



Peterlee Town Council Woodhouse Park Management Plan

About this document

This management plan sets out the Council's plans for the continuing development of Woodhouse Park, the town's largest formal public park.

The management plan was originally developed in early 2021 as part of our Green Flag status submission. It is a 'living' document and is updated on a regular basis.

This version was last updated in February 2022.

Ian Hall, Service Manager



Contents

About Woodhouse Park.....	3
Introduction	3
A Welcoming Place	4
Entrances and Information boards.....	4
Public Toilet Provision	4
Car Parking Provision.....	4
CCTV provision	5
Seating and bins	5
Fundays.....	6
Soap Box Derby	6
Community Involvement in Management and Development	9
Partner & outside organisations	10
Crime & Anti- Social Behaviour organisations.....	10
Educational Organisations.....	10
Community Organisations.....	10
Health Safety & Secure.....	11
Well maintained and Clean	13
Staffing at Woodhouse Park	13
WOODHOUSE PARK MAINTENANCE SCHEDULE	13
DECEMBER-JANUARY-FEBRUARY	13
MARCH-APRIL-MAY	13
JUNE-JULY-AUGUST	14
September-October- November	14
Basic overview plan of areas of Biodiversity within Woodhouse Park.....	17
Future Plans.....	17
Summary Action Plan 2021 Woodhouse Park.....	18

About Woodhouse Park



Introduction

A 12-acre public park situated off Balliol Close in Peterlee, County Durham, Woodhouse Park was created in 1998 to mark the 50th Anniversary of the designation of the Town. The park is managed by Peterlee Town Council and is held on a long-lease basis from Durham County Council.

The name Woodhouse Park is in recognition of the lengthy service to Peterlee by Canon K. I. Woodhouse, Vicar to St. Cuthbert's Church. The Park has been developed in partnership with the Easington District and Durham County Councils, English Partnerships (formally the New Towns Commission) and other local organisations. It offers many facilities including a pavilion, public toilets, 2 play areas, a multi-use sports facility, parkour equipment, skate and bmx park, and pump track.

There is also a dedicated community garden area with a sensory garden, a quiet contemplation area and a number of raised vegetable beds.

The local community garden group have access to two 20' x 10' perspex greenhouses and associated raised beds and plant hard standing as well as a 'wild area' that provides an urban habitat for wildlife such as hedgehogs, birds and insects. There are also a number of bird and bat boxes throughout the park as well as wildlife feeding stations.

A Welcoming Place

Entrances and Information boards

There are 4 pedestrian entrance gates to the park, situated at Cheviot Place (2) and Burnhope Way (1) with 1 double vehicular access gate, situated on Balliol Close.

Two community information boards are situated at Balliol Close and adjacent to the Parks Office.

The vehicular access gates are locked overnight to reduce nuisance to the nearby residents and help reduce anti-social behavior, but pedestrian gates remain open 24 hours a day.



Public Toilet Provision

There are three publicly accessible toilets situated close to the Balliol Close Car Park area (Male, Female & Disabled). The toilets are checked and cleaned on opening at 8.30am and upon closing at 3.00pm Monday to Friday and 9.00am-4pm Saturdays and Sundays.

The toilets are also cleaned and maintained by Peterlee Town Council.



Car Parking Provision

There are 21 marked car parking bays with a further 2 bays dedicated to disabled parking, and there is additional 'overspill' provision for a further 12 vehicles on grassed areas for use that we make use for busy events in the park.

Car parks are inspected on a daily basis and maintained by Town Council staff on an as required basis, with additional resources drawn in from Durham County Council such as mechanical sweeping several times a year.

Non-glyphosphate herbicides are applied to car park edgings at least twice per year. Gritting is carried out on a seasonal basis and staff have access to mechanical snow ploughs for the severest of the east Durham winter weather!

CCTV provision

The whole of the car park area is covered by a Closed Circuit Television (CCTV) camera system which is operated by the Council's security provider. We use the CCTV as a crime prevention and detection system, and recorded incidents are regularly shared with our local partners the Peterlee neighbourhood policing team at Durham Constabulary and the Community Safety Team at Durham County Council.

Seating and bins

There are approximately 12 litter bins situated throughout the park these are placed at the gated areas and play areas. Wooden bench seats are situated on the left- and right-hand side of the park, with recycled "plastic" seats and benches situated in the enclosed play areas. Community groups have made several seats and benches using recycled materials and these are situated in the community garden area. For 2022 we intend to increase the number of recycled picnic tables from 4 to 8 total (1 being a fun game table) to be included in the Toddler play area.



The Management Plan

Management plans are an important aid to the efficient and effective management of the site and provide an opportunity to collate information relating to the site into a single comprehensive document.

The management plan is 'owned' by the Neighbourhood Services Department but has been developed with the support of other departments within the council such as Administration, Finance and Communications & Marketing.

The plan has been specifically laid out in order to comply with the Green Flag Award scheme criteria. The result is a working document that is accessible to all those involved in managing and maintaining Woodhouse Park.

The management plan is a public document and can be accessed via the internet, it shall be reviewed on an ongoing basis as this process gives us the opportunity to reflect on success as well as changes in direction created by our ever-changing circumstances.

Marketing and Communication

Fundays

During the school summer holidays the Town Council arranges family fun days which have free entry to the public. Each fun day runs from 10am – 3pm. They include free entertainment for children such as fairground rides, face paints, exotic animal zoo, circus workshops, puppet and magic shows, balloon modelling, and superhero and princess mascots.

For 2022 the intention is to increase the activities within the Park by introducing more themed “free” activities, These will include Bird and Butterfly counts and also the expansion of the woodland walk (“Walk on the wild side”) to include Bug hotels and Bug hunts with the provision of bug hunt kits to the public. Other themes will be to recognise and get involved in by either signposting or participatory events important themes such as Keep Britain Tidy campaigns, Responsible dog ownership as well as a number of Health & well being themes to keep the body and mind active.



Soap Box Derby

Our soap box derby day was a well-attended event in September 2019. A day of fun for families, business, and charities to all take part in and build their very own bogey kart to race down our 150meter track. With free entry to the public, they could spectate and join in on the fun. As well as the race there were fairground rides, face painters and children’s entertainment. Attendees could grab a bite to eat and drink at some of the hot food units or ice-cream van. Overall, the day was a huge success with the help of volunteers and our council members.



Woodhouse Park “Things to do” list for 2022

Month	Activity	Description
Jan28 th -30 th	Big Garden Bird Watch	RSPB- Bird Count. Pick up activity pack from the Parks office
Feb 15 th	Operation “clean Skate” clean & co	tidy up of skatepark/Parcour area + Invite users to add suggestions to help make the Area more user friendly (turn up & join in event)
February 18 th	Build a bird box day	Assemble “flat pack” boxes from EDC & give away to members of public (invited event?)
February 21 st	Big Spring Tidy up @ Woodhouse Park	Participation event to physically tidy up all areas of the park litter picking, weeding, tidying l invited event, community garden group, Engage group, 1 o'clock club ?
March 18 th	Global Recycling day	Awareness for recycling and things that could be used at home and in the Park?
March 21 st	Walk & Talk event	Invite users to the park to have a guided walk to explain what we are doing, when we could and who we would like to help? (Volunteering, invited event?)
Mar 25 th - 10 th April	Big Spring clean up (Keep Britain Tidy)	Participation event promoting litter picking/recycling (National campaign)
April 4 th	Big Spring Tidy up	Participation event to physically tidy up all areas of the park
April 6 th	National walking day	A walk that takes in the Park as a route of to encourage first time walkers to use the Park for a short walk
May 6 th	Walk & Talk event (Walk on the wild side tour)	Invite users to community garden area, have a guided walk to explain what we are doing, And who we would like to help? (Volunteering, invited event?)
June 1st-29 th	Bug Hunt month	Drop in sessions at Parks office turn up & join in event onto the walk on the wild side Pick up your free Bug Hunting Kit from the Park Office.
June 4 th	Queens Jubilee	Picnic event
June 4 th	WP Cycling event	Participation event to promote cycling etc

Woodhouse Park “Things to do” list for 2022

July 10th	Don't step on a Bee Day	Awareness event to pre promote National Bee Day
July 15 th	Big butterfly count	Butterfly conservation event- Pick up pack from Parks office
August 12 th	Teddy Bears Picnic	Picnic event
August 20th	National Bee Day	National campaign to promote the value & importance of bees
August 22-26th	Woodhouse Bee Happy week	Awareness campaign & appreciate the bee numbers in Woodhouse Park
Sept 8th	International day of clean air	Awareness campaign for clean air, Invite office based organisations to visit the park & breathe fresh air & savor the benefits of breathing in “free” fresh air (Groundwork, NWL etc)
Sept 10th	World Suicide Prevention day	Part of the National Suicide prevention Month, uses Woodhouse Park to promote mental health awareness, Awareness campaign to signpost organisations & help
Sept 12 th -16 th	Pawse for thought!	Ties in with responsible dog owners day (Sept 17 th) promotional campaign to encourage Responsible dog ownership, Dog bag promotion etc
October 1st	Healthy lung month	Awareness day for promoting lung related issues
October 10th	World Mental Health Day	Awareness day for promoting Mental Health Awareness. Sensory areas on the Park?
November 15 th	National recycling day	Participation event to recycle waste, collect, think, dispose, could tailor project around the park
December 15th	International Tea Day	Promotes the value of teas, health benefits etc promotional or participation event

Community Involvement in Management and Development

At Woodhouse Park we actively pursue the involvement of members of the community in the management and development of the site, with representation from as many park users' groups as possible.

Community involvement has been an essential element of Woodhouse Park for more than a decade. Since then, the local community has supported and advised on the development of the park through the overall 'Woodhouse working party' regeneration project and onwards to representation and consultation on various platforms.

Woodhouse working party

The Woodhouse working party brings together residents, community groups, local organisations, police, volunteers, and park staff at regular 6 monthly meetings. The group guide and influence park management and maintenance decisions to ensure that the party continues to meet the needs and aspirations of the local community.

The objectives of the group agreed at its inaugural meeting are:

- To keep park users informed of ongoing management and maintenance including park management, horticultural maintenance, external funding projects, improvement plans, events, activities and volunteer opportunities.
- To consult with park users and welcome them to influence and contribute to the future management and maintenance of the park in all these aspects.
- To support, advise and fund user group led involvement in projects, maintenance, activities and events within the park.
- To encourage networking and collaboration between different groups in order to contribute to both the vision of the park and the needs of the users.
- To champion and actively promote the Woodhouse Parks Project within the local and wider community.

Friends of Woodhouse Park

This is to be launched in April 2022 with the consultation period started February 2022. The Friends of Woodhouse Park will be a group of volunteers who support the park by organising annual community events, sourcing funding for improvements and promoting park events and activities. They will play a crucial role in the development of the park through their ongoing consultation with the local community. The Friends of will hold regular meetings with the park staff and attend the user group meetings.

It is envisaged that the Friends of Woodhouse Park will eventually become a joint stakeholder with Peterlee Town Council's Neighbourhood Services Departments aspirations for Woodhouse Park and will actively promote and encourage all aspects of the Green Flag plan for the future.

Partner & outside organisations

Crime & Anti- Social Behaviour organisations

Organisation	Area of Operation	Outcomes
Durham Police	Community Garden Park, skatepark	Restorative Justice ASB reduction
Skillsmill (Durham)	Park & Community Garden	Employment experience Environmental projects
Durham Fire & Rescue Service	Woodhouse Park	ASB reduction Fire awareness projects

Educational Organisations

East Durham College Foundation Groups (complex needs)	Park & Community Garden	Respite Integration Recycling Life skills
Howlatch Primary school	Woodhouse Park	Curriculum projects
Shotton Hall Academy	Woodhouse Park & Community Garden	Curriculum projects Social skills Employment entry
Hartlepool College of Further Education	Community Garden	Social inclusion Life Skills
Shaw Trust (Seaham)	Community Garden	Employment projects Recycling
East Durham Business Academy	Woodhouse Park	Recycling Employment projects Life skills Placements
Direct Steps	Woodhouse Park	Life Skills Employment Projects Social inclusion

Community Organisations

Durham County Council (Civic Pride) One point Hub	Woodhouse Park	Social Responsibilities Recycling Community Engagement Sports Tasters
East Durham Trust	Woodhouse Park	Community Engagement

Health Safety & Secure

Woodhouse Park gates are currently left open on evenings and weekends. The parks team conduct daily inspections for litter, damage, and graffiti checks.

The area was subject of a crime reduction survey in 2019 and a number of the recommendations were implemented in 2020-2021 with others still in progress. Additionally, an internal perimeter fence was created within the community garden area for additional security and 'zoning' of age ranges and activities.



The car park area and buildings benefit from a 24-hour monitored CCTV system and the Town Council's Parks team work closely with Durham Constabulary and Neighbourhood Wardens. Staff are involved in several youth engagement schemes within the park, which engage with children & youths to try and discourage Anti-Social Behaviour (ASB) through positive diversionary projects.

In 2022 Peterlee Town Council advocated Woodhouse Park to be included in an Adult Restorative Justice scheme which will complement the ongoing youth scheme, by carrying out longer term schemes and projects, due to the longer sentencing of the adult individuals. Additionally Peterlee Town Council intend to look at the feasibility of producing a telephone app or QR reader with East Durham College Students to enable a more efficient way of reporting crime & vandalism to the council.



The themed events diary should also enable core groups of individuals to become the "eyes and ears" of Woodhouse Park such as the one o'clock dog walking group, Walk & Talk events.

Safe Equipment and Facilities

All equipment and facilities in Woodhouse Park are inspected on a weekly basis by the neighbourhood service staff using a recorded check sheet and any defects or hazards dealt with immediately, raised with the manager, or forwarded to the Town Council maintenance and repairs operative (MRO).

The Town Councils MRO provides emergency repair services to the park and its buildings. The play area, skate park, and outdoor gym is inspected weekly by the trained MRO. All equipment meets high EU standards. An annual ROSPA inspection of play equipment is carried out by Zurich the Town Councils insurers and acted upon by the MRO once the reports are returned. The Neighbourhoods Services Operatives (NSO) carry out a daily

visual check along with cleansing the site of litter and emptying bins. If a piece of equipment is defective it is fenced off and reported to the Special Project, Parks and Community Engagement Officer immediately.

NSOs carry out a daily park check for visual health and safety issues, graffiti, litter, vandalism and general defects. After stormy weather the tree canopy above the park paths is inspected for loose branches.

Toilets are inspected regularly throughout the day and cleaned every morning by the “in house” cleaning team. COSHH and cleaning contamination guidelines are adhered to during all operations. All Covid measures are taken, such as provision of hand sanitising units and additional cleaning regimes as necessary

First aid provision is in the park office and Community Building and is checked regularly for stock and all staff are first aid trained. All staff have a certificate for Emergency First Aid as a minimum and some staff have undergone specific training for delivering first aid in challenging outdoor environments. All events have an emergency action plan and additional provision for first aid and consideration for fire risk as well as a full risk assessment for workers and Volunteers alike.

Health and safety policies: Peterlee Town Council operates under the Health and Safety at Work Act 1974 (HSWA) and all employees have a contractual duty to have read and adhere to, the Councils Health, Safety and Wellbeing Policy. This is found on the website for staff and in hard copy in the offices. It is available to all members of the team. Each team member is also provided with a Health and Safety Handbook on their induction, and this is reviewed annually.

Risk assessments for all operations are held online on the Town Councils share point and available at any time, they are reviewed by the Neighbourhoods Services Department annually. Risk assessments cover two categories: those applicable to Woodhouse Park (e.g. for individual machines or operations) and those specific to Woodhouse Park (e.g. for specific events or sites within this park) general example see appendix 3.

Staff are not permitted to use any item of machinery unless they have had specific training on its use and have read and understood the risk assessment. Some equipment requires NPTC Certification such as CS30-31 chainsaw use to be carried out legally. Some high-risk equipment such as compact tractor operators are also NPTC trained. Toolbox talks are held before the growing season annually reiterating the safe use of equipment and machines and the monitoring of hand and arm vibration. An example of a toolbox talk can be seen in appendix 2.

Well maintained and Clean

Staffing at Woodhouse Park

Woodhouse Park is manned by a regular team of qualified Horticulturists & Arboricultural trained staff who are based in Woodhouse Park and consist of 1 full time Team Leader, 3 full time Neighbourhood services operatives, and over the year 2021-22 there has been 2 kickstart placements with in the park. Although for larger projects other staff are made available.

The team operate all year-round commencing work at 7.30am-3.30pm Mon to Thurs and 7.30am-3pm on a Friday.



The team also operate throughout several sites within Peterlee and are also able to draw down on other teams for larger projects.

The Woodhouse Park team also work hand in hand Community college groups, assist in school led projects and a well known by the local community and regular park users

WOODHOUSE PARK MAINTENANCE SCHEDULE

DECEMBER-JANUARY-FEBRUARY

Task	Area	Comments
Inspections- Daily	Play areas- skatepark-pump track. Parcour, toilet areas & fence line	Length of time is weather dependant & also, dependant on vandalism, litter etc.
Inspections -Weekly	Play areas	Including maintenance regime for eqpt
Scheduled maintenance	Maintain locks/gates/stays+ bins	Repair+ oil+ graphite
General maintenance	Tree areas + shrub beds	Removal of debris leaves, branches etc
General maintenance	Gritting (whole of park) Put out/top up grit bins	Priority 1) banks, car park, gate areas Priority 2) flat areas
General maintenance	Gutters/drains	Clean/remove debris
General maintenance	Park & community areas	Repair/renew as reqd (bird boxes etc)
General maintenance	Wooded areas	"wood chip" production from branches
Planting (bare root)	UTCf designated areas	Feathered trees & whips

MARCH-APRIL-MAY

Task	Area	Comments
Inspections	Play areas- skatepark-pump track. Parcour, toilet areas & fence line	As per previous months
Inspections -Weekly	Play areas + litter bin emptying, notice board repair +maintenance	Including maintenance regime for play equipment
Scheduled maintenance	Path repairs +edges (whole of park) Reinstatement of ruts/damage (whole of park & play areas)	Ongoing programme, top, middle, Bottom of park & play areas

General maintenance	Hard surfaces (paths, Muga,) to Include block paving (gates & entrance)	Algae & weed removal (power brush)
General maintenance	Play Areas+ hard surfaces	Graffiti removal
General maintenance	Shrub bed & other beds	Weed removal & reshape to include any "wood chip" topping up
General maintenance	Shrub bed (pruning)	Access pruning & formative shaping etc
General maintenance	Shrub beds & other planting + Beech Hedge area	"fill in" gaps with plants from other areas
General maintenance	Rockery area	Remove rocks & weed whole area
Planting (annual)	Top Area & community Gdn approach areas	Baskets, entrances & bedding. areas, in conjunction with community groups
Planting	Top area fence line (Balliol Close)	Plant Geranium and other "wild" flowers
Planting	UTCF designated areas	"top up" soil and check canes/stakes
Grass cutting	Whole of park (except Biodiverse area) Community Garden & bulb areas Entrance areas	Minimum 2mtr "uncut" zone around top Entrance and bulb areas/wildflower area "stripe" formal areas

JUNE-JULY-AUGUST

Task	Area	Comments
Inspections	Play areas- skatepark-pump track. Parkour, toilet areas & fence line	As per previous months
Inspections -Weekly	Play areas + litter bin emptying,	Including maintenance regime for play eqpt Bins can be every day + cleaning out req'd
Scheduled maintenance	Gates/fence lines, Trail eqpt	Painting
Scheduled maintenance	Toilets & building areas (public)	Painting and general repairs
General maintenance	Shrub beds	Seasonal pruning/shaping
General maintenance	Play areas/bin areas	Litter pick/bins now daily
General maintenance	Shrub beds	Weed & remove damaged/dead material
General maintenance	Car park area/ Gate entrances	"power sweep" areas for weeds/debris
General maintenance	UTCF areas & tree areas	Strim/grass cut between rows
General maintenance	UTCF areas & "newly" planted areas	Watering/cane & guard maintenance
General maintenance	Hard surfaces, Muga, play areas	Power Vacuum for glass, foodstuffs etc
General maintenance	Hard surface edgings, seats etc	Strimming
Planting	Bedding areas & raised beds	Annual planting seasonal bedding
planting	Rockery areas & where required	Annual planting seasonal bedding
Grass cutting	Whole pf park (except biodiverse area) Bulb & wildflower areas	Minimum 2 mtr "uncut" zone around top Entrance and bulb/wildflower area, to include under Hawthorn hedge

September-October- November

Task	Area	Comments
Inspections	Play areas- skatepark-pump track Parkour, toilet areas & fence line	As per previous months
Inspections -Weekly	Play areas + litter bin emptying,	Including maintenance regime for play eqpt Bins can be every day + cleaning out req'd
Scheduled maintenance	Tree areas	Raise canopies for grass cutting teams

Scheduled maintenance	Tree areas	Removal of diseased trees as per tree plan
Scheduled maintenance	Hedge lines	“pruning of perimeter” Hawthorn (every 2 yr)
Scheduled maintenance	Wooden benches/litter bins	Ongoing repair plan rather than replace
General maintenance	Shrub beds	Turn over “gapped” areas between shrubs
General maintenance	Shrub beds	Incorporate composted soils & “chippings”
General maintenance	Hard surfaces/block paving	Power brush removal of weeds
Planting	Community area approaches	Assist groups by clearing weeds, other plants
planting	Bulb areas, middle of park	Increase bulb planting rather than formal Bedding schemes + Perennial “wild” flowers
Grass cutting	Whole pf park (except biodiverse area) Bulb & wildflower areas	Minimum 2 mtr “uncut” zone around top Entrance and bulb/wildflower area, to include under Hawthorn hedge

Sustainability & Environmental Management

Where possible Peterlee Town Council source all products used in Woodhouse Park with an emphasis on Sustainable, Environmental as well as Ethical products. We routinely check our suppliers for evidence of their environmental/ sustainability schemes or credentials.

Examples of this is the replacement of wooden benches and seating to recycled plastic

Where possible we source from local suppliers to maximise local economic benefit of our procurement and to reduce environmental impact through reduced transport requirements. Where possible we also reuse composts and growing medias through in-house composting/mixing from other areas e.g., Cemetery spoil & Leaf Mold from other PTC sites. We also produce our own forest bark chippings to be used as weed suppressants and for aesthetic purposes.

Handheld equipment such as trimmers, brush cutters and chainsaws are being replaced with battery operated models with an intention to phase out petrol handheld equipment by 2025. Additionally, handyman tools used in building maintenance are also battery operated (drills, saws, impact drivers, etc.)

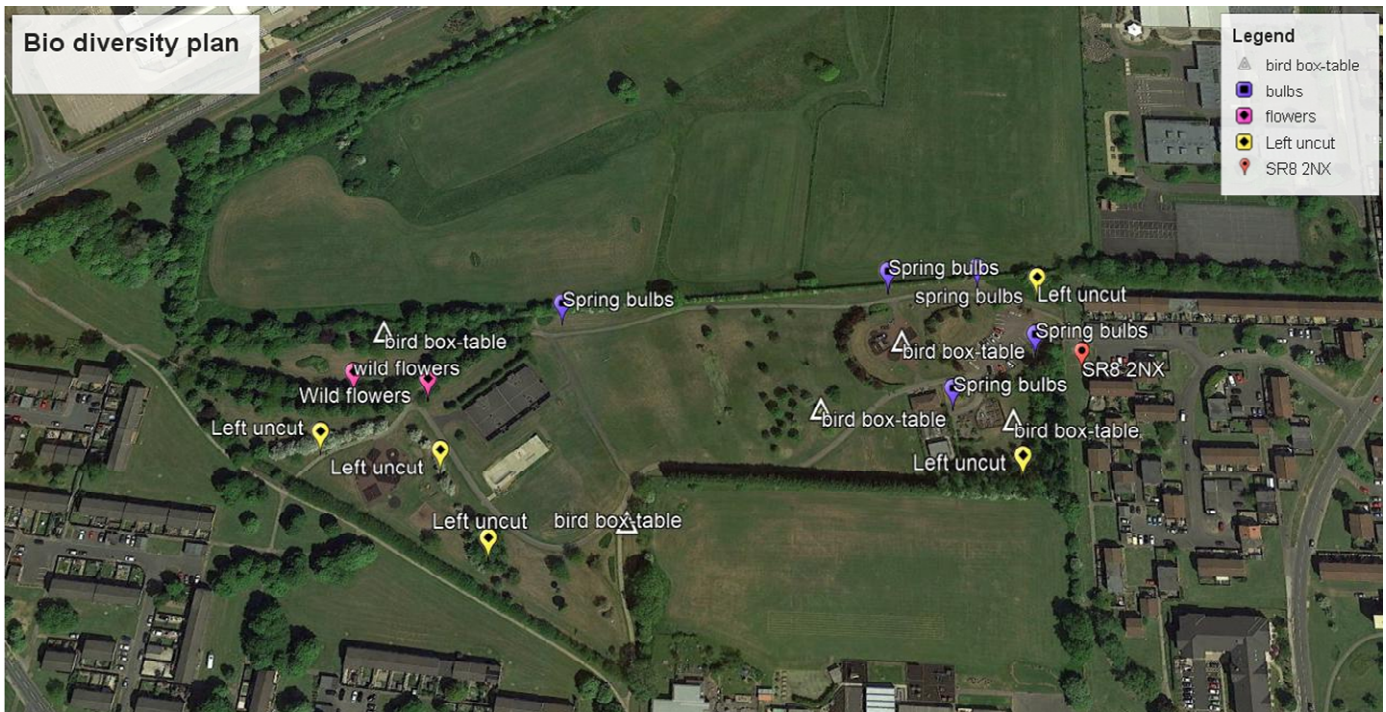
The Town Council implemented a unilateral ban on glyphosate-based herbicides in 2019. Chemical weed control has now been replaced by hand and mechanical methods e.g. Wire strimming heads, weed suppressant materials, and mulches.

The tables below set out some of our main suppliers and there environmental standards/accreditations:

Trees, Plants, Composts	Supplier	Accredited Environmental schemes
Bedding plants/shrubs, Composts (sterilized)	Earley Ornamentals Shaw Trust	Horticultural Trades Assn (HTA) British Ornamentals Plant (Bopp) Producers scheme
Other growing media	“In house” PTC	
Trees, Whips, Shrubs	Johnsons of Whixley	ISO 9001 (2015) ISO 14001 (2015) Environmental Management

Wood materials	Howdens (PLC)	Sustainability 5yr plan (2017)
Building materials	Howdens (PLC)	Sustainability 5yr plan (2017)
Building materials	MKM LTD	Corporate Policy, Environmental Policy, Ethical Policy
Hardware & Ironmongery	Screwfix	Sedex member 2016/2017 sustainability Audit

Biodiversity



Basic overview plan of areas of Biodiversity within Woodhouse Park

The Town Council recognises the work of the North East Nature Partnership and the published priority habitats and species for County Durham.

Woodhouse Park includes one of the identified priority habitats (veteran trees, parkland and wood pasture habitats¹) and is known to be home to a number of the identified priority species² including birds, mammals and invertebrates.

In order to increase biodiversity within Woodhouse Park, future plans are intended to steer away from a traditional formal park area to more less formal areas to include woodland and wildlife areas. The past two years has seen a scaling-down of formal bedding schemes to be replaced by wild flower areas and bulbs.

Plants are also propagated by division from other areas and grown-on in Woodhouse Park. Members of the public are also encouraged to donate surplus plants and sundries where appropriate.

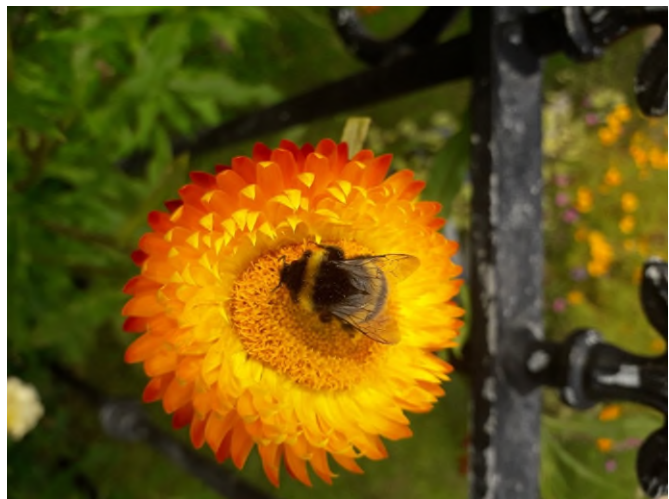
Peterlee Town Council has just commissioned a biodiversity study with the report to follow in the summer 2022 with the action to be adopted. The report will be uploaded to the management plan once received.

Future Plans

The Town Council has established an internal steering group to oversee the development and delivery of this management plan. The group is chaired by the Council's Chief Officer and consists of representatives from various departments:

- Parks (Horticultural input, coordination with community groups and other organisations, and overall responsibility for the plan)
- Democratic Services (Volunteering, engagement with elected Members)
- Corporate Services (Communication and Marketing support, event coordination)

The Parks department has a detailed work plan in place that sets out in



¹ For a list of the North East Action Plan priority habitats for Durham see:

<https://neenp.org.uk/natural-environment/durham-priority-habitats/veteran-trees-parkland-and-wood-pasture-action-plan/>

² For a list of priority species for County Durham see: <https://neenp.org.uk/natural-environment/durham-priority-species/>

detail the delivery actions and priorities for the different areas of the park. A summary of the main priorities and actions are provided below.

Summary Action Plan 2021 Woodhouse Park

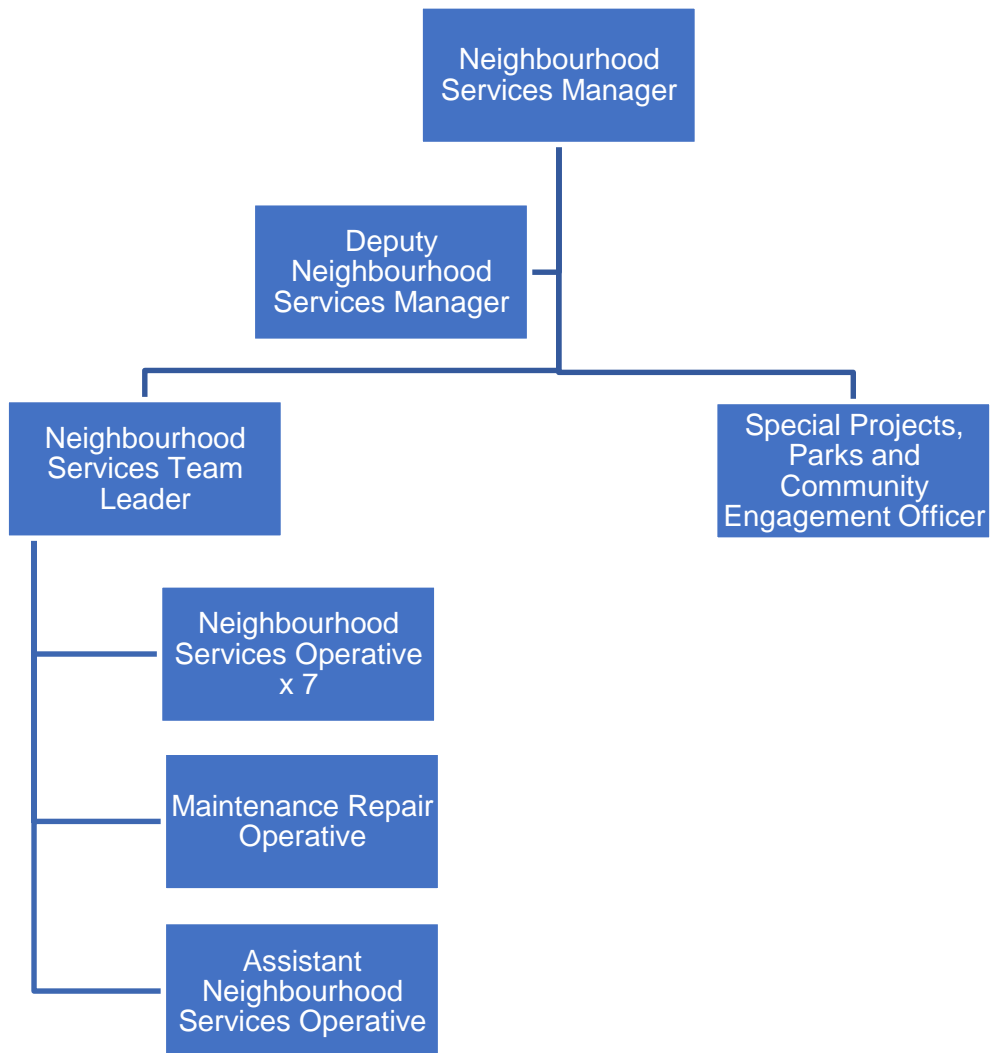
Action	Lead Officer	Target date	Resource	Actions required for completion to Include In Green flag project
1. A Welcoming Place				
Signage for Community groups And educational resources e.g.	Parks Team Leader/ Nominated Team member	Ongoing for 2022	Parks Team community groups	Weekly/monthly briefing with communications & marketing officer to receive info to include in notice boards, minutes etc. Specific signage for play areas/skatepark Additional signage for dog walkers
New Signage at all gates Stating WHP	Parks Team Leader	March 2022	Existing budget & contribution from community group	Additional photo signage of birds /animals in the park
2. Healthy, safe and secure				
Monitor levels of anti-social behaviour occurring in the park reporting all incidents to Police	Parks Team Leader	Phoenix eye to produce reactive reports to Parks Manager	Within existing budget	Incident Sheets, Teams meeting with police and Community safety officer. Security company incident sheets?
Remove tree stumps	Parks Team Leader	Month beginning October 2021	Within existing budget	Completed (2021)
Carry out tree and shrub pruning programme	Parks Team Leader/ Community Groups	January 2022	Within existing budget	Identify tree/shrub pruning programme for ongoing works and identify problematic areas of H&S concerns for removal or reduction in sizes of existing beds
Undertake basic tree inspection for Health and Safety purposes and produce programme of works Use UTCF Info	Parks Team Leader	Completed May 2021 Maintenance programme until 2026	Within existing budget	Records of trees already planted? together with report identifying damaged/diseased trees (use google overview area1, area2, area3 etc)

Report to Council re 50 th Anniversary trees to be removed/replaced due to disease	Parks Team Leader/ Parks Manager	Report to go to Resources in November or C&E in December 2021	Within existing budget	Provide 2020 Google images of existing trees & info from property portfolio.
Replacement tree program to include an additional 25 trees to coincide with Peterlee New Town Anniversary In 2023		Approved work to start autumn 2022		
3. Well Maintained and Clean				
Painting all park railings on rolling programme	Parks Team Leader	-Map fencing -Schedule Painting winter to spring	Within existing budget	Use Google images/overview of park & break down into areas as a project e.g front of park at Balliol (Left & right) paint with parks team & Skillsmill& look at probation service involvement
Continue with high grounds maintenance standards	Parks Team Leader		Within existing budget	Target specific area with before & after photos together with any reasons why e.g complaints, social media etc
Produce joint work programme for WHP friends of group	Parks Team Leader	Ongoing	Within existing budget	Woodhouse Park steering group to produce a 2022 events/project diary detailing & promoting via social media notice boards & personal invites to interested parties
Rolling program of maintenance to the litter bins within WHP	Parks Team Leader	Ongoing	Within existing budget	Project manage replacing bins & recycling "old" ones to the Dene Parks- look at art project/tagging as well?
Regular Inspections and Clean Ups	PTC	Inspections-Daily -Weekly		Events diary to include "tidy ups" together with Environmental campaigns e.g Keep

		Clean up- Monday AM Blitz. Friday PM Spruce Up		Britain Tidy, National recycling day
4. Environmental management				
Continue to source non-peat based compost for bedding plants and other plantings within the park	Parks Team Leader/ Parks Manger	Orders of compost to be in Tandem with Shaw Trust Bedding Plant procurement process	Team Leader	Project manage compost heap for waste compost & awareness campaign for voluntary groups to procure peat free. Encourage groups to experiment with "trials" of compost types
Blanket ban on all glyphosate on all PTC areas including WHP	Parks Manager	April 2019	N/A	√ 2019
5. Biodiversity, landscape and heritage				
Biodiversity Audit	Parks Team/ DCC	Summer 2022		Engage DCC re advice on getting species audit similar to Quarry site survey?
Pollinator Planting Scheme	Parks Team Leader	Summer 2022 Rolling Program		Indicate areas on Google maps before and after Schemes are considered e.g. Balliol entrance, pedestrian gate entrances 2,3,4
Wild flower areas	Parks Team Leader	Summer 2022 Rolling program		Mark up and prepare areas for planting
Tree planting scheme	Parks Team Leader/Parks Manager	Completed May 2021 UTCF. Rolling Program 2022.		Redesign 50 th Anniversary Trees
Removal of foliage shrub beds to be turned over to fruit trees & wild flower pockets		March 2022		
6. Community involvement				
Support user groups to engage in fund raising and events	Parks Team Leader/ Parks Manager	WP community group were awarded £9,500 To extend the	Within existing budget	Community Garden funding for fencing Selling of plants baskets? Assist with funding applications/joint ventures

Joint Funding		community garden & Other complimentary projects	A.A.P youth fund	Durham Constabulary
		PTC & Groundwork NE Successful in £1,500 grant to establish a community tool bank		
Work in conjunction with Parks Partnership to achieve the Green Flag Award	Parks Team Leader/ Parks Manager/ Friends of WHP	2021	Within existing budget and fundraising projects	Ongoing
Undertake bulb planting in grass areas	Parks Team Leader/ Community Groups	September 2021	Within existing budget	Indicate on Google maps area of planting for bulbs in September link with schools DCC
Implement/Support Friends of WHP in specific restoration/maintenance projects	Parks Team Leader/ Friends of WHP	Ongoing	Within existing budget	Fencing project (minutes of meetings) Hanging baskets/planting of beds
7. Marketing and communication				
Improve information about WHP on PTC website	Parks Team Leader/ Marketing Officer	Ongoing	N/A	Parks team leader to produce monthly update or forecast of what is going on and or send photos of progress e.g first bulbs of Spring, future projects, dedicated volunteer board with "dip in " projects or "how to do" project
Update information noticeboards i.e. measured mile project and events	Parks Team Leader/	Once a Month	N/A	Increase number and positioning of static notice boards, throughout park
8. Management				
Annual review of management plan actions as part of the Green Flag reapplication process	Parks Team Leader/ Parks Manager	Annually	N/A	Ongoing

Appendix 1



Appendix 2.

NEIGHBOURHOOD SERVICES

TOOLBOX TALKS 2015 New Vibration Chart [TBT No.11]

The design of the vibration chart has changed to show the numbers of points in greater detail.

Before operating any vibratory tools and equipment you must **always refer to Vibration Chart for your Service Area for clarification.**

Additionally an example of a working chart has been produced and will be circulated and discussed during the TBT. (***Supervisor discusses the example of a working chart, highlighting the meaning of each column/area and its information. E.g. the name and model of the equipment to be used, source, EAV/ELV etc.***)

The new chart issued will also be circulated. This chart lists all of the equipment used in your service area and each item of equipment will have a designated vibration level. All efforts are made to measure these in-use, rather than relying upon manufactures levels that are generally less reliable. Next to each Vibration level is a code identifying the source and a key at the foot of the matrix explains how these levels have been obtained.

Always refer to the chart for the vibration level of the equipment you are using. If the equipment is not listed then immediately inform your supervisor to ensure it is added to the list and vibration levels are established.

The purpose of the Vibration Chart is to provide a ready reckoner to front line staff that regularly uses vibratory equipment. This has been designed to comply with the Health and Safety Executive (HSE) Guidance.

Supervisors/ Team Leaders/Chargehands should refer to the DCC Vibration Procedure and work with front-line staff to keep exposure levels of individuals as low as reasonably practicable e.g. rotate staff to ensure, wherever possible exposure per day (based on an 8 hour day) is less than 100 points.

The charts have a traffic light system to indicate the exposure level/limit of various equipment used (trigger on time) over a specified period of time:

- Green – within 100 points EAV (Exposure Action Level) aim to be within this.
- Amber – 100-400 points ELV (Exposure Limit Value) aiming to reduce where possible
- Red – over 400 points and **NEVER EXCEEDED**

Note: the **trigger times** and **points per hour/minutes** refer to actual operating time i.e. trigger time, **not** how long it is in your hand **OR** how long it takes to complete the whole job.

Ensure that if you use more than one item of equipment the corresponding exposure points that you accumulate should be added together and the **TOTAL ELV** over an 8 hour period should **never to be exceeded**.

On occasions you may be asked to work with your supervisor to log your use of vibrating equipment over a week. This is to ensure we have reliable estimates of employee exposures. We use a hand arm vibration - employee record sheet to log exposures. The new vibration charts design should make it easier to complete these sheets.

To summarise: Before operating any vibratory equipment you must:-

1. **Plan** the job so that the use of vibratory tools is avoided or reduced to a minimum. Any work activities using vibratory tools should be rotated between operatives where possible.
2. **Consider**, where possible, using other methods of doing job without using vibratory tools e.g. machine mounted pick replaces hand operated breakers.
3. **Check** vibration chart to find out the exposure level/limit for the tool(s) you will be using in any one day.
4. Use the vibration chart to locate the tool you are using and the length of time you have used the tool to obtain the exposure points you have accumulated (green and amber bars) ensuring that multiple tool use exposure points are taken into account.
5. **Contact** supervisor, manager or health and safety team if unsure about any tool or its vibration levels or they do not appear on the chart.
6. **Always remember** if you are using more than one vibratory tool, you must add up the points from each tool used to measure exposure. Ideally should aim to be at EAV.
7. **Ensure** you/your supervisor record accurate estimated points of **ALL** on-trigger times of **ALL** equipment used, when completing employee record sheets.

Appendix 3.

ACTIVITY/ LOCATION/ EQUIPMENT/ PROJECT GENERAL HAZARDS TO BE CONSIDERED WHILST UNDERTAKING PARKS DEPARTMENT OPERATIONAL TASKS	FUNCTIONS/ PERSONS AFFECTED	ASSESSMENT DATE: 03/05/2021 REVIEW DATE: 03/05/2024	RA NUMBER PTC PD 05
	PTC Operatives, Contractors, Agency Employees, Members of the Public, Site Visitors, Service Users		
Service Team: PTC Neighbourhood Services			

No:	Hazard	Risk	Current Controls	Assessment		Level	Further Controls/ Action
				Severity	Likelihood		
1	Contact with underground buried services	Fatality, electrocution, electrical burns, fire, explosion, asphyxiation, drowning Loss of utility services to members of public and/or emergency services e.g. hospital.	<ul style="list-style-type: none"> Obtain service drawings and all other relevant information. Complete visual site survey i.e. stop tap covers, BT covers, gas valves etc to assist to identify areas of services and other underground structures. Record findings of the survey where services have been found and communicate with operatives on site. Operatives trained in the use of CAT and GENNY. Survey the site to identify the services and other underground structures .Use a Cable Avoidance Tool (CAT) and GENNY prior to start of works and during the works. Equipment to be calibrated on annual basis. Identify the location and route of services with the use of paint, pegs etc. All underground services should be treated as 'live' until confirmation of isolation received from the relevant utility company. 	4	2	M	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 an underground service suffers damage during works, inform the owner/operator. In the case of electricity cables, gas pipes, other pipelines or high pressure water mains, arrange to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator. Prior consultation with the appropriate utility company

			<ul style="list-style-type: none"> • Do NOT handle or attempt to alter position of exposed service. • Operatives MUST follow safe digging practices, trial holes to be dug using insulated hand tools to confirm the position of any detected services. • Special care to be taken when digging near to the suspected route of the services. • Damaged services to be reported immediately. • Mechanical excavators or power tools NOT to be used within 0.5m of the suspected route of the services. • Once exposed, services may need to be supported and MUST never be used as handholds or footholds for climbing out of excavations. • Operatives to ensure backfill materials do not contain any items likely to damage the services (e.g. large rocks or hard core material). • Where heavy plant may have to cross the line of any vulnerable service during works, a defined crossing point to be identified and underground service to be protected. • Smoking prohibited around site. • Use the appropriate warning signs, barrier tape and barriers to ensure the site is safe at all times. 				must take place before the start of works where high voltage, high pressure gas or high pressure water mains have been identified.
2	Contact with high/low voltage overhead power lines/overhead obstructions	Fatality, electrocution, electrical burns, fire and/or explosion.	<ul style="list-style-type: none"> • Arrange for overhead line to be isolated for the duration of the works. • If it is not possible to isolate or re-route the supply, arrange with electricity supplier for overhead power lines to be shrouded. 	4	2	M	Work can be passed to the utility company for them to carry out the works i.e. Trees

			<ul style="list-style-type: none"> • Site specific risk assessment to be completed and communicated to operatives prior to works commencing. • Operatives must assess working area to identify any overhead obstructions prior to start of works. • Overhead obstruction to be identified e.g. BT cable, CCTV. 				
3	Driving, transporting of materials and load security	Injuries to operatives or members of the public through loss of load leading to fatality, major injuries etc.	<ul style="list-style-type: none"> • 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. • For transporting materials competent drivers MUST have completed in-house training 'Load Security' course. • Driver to be aware of Safe Working Load (SWL). • 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. 	4	2	M	

			<ul style="list-style-type: none"> • Check load at regular intervals and following heavy braking 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. • Beacon must be fitted and operating at all times. • First aid kit issued to all crews and stored in cab 				
		Injuries to members of the public/staff during reversing	<ul style="list-style-type: none"> • 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. 	4	2	M	
4	Working on or adjacent to the highway.	Operative may be struck by vehicular traffic resulting in death or impact injuries.	<ul style="list-style-type: none"> • Operatives have been trained in Signs and cones to Chapter 8 standard. • Operatives to place out warning, information and directional signs to warn traffic users and members of the public of work in progress. • Consider timing of work – work to be carried out outside peak times where possible in highly populated areas (such as town centres). • All operatives MUST wear mandatory hi-visibility clothing class 2 or 3 (EN 471) depending on work area and road speed, to be specified in site specific risk assessment. 	4	2	M	

			<ul style="list-style-type: none"> • Operatives to be vigilant for other traffic whilst exiting vehicle. • Vehicles to be parked in a safe position, not obstructing other road users or pedestrians. • Drivers to ensure compliance for site access/egress where provided and adhere to site rules. • Effective monitoring of work activities to ensure safe working practices are being followed by operatives in line with their instruction, training and qualifications. • Some areas will require a site specific risk assessment 				
		Collision with other vehicles, pedestrians and stationary objects whilst driving.	<ul style="list-style-type: none"> • Drivers to be vigilant and aware of motorists and pedestrians at all times. • Mobile phones MUST not be used whilst driving. • Drivers have completed 'Driving assessment' via Fleet section prior to driving any works vehicle. • Drivers to complete vehicle daily/first use defect inspection and record findings. • Drivers to complete 'Drivers Domestic Hours Record Book' daily. • 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. • Driver MUST be satisfied that the vehicle is in a 'Safe Roadworthy Condition' prior to use. 	4	2	M	

			<ul style="list-style-type: none"> All drivers provided with 'Driver and Operator' Handbook. Drivers provided with accident information pack. 				
		Vehicle breakdowns.	<ul style="list-style-type: none"> In the event of a breakdown do not attempt to carry out roadside repairs: <ul style="list-style-type: none"> 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). 	2	1	I	
5	Falls From Vehicles	Broken limbs, head injuries, fatality	<ul style="list-style-type: none"> 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). 	4	2	M	Operatives provided with HSE information card INDG 413 'Preventing Falls From Vehicles'
6	Ignition of Fuel and Oil/Fire	Explosion, severe burns, smoke inhalation	<ul style="list-style-type: none"> Take care when refuelling. Remove sources of ignition e.g. do not smoke or use mobile phone when refuelling. 	2	2	L	

			<ul style="list-style-type: none"> • Operatives MUST wear disposable gloves EN374 whilst refuelling. • Refuel machine/plant in a well-ventilated area. Must wipe machine immediately if fuel is spilt. • Spillages to be cleaned with appropriate spill kit available. • 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. 				
7	Contact with, or use of hazardous substances at work.	<p>Risk of injury to the operatives and other people working in the vicinity of hazardous substances.</p> <p>Substances sensitisation, irritant to certain substances, internal damage, respiratory problem, fatality.</p> <p>Due to contact with high volume of</p>	<ul style="list-style-type: none"> • COSHH risk assessment retained in main Depots. • Operatives to make themselves aware of the requirements of COSHH assessment prior to use. • 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 	3	2	M	

		substances, prolonged exposure, injection, inhalation, absorption, ingestion	<p>manufacturer's information and requirements of COSHH assessment.</p> <ul style="list-style-type: none"> • 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 Department. 				
8	Environmental conditions – inclement weather, strong winds and extreme temperatures.	Adverse weather conditions may result in poor ground conditions and possible hypothermia	<ul style="list-style-type: none"> • 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 (EN ISO 20345) provided for working in inclement weather conditions. Operatives advised to layer clothing. 	3	2	M	
		Excessive wind conditions resulting in dust in eyes / falling objects/loss of load.	<ul style="list-style-type: none"> • 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. 	3	2	M	
		Dehydration, heat stroke, sun burn, skin cancer	<ul style="list-style-type: none"> • In hot weather operatives are advised to cover up and drink plenty of fluids. 	3	2	M	

			<ul style="list-style-type: none"> • Toolbox talk number 14/09 'Working in the Sun' provided to all operatives. • HSE advisory leaflet INDG 147 'Keep Your Top On' for working in the sun provided to all operatives. • Sun screen provided for use. 				
9	Slips, Trips and falls.	Injury to operative's, members of the public or third parties. Strains, sprains, breaks or lacerations.	<ul style="list-style-type: none"> • Ensure adequate footwear is worn at all times. <p>Safety boots – (Trojan J80 or similar to EN:ISO:20345)</p> <ul style="list-style-type: none"> • Good housekeeping practices to be adopted. • All materials on site to be stored at designated areas, use of barriers/ fencing to segregate materials where required. • Spillages to be cleaned immediately with spill kit provided on site. • Operatives to familiarise themselves with the working area, be aware of obstructions and uneven ground. • Have good housekeeping standards maintained, "clean as you go" 	2	2	L	
10	Noise	Excessive and prolonged exposure to noise may result in noise induced hearing loss or tinnitus.	<ul style="list-style-type: none"> • Suitable hearing protection provided for operatives such as ear muffs (EN 352) (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 	3	1	L	
11	Vibration	Hand arm vibration syndrome (HAVs), loss of feeling,	<ul style="list-style-type: none"> • Purchasing policy (controlled by fleet management) indicates purchasing of low vibration tools. 	3	1	L	

		numbness and tingling in fingers. Nerve end damage in fingers.	<ul style="list-style-type: none"> • All equipment to be fit for purpose and include adequate maintenance. • All vibratory equipment levels recorded and noted on vibration chart, which is available in depots. • 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. • Regular management meetings to review strategy plans according to Vibration Procedure. • Tool box talks carried out on 'Control of Hand Arm Vibration' to all operatives. • 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. • Individual Risk Assessments completed. • Job rotation in place to include the ability to take breaks. 				
12	Manual Handling	Strains, sprains and Musculo-skeletal disorders (MSD's) through lifting, pushing, pulling,	<ul style="list-style-type: none"> • THINK THINGS THROUGH BEFORE YOU LIFT. • Examine the object to be moved for size, shape and weight prior to lifting. 	2	2	L	

		<p>carrying, bending and repetitive working Plant including equipment and materials which may be heavy or unstable when handled causing musculo-skeletal injuries.</p> <p>Injury to other team members or members of the public.</p>	<ul style="list-style-type: none"> • 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. • All hazards should be identified, eliminated or controlled in the design stages. • Job rotation in place. • Use sack barrows and mechanical aids where possible for heavy items. • Operatives MUST wear: Gloves (BSEN 388, protection factor 2.2.4.2), Safety footwear such as Trojan (BSEN 20345). Also refer to specific Risk Assessment for gloves. 				
13	Violence and Aggression	Physical and verbal abuse, stress and anxiety.	<ul style="list-style-type: none"> • 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 PTC accident/incident report form. 	2	2	L	

			<ul style="list-style-type: none"> • 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. 				
14	Hand tools and equipment	Injury to operatives – lacerations, musculo-skeletal injuries, strains and sprains	<ul style="list-style-type: none"> • First Aid Kit available. • Ensure all hand tools are maintained and checked prior to use for defects and replace as necessary. • Operatives are trained and experienced in the use of all mechanical hand tools. • Inexperienced operatives (such as trainees or work experience) to be adequately supervised whilst using tools. • Never use 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. 	2	2	L	
15	Struck by flying particles.	Injuries to body, face or eyes to operatives or pedestrians due to contact with flying particles.	<ul style="list-style-type: none"> • 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. 	2	2	L	
16	Infectious Agents	Needle punctures to the skin, risk of infection of viruses and other blood borne diseases including HIV and Hepatitis B.	<ul style="list-style-type: none"> • 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. 	2	2	L	

		Working near sewage- Hepatitis A.	<ul style="list-style-type: none"> • Only trained operative to remove/dispose of needle(s). • Good hygiene practices to be followed, washing hands prior to eating, drinking or smoking. • All C&G operatives offered Hepatitis B immunisation • All Operatives undergone TBT from Occupation Health on actions to be taken following a needle stick injury e.g. allow to bleed seek advice attend A&E 				
17	Work related illness.	Leptospirosis (Weil's disease)	<ul style="list-style-type: none"> • 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). • Adequate welfare facilities provided to allow operatives to wash and change as required. 	3	1	L	All operatives working near or in water to be provided with information about Weil's Disease- HSE information card 'Leptospirosis – Are you at risk?' INDG84.
18	Drugs, Substances and Alcohol	Fatality, major injury	<ul style="list-style-type: none"> • 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. 	4	1	L	

Carried out by: Gary McCourt and Wayne Harriman: Date: 03/05/2021

Agreed (Manager): Ian Hall

Date: 04/06/2021

Summary of the Consultation that has taken place with Employees and Trades Union Representatives on this Risk Assessment

Reviewed 22/07/2018 Gary McCourt and Wayne Harriman
Reviewed 03/05/2019 Gary McCourt

This sheet can be used by Managers to record that

employees have seen and understood this risk assessment. Alternatively, the relevant instruction and training can be recorded as a separate "Tool Box Talk" or similar.

Name (Print)	Signature	Date

Definitions & Considerations

Severity is the conclusion reached after positively considering the extent of harm that would be sustained if the hazard were to be realised:

Severity	Description	Rating
Negligible	Less than a three-day injury or illness; superficial damage.	1
Minor	Three day or greater injury or illness; insignificant damage.	2
Severe	Loss of limb or multiple injuries; significant damage.	3
Extreme	Death or multiple deaths; substantial damage.	4

Likelihood is the conclusion reached after positively considering the potential of the harm occurring, and most importantly the consideration of control measures:

Likelihood	Description	Rating
Very unlikely	Control measures unlikely to break down, be removed or easily defeated; maintenance in place and training and supervision provided.	1
Unlikely	Control measures not dependent on individual: removed or defeated; defined supervision & maintenance; training provided & repeated.	2
Likely	Control measures not dependent on individual but can breakdown, be easily removed or defeated; training & supervision minimal.	3
Very likely	No control measures provided: dependent upon individual using them every time; training & supervision minimal.	4

Risk Matrix to assist in calculating the Risk:

Likelihood of Occurrence	Severity of Risk			
	1. Negligible	2. Minor	3. Severe	4. Extreme
1. Very unlikely	I	I	L	L
2. Unlikely	I	L	M	M
3. Likely	L	M	H	H
4. Very Likely	L	M	H	H

H High Risk: Hazard must be removed/ avoided or the level of risk reduced significantly by reliable controls.

M Medium Risk: Hazard should be avoided or the level of risk reduced by reliable controls.

L Low Risk: Controlled by use of instruction, training supervision and/ or personal protective equipment.

I Insignificant Risk: Controlled by good working practices.

