	

Existing control measures

Also refer to ranger’s general activities risk assessment

Incorrect use of hedgecutter

- Operatives must follow manufactures instructions on use of hedge cutter.
- Operators to carry out daily checks, not to be used if any defects found.
- Cutting blades must be clear of the ground and all other obstructions. Hedge cutter must not be “drop” started.
- Operatives MUST wear the following PPE:
- Safety Footwear (such as Trojan J80 EN ISO 20345)
- Gloves EN388 protection factor 3,5,4,4
- Eye Protection – Full Face Nylon Mesh or similar (EN 166), or goggles (EN166-1B9).
- Hearing Protection (EN352)
- Hi-visibility clothing (EN471) class 2 or 3 depending on working location.
- Ballistic Trouser (BS338)
- Avoid loose fitting clothing that could get caught on moving parts.

Concealed objects in hedges etc.

Operatives to check work area for concealed objects during work.

Hazardous substances (oil applied to blade)

Must consult COSHH Risk Assessment for chemicals/substances used and implement the necessary controls required e.g. use of nitrile gloves EN 374.

Always follow manufacturer's guidance when applying oil to blades.

Ensure machine is placed on floor and switched off and is allowed to cool down prior to application.

Work at Height

Work at height must be avoided where at all possible.

Long reach hedge cutter available to avoid work at height.

Tractor with side arm flail available to be used by horticultural employees

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture - Rangers	ACTIVITY Ranger Litter Picking & Emptying of Dog Waste Bins		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Manual Handling	3	3	MED	Operatives, volunteers and members of the public	3	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Burnt out litter bins	3	3	MED		3	1	LOW	
Contact with Infected sharps	3	3	MED		3	2	LOW	
Fire	2	3	LOW		2	1	LOW	
Hazardous Substances	3	3	MED		3	2	LOW	
Empty bins without bin liner/ black bag	3	4	MED		3	2	LOW	

Existing control measures

Also refer to Ranger's General Activities risk assessment.

Manual Handling - Musculo-skeletal injuries through: Removal of bags, Removal of full metal bin liners, carrying of bags whilst collecting, carrying of bags which are full, removal of fly tipped waste

All Operatives to adhere to Manual Handling risk assessments.

For general litter picking gloves to a minimum of BSEN 388 protection factor 3,5,4,4, ballistic trousers, safety footwear EN20345,

Long handled litter picking tools available

Operatives to use their judgement on own capabilities and get assistance from colleagues as required.

Burnt out litter bins - Musculoskeletal injuries when using physical force to remove melted plastic from the pavement

If unable to move easily job is sent to Street Scene for removal. If the bin can be easily removed manually, operatives to ensure they select the right tools for the task prior to leaving the depot i.e. use a pinch bar and a sack barrow. Operatives to use their judgement on own capabilities and get assistance from colleagues as required.

Contact with Infected sharps

Operatives instructed not to put hand into bin. Visually check for sharps before removing.

Only trained Operatives to carry out removal of hypodermic needles following risk assessment

Sharps kits in all vehicles with trained operatives

All operatives instructed to stay with any needles report to supervisor wait until trained operatives arrive with sharps kit.

Ballistic trousers and gloves supplied to operatives

Toolbox talk on actions to be taken following a needle stick injury e.g. encourage bleeding, seek advice and attend A&E.

Fire - Personal injury when discovering bin fires

In the event of a fire always call 999 and call for back up.

Cigarette butts still smouldering are dealt with by operative using water from bottles or cans if possible.

Hazardous Substances - Operatives discovering unknown substances in fly tipping.

Operatives instructed to call for back up.

Supervisors check site and engage response team or other as required. Follow fly tipping risk assessment

Asbestos awareness training for operatives.

Empty bins without bin liner/ black bag

Employees to 'test' the weight of the bag before handling.

Employees to be aware of bin mechanisms and should visually check fixings etc before use for signs of damage/defect. Care should be taken when opening/closing/handling bins.

Employees must not move/handle anything outside their capabilities, manual handling techniques and kinetic lifting techniques as identified in training are to be observed.

Stay vigilant and see safety instruction regarding needles. Stand as far as possible away from kerb edge.

Contents of bags to be visually checked for signs of protruding sharp objects. Don't put hands in the bin and use a litter picking tool for loose litter.

Be aware of the environment at all time and dynamically assess as activities progress.

If bins are heavily contaminated advice should be sought from supervisor/manager.

Corporate health and safety arrangements on cross infection and hypodermic needs to be adhered to. Only trained persons to handle discarded needles.

Where there is no bin liner a litter picking tool or brush and shovel must be used or the bin overturned by two operatives into a refuse bag and secured before disposal.

Good hygiene standards must be maintained at all times

Reference shall be made to all relevant task based risk assessments and identified control measures adhered to including COSHH and Manual Handling

Personal protective equipment; Warm waterproofed clothing, safety footwear EN345-1, Hi-viz jackets/tabards EN471/2003, gloves EN455N 388-disposable, for sharps protection EN388:2003 puncture and cut resistant. Nylon Ballistic Trousers must be worn by all operatives.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger - Collection & Disposal of Animal Carcass		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Vehicular Traffic	5	3	MED	Operatives, volunteers and members of the public	5	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor. Further control measures
Loading dead animals to vehicle and disposal	3	3	MED		3	2	LOW	
Cross infection / exposure to pathogens	3	3	MED		3	2	LOW	

Existing control measures, Also refer to Ranger's General Activities risk assessment.

Vehicular Traffic

Vehicle warning lights and beacons to be working.

Operatives to wear hi-vis clothing (EN471)

Loading dead animals to vehicle and disposal

All operatives to have undertaken manual handling (and refresher) training.

At least 2 operatives are required to lift heavy/awkward items

Vehicle to park as close as possible to collection, operatives to make their own judgement on their own lifting capabilities and whether safe to remove

Large animals such as cattle and horses contact Street Scene supervisor.

If the animal is in a dangerous position i.e. busy road, contact supervision for advice.

Small animals taken to designated disposal site at Wades depot.

Cross infection / exposure to pathogens

Seal carcass in biohazard bags where possible or wrap in plastic material and transport directly John Wades depot Whessoe Road (contract in place).

Thoroughly wash vehicle after disposal using disinfectant agents when necessary (any fluid leakage from bags).

Disposable gloves (EN455N-388) must be worn when bagging/handling a carcass. Gloves to be disposed of as biohazard waste.

Personal hygiene, wipe/barrier creams available for use. Good hygiene standards to be maintained at all times.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Digging Tasks – Fencing, Tree/Shrub Planting, general etc		
Employee/ Manager: B Graham/J Ivil /P Smaling	Advising Safety Officer: H&S Team	Date First Completed: August 2019	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Contact with underground Services – Gas, Water, Electricity, Sewage	5	4	HIGH	Rangers, volunteers and members of the public	5	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Contact with underground objects –Concrete, Stones etc	3	4	MED		3	2	LOW	
Manual Handling	3	4	MED		3	2	LOW	Further control measures
Environmental Conditions	3	4	MED		3	2	LOW	
Incorrect positioning of Drive Haul/post rammer driving in tree stakes, use of sawing equipment, and staking, tying, applying tree guards and irrigation pipes.	3	4	MED		3	2	LOW	
Working in vicinity of general public	3	4	MED		3	2	LOW	
Transportation	3	4	MED		3	2	LOW	
Existing control measures								
Also refer to Ranger’s General Activities risk assessment.								

Contact with underground Services – Gas, Water, Electricity, Sewage

Service location to be identified prior to works commencing by use of service drawings. Any further cable location carried out by Highways team (Cat and Genny cable locator) findings recorded and communicated to operatives on-site.

Where there is any doubt about the identity of an exposed service it should be treated as an electricity or gas pipe until proven otherwise.

If area has suspected gas leak – evacuate from area (inform tenants to leave if near occupied building). Contact supervisor and service provider.

CAT and Genny serviced, maintained and calibrated annually by Highways team.

Highways operatives trained in use of CAT and Genny.

Area paint sprayed to identify cable areas.

Avoid digging directly above the underground services identified.

Digging of trial holes to locate service route.

Relocate tree planting to alternative more suitable area, when cables are identified whilst digging trial holes.

Do not handle or attempt to alter positioning of any exposed service.

Special care to be taken when digging near to the suspected route of the service

Damaged services to be reported immediately to supervision

Smoking prohibited around site

Contact with underground objects –Concrete, Stones etc

Use correct tools for job – spit, pick axe, wrecking bar.

Remain vigilant whilst digging for underground services.

Manual Handling

For large root balled trees a large wheelbarrow may be required to load and assistance from several operatives to place the tree into the pit.

The use of wheel and sack barrows must be used to assist with smaller trees.

Environmental Conditions

In severe weather conditions, management and operatives have the option to suspend operations.

Operatives to contact supervisor if weather conditions deteriorate.

Suitable safety footwear to be worn (EN ISO 20345).

Incorrect positioning of Drive Haul Driving in tree stakes, use of sawing equipment, and Staking, tying, applying tree guards and irrigation pipes.

PPE to be worn whilst using the drive haul:

- Safety Boots (Trojan J80 BS ENISO20345 or similar)
- Gloves (Rigger EN420 or similar) Rating 2.1.1.1. Gloves available have a protection factor of 3,5,4,4
- Eye Protection (Goggles EN166-1B) when tensioning wire
- Hard Hat (BS EN 397)

First aid kit issued to rangers.

Working in vicinity of general public

Restrict site access to all unauthorised personnel.

Warning signs and adequate temporary fencing to be erected as required.

Site must be secure on leaving. No holes to be left open, all holes to be filled prior to leaving site.

Transportation

Ensure vehicle/trailer has easy access to load and unload materials.

Vehicle beacons to be operating at all times when at the roadside

Driver to be aware of Safe Working Load (SWL), some vehicles fitted with weight monitoring device.

Driver to check the weight of the load to be carried.

Driver to ensure the vehicle is capable of carrying the size and type of load.

Driver to check load straps and lashing to ensure they are in good condition.

Driver MUST check load prior to moving and whenever items are added or removed.

DO NOT climb onto the vehicle or the load unless safe means of access are available.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Manual Application of Herbicide		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Handling, mixing and applying herbicides	3	3	MED	Operatives, volunteers and members of the public	3	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Transporting herbicides	3	3	MED		3	2	LOW	
Drifting from spraying herbicide	2	3	LOW		2	1	LOW	Further control measures
Contamination into water Courses	3	3	MED		3	2	LOW	
Uneven surfaces	3	3	MED		3	2	LOW	
Used containers	2	3	LOW		2	1	LOW	
Storage of herbicide	3	3	MED		3	2	LOW	

Existing control measures

Also refer to Ranger’s General Activities risk assessment.

Handling, mixing and applying herbicides - Personal illness from inhalation, swallowing or skin contact

Only certified operatives to apply chemicals and herbicides trained to NPTC PA1 & PA6A level. Training identification card available at office.

Select the least hazardous substance suitable for the task.

Always follow manufacturer’s instructions on use of applicator and for mixing the amount of herbicide to water.

Measure out herbicide accurately using specific measuring equipment. Careful pouring of herbicide to reduce splashing.

Discuss weather conditions with supervisor prior to start of work.

Do not spray in adverse weather conditions. Plan the spraying around the weather conditions to minimise spray drift.

Operative empowered to cease spraying if weather conditions change, inform supervisor.

Only to use specified knapsack, filled with required amount to avoid lifting/carrying unnecessary weight.

Inspect equipment prior to use. All spray equipment to be maintained and checked regularly. Equipment NOT to be used if any defects found.

Equipment calibrated according to manufacturer's information.

Daily chemical record sheets to be completed whenever applying herbicide. To be handed in on a weekly basis at main depots. Supervisor to sign on receipt, file and keep for a minimum of 3 years.

First aid kit to include 300ml bottle of saline eye wash available in support vehicle.

The following PPE must be worn AT ALL TIMES:

- Safety Footwear, 200 joule toe cap (waterproof boots or wellingtons) EN ISO 20345
- Disposable coverall suit – category 111, type 5 & 6 (EN ISO 13892 & 13034)
- Gloves (Nitrile EN388)
- IN ADDITION TO ABOVE MENTIONED PPE WHILST MIXING OPERATIVE MUST ALSO WEAR: Full face visor kit (EN 166)

COSHH risk assessment for substance being used available in office.

Operatives must consult COSHH Risk Assessment for chemicals/herbicide used and implement the necessary controls required and must wear PPE as instructed on COSHH assessment

Avoid contamination whilst spraying. DO NOT walk through the area that has been treated.

Ensure personal hygiene practice followed, washing hands before eating, drinking and smoking. Hand wipes and water available for use.

Transporting herbicides - Spillage or burst containers, Road Traffic Collision

Only carry minimum quantities

Clean up spillages immediately and disposal of as required by COSHH Risk Assessment

Avoid substances entering water courses or drainage systems all times.

Chemical to be transported separate from driver and passengers.

To be stored in a lockable, sealed and bunded container with appropriate warning signs.

Vehicles transporting chemicals will be supplied with spill kits.

Drifting from spraying herbicide - Illness from Inhalation or contamination to the public. Sickness to domestic animals from eating contaminated vegetation

Do not spray in windy conditions

Use non-toxic biodegradable chemicals where possible.

Working towards specifying the use of non-toxic chemicals.

Contamination into water courses - Could cause death to fish and or aquatic life

Very unlikely due to small quantities used. Should large volumes of substances enter into water courses, operator MUST contact their supervisor to notify the Environment Agency as soon as possible.

Uneven surfaces - Trips, slips and falls

Operatives be aware of uneven surfaces

Do not walk through the vegetation or area that has been treated.

Used containers - Personal illness from inhalation, contamination or swallowing

Ensure empty containers are disposed of at a licensed site (Allington Depot) and disposed of by licensed contractor.

Wear PPE as recommended in COSHH assessment.

Storage of herbicide - Injury to person from poor storage. Leaks from containers could cause personal illness from inhalation, swallowing or skin contact

Storage of chemicals conforms with COSHH regulations

Chemicals are stored in a purpose built lockable container

Only trained employees (storekeepers) to issue chemicals.

Record chemicals issued.

Spillage kits, first aid kits and PPE to be stored in a separate area to the chemical.

Chemicals to be stored to reduce contamination if there's a spillage i.e. solids and granules stored above the liquids

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Petrol, storage, use and transportation.		
Employee/ Manager: B Graham/J Ivil /P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Fire / explosion	6	3	HIGH	Operatives, volunteers and members of the public	6	1	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Incorrect storage	3	3	MED		3	1	LOW	
Spillage	4	3	MED		4	1	LOW	
<u>Further control measures</u>								

Existing control measures

Prior to starting work with Highly Flammable Liquids (HFL), quantities will be estimated to ensure that only minimum amounts are ordered. A suitable fire resistant store will be provided and a suitable sign displayed.

Quantities of 10 litre capacity can be stored up to a maximum of 50 litres in any one place. Where petroleum spirit is stored for the purposes of refuelling internal combustion engines, then a maximum of 275 litres can be stored. HFL will be kept in suitable containers clearly marked.

Storage areas should be adequate and maintained to a specific standard. A suitable fire resistant store will be used for HFL with the prescribed notice – ‘Highly Flammable Liquid’ on.

When transporting HFL, a maximum of 333 litres will be collected and transported. The trailer will be used and a lockable metal cabinet secured to the store cans. This ensures any fumes are not within a contained vehicle. A 2kg fire extinguisher shall be available for use within the vehicle.

Cabinets will be secured in the open air and will be sufficiently banded to contain the maximum contents of the largest container stored, plus 10%. The cabinet should be sited at a distance of at least 4m from any building or boundary fence unless the boundary is a wall with at least a half hour resistance, and the containers are at least 1m below the top of the wall.

HFL will be kept in suitable containers clearly marked. For petrol, this will be a plastic container of 5 litres maximum capacity. Containers will be kept securely where HFL vapour is

foreseeable no ignition source will be present. HFL storage areas will be kept clear of combustibles materials.

Spillages will be cleaned up immediately and materials disposed of safely according to manufacturers instructions. HFL will not be used for unauthorised purposes.

HFL's kept on motor vehicles will be kept in suitable containers clearly marked and stored in the vehicle storage area. For petrol, this will be up to two 10 litre capacity metal containers and in addition up to two five litre maximum lattice containers may also be kept.

All containers must be constructed as to be reasonably secure against breakage and to prevent leakage of liquid or vapour. They must be clearly marked with the words 'petroleum spirit' and 'highly flammable'. These containers shall be stored in a suitably labelled locked steel container securely attached to the vehicles bodywork.

Supervision will ensure that storage areas are to be adequate and maintained to a specific standard. During inspections checks will be made to ensure HFL is being used properly, that spillage's are dealt with promptly and that fire precautions are in place.

Refer to Ranger's General Activities risk assessment.

Consider fire extinguisher training for operatives.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s - Working in / near / over water on ponds, streams, rivers and wetlands		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Falling into water	5	4	HIGH	Ranger’s, volunteers and members of the public	5	2	MED	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Access/ Egress	3	4	MED		3	2	LOW	
Exposure to cold/extreme Conditions	3	4	MED		3	1	LOW	
Falling into opening	5	4	HIGH		5	2	MED	
High winds/Fast flowing water/Tidal Water	4	4	MED		4	1	LOW	
Slippery or steep banks	3	4	MED		3	2	LOW	
Infectious Agents – leptospirosis	4	4	MED		4	1	LOW	
Working while wearing waders including chest waders	3	3	MED		3	2	LOW	
							Further control measures	

Existing control measures

Also refer to ranger's general activities risk assessment and any other relevant risk assessments.

Sites include: -

Arnold Road Pond, Brankin Moor LNR, Brinkburn LNR, Cockerbeck LNR, Drinkfield Marsh LNR, Maidendale LNR, Red Hall LNR, Rockwell LNR, Skertingham Community Woodland, South Park, The Denes, The River Skerne, The River Tees, The Whinnies LNR, West Park

Falling into water - Risk of fatality from drowning

It is unlikely any operatives will be working in deep water other than shallow areas and always a two man job (this may include a volunteer).

Operatives/volunteers only to work in shallow areas of rivers or ponds. Up to waist deep.

The rangers are to give a water awareness safety talk to all participants. No one is to be left alone in or by the water. Safety equipment such as throw lines and life belt are to be carried at all times.

Safety signs must be on site indicating deep water or fast flowing water; if these are not present then they must be replaced.

Young persons to refrain from working near deep fast flowing water. Constant supervision, reschedule work if heavy rain fall forecast and the river is in flood.

Consult daily weather forecast before setting out including flood alerts. Check MET Office forecast, tel: 09014 722 068 or MET Office website. If conditions indicate there may be an increased risk of water levels rising or increased risk of slipping on the banks the activity must be postponed. Weather conditions are to be assessed in the week commencing the activity as conditions upstream will affect river levels.

Conditions to be monitored throughout the work and additional controls implemented as required, including suspension / postponement.

Plan routes to avoid most uneven ground and access points are to be selected away from banks and gradients where possible.

Avoid working in poor light conditions and do not work in the dark.

Employees should be competent swimmers where possible. Throw line to be available before commencement of work if entering shallow areas, with at least one person on the riverbank/ waters edge that is competent in use of such equipment.

Choose the shallowest point to enter the water.

If stuck ask for help from bankside team.

The ranger will deliver a safety talk on wearing waders correctly. Movements within the water are to be slow and the ground checked for buried or hidden objects. Constant supervision, non- swimmers and under 18's not to go in water.

Persons entering the water will have a stick or similar to check water depth and amount of silt.
If the current of the river is fast or looks deeper than normal, then work to be postponed.

Always start down river and work up river so always stepping into clear water. Assess the water before entering for signs of obvious obstructions.

Safety lines and harnesses will be made available if rubbish is stuck at the waters edge.

Dynamic risk assessment completed before task commence

Emergency procedure to be implemented when required.

All tools and equipment to be checked prior to work commencing and faulty equipment must not be used.

Managers are to provide a safe working method prior to commencement of work via dynamic risk assessment. Managers will check method statements supplied by sub-contractors and others, including the self-employed, to ensure that the proposed work method is safe.

Rescue equipment will be checked daily, also provision of first aid equipment and the presence of a trained first-aider. Supervision will ensure all persons required to wear buoyancy aids are doing so. All employees must be given specific instructions on the system of work to be used in each case. Selection may be required of employees who have experience of the work and are physically fit.

Access/Egress

Ensure routes to the waters edge is kept clear, particularly from items removed from the river or pond. Items removed from river/pond to be stored away from riverbank and pathways.

Ranger to check working area and ensure routes are clear.

Exposure to cold/hot/extreme conditions - Hypothermia/fatality from exposure to cold conditions, exhaustion from hot weather

Rotate operatives to reduce exposure times.

Operatives to MUST Wear the following PPE:

- Rubber gauntlets/gloves (BS EN 388 1994)
- Wellingtons, Chest Waders, Thigh waders (dependant on depth of water), (EN ISO 20345)
- Waterproof coats and trousers whilst working in inclement weather: (EN343, EN14605, EN14786)

Dynamic risk assessment will determine appropriate PPE that must be worn.

Drying and changing facilities provided on site/nearest depot

Refrain from working on frozen water bodies.

In hot weather regular breaks to be taken, volunteers and rangers advised to cover up and take on plenty of fluids. Rangers will make the decision to suspend activities if necessary.
Sun cream available

Falling into opening –

Use of wading staff or similar when working in flood water.

High winds/Fast flowing water - Risk of fatality from falling due to water surge

Where adverse weather conditions arise work should cease until a further assessment has been made.

Site supervisor to monitor weather conditions and water levels.

Infectious Agents

Cover any open sores, use good hygiene techniques.

Operatives to have HSE information INDG84 leptospirosis

All participants must wash hands before eating, drinking or smoking

First aid kit available

Working while wearing waders including chest waders

Short duration work, using staff to regularly check water depth

Only to continue to waist height

Tasks not to be carried out alone

Rescue kit available

The ranger will deliver a safety talk on wearing waders correctly. Movements within the water are to be slow and the ground checked for buried or hidden objects. Constant supervision, non- swimmers and under 18's not to go in water.

The Environment Agency should be consulted regarding River Skerne and Tees.

Consult the weather conditions with the MET office 09014 722068

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s – School/College Groups & volunteers		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Injury due to working with non-power hand held tools with little experience.	3	4	MED	Operatives, school children, students, volunteers and members of the public	3	2	LOW	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor. Further control measures
Contact with Sharps e.g. needle sticks or sharps or dog faeces.	3	4	MED		3	2	LOW	
Manual handling injuries e.g. back injury.	3	4	MED		3	2	LOW	
Infectious agents - Leptospirosis/soil borne bacteria like toxacara	3	4	MED		3	2	LOW	
Exposure to extreme weather conditions	3	4	MED		3	1	LOW	
Slips, trips, falls	3	5	MED		3	2	LOW	
Drowning	5	3	MED		5	1	LOW	
Lone working	3	3	MED		3	1	LOW	
Vulnerable Individuals	3	3	MED		3	2	LOW	

Vehicles and mobility scooters	3	3	MED		3	1	LOW	
Lost children/kidnap/ lost vulnerable person	3	3	MED		3	2	LOW	

Existing control measures

Also refer to Ranger’s general activities risk assessment.

All rangers have DBS check

Ranger’s risk assessment sent to school if requested.

School groups – mini beasts, pond dipping, litter picking, tree planting, bulb planting, nature trails, painting and orienteering.

School send appropriate number of teachers to supervise in addition to rangers, ask school if any special needs (usually have own supervision),

Trained first aider(s) will be available this will include rangers and school representatives.

School representatives will bring along and administer child medication

Injury due to using hand held tools with little experience.

All manual tasks set are supervised by Ranger Team

Volunteers under 18 will be supervised at all times by Ranger Team, the rangers will regularly check progress of adult volunteers who are working in the vicinity.

Vulnerable individuals will be supervised at all times and the relevant agency needs to supply the appropriate amount of support workers and relevant background information regarding the individual.

Volunteers will be given set tasks by Ranger Team and a regularly updated work plan.

Gloves must be worn when emptying bins, volunteers are advised not to place their hands in areas they cannot see.

Hand tools only will be used including loppers, bow saws, secateurs, spades, spits, pole saws, chomes, hoe, forks, trowels, post knockers, hammer

Litter pickers and gloves must be used when litter picking a green space or digging in soil.

Areas of work will be described to volunteers at initial site set-up.

If activity is painting fencing or structures; the area will be signed and demarcated to protect the public.

When working with children and schools:

Schools must provide an appropriate amount of staff to supervise children

Children are asked not to touch their faces or mouth or eat until they have washed with soap and warm water after touching litter picker/pond net/hand too

Hazardous substances - Contact with Sharps e.g. needle sticks, sharps or dog faeces.

Any sharps found (needles used or clean) are not to be touched by volunteers but should be marked by an object like a brick and reported to a Ranger Team who will arrange removal.

Any animal faeces is to be reported to the ranger who will remove it.

Any broken glass will be dealt with by the ranger.

Volunteers are issued with gloves or some volunteers bring their own

Manual handling injuries e.g. back injury.

Manual handling of large or heavy objects will only be carried out by trained staff (rangers)

Barrows available for moving heavier items or significant amounts of bulbs, tools etc.

The physical capabilities of the school groups and volunteers are taken into consideration for manual handling tasks.

Infectious agents - leptospirosis/soil borne bacteria like toxacara

Disposable gloves should be worn for pond/water course/mini beast work and the volunteers will be advised to wash hands with hot soapy water before eating or drinking

Hand wipes or soap and water available

Exposure to poor/extreme weather conditions

Appropriate clothing must be worn and if required PPE will be provided for volunteers

Volunteers will not be expected to work in extreme weather conditions it is up to their discretion for adult volunteers.

Groups advised prior to event to ensure warm clothing is provided

Events/tasks will be cancelled due to extreme weather conditions depending on event it may be moved inside. The school may also request event is carried out inside or event changed.

Sun-cream available

During hot weather the rangers will ensure there are plenty of rest breaks.

The school will provide drinking water for the staff and pupils.

In windy conditions the school will be consulted before a decision to stop event is made. Also volunteer work may be suspended.

Slips, trips, falls

Gangways will be regularly cleared of rubbish to reduce slips, trips and falls

Advice on footwear given prior to start of activity and on information sent out to groups.

Drowning

All water course/pond work will be carried out by a minimum of two people wearing correct PPE and carrying throw line. PPE include reinforced wellies or waders/gloves and waterproofs.

Children will not enter a watercourse but may carry out pond dipping work under supervision from the Ranger Team with long handled pond nets. Rescue kit available
Teacher ratio for pond dipping activities will 5 -1 or 10-1 depending on age and activity and reference DFES water safety regulations.

Older secondary and college students bring own wellies

When working in shallow water or carrying out bankside clearances an on-site dynamic risk assessment is carried out to assess water levels and weather forecast, rescue kit available.

Lone working

School groups activities have ranger and school representatives present

Rangers periodically check on adult volunteers working in the vicinity

Vulnerable Individuals

Vulnerable individuals will be supervised at all times and the relevant agency needs to supply the appropriate amount of support workers and relevant background information regarding the individual.

Vehicles and mobility scooters

Contact with vehicles and motor vehicles should be incidental as work is carried out on Local Nature Reserves, parks and in pedestrian public areas with work area clearly defined and if in an area deemed likely to have traffic will put up signage asking vehicles/scooters to drive slowly.

Volunteers with mobility scooters or wheelchairs will have tasks suited to their capabilities and only be at sites capable of accommodating their equipment.

Lost children/kidnap/ lost vulnerable person

A lost children point is always used and children are told to stay within a boundary area which is identified at the start of the day

Children supervised at all times by teachers, teaching assistants and rangers, children split into small groups.

Teachers check register of names and continual head-count throughout the session.

The school provides children with hi-vis jackets.

Orienteering – prior to event children/students are taught how to read maps

A head count is taken before start

Young children in small groups are supervised by a teacher; older students in pairs; the very young only do part of the course or a in a full group

All orienteering events have a fixed meeting location, discussed prior to event and shown on maps.

Violence & Aggression

Anti-social behaviour should be reported in the same way, volunteers will be advised not become involved in ASB issues directly but report incidents to the relevant person e/g/
Ranger/police/ASB Team.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

GROUP Economic Growth & N/Hood Services	DIVISION/SECTION Horticulture – Rangers	ACTIVITY Ranger’s Working with Ladders & Stepladders		
Employee/ Manager: B Graham / J Ivil / P Smaling	Advising Safety Officer: H&S Team	Date First Completed: 26/08/09	Date Last Reviewed: August 2023	Next Review Due: August 2025

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
Use of incorrect equipment	5	4	HIGH	Operatives, volunteers and members of the public	5	2	MED	Dynamic risk assessment to be completed on an ongoing basis. If in doubt contact supervisor.
Inappropriate use of access equipment, Overreaching, stretching etc, Uneven floor causing instability	5	4	HIGH		5	2	MED	
Manual handling unstable/unwieldy loads	5	2	HIGH		5	1	LOW	Further control measures
Environmental conditions	4	3	MED		4	1	LOW	
Lone working at height	5	4	HIGH		5	1	LOW	
Persons/objects colliding with ladders	5	2	HIGH		5	1	LOW	

Existing control measures

These tend to be used for painting play equipment and maintain nesting boxes

Use of incorrect equipment - Fatality, serious injury or multiple injuries to employees, members of public or others

Ladders should only be used for access and egress purposes and or very short duration work only (maximum of 30 minutes). Where the work activity is likely to mean the ladders will be used for more than 30 minutes, an alternative working platform must be considered i.e. mobile aluminium towers, MEWPS etc.

All employees working with ladders must have received appropriate training in the use of ladders.
Always follow manufacturer's instructions when using ladders.

Only Class 1 (BSEN 131 professional specification) ladders / stepladders to be used on site by DBC employees.

The type of ladder used must be appropriate to task being carried out i.e. metal, fibreglass etc.

Defective equipment, failure of the ladder / stepladder causing a person or equipment to fall - Fatality, serious injury or multiple injuries to employees, members of public or others
A visual inspection of ladders for defects prior to use.

All ladder access equipment to be placed on an annual maintenance inspection programme and details of inspection recorded.

Stiles must be undamaged and of even length, with no broken, missing or loose rungs.

Report any defects immediately to supervisor/manager.

Inappropriate use of access equipment, Overreaching, stretching etc, Uneven floor causing instability – multiple injuries

User competent in use of ladders.

Employees must ensure that there are 3 points of contact with the ladder at all times.

Maximum applied weight and extendable height not to be exceeded.

Persons using access equipment to wear appropriate footwear (low heeled, non slip).

Ensure ladder is secure.

Top of ladder must rest on solid surface not fragile material such as plastic gutters or cement sheets.

Access ladders should extend 1 metre (or 5 rungs) above the working platform.

Ladder angle 75° – 1 in 4 rule (1 unit out for every 4 units up).

Do not work off top 3 rungs of ladder.

Do not overreach. Stay within the stiles and keep both feet on the same rung throughout task.

Employees to reposition ladder rather than overstretch.

Avoid work on stepladders which imposes a side loading, i.e. such as side on drilling through solid materials. Stepladders therefore should face direction of work activity or a more suitable type of access equipment should be used

Do not use top two steps of stepladder unless suitable handrail is available on the stepladder. Don't use the top three steps of swing-back or double sided stepladders where a step forms the very top of the stepladder.

Do not overreach. Keep both feet on the same step throughout task.

Employees to reposition step ladder rather than overstretch.

Stepladders should be placed on firm level ground

Only one person should ascend/descend ladder or stepladder at any one time.

Floors should be clean and not slippery.

Operatives to wear appropriate safety footwear (EN ISO 20345 - 200 joules toe cap protection with mid sole protection).

3 points of contact can be achieved by using a 2 point harness and suitable clip (i.e. cow tail). This should be done in conjunction with suitable levelling devices (i.e. ladder mate) and ladder stays (i.e. microlite).

Consider use of suitable levelling devices (i.e. ladder mate)

Consider use of suitable ladder stays (i.e. microlite).

Any personnel working in the vicinity of employees working at height must wear head protection.

i.e. safety helmet (EN 397).

Manual handling unstable/unwieldy loads - Musculoskeletal disorders, fractures, contusions and other related abrasions. Possible back injuries, other muscle strains and sprains hernias, cuts etc.

Accompanying tools and equipment carried in tool belt/shoulder bag or equivalent. Both hands kept free when climbing ladders.

Employees trained in manual handling techniques.

Obtain assistance in transporting ladder if needed.

Operatives may also require wearing general purpose gloves (EN 388).

Environmental conditions (weather, wet ground, uneven surfaces etc.) - Fractures, cuts and abrasions

Consideration given to environmental conditions prior to starting work.

No work to be undertaken in adverse weather conditions (wind rain snow etc). Must consult with supervisor if in doubt.

Ensure rungs are clear and free of slippery substances i.e. ice, mud, oil, grease etc

Lone working at height - Accident resulting in incapacitating injury with no facility to seek assistance

No person should work alone at height unless they have all the necessary equipment and appropriate lone working arrangements have been implemented.

For this activity it is very unlikely any operative will be working alone.

Persons or objects colliding with ladder / stepladder

Segregate work area by providing warning signs, cones or fencing if necessary and as appropriate.

Schedule work to take place when persons or vehicles are not in immediate area.

Any operatives working in the vicinity of employees working at height must wear head protection (safety helmet EN397)

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating



B 4. 2. Events risk assessment

General Risk Assessment Form

Department: Community Services

Section: Parks & Countryside

List of Activities

West Park

Events: Mini beast hunt, Trails, Halloween, Open days etc.

DEPARTMENT Neighbourhood services & resources	DIVISION Parks & Countryside	ACTIVITY West Park Event	
Manager(s): Mark Riddle	Advising Safety Officer: Health & Safety Unit	Date Completed: Feb 2010	Date Reviewed: Apr 2023

What are the hazards? What could happen?	Risk assessment with no controls			Who is at risk?	Risk assessment with controls			Residual risk control measures
	S	L	R		S	L	RR	
1. Slips/ trips and falls	4	3	Med	Rangers, volunteers, exhibitors and general public	3	1	Low	Dynamic risk assessment
2. Drowning (i.e. pond dipping)	5	3	Med		4	1	Med	
3. Contact with micro-organisms (i.e. tetanus, leptospirosis)	5	3	Med		3	1	Low	
4. Injuries due to using hand tools	4	3	Med		2	1	Low	
	4	3	Med		2	1	Low	
5. Injuries occurred from coaching sessions (i.e. football & 4x bikes)								
6. Verbal abuse	4	3	Med		3	1	Low	
	4	3	Med		2	1	Low	
7. Exposure to the elements	5	4	High		3	1	Low	
8. Lost children	4	3	Med		3	1	Low	
9. Erecting Marquees and gazebos	5	3	Med		3	1	Low	
10. Using outdoor kiln (fire hazard)	5	3	Med		3	1	Low	
11. Injuries from sharps	5	4	High		3	2	Low	
12. Disease from dog mess	4	4	Med		3	3	Low	
13. Night events (i.e. bat watch, Halloween etc.)	5	4	High		3	2	Low	
14. Archery	4	4	Med		3	1	Low	
15. Generators	4	2	Med	2	1	Low		
16. Vehicles moving around on site								

								<u>Further control measures</u>

Existing control measures

1. Safety talk – mention path and weather conditions as this will affect the condition underfoot. Correct footwear must be worn. Regular site patrols to be carried out and remove any tripping hazards.
2. Safety talk – Water safety awareness. When schools visit there should be a Pupil: adult ratio 5:1 or 10:1, only dip from the constructed platforms and back marked. Refer to Group management at water margins leaflet and DFES – water safety manual guidelines. Gloves must be worn and hand must be washed with anti-bacterial soap/ hand gel.
3. Correct PPE to be worn, ensure that hands are washed with anti-bacterial soap and clean water or hand gel before eating and drinking.
4. Correct PPE to be worn, a safety talk given and demonstrations on how to use the tools.
5. Only qualified coaches will take coaching sessions. Parents are to sign consent forms. St Johns and qualified first aider to be on site.
6. Avoid confrontation and have police emergency numbers programmed into mobile phone.
7. All participants must bring appropriate outdoor clothing according to the weather conditions (i.e. waterproofs, wellies, hat and gloves). High factor sun cream to be used on exposed skin. Stop the event if weather conditions deteriorate.
8. The school groups must stay together and back markers used. Specify a meeting point if the group gets separated i.e. meet at the play area, iron circle. At large events a lost child area will be provided.
9. Only trained staff are to erect and dismantle marquees and gazebos. Large marquees are to be erected and dismantled by the marquee firm. Guide ropes are to be taped off to the public. Marquees are not to be used in strong winds.

10. Kiln is to be taped/ barriers off from public and only the potter is qualified to use it. Water canisters to be in close proximity in case of fire.
 11. Regular litter picks to be carried out; needles are to be placed in a sharps box using correct handling procedures. Correct PPE to be worn while litter picking.
 12. Regular site inspections, remove dog mess from event area using spades or trowels. Wash hands with anti-bacterial soap/ hand gel.
 13. Safety talk – mention path and weather conditions, if there are any steep inclines or declines. Wear suitable clothing and bring torches or lanterns. Groups are to stay together so that no one is isolated on site, back markers are to be used. A meeting point is to be established and a head count is to be carried out at the start and finish.
 14. The archery will have a designated area; paths that lead into this area will be closed off using barriers and netting. Qualified archers will demonstrate how to do the firing of the arrows. The shooters will be cordoned off from the people waiting to shoot by barriers and stewards will be on hand. For more information see archery risk assessment.
 15. Generators are to be cordoned off from the public and only operated by qualified personnel.
 16. Vehicles must move slowly and give way to other users (i.e. pedestrians, cyclists etc.). Vehicles must have hazard warning lights on while moving around the site. First aid kits are to be carried at all times for larger events St John's will be present.
- Events will be cancelled in severe weather conditions.

S = Severity

L = Likelihood

R = Risk rating

RR = Residual risk rating

B. 5. Graffiti Removal Product Forms
B.5.1 COSHH Assessment Form

COSHH Assessment Form

GROUP	DIVISION/SECTION		What is the activity involving the use of hazardous substances?		
Neighbourhood Services & Resources	Environmental Services		Removal of Graffiti		
Employee/ Manager:	Advising Safety Officer		Date First Completed:	Date Last Reviewed:	Next Review Due:
Mark Riddle	Name: V Willis	Date Checked:	22/12/14	22/12/20	22/12/22
Can the process/ exposure be eliminated?					
No	Is there a less harmful substitute?		What is the substance used?	How much of the substance is stored?	
	Yes	No			
		X	Graffex	4 x 5Lt	
What is the work process?					
This product is applied by brushing onto the affected surface and leaving for 10-15 minutes before using a pressure washer to wash off. Can be left on a surface for up to 60 minutes prior to washing off.					
Have you monitored exposure levels to the substance? i.e. air monitoring (if yes please expand)					
No this product is used outdoors					
Additional Substance Information (Additional copies at the back of the document where more than one substance is used.)					
What is the hazard classification?		Not classified			
Are there any training requirements?		Instructions on container in usage. Initial training from company representative.			
Do employees using the substance require Health Surveillance?		NO			
How should an accidental release/ spillage be dealt with?		Wear PPE, Ventilate the area, use a respirator if enclosed area without ventilation, do not touch/walk through the spillage. Stop leak, remove container from spill area. Prevent the spillage from entering the drains, sewers or water courses and notify appropriate authorities if this happens. Contain spillage with sand or other inert material and place into a container, dispose of via a licensed waste disposal contractor.			

What are the storage requirements?	Keep in the original container in a dry, ventilated, cool, locked store. Keep out of direct sunlight. Keep containers tightly closed and sealed before use, opened containers should be tightly closed after use and stored upright.	
First Aid: What action should be taken if the substance is;	Swallowed?	Wash out mouth with plenty of water, remove dentures if applicable. Move to fresh air, keep warm and rest. If product has been swallowed give small quantities of water to drink. Stop if the person feels sick or is vomiting. Obtain medical attention if symptoms occur.
	In contact with Skin?	Wash with plenty of water. Remove contaminated clothing. Seek medical attention if symptoms occur.

	Inhaled?	Move to fresh air seek medical attention if breathing difficulties occur. Place in recovery position if unconscious.
	In contact with eyes?	Flush with plenty of water, occasionally lifting the eyelids (upper and lower). Remove contact lenses. Continue to rinse for at least 10 minutes, seek medical attention if irritation persists.

PLEASE TURN TO FOLLOWING PAGE FOR CONTROL MEASURES

What are the hazards to health? (i.e. occupational asthma, dermatitis etc.)	Who is at risk of harm and how? (i.e. employees via direct use)	Existing control measures (reduction measures which have been taken, and are currently implemented)	Residual risk control measures required (Any additional control measures to further reduce the risk)
Breathing difficulties/asthma Dermatitis Eye irritation	Employees using the product The public in the vicinity when product is being used	Training in product usage via tool box talk Product stored correctly and limited stock kept. Operative PPE Exposure limited as used for short periods of time Disposal of containers is via an approved licensed waste disposal contractor.	
Any further control measures required? (These are control measure which have been identified, but are not currently being implemented)	Yes	No	If Yes please detail here.
		X	

Please ensure you attach a copy of the material safety data sheet at the end of this assessment

To be used for additional substances – must be included/ copied into the assessment

Additional Substance Information (Additional copies at the back of the document where more than one substance is used.)		
What is the hazard classification?		
Are there any training requirements?		
Do employees using the substance require Health Surveillance?		
How should an accidental release/ spillage be dealt with?		
What are the storage requirements?		
First Aid: What action should be taken if the substance is;	Swallowed?	
	In contact with Skin?	
	Inhaled?	
	In contact with eyes?	

Additional Substance Information (Additional copies at the back of the document where more than one substance is used.)		
What is the hazard classification?		
Are there any training requirements?		
Do employees using the substance require Health Surveillance?		
How should an accidental release/ spillage be dealt with?		
What are the storage requirements?		
First Aid: What action should be taken if the substance is;	Swallowed?	

	In contact with Skin?	
	Inhaled?	
	In contact with eyes?	

B. 5.2 Gard Graffex - Safety Data Sheet

GARD CHEMICALS
LARRAGARD LTD. CHAPEL LANE HECKMONDWIKE WEST YORKS. WF18 8JP
Telephone: (01924) 403550 Fax: (01924) 400999
www.gardchemicals.com email: sales@gardchemicals.com

Product Information

GARD GRAFFEX

GRAFFITI CLEANER

DESCRIPTION

GARD GRAFFEX is a specialist viscous graffiti remover developed for use within Local Authorities and the Rail Industry.

VERSATILE

GARD GRAFFEX is extremely effective at removing the majority of paints from brick, concrete, granite, marble, sandstone, tiles and wooden surfaces.

GARD GRAFFEX is water soluble enabling easy removal.

SAFER

GARD GRAFFEX contains no harmful solvents. Non-flammable and extremely low odour making it safer in use than traditional graffiti removers when removing graffiti in confined spaces i.e. subways and tunnels.

GARD GRAFFEX is biodegradable.

ECONOMICAL

Due to the unique viscous formulation very little 'run down' occurs, therefore eliminating wastage.

GARD GRAFFEX will cling to the graffiti enabling it to work. Coverage rates will vary depending on the surface.

EASY TO USE

GARD GRAFFEX should be applied via brush or roller for large areas.

Leave to penetrate for between 15-60 minutes, should the outside temperature be low then longer dwell times may be necessary.

Wash off with high pressure (hot water will aid removal).

Should ghosting remain then apply a second coat of GARD GRAFFEX agitate with a stiff brush and rinse off.

(Easy to follow instructions are on every pack)



Revision Date: 13.06.14 - SDS10412



SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

1.1. Product identifier

Product name: GARD GRAFFEX

1.2. Relevant identified uses of the substance or mixture and uses advised against

Identified uses: Graffiti Cleaner

1.3. Details of the supplier of the safety data sheet

Supplier: LARRAGARD LIMITED
 Chapel Lane
 Heckmondwike
 West Yorkshire
 WF16 9JP
 Tel : +44 (0)1924 403550
 Fax : +44 (0)1924 400999
 Email : technical@gardchemicals.com

1.4. Emergency telephone number

Tel : +44 (0)1924 403550 (Office Hours)

SECTION 2: HAZARDS IDENTIFICATION

2.1. Classification of the substance or mixture

Classification (1999/45/EEC): Not classified.

2.2. Label elements

Risk Phrases	NC	Not classified.
Safety Phrases	S24/25	Avoid contact with skin and eyes.

2.3. Other hazards

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

3.2. Mixtures

SECTION 4: FIRST AID MEASURES

4.1. Description of first aid measures

Inhalation

Move the exposed person to fresh air at once. Rinse nose and mouth with water. Get medical attention if any discomfort continues.

Ingestion

NEVER MAKE AN UNCONSCIOUS PERSON VOMIT OR DRINK FLUIDS! Rinse mouth thoroughly. Get medical attention if any discomfort continues.

Skin contact

Remove affected person from source of contamination. Remove contaminated clothing. Wash the skin immediately with soap and water. Get medical attention if any discomfort continues.

Eye contact

Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues.

4.2. Most important symptoms and effects, both acute and delayed

GARD GRAFFEX

Inhalation

Upper respiratory irritation.

Ingestion

May cause discomfort if swallowed.

Skin contact

May cause irritation to skin.

Eye contact

May cause temporary eye irritation.

4.3. Indication of any immediate medical attention and special treatment needed

No recommendation given, but first aid may still be required in case of accidental exposure, inhalation or ingestion of this chemical. If in doubt, GET MEDICAL ATTENTION PROMPTLY!

SECTION 5: FIREFIGHTING MEASURES

5.1. Extinguishing media

Extinguishing media

This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials.

5.2. Special hazards arising from the substance or mixture

Hazardous combustion products

When heated and in case of fire, harmful vapours/gases may be formed.

5.3. Advice for firefighters

Special Fire Fighting Procedures

Self contained breathing apparatus and full protective clothing must be worn in case of fire.

SECTION 6: ACCIDENTAL RELEASE MEASURES

6.1. Personal precautions, protective equipment and emergency procedures

Wear protective clothing as described in Section 8 of this safety data sheet.

6.2. Environmental precautions

Spillages or uncontrolled discharges into watercourses must be IMMEDIATELY alerted to the Environmental Agency or other appropriate regulatory body.

6.3. Methods and material for containment and cleaning up

Small quantities may be flushed to drains with plenty of water. Large Spillages: Pick up with vacuum or absorbent solid, store in closed container for disposal.

6.4. Reference to other sections

Collect and dispose of spillage as indicated in section 13.

SECTION 7: HANDLING AND STORAGE

7.1. Precautions for safe handling

Avoid spilling, skin and eye contact.

7.2. Conditions for safe storage, including any incompatibilities

Store in tightly closed original container in a dry, cool and well-ventilated place. Keep in original container.

7.3. Specific end use(s)

The identified uses for this product are detailed in Section 1.2.

SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

8.1. Control parameters

8.2. Exposure controls

Engineering measures

Not relevant

GARD GRAFFEX

Respiratory equipment

Respiratory protection not required.

Hand protection

Use suitable protective gloves if risk of skin contact.

Eye protection

Eye protection recommended.

Other Protection

Wear appropriate clothing to prevent any possibility of skin contact.

Hygiene measures

DO NOT SMOKE IN WORK AREA! Wash hands at the end of each work shift and before eating, smoking and using the toilet. Wash promptly if skin becomes wet or contaminated. Promptly remove any clothing that becomes contaminated. Use appropriate skin cream to prevent drying of skin. When using do not eat, drink or smoke.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

9.1. Information on basic physical and chemical properties

Appearance	Liquid
Colour	Colourless
Odour	Slight
Solubility	Fully miscible with water. Completely soluble in most solvents.
Initial boiling point and boiling range (°C)	~100
Relative density	1.1 20°C
Flash point (°C)	Not Applicable

9.2. Other information

No information required.

SECTION 10: STABILITY AND REACTIVITY

10.1. Reactivity

No specific reactivity hazards associated with this product.

10.2. Chemical stability

Stable under normal temperature conditions.

10.3. Possibility of hazardous reactions

No information required.

10.4. Conditions to avoid

Avoid excessive heat for prolonged periods of time. Avoid frost.

10.5. Incompatible materials

Materials To Avoid

Strong acids. Strong alkalis. Strong oxidising substances.

10.6. Hazardous decomposition products

Fire creates: Carbon monoxide (CO). Carbon dioxide (CO₂).

SECTION 11: TOXICOLOGICAL INFORMATION

11.1. Information on toxicological effects

Toxicological information

No further relevant information available.

Other Health Effects

Low oral toxicity, but ingestion may cause irritation of the gastro-intestinal tract.

SECTION 12: ECOLOGICAL INFORMATION

Ecotoxicity

Not regarded as dangerous for the environment.

GARD GRAFFEX

12.1. Toxicity

Aquatic toxicity : No further relevant information available.

12.2. Persistence and degradability

Degradability

The product is biodegradable.

12.3. Bioaccumulative potential

Bioaccumulative potential

The product is not bioaccumulating.

12.4. Mobility in soil

Mobility:

Not known.

12.5. Results of PBT and vPvB assessment

This product does not contain any PBT or vPvB substances.

12.6. Other adverse effects

Not known.

SECTION 13: DISPOSAL CONSIDERATIONS

General information

Dispose of in compliance with all local and national regulations.

13.1. Waste treatment methods

Discharge used solutions to drain. Small amounts (less than 5 litres) of unwanted product may be flushed with water to sewer. Larger volumes must be sent for disposal by approved waste contractor. Consign empty container to normal waste.

SECTION 14: TRANSPORT INFORMATION

General

The product is not covered by international regulation on the transport of dangerous goods (IMDG, IATA, ADR/RID).

14.1. UN number

Not applicable.

14.2. UN proper shipping name

Not applicable.

14.3. Transport hazard class(es)

Transport Labels

No transport warning sign required.

14.4. Packing group

Not applicable.

14.5. Environmental hazards

Environmentally Hazardous Substance/Marine Pollutant

No.

14.6. Special precautions for user

Not applicable.

14.7. Transport in bulk according to Annex II of MARPOL73/78 and the IBC Code

Not applicable.

GARD GRAFFEX

SECTION 15: REGULATORY INFORMATION

15.1. Safety, health and environmental regulations/legislation specific for the substance or mixture

Approved Code Of Practice

Classification and Labelling of Substances and Preparations Dangerous for Supply. Safety Data Sheets for Substances and Preparations.

EU Legislation

Regulation (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 with amendments.

15.2. Chemical Safety Assessment

No chemical safety assessment has been carried out.

SECTION 16: OTHER INFORMATION

General information

QUALITY ASSURANCE: LARRAGARD LIMITED, CONFORMS TO BS EN ISO 9001 : 2008 Cert. No. GB 2488

ENVIRONMENTAL STANDARD: LARRAGARD LIMITED, CONFORMS TO BS EN ISO 14001 : 2004 Cert No. GB 12033

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS: LARRAGARD LIMITED, CONFORMS TO BS OHSAS 18001 : 2007 Cert No. GB 21004

Revision Date 13.06.14 - SDS10412

Risk Phrases In Full

NC Not classified.

Disclaimer

Uses Advised Against: The product should not be used for any other purpose other than its intended use. Handling, storage and conditions to avoid instructions must be followed at all times. This information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process. Such information is, to the best of the company's knowledge and belief, accurate and reliable as of the date indicated. However, no warranty guarantee or representation is made to its accuracy, reliability or completeness. It is the user's responsibility to satisfy himself as to the suitability of such information for his own particular use.

Appendix C

C.1. Birds and the years they were seen.

Name	Latin Name	2010 - 2018	2019	2020	2021	2022	2023			
Blackbird	<i>Turdus merula</i>	*	*	*	*	*	*			
Blackcap	<i>Sylvia atricapilla</i>	*	*	*	*	*	*			
Black headed gull	<i>Larus ridibundus</i>	*	*	*	*	*	*			
Blue Tit	<i>Parus caeruleus</i>	*	*	*	*	*	*			
Bullfinch	<i>Pyrrhula pyrrhula</i>	*	*	*	*	*	*			
Carrion Crow	<i>Corvus corone</i>	*	*	*	*	*	*			
Chaffinch	<i>Fingilla coelebs</i>	*	*	*	*	*	*			
Chiffchaff	<i>Phylloscopus collybita</i>	*	*	*	*	*	*			
Coal Tit	<i>Parus ater</i>	*	*	*	*	*	*			
Collard Dove	<i>Streptopelia decaocto</i>	*	*	*	*	*	*			
Common Gull	<i>Larus canus</i>	*	*	*	*	*	*			
Garden Warbler	<i>Sylvia borin</i>	*	*	*	*	*	*			
Goldfinch	<i>Carduelis carduelis</i>	*	*	*	*	*	*			
Greater Spotted Woodpecker	<i>Dendrocopos major</i>	*	*	*	*	*	*			
Great Tit	<i>Parus major</i>	*	*	*	*	*	*			
Greenfinch	<i>Carduelis chloris</i>	*	*	*	*	*	*			
Grey Heron	<i>Ardea cinerea</i>	*	*	*	*	*	*			
Grey Wagtail	<i>Motacilla cinerea</i>	*	*	*	*	*	*			
Hedge Accentor	<i>Prunella modularis</i>	*	*	*	*	*	*			
Herring gull	<i>Larus argentatus</i>	*	*	*	*	*	*			
House Martin	<i>Delichon urbica</i>	*	*	*	*	*	*			
House Sparrow	<i>Passer domesticus</i>	*	*	*	*	*	*			
Kestrel	<i>Falco tinnunculus</i>	*	*	*	*	*	*			

Name	Latin Name	2010-2018	2019	2020	2021	2022	2023			
Kingfisher	<i>Alcedo atthis</i>	*	*	*	*	*	*			
Little Grebe	<i>Tachybaptus ruficollis</i>	*	*	*	*	*	*			
Long tailed tit	<i>Aegithalos caudatus</i>	*	*	*	*	*	*			
Magpie	<i>Pica pica</i>	*	*	*	*	*	*			
Mallard	<i>Anas platyrhynchos</i>	*	*	*	*	*	*			
Meadow pipit	<i>Anthus pratensis</i>	*	*	*	*	*	*			
Moorhen	<i>Gallinula chloropus</i>	*	*	*	*	*	*			
Pied wagtail	<i>Motacilla alba</i>	*	*	*	*	*	*			
Reed bunting	<i>Emberiza schoeniclus</i>	*	*	*	*	*	*			
Robin	<i>Erithacus rubecula</i>	*	*	*	*	*	*			
Rook	<i>Corvus frugilegus</i>	*	*	*	*	*	*			
Skylark	<i>Alauda arvensis</i>	*	*	*	*	*	*			
Song thrush	<i>Turdus philomelos</i>	*	*	*	*	*	*			
Sparrowhawk	<i>Accipiter nisus</i>	*	*	*	*	*	*			
Starling	<i>Sturnus vulgaris</i>	*	*	*	*	*	*			
Swallow	<i>Hirundo rustica</i>	*	*	*	*	*	*			
Swift	<i>Apus apus</i>	*	*	*	*	*	*			
Treecreeper	<i>Certhia familiaris</i>	*	*	*	*	*	*			
Tree Sparrow	<i>Passer montanus</i>	*	*	*	*	*	*			
Willow Tit	<i>Poecile montanus</i>	*	*	*	*	*	*			
Wood Pigeon	<i>Columba palumbus</i>	*	*	*	*	*	*			
Wren	<i>Troglodytes troglodytes</i>	*	*	*	*	*	*			

Historic Sightings:

Barn Owl (*Tyto alba*) spotted in 2008; Buzzard (*Buteo buteo*) spotted in 2006; Oystercatcher (*Haematopus ostralegus*) spotted in 2006 & 2007; Red Grouse (*Lagopus lagopus*) spotted in 2006;

Redshank (*Tringa tetanus*) spotted in 2007; Redwing (*Turdus iliacus*) spotted in 2006 & 2007; White Pelican (*Pelecanus onocrotalus*) spotted in 2006.

C.2. Butterflies and moths

Name	Latin Name	2010-2018	2019	2020	2021	2022	2023			
Brimstone	<i>Gonepteryx rhamni</i>	*	*	*	*	*	*			
Comma	<i>Polygonia c-album</i>	*	*	*	*	*	*			
Common Blue	<i>Polyommatus Icarus</i>	*	*	*	*	*	*			
Dingy Skipper	<i>Erynnis tages</i>	*	*	*	*	*	*			
Holly Blue	<i>Celastrina argiolus</i>					*	*			
Large Skipper	<i>Ochlodes venata</i>	*	*	*	*	*	*			
Large White	<i>Pieris brassicae</i>	*	*	*	*	*	*			
Meadow Brown	<i>Maniola jurtina</i>	*	*	*	*	*	*			
Orange Tip	<i>Anthocharis cardamines</i>	*	*	*	*	*	*			
Painted Lady	<i>Cynthia cardui</i>	*	*	*	*	*	*			
Peacock	<i>Inachis io</i>	*	*	*	*	*	*			
Red Admiral	<i>Vanessa atalanta</i>	*	*	*	*	*	*			
Ringlet	<i>Aphantopus hyperantus</i>	*	*	*	*	*	*			
Small Copper	<i>Lycaena pamphilus</i>	*	*	*	*	*	*			
Small Heath	<i>Coenonympha pamphilus</i>	*	*	*	*	*	*			
Small Skipper	<i>Thymelicus sylvestris</i>	*	*	*	*	*	*			
Small Tortoiseshell	<i>Aglais urticae</i>	*	*	*	*	*	*			
Small White	<i>Pieris rapae</i>	*	*	*	*	*	*			
Speckled wood	<i>Pararge aegeria</i>	*	*	*	*	*	*			
Wall Brown	<i>Lasiommata mergera</i>	*	*	*	*	*	*			
Brimstone Moth	<i>Opisthograptis luteolata</i>					*	*			
6 spot Burnet Moth	<i>Zygaena filipenulae</i>	*	*	*	*	*	*			
Brown Rustic Moth	<i>Rusina ferruginea</i>	*	*	*	*	*	*			
Ermine moth	<i>Yonomevтинаe</i>	*	*	*	*	*	*			

Grey Dagger moth	<i>Acronicta psi</i>	*	*	*	*	*	*			
Large Yellow Underwing Moth	<i>Noctua pronuba</i>	*	*	*	*	*	*			
Poplar Hawkmoth	<i>Laothoe populi</i>	*	*	*	*	*	*			
Silver Y Moth	<i>Autographa gamma</i>	*	*	*	*	*	*			
Shaded broad bar moth	<i>Scotopteryx chenopodiata</i>	*	*	*	*	*	*			
Silver ground carpet moth	<i>Xanthrorhoe montanata</i>	*	*	*	*	*	*			
White ermine moth	<i>Spilosoma lubicipeda</i>	*	*	*	*	*	*			

Historic Sighting:

Clouded Yellow (*Colias hyale*) spotted in 2006; Holy Blue (*Celastrina argiolus*) spotted in 2007 & 2008; Gold Mint Moth (*Pyrausta aurata*) spotted in 2007; White Plume Moth (*Pterophorus pentadactyla*) spotted in 2009.

Gatekeeper (*Pyronia tithonus*) spotted in 2010 & 2014

Sightings:

Brimstone: first spotted in 2010 and then reappeared in 2014

Comma: first spotted 2010 then in 2011, 2014, 2017 and 2018

Dingy Skipper spotted in 2018

Painted lady: first spotted in 2010 and then reappeared in 2013 onwards

Small Copper: first spotted in 2010, then in 2011, 2016-2018 onwards

Small Heath: first spotted in 2010, then in 2013 and again in 2018

C.3. Dragonflies and Damselflies

Name	Latin Name	2010 - 2018	2019	2020	2021	2022	2023			
Broad Bodied Chase	<i>Libellula depressa</i>	*	*	*	*	*	*			
Common Darter	<i>Sympetrum striolatum</i>	*	*	*	*	*	*			
Southern Hawker	<i>Aeshna cyanea</i>	*	*	*	*	*	*			
Azure Damselfly	<i>Coenagrion puella</i>	*	*	*	*	*	*			
Banded Demoiselle	<i>Calopteryx splendens</i>	*	*	*	*	*	*			
Blue tailed	<i>Ischnura</i>	*	*	*	*	*	*			

Damselfly	<i>elegans</i>									
Common Blue damselfly	<i>Enallagma cyathigerum</i>	*	*	*	*	*	*			
Large red damselfly	<i>Pyrrhosoma nymphula</i>	*	*	*	*	*	*			
Migrant Hawker	<i>Aeshna mixta</i>					*				

Historic Sightings:

Emperor Dragonfly (*Anax imperator*) spotted in 2006 & 2009.

Variable Damselfly (*Coenagrion pulchellum*) spotted in 2010

C.4. Mammals

Name	Latin Name	2010-2018	2019	2020	2021	2022	2023			
Brown Rat	<i>Rattus norvegicus</i>	*	*	*	*	*	*			
Common Pipistrelle Bat	<i>Pipistrellus pipistrellus</i>	*	*	*	*	*	*			
Common Shrew	<i>Sorex araneus</i>	*	*	*	*	*	*			
Grey Squirrel	<i>Sciurus carolinensis</i>	*	*	*	*	*	*			
Field Vole	<i>Microtus agrestis</i>	*	*	*	*	*	*			
Fox	<i>Vulpes vulpes</i>	*	*	*	*	*	*			
Northern Mole	<i>Talpa europaea</i>	*	*	*	*	*	*			
Rabbit	<i>Oryctolagus cuniculus</i>	*	*	*	*	*	*			
Soprano Pipistrelle Bat	<i>Pipistrellus pygmaeus</i>	*	*	*	*	*	*			
Stoat	<i>Mustela erminea</i>	*	*	*	*	*	*			
Water Shrew	<i>Neomys fodiens</i>	*	*	*	*	*	*			
Water Voles	<i>Arvicola terrestris</i>	*	*	*	*	*	*			
Weasel	<i>Mustela nivalis</i>	*	*	*	*	*	*			
Western Hedgehog	<i>Erinaceus europaeus</i>	*	*	*	*	*	*			

Historic Sightings

Roe Deer (*Capreolus capreolus*) spotted in 2016

C.5. Invertebrates & Fish

Name	Latin	2010-2018	2019	2020	2021	2022	2023			
Aphid sp		*	*	*	*	*	*			
Ant sp		*	*	*	*	*	*			
Blackfly	<i>Aphis fabae</i>	*	*	*	*	*	*			
Blue bottle	<i>Calliphora vomitoria</i>	*	*	*	*	*	*			
Brown lipped snail	<i>Cepaea nemoralis</i>	*	*	*	*	*	*			
Buff tailed bumblebee	<i>Bombus terrestris</i>	*	*	*	*	*	*			
Caddis fly	<i>Phryganea grandis</i>	*	*	*	*	*	*			
Cardinal beetle	<i>Pyrochroa coccinea</i>	*	*	*	*	*	*			
Centipede	<i>Lithobius forficatus</i>	*	*	*	*	*	*			
Common Earwig	<i>Forficula auricularia</i>	*	*	*	*	*	*			
Common flower bug	<i>Anthocoris nemorum</i>	*	*	*	*	*	*			
Common froghopper	<i>Philaenus spumaris</i>	*	*	*	*	*	*			
Common green capsid	<i>Lygocoris pabulinus</i>	*	*	*	*	*	*			
Common pond skater	<i>Gerris lacustris</i>	*	*	*	*	*	*			
Common Wasp	<i>Vespula vulgaris</i>	*	*	*	*	*	*			
Crane fly	<i>Tipula maxima</i>	*	*	*	*	*	*			
Freshwater shrimp	<i>Gammarus pulex</i>	*	*	*	*	*	*			
Froghopper	<i>Cercopis vulnerata</i>	*	*	*	*	*	*			
Gall wasp	<i>Biorhiza pallida</i>	*	*	*	*	*	*			
Garden Snail	<i>Helix aspersa</i>	*	*	*	*	*	*			
Garden Spider	<i>Araneus diadematus</i>	*	*	*	*	*	*			
Goldfish	<i>Carassius auratus</i>	*	*	*	*	*	*			
Great black slug	<i>Arion ater</i>	*	*	*	*	*	*			
Great diving beetle	<i>Dytiscus marginalis</i>	*	*	*	*	*	*			

Greater water boatman	<i>Notonecta glauca</i>	*	*	*	*	*	*			
Greenfly	<i>Macrosiphum rosae</i>	*	*	*	*	*	*			
Green lacewing	<i>Chrysopa septempunctata</i>	*	*	*	*	*	*			
Harvestman	<i>Phalangium opilio</i>	*	*	*	*	*	*			
Hawthorn shield bug	<i>Acanthosoma haemorrhoidale</i>	*	*	*	*	*	*			
Honey bee	<i>Apis mellifera</i>	*	*	*	*	*	*			
Hornet	<i>Vespa crabro</i>	*	*	*	*	*	*			
Hover fly	<i>Syrphus ribesii</i>	*	*	*	*	*	*			
Ladybird- 2 spot	<i>Adalia bipunctata</i>	*	*	*	*	*	*			
Ladybird – 7 spot	<i>Coccinella 7 punctata</i>	*	*	*	*	*	*			
Leafhopper	<i>Iassus lanio</i>	*	*	*	*	*	*			
Lesser water boatman	<i>Corixa punctata</i>	*	*	*	*	*	*			
Minnnow	<i>Phoxinus phoxinus</i>	*	*	*	*	*	*			
Meadow grasshopper	<i>Chorthippus parallelus</i>	*	*	*	*	*	*			
Midge	<i>Chironomus annularis</i>	*	*	*	*	*	*			
Pill millipedes	<i>Glomeris marginata</i>	*	*	*	*	*	*			
Pond snail	<i>Lymnaea stagnalis</i>	*	*	*	*	*	*			
Ram's horn snail	<i>Anisus vorticulus</i>	*	*	*	*	*	*			
Red tailed bumblebee	<i>Bombus lapidarius</i>	*	*	*	*	*	*			
Stickleback – 3 spined	<i>Gasterosteus aculeatus</i>	*	*	*	*	*	*			
Stoneflies	<i>Perlodes microcephala</i>	*	*	*	*	*	*			
Tree Bumble Bee	<i>Bombus hypnorum</i>	*	*	*	*	*	*			
Violet ground beetle	<i>Carabus violaceus</i>	*	*	*	*	*	*			
Water flea	<i>Daphnia pulex</i>	*	*	*	*	*	*			
Water hoglouse	<i>Asellus aquaticus</i>	*	*	*	*	*	*			

Water Mite	<i>Hydrarachna</i>	*	*	*	*	*	*			
Water spider	<i>Argyroneta aquatica</i>	*	*	*	*	*	*			
Whirligig beetle	<i>Gyrinus natator</i>	*	*	*	*	*	*			
White tailed bumblebee	<i>Bombus lucorum</i>	*	*	*	*	*	*			
Woodlice	<i>Porcellio scaber</i>	*	*	*	*	*	*			
Worms		*	*	*	*	*	*			

Sightings: Tree Bumble Bee (*Bombus hypnorum*) first spotted in 2015

C.6. Amphibians & Reptiles

Name	Latin name	2010-2018	2019	2020	2021	2022	2023			
Common Frog	<i>Rana temporaria</i>	*	*	*	*	*	*			
Common Toad	<i>Bufo bufo</i>	*	*	*	*	*	*			
Palmate Newt	<i>Triturus helveticus</i>	*	*	*	*	*	*			
Smooth Newt	<i>Triturus vulgaris</i>	*	*	*	*	*	*			
Terrapin sp		*	*	*	*	*	*			

C.7. Trees and shrubs

Name	Latin name	2010-2018	2019	2020	2021	2022	2023			
Alder	<i>Alnus glutinosa</i>	*	*	*	*	*	*			
Apple – crispin	<i>Malus</i>	*	*	*	*	*	*			
Apple-James Grieve	<i>Malus</i>	*	*	*	*	*	*			
Apple – Red devil	<i>Malus</i>	*	*	*	*	*	*			
Apple – Winter Gem	<i>Malus</i>	*	*	*	*	*	*			
Apple – Cox’s self-fertile	<i>Malus</i>	*	*	*	*	*	*			
Ash	<i>Fraxinus excelsior</i>	*	*	*	*	*	*			
Aspen	<i>Populus tremula</i>	*	*	*	*	*	*			
Atlas Cedar	<i>Cedrus atlantica</i>				*	*	*			
Beech	<i>Fagus sylvatica</i>	*	*	*	*	*	*			

Bird Cherry	<i>Prunus padus</i>	*	*	*	*	*	*			
Black Poplar	<i>Populus nigra</i>	*	*	*	*	*	*			
Black poplar Hybrid		*	*	*	*	*	*			
Blackthorn	<i>Prunus spinosa</i>	*	*	*	*	*	*			
Broom	<i>Sarothamnus scoparius</i>	*	*	*	*	*	*			
Buckthorn – purging	<i>Rhamnus cathartica</i>	*	*	*	*	*	*			
Cherry – early rivers (fruit)	<i>Prunus</i>	*	*	*	*	*	*			
Cherry – Stella (fruit)	<i>Prunus</i>	*	*	*	*	*	*			
Cherry – Sunburst (fruit)	<i>Prunus</i>	*	*	*	*	*	*			
Common buddleia	<i>Buddleja davidii</i>	*	*	*	*	*	*			
Copper beech	<i>Fagus purpurea</i>	*	*	*	*	*	*			
Corsican pine	<i>Pinus nigra var. maritima</i>	*	*	*	*	*	*			
Crab apple	<i>Malus sylvestris</i>	*	*	*	*	*	*			
Crack willow	<i>Salix fragilis</i>	*	*	*	*	*	*			
Dogwood	<i>Cornus sanguinea</i>	*	*	*	*	*	*			
Common buddleia	<i>Buddleja davidii</i>	*	*	*	*	*	*			
Copper beech	<i>Fagus purpurea</i>	*	*	*	*	*	*			
Corsican pine	<i>Pinus nigra var. maritima</i>	*	*	*	*	*	*			
Crab apple	<i>Malus sylvestris</i>	*	*	*	*	*	*			
Crack willow	<i>Salix fragilis</i>	*	*	*	*	*	*			
Dogwood	<i>Cornus sanguinea</i>	*	*	*	*	*	*			
Downy Birch	<i>Betula pubescens</i>	*	*	*	*	*	*			
Doyenne du comice pear	<i>Pyrus</i>	*	*	*	*	*	*			
Elder	<i>Sambucus nigra</i>	*	*	*	*	*	*			
European larch	<i>Larix decidua</i>	*	*	*	*	*	*			

Field maple	<i>Acer campestre</i>	*	*	*	*	*	*			
Foxglove Tree	<i>Paulownia tomentosa</i>				*	*	*			
Goat willow	<i>Salix caprea</i>	*	*	*	*	*	*			
Gorse	<i>Ulex europaeus</i>	*	*	*	*	*	*			
Guelder rose	<i>Viburnum opulus</i>	*	*	*	*	*	*			
Hawthorn	<i>Crataegus monogyna</i>	*	*	*	*	*	*			
Hazel	<i>Corylus avellana</i>	*	*	*	*	*	*			
Holly	<i>Ilex aquifolium</i>	*	*	*	*	*	*			
Holm Oak	<i>Quercus ilex</i>				*	*	*			
Indian Bean Tree	<i>Catalpa bignonioides</i>				*	*	*			
Judas Trees	<i>Cercis siliquastrum</i>				*	*	*			
Juniper (dwarf)	<i>Juniperus communis</i>	*	*	*	*	*	*			
Lombardy poplar	<i>Populus nigra var. italica</i>	*	*	*	*	*	*			
Osier	<i>Salix viminalis</i>	*	*	*	*	*	*			
Pear-Conference	<i>Pyrus</i>	*	*	*	*	*	*			
Pear-William's Bon Chretien	<i>Pyrus</i>	*	*	*	*	*	*			
Pendunculate Oak	<i>Quercus robur</i>	*	*	*	*	*	*			
Plum – victoria	<i>Prunus domestica</i>	*	*	*	*	*	*			
Rowan	<i>Sorbus aucuparia</i>	*	*	*	*	*	*			
Scotts Pine	<i>Pinus sylvestris</i>	*	*	*	*	*	*			
Scotts pine (dwarf)		*	*	*	*	*	*			
Sea Buckthorn	<i>Hippophae rhamnoides</i>	*	*	*	*	*	*			
Sessile oak	<i>Quercus petraea</i>	*	*	*	*	*	*			
Silver birch	<i>Betula pendula</i>	*	*	*	*	*	*			
Sycamore	<i>Acer pseudoplatanus</i>	*	*	*	*	*	*			
Walnut	<i>Junglans regia</i>	*	*	*	*	*	*			
White willow	<i>Salix alba</i>	*	*	*	*	*	*			
Wild cherry	<i>Prunus avium</i>	*	*	*	*	*	*			
Wych elm	<i>Ulmus glabra</i>	*	*	*	*	*	*			

Yew	<i>Taxus baccata</i>				*	*	*			
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Historic data (when species were introduced)

Apple – Crispin: 2011

Apple – James Grieve/ Winter Gem/ Cox’s self- fertile: 2017

Apple – Red Devil: 2018

Cherry – Early Rivers/ Sunburst: 2011

Cherry- Stella: 2017

Doyenne du comice Pear: 2011

Conference Pear: 2011

Pear – William’s Bon Chretien: 2017 & Victoria Plum: 2017

C.8. Grasses and Flowers

Name	Latin Name	2010-2018	2019	2020	2021	2022	2023			
Alsike Clover	<i>Trifolium hybridum</i>	*	*	*	*	*	*			
Barren Brome	<i>Bromus sterilis</i>	*	*	*	*	*	*			
Bird’s foot trefoil	<i>Lotus corniculatus</i>	*	*	*	*	*	*			
Bittersweet	<i>Solanum dulcamara</i>	*	*	*	*	*	*			
Black Knapweed	<i>Centaurea nigra</i>	*	*	*	*	*	*			
Bluebells – Spanish	<i>Hyacinthoides hispanica</i>	*	*	*	*	*	*			
Blue Fescue	<i>Festuca glauca</i>	*	*	*	*	*	*			
Blue Fleabane	<i>Erigeron acer</i>	*	*	*	*	*	*			
Bramble	<i>Rubus fruticosus</i>	*	*	*	*	*	*			
Broadleaf willow herd	<i>Epilobium montanum</i>	*	*	*	*	*	*			
Brooklime	<i>Veronica beccabunga</i>	*	*	*	*	*	*			
Burdock – lesser	<i>Artium minus</i>	*	*	*	*	*	*			
Buttercup – creeping	<i>Ranunculus repens</i>	*	*	*	*	*	*			
Buttercup – meadow	<i>Ranunculus acris</i>	*	*	*	*	*	*			
Celandine – lesser	<i>Ranunculus ficaria</i>	*	*	*	*	*	*			
Cleavers	<i>Galium aparine</i>	*	*	*	*	*	*			
Cock’s foot grass	<i>Dactylis glomerata</i>	*	*	*	*	*	*			
Coltsfoot	<i>Tussilago farfara</i>	*	*	*	*	*	*			
Common	<i>Agrimonia</i>	*	*	*	*	*	*			

Agrimony	<i>eupatoria</i>									
Common Bent	<i>Agrostis capillaris</i>	*	*	*	*	*	*			
Common Cat's ear	<i>Hypochoeris radicata</i>	*	*	*	*	*	*			
Common Comfrey	<i>Symphytum officinale</i>	*	*	*	*	*	*			
Common Field Speedwell	<i>Veronica persica</i>	*	*	*	*	*	*			
Common Fleabane	<i>Pulicaria dysenterica</i>	*	*	*	*	*	*			
Common Mallow	<i>Malva sylvestris</i>	*	*	*	*	*	*			
Common Orache	<i>Atriplex patula</i>	*	*	*	*	*	*			
Common Sorrel	<i>Rumex acetosa</i>	*	*	*	*	*	*			
Common St John's Wort	<i>Hypericum perforatum</i>	*	*	*	*	*	*			
Common Vetch	<i>Vicia sativa</i>	*	*	*	*	*	*			
Compact rush	<i>Juncus conglomeratus</i>	*	*	*	*	*	*			
Corn Chamomile	<i>Anthemis arvensis</i>	*	*	*	*	*	*			
Cornflower	<i>Centaurea cyanus</i>	*	*	*	*	*	*			
Corn Marigold	<i>Chrysanthemum segetum</i>	*	*	*	*	*	*			
Cow parsley	<i>Anthriscus sylvestris</i>	*	*	*	*	*	*			
Cowslip	<i>Primula veris</i>	*	*	*	*	*	*			
Creeping cinquefoil	<i>Potentilla reptans</i>	*	*	*	*	*	*			
Crested Dog's tail grass	<i>Cynosurus cristatus</i>	*	*	*	*	*	*			
Crocus	<i>Crocus vernus</i>	*	*	*	*	*	*			
Cyprus sedge	<i>Carex pseudocyperus</i>	*	*	*	*	*	*			
Daffodil	<i>Narcissus pseudonarcissus</i>	*	*	*	*	*	*			
Dandelion	<i>Taraxacum officinale</i>	*	*	*	*	*	*			
Dark Mullein	<i>Verbascum nigrum</i>	*	*	*	*	*	*			
Devilsbit scabious	<i>Succisa pratensis</i>	*	*	*	*	*	*			

Dock – broadleaf	<i>Rumex obtusifolius</i>	*	*	*	*	*	*			
Dog rose	<i>Rosa canina</i>	*	*	*	*	*	*			
Field Scabious	<i>Knautia arvensis</i>	*	*	*	*	*	*			
Garlic mustard	<i>Alliaria petiolata</i>	*	*	*	*	*	*			
Goldenrod	<i>Solidago virgaurea</i>	*	*	*	*	*	*			
Greater Knapweed	<i>Centaurea scabiosa</i>	*	*	*	*	*	*			
Great Mullein	<i>Verbascum thapsus</i>	*	*	*	*	*	*			
Greater Plantain	<i>Plantago major</i>	*	*	*	*	*	*			
Greater stichwort	<i>Stellaria holostea</i>	*	*	*	*	*	*			
Great Willow Herb	<i>Epilobium hirsutum</i>	*	*	*	*	*	*			
Hairy Tare	<i>Vicia hirsute</i>	*	*	*	*	*	*			
Hard Rush	<i>Juncus inflexus</i>	*	*	*	*	*	*			
Hawkbit - Autumn	<i>Leontodon autumnalis</i>	*	*	*	*	*	*			
Hawkbit – lesser	<i>Leontodon saxatilis</i>	*	*	*	*	*	*			
Hawkbit – rough	<i>Leontodon hispidus</i>	*	*	*	*	*	*			
Hedge bindweed	<i>Calystegia sepium</i>	*	*	*	*	*	*			
Hedge woundwort	<i>Stachys sylvatica</i>	*	*	*	*	*	*			
Herb robert	<i>Geranium robertianum</i>	*	*	*	*	*	*			
Hogweed	<i>Heracleum sphondylium</i>	*	*	*	*	*	*			
Hop trefoil	<i>Trifolium campestre</i>	*	*	*	*	*	*			
Horsetail	<i>Equisetum arvense</i>	*	*	*	*	*	*			
Ivy	<i>Hedra helix</i>	*	*	*	*	*	*			
Jointed rush	<i>Juncus articulatus</i>	*	*	*	*	*	*			
Knotgrass	<i>Polygonum aviculare</i>	*	*	*	*	*	*			
Lady's bedstraw	<i>Galium verum</i>	*	*	*	*	*	*			
Large bittercress	<i>Cardamine amara</i>	*	*	*	*	*	*			

Lavender	<i>Lavendula officinalis</i>	*	*	*	*	*	*			
Lesser pond sedge	<i>Carex actiformis</i>	*	*	*	*	*	*			
Lucerne	<i>Medicago sativa</i>	*	*	*	*	*	*			
Mare's tail	<i>Hippuris vulgaris</i>	*	*	*	*	*	*			
Meadow Crane's bill	<i>Geranium pratense</i>	*	*	*	*	*	*			
Meadow sweet	<i>Filipendula ulmaria</i>	*	*	*	*	*	*			
Meadow vetchling	<i>Lathyrus pratensis</i>	*	*	*	*	*	*			
Mugwort	<i>Artemisia vulgaris</i>	*	*	*	*	*	*			
Musk Mallow	<i>Malva moschata</i>				*	*	*			
Nettle	<i>Urtica dioica</i>	*	*	*	*	*	*			
Nipplewort	<i>Lapsana communis</i>	*	*	*	*	*	*			
Northern Marsh Orchid	<i>Dactylorhiza purpurella</i>	*	*	*	*	*	*			
Oxeye daisy	<i>Chrysanthemum leucanthemum</i>	*	*	*	*	*	*			
Perennial Sow thistle	<i>Sonchus arvensis</i>	*	*	*	*	*	*			
Perforate St John's wort	<i>Hypericum perforatum</i>	*	*	*	*	*	*			
Prickly sow thistle	<i>Sonchus asper</i>	*	*	*	*	*	*			
Poppy	<i>Papaver rhoeas</i>	*	*	*	*	*	*			
Purple loosestrife	<i>Lythrum salicaria</i>	*	*	*	*	*	*			
Ramsons	<i>Allium ursinum</i>	*	*	*	*	*	*			
Ragged Robin	<i>Lychnis flos-cuculi</i>	*	*	*	*	*	*			
Ragwort	<i>Senecio jacobaea</i>	*	*	*	*	*	*			
Red Bartsia	<i>Odontites verna</i>	*	*	*	*	*	*			
Red Campion	<i>Silene dioica</i>	*	*	*	*	*	*			
Red Clover	<i>Trifolium pratense</i>	*	*	*	*	*	*			
Red Fescue	<i>Festuca rubra</i>	*	*	*	*	*	*			
Reed – common	<i>Phragmites communis</i>	*	*	*	*	*	*			
Reed mace	<i>Typha latifolia</i>	*	*	*	*	*	*			
Ribwort plantain	<i>Plantago lanceolata</i>	*	*	*	*	*	*			

Rosebay willow herb	<i>Chamaenerion augustifolium</i>	*	*	*	*	*	*			
Rose of sharon	<i>Hypericum calycinum</i>	*	*	*	*	*	*			
Rye grass	<i>Lolium perenne</i>	*	*	*	*	*	*			
Sainfoin	<i>Onobrychis viciifolia</i>	*	*	*	*	*	*			
Salad Burnet	<i>Sanguisorba minor</i>	*	*	*	*	*	*			
Scarlet Pimpernel	<i>Anagallis arvensis</i>	*	*	*	*	*	*			
Scentless mayweed	<i>Tripleurospermum maritimum</i>	*	*	*	*	*	*			
Self-heal	<i>Prunella vulgaris</i>	*	*	*	*	*	*			
Sheep's Fescue	<i>Festuca ovina</i>	*	*	*	*	*	*			
Shrubby cinquefoil	<i>Potentilla fruticosa</i>	*	*	*	*	*	*			
Silverweed	<i>Potentilla anserine</i>	*	*	*	*	*	*			
Slender Creeping red fescue	<i>Festuca rubra ssp. Litoralis</i>	*	*	*	*	*	*			
Smooth stalked meadow grass	<i>Poa pratensis</i>	*	*	*	*	*	*			
Snakes-Head Fritillary	<i>Fritillaria meleagris</i>			*	*	*	*			
Snowdrop	<i>Galanthus nivalis</i>	*	*	*	*	*	*			
Soft rush	<i>Juncus effuses</i>	*	*	*	*	*	*			
Spear thistle	<i>Cirsium vulgare</i>	*	*	*	*	*	*			
Strong Creeping red fescue	<i>Festuca rubra ssp. rubra</i>	*	*	*	*	*	*			
Sun spurge	<i>Euphorbia helioscopia</i>	*	*	*	*	*	*			
Teasel	<i>Dipsacus fullonum</i>	*	*	*	*	*	*			
Timothy grass	<i>Phleum pratense</i>	*	*	*	*	*	*			
Toadflax - common	<i>Linaria vulgaris</i>	*	*	*	*	*	*			
Tufted vetch	<i>Vicia cracca</i>	*	*	*	*	*	*			
Water mint	<i>Mentha aquatica</i>	*	*	*	*	*	*			

White bryony	<i>Bryonia dioica</i>	*	*	*	*	*	*			
White Campion	<i>Silene alba</i>	*	*	*	*	*	*			
White clover	<i>Trifolium repens</i>	*	*	*	*	*	*			
White dead nettle	<i>Lamium album</i>	*	*	*	*	*	*			
Wild carrot	<i>Daucus carota</i>	*	*	*	*	*	*			
Wild mignonette	<i>Reseda lutea</i>	*	*	*	*	*	*			
Wood aven	<i>Geum urbanum</i>	*	*	*	*	*	*			
Wood forget-me-not	<i>Myosotis sylvatica</i>	*	*	*	*	*	*			
Yarrow	<i>Achillea millefolium</i>	*	*	*	*	*	*			
Yellow Iris	<i>Iris pseudocorus</i>	*	*	*	*	*	*			
Yellow rattle	<i>Rhinanthus minor</i>	*	*	*	*	*	*			
Yorkshire fog	<i>Holcus lanatus</i>	*	*	*	*	*	*			

Historic Data (Plants introduced)

Common Agrimony, Common Bent, Common Sorrel, Common St John's Wort, Common Chamomile, Corn Marigold, Dark Mullein, Devilsbit Scabious, Field Scabious, Greater Knapweed, Rough Hawkbit, Ragged Robin, Salad Burnet, Sheep's Fescue, Slender Creeping Red Fescue, Smooth stalked meadow grass, Strong Creeping Red Fescue, White Campion and Yarrow in 2015

Corncockle planted in 2015 and 2016

Northern Marsh Orchid first spotted in 2012, then in 2015 onwards

Appendix D

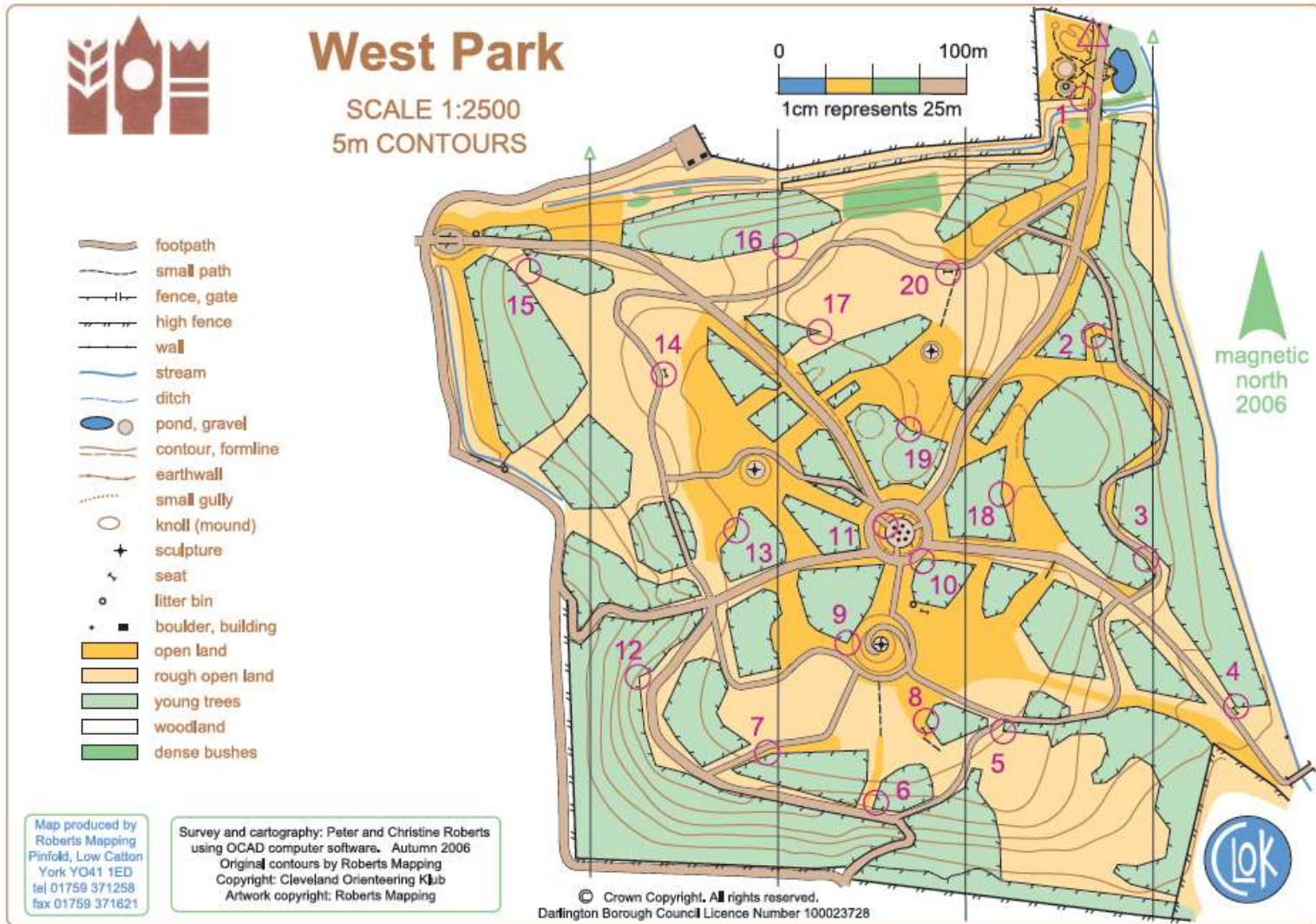
D.1. Location Map





D.2. Management Plan Map and Key

D.3.1 Orienteering Course Map



D.3.2 CLOK Couch to Green route Map



D.4.1 Water Corridor Meadow Map

West park water corridor: 1013.96m²

Red areas: sarah bouquet

Blue areas: Flora Britannica



D. 4.2 Water Corridor meadow opposite Aldi

West Park: Water corridor near Aldi

Area: 250.76m² Seed Mix: Flora Britannica



Appendix E: Wildlife monitoring

E.1 Butterfly data from a transect walk which then get inputted onto Transect Walker

Data from the transect walk on 24th Jun 2020

Date: 24th Jun 2020 Time:1.48-2.44pm Temp: 27c Wind Strength: F1
 Wind Direction: S

Species	Section Number															Totals
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Brimstone	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2
Comma	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Common Blue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gatekeeper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Green Veined white	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Large Skipper	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2
Large White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meadow Brown	1	1	3	2	0	1	1	6	1	2	0	1	1	0	0	20
Orange Tip	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Painted Lady	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Peacock	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Red Admiral	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Ringlet	0	1	1	3	1	0	1	1	0	0	0	0	0	0	1	9
Small Copper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Small Heath	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Small Skipper	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Small Tortoiseshell	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Small White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Speckled Wood	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	3
Wall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White letter Hairstreak	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	3	2	4	7	1	1	3	10	2	2	0	1	1	1	1	39
Sunshine %	75	100	98	98	100	100	80	80	100	100	100	100	100	100	99	95.33333

Appendix F: Events posters

F.1. 10yr Anniversary Event 2015

Bussey & Armstrong westpark Friends Group DARLINGTON BOROUGH COUNCIL the FORUM music centre

P R E S E N T S

MUSIC ON WESTPARK HILL

SUNDAY 2nd AUGUST 1.30PM - 8.30PM

FREE ENTRY
LIVE MUSIC STAGE

Provided By The Forum Music Centre For Further Information Tel: 01325 363135 / Email: Info@theforumonline.co.uk

THE Jar Family

7.50PM - Hartlepool Industrial Folk Band

MONSTER CEILIDH BAND

6.20PM - Experimental Electro Folk

ICENI

4.40PM - Disco Influenced Power Pop Trio

THE Neutronz

3.15PM - Energetic Rockabilly Band

THE EQUALISERS

2.00PM - 10 Piece Reggae Band

ACOUSTIC STAGE

JAMES ROBSON DAVE BRITTLE HAYLEY MCKAY + MORE

FAMILY ENTERTAINMENT	CATERING & REFRESHMENTS
Cheeky Chops Face Painting	Fat Franks - Hot Fast Food
Arts and Crafts	Burrito Express - Mexican Food
Magic and Balloon Modeling	Ice Cream - Darlington Ices
Amusements	Beer Tent - Provided by The Forum Music Centre
Story Telling	
Come and Try It Cycling on the 4X Course (2-5PM)	

F.2.1 Jubilee Art in the Park 2022 – Meet the Artists

**JUBILEE
ART IN THE PARK
MEET THE ARTISTS**



Adrian Moule
Printmaker
Adrian will be sharing his skills and printing press with the community



David Spence
Learn more about permaculture and try the Rekalibrator



Ann Cuthbert
Poet
Join Ann on a poetry walk in the park and help create your own and a new WestPark poem

For more information and dates of community events follow WestPark Levy Trust on Facebook

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Levy Trust
Working it Out



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ENGLAND**

F.2.2 Jubilee Art in the Park – Poetry & Print

Jubilee Art in the Park

Poetry & Print

Join Ann Cuthbert, and Adrian Moule.

To help create the WestPark Jubilee Poem.

To share your thoughts about WestPark and help create four new lino prints and take a print home.

All of the art and Poetry will be based on and around WestPark, the people, the place around the themes of

Caring, Sharing & Daring

Friday 19th May 1pm-3.30pm
Cactus Cafe & Kitchen



Working it Out


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F.3 Picnic in the Park



The poster features the WestPark Levy Trust logo on the left, a central title 'Community Invitation' in large blue font, and a 'TRANSITIONS 17' badge on the right. The event details are centered: 'WestPark Picnic in the Park', 'Sunday 5th June 2022', and '11.00 - 15.00'. A decorative banner of yellow and white triangular flags is positioned above the text. Below the event details, a paragraph describes the activities: 'Jubilee celebration, Free Fun Family picnic with light refreshments served at midday Face painting, Poetry, Printmaking, The Rekalibrator, Orienteering & Nature Trail'.

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Levy Trust

Community Invitation

TRANSITIONS 17

WestPark Picnic in the Park
Sunday 5th June 2022
11.00 - 15.00

Jubilee celebration, Free Fun Family picnic with light refreshments served at midday
Face painting, Poetry, Printmaking, The Rekalibrator, Orienteering & Nature Trail



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Appendix G: Marketing Items

G.1. Community Survey 2024 QR code



G.2. West Park Levy Trust Newsletter 2024



The newsletter cover features a decorative header with floral patterns and the West Park Levy Trust logo. The main title 'news' is in large, blue, bubbly letters. Below it, the subtitle reads 'Your 2024 Newsletter from Westpark Levy Trust'. The background is an aerial view of a residential estate. A blue banner at the bottom contains the 'What's Inside' section with four items listed.

westpark
Levy Trust

news

Your 2024 Newsletter from Westpark Levy Trust

What's Inside

Useful local numbers and contacts PAGE 2	New CCTV cameras in operation PAGE 4	The Westpark 2025 calendar competition! PAGE 11	Link to fill in our community survey PAGE 20
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Read all about our amazing community!

References

ⁱ Wind in the Willows Kenneth Grahame

ⁱⁱ Darlington Borough Councils Corporate Health and Safety Policy