



## Risk Management

July 2008

---

With thanks to all our generous funders, volunteers and supporters



Supported by the  
**Heritage Lottery Fund**



## **Risk Management.**

Take evasive action to prevent harm and protect Woodland Ways from insurance claims and legal action

Run the organisation in the best possible way for the maximum benefit of everyone involved

Life is full of risks. If we needed a guarantee of no risk, we would never ride in a car, travel on an aeroplane, eat in a restaurant, take the lift; or accomplish many of the functions of daily living. Nor would we play football, scuba dive, or ride on a roller coaster: The mere presence of risk is not the issue. How we manage risk is.

Risk is a neutral term, with positives and negatives.

- The benefits and opportunities of taking risks should be weighed against the drawbacks.
- Volunteers are not inherently high risk but their numbers, roles and voluntary status make risk a necessary consideration.
- Volunteer risks include injuries and abuse, inappropriate behaviour and substandard performance, loss, damage and theft.
- Organisations may be liable in the courts for negligence, vicarious liability and the employment rights of volunteers.

## **Risks that are relevant to Woodland Ways**

**people** – clients, volunteers, staff, the public, others

1. injury to volunteers during work parties or events
2. injury to members of the public during work parties
3. injury to people visiting the woods we manage
4. injury to volunteers using the lorry container
5. injury to people climbing on the lorry container

**property** – premises, equipment, vehicles

6. vandalism of lorry container or fence
7. vandalism of trees on site
8. theft of tools from storage
9. theft of tools during work parties

**financial assets**

10. theft of our money in our bank account
11. theft of our income before it reaches our bank account
12. accidental loss of our money

**income** – current and future income

13. loss of income from members
14. loss of income from funders

**goodwill** – reputation with users, supporters, funders, etc.

15. loss of reputation with members
16. loss of reputation with Moreton Hall public
17. loss of reputation with funders and partners

**liability** – legal and moral, claims and associated costs

18. claimed against for injury during work parties or events
19. claimed against for injury by woodland visitor
20. claimed against for consequences of inappropriate advice given
21. claimed against for loss or damage of personal property during work party or event
22. claimed against arising from use of member's vehicle in connection with Woodland Ways e.g. damage to vehicle or injury to somebody when carrying tools e.g. using on site during work party

<b>Risk: 1. injury to volunteers during work parties or events</b>	
What could happen?	
Fear of dog bite	Existing medical condition worsens
Cut or blow from tool	Slip, trip or fall
Tree falling on head	muscle strain
Harmful effects of severe weather (storm or heat)	
How much harm could be caused?	
Most incidents are minor. Possibility of cut skin or bruising. Tree fall may cause crush injuries, broken bones, unconsciousness and rare possibility of death. Cuts may become infected. Hypothermia, sunburn or heat exhaustion from severe weather. Existing medical condition could be anything and a wide range of harm	
How likely is it to happen?	
Trivial incidents are common. Serious incidents are unlikely.	
How can we reduce or remove the risk?	
Assess the risk of each activity. Describe any inherent hazards on each site. Work party leader must understand the activity; be able to describe safe techniques to attendees and make sure attendees carry out the activities safely. Cancel work parties before (if predictable weather) or during extreme weather. Ask participants to bring a drink if hot. Ask participants to dress for the weather. Safety talk when coppicing or using pitch forks – the most risk activity. Good supervision during work parties. Parents/carers take responsibility for their children during work parties Tools instructions on site and members sign disclaimer at arrival.	
If it happens, how can we reduce the harm it does?	
Membership list available for casualty details. Always have a trained first aider, nurse, GP or hospital doctor during work parties. Always have a first aid kit and clean water available. Have a mobile phone present to be able to request an ambulance. Have pen and paper to record incident details.	
If it happens, how can we transfer liability?	
1 Ask attendees to sign a declaration that: their health is adequate for the activity in question; they will not do anything which they realise will make any existing condition worse; they declare any relevant medical issue that the leader should know 2 children must be accompanied by, and the responsibility of, their parent or other responsible adult. 3 Ensure people to take responsibility for their own actions 4 We have personal accident insurance through a BTCV group scheme.	
Action required:	
Prepare a health declaration and ask volunteers to sign it. <b>completed</b> Annually renew insurance <b>completed</b> . Check the activity risk assessments and re-write where necessary <b>Action outstanding</b> . Bring membership list to work parties <b>action outstanding</b> One more first aider needed <b>completed</b> – Sue Gridley Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes



**Risk: 2. Injury to members of the public during work parties or events**

What could happen?

Injury from tree falling. Cut or blow from tool. Trip on tool left lying around, contact with active member etc

How much harm could be caused?

Most incidents are minor. Possibility of cut, strain or bruising. Tree may crush or break bones. Fall from tripping might break bones of vulnerable old person. Cuts might become infected.

How likely is it to happen?

Trivial – sometimes

Serious - unlikely

How can we reduce or remove the risk?

Keep tools and activities away from paths or other areas where we expect the public to be present. Cordon off working area if needed. Be prepared to stop the activity if someone comes too close. Don't leave tools lying around where they may be a hazard.

Volunteers should be supervised by a competent leader.

Erect warning signs where trees are being felled.

If it happens, how can we reduce the harm it does?

Always have a trained first aider, nurse, GP or hospital doctor during work parties. Always have a first aid kit and clean water available. Have a mobile phone present to be able to request an ambulance if necessary. Have pen and paper to be able to record details of any incident.

If it happens, how can we transfer liability?

2 children must be accompanied by, and the responsibility of, their parent or other responsible adult.

3 Ensure people to take responsibility for their own actions

4 We have personal accident insurance and public liability insurance through a BTCV group scheme.

Action required:

Annually renew insurance **completed**

Check the risk assessments and re-write where necessary. **Action outstanding**

Acquire warning signs for use **Action outstanding**

Update signing-in sheet for work parties for members to accept responsibility for their actions. **Action outstanding**

Date agreed: 17 March 2008

Is the residual risk acceptable                      Yes

**Risk: 3. injury to people visiting the woods we manage (not during work parties)**

What could happen?

Tools left behind causing scratches / trips  
Land left in unsafe state e.g. trip hazard on paths, stumps, holes, partly-felled trees  
Slip / trip / fall from natural state of land. Mature tree or branches falling on head  
Disease from dog poo or other litter / flytipping

How much harm could be caused?

Broken bones, scratches, infections to scratches / cuts  
Crush injury or death from falling mature tree or branches

How likely is it to happen?

Unlikely – major incidents  
Likely – minor incidents

How can we reduce or remove the risk?

Make sure all land is left in safe condition after our work parties  
Report dangerous incidents e.g. obviously unsafe trees, flytipping to St Eds Council for their action.  
Leave paths in good condition – surface with woodchip if needed to maintain reasonable surface.

If it happens, how can we reduce the harm it does?

Nothing – we have no presence on site except during work parties

If it happens, how can we transfer liability?

We are volunteers for St Eds Council with no occupiers liability. The Council maintain responsibility for visitors, and in particular carry out tree inspections and remedial work.

For harm caused by our negligence, we have public liability insurance through a BTCV group scheme.

Action required:

Annually renew insurance. completed

Date agreed: 17 March 2008
Is the residual risk acceptable                      Yes

**Risk: 4. Injury to volunteers using the container**

What could happen?  
 Pinched fingers / limbs in doors. Door swinging open and hitting someone. Tools or materials falling on people of shelving. Trip on entry / exit or on loose tools / items  
 Accidentally shut inside container.  
 This could happen to users or public

How much harm could be caused?  
 Crush injury to fingers or limbs.  
 Head injury from falls  
 Dehydration / death from trapped inside  
 Bruising from falls / possibly head injury

How likely is it to happen?  
  
 Trapped fingers / limbs – low likelihood as doors are heavy and slow to move  
 Head injury – low likelihood  
 Trapped inside – very low (the door does not lock shut and cannot accidentally be secured shut  
 Trip – low to medium

How can we reduce or remove the risk?  
 Prop doors open in heavy wind.  
 Store contents below head height. Store contents tidily, maintaining a central corridor free from trip hazards.  
 Install internal lighting for dark winter days or evening use.  
 Do not enter container alone if there is a suspicious person / group present nearby e.g. a group of drunk youths who might decide to shut someone in for a joke – have a buddy outside.  
 Children and public not permitted in the container unless accompanied by a Woodland Ways volunteer  
 Lone volunteer should have a mobile telephone or buddy

If it happens, how can we reduce the harm it does?  
 A mobile phone can be used to get help; a buddy will notice if a lone volunteer does not come back  
 The stored First aid kit within the container will allow self-care of most possible problems.

If it happens, how can we transfer liability?  
  
 We have personal accident insurance.

Action required:  
 Maintain personal accident insurance **completed**  
 Install lighting **action outstanding**

Date agreed: 17 March 2008
Is the residual risk acceptable                      Yes

<b>Risk: 5. Injury to people climbing on the container</b>	
What could happen? Fall	
How much harm could be caused? Bruising, broken bones, injury to head, neck or back (possibly fatal)	
How likely is it to happen? There has been a report of children climbing on it, before the perimeter fence was put up. It is possible that children will climb on it (as they do on the unfenced container on nearby playing field). The perimeter fence reduces the likelihood of climbing on it as it makes it hard to get to.	
How can we reduce or remove the risk?  We can maintain occasional liaison with neighbours opposite, to gather information and encourage them to report incidents to us or police. If members see children or adults there, ask them to leave if considered not unsafe to do so – or ring police if personal safety is in doubt.  Maintain fence in good condition and keep gate locked when not in use.  Consider anti-climb paint if incidence of climbing increases to an unacceptable level.	
If it happens, how can we reduce the harm it does?  Spread wood-chip on the ground around the container.	
If it happens, how can we transfer liability?  We have public liability insurance.	
Action required:  maintain public liability insurance. completed	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes



<b>Risk: 6 Vandalism of container or fence</b>	
<p>What could happen?</p> <p>Fence damaged / burnt  Graffiti on fence or container  Attempted/ failed break-in  Padlock superglued</p>	
<p>How much harm could be caused?</p> <p>Fence broken to allow access to compound and further exposure of container broken wood obstructing pavement.  Container and/ or fence looks unsightly – risk to reputation  Unable to access tools</p>	
<p>How likely is it to happen?</p> <p>Minor damage or graffiti – likely to happen occasionally.  Major damage or lock gluing – less likely but possible</p>	
<p>How can we reduce or remove the risk?</p> <p>The container and fence is situated to have natural surveillance from road and from neighbours opposite. We can maintain occasional liaison with neighbours opposite, to gather information and encourage them to report incidents to us or police.  Members should if possible inspect the compound when passing to identify problems</p> <p>Reduce conspicuous-ness (and attractiveness) of container by painting it to be less bright.</p>	
<p>If it happens, how can we reduce the harm it does?</p> <p>Repair damage and remove / cover graffiti as soon as possible. This will reduce the incidence of repeat offences.</p>	
<p>If it happens, how can we transfer liability?</p> <p>The container and fence are not insured for damage.</p>	
<p>Action required:</p> <p>Consider costs and availability of damage insurance. Considered and decided not appropriate. completed</p> <p>Date agreed: 17 March 2008</p>	
Is the residual risk acceptable	Yes

<b>Risk: 7 loss of trees on site</b>	
What could happen? Vandalism of newly planted or older trees on site. Death caused by muntjac browsing Drought deaths.	
How much harm could be caused? Loss of a whole work parties' efforts or greater. Financial cost of vandalised trees. Failure to complete season's target planting.	
How likely is it to happen? vandalism has happened once in the period 2001 – 2006. Likelihood reduces as trees grow stronger.  Muntjac deer browsing continues to occur but few trees are killed; many have reduced growth.	
How can we reduce or remove the risk? <ul style="list-style-type: none"> <li>• Reduce visibility to vandals – use no tree guards, cover mats with chippings.</li> <li>• Encourage legitimate visitors, to deter vandals and muntjac</li> <li>• Keep trees well maintained especially weeded with woodchips on mats – reduces drought effects and visibility to vandals.</li> <li>• Regularly monitor to identify problems early</li> </ul>	
If it happens, how can we reduce the harm it does? <ul style="list-style-type: none"> <li>• Replant swiftly, using pulled-out trees instead of buying replacements where possible</li> <li>• Cannot prevent drought, shoot muntjac or fence out muntjac</li> </ul>	
If it happens, how can we transfer liability? <ul style="list-style-type: none"> <li>• If vandals are identified, ask them for money to replace – possibility of legal action.</li> </ul>	
Action required: set up regular monitoring of trees. <b>informal monitoring is on-going completed</b>	
Date agreed : 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 8 Theft of tools from storage</b>	
What could happen?	Break-in to container – theft of hand tools and particularly trailer is attractive to thieves.
How much harm could be caused?	Loss of trailer, tools etc. Disruption to work party if tools or trailer not available. Financial cost of replacement.
How likely is it to happen?	Uncertain – but cannot guarantee it won't happen
How can we reduce or remove the risk?	Keep container and wooden gates locked and in good repair. Use high security padlock and shroud. Fit secure anchor point to container and always chain trailer to it. Always use trailer hitchlock. Do not draw attention to the container e.g. media publicity or signs on site. Maintain good relations with neighbours so that they are more likely to notice unauthorised activity and report it.
If it happens, how can we reduce the harm it does?	Identify it early so that police involvement, insurance claim, replacement of goods and re-planning of work party can be done swiftly. Move remaining tools to a secure place if container is damaged and insecure.
If it happens, how can we transfer liability?	Insurance of tools stored in the container.
Action required: Maintain existing tools insurance to include trailer. <b>completed</b> Fix ground-anchor to container and always use it and hitchlock. <b>completed</b>	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 9 Theft of tools from work parties</b>	
What could happen?	Trailer or tools taken from work party in progress
How much harm could be caused?	Loss of a few tools - minor Loss of trailer – serious economic harm (cost of replacement), inconvenience, and embarrassment
How likely is it to happen?	Hand tools – possible. Spades have disappeared during work parties – lost or stolen. Theft of trailer – very unlikely because it's always in use and rarely out of close sight of attendees.
How can we reduce or remove the risk?	Keep tools and trailer near attendees; do not leave unattended especially near paths used by public during the work party. Remain aware of unauthorised vehicles entering the vicinity of the trailer. Fit hitchlock if trailer is to be unattended for short periods.
If it happens, how can we reduce the harm it does?	Replace stolen items quickly
If it happens, how can we transfer liability?	Tools are not currently insured except within container as per standard BTCV insurance.
Action required: implement trailer protocol as above completed	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes



<b>Risk: 10 theft of money from bank account</b> This assessment is to protect account signatories who are fully trusted by the steering group.	
What could happen? Theft by one or more account signatories Theft by other persons using account number e.g. internet fraud	
How much harm could be caused?  Loss of all money. Loss of ability to operate. Loss of credibility and loss of support. Serious morale reduction. Possible repayment to Heritage Lottery Fund if project not completed.	
How likely is it to happen?  Small possibility – however we aware that theft from small charities by account signatories does occur. Spam emails asking for bank account details are common.	
How can we reduce or remove the risk?  <ul style="list-style-type: none"> <li>• Maintain the need for 2 signatories on cheques</li> <li>• Accounts checked annually even if not required by Charity Commission</li> <li>• Regular financial reports to steering group</li> <li>• Trustees must approve spend over £1000</li> <li>• Copies of bank statements sent to non-signatory for review</li> <li>• Do not give out bank details unless absolutely necessary. Never in response to emails unless pre-planned e.g. to a funder wanting to send us money. Fraudulent emails pretending to be from banks etc are common.</li> <li>• Avoid pre-payment wherever possible. Where pre-payment is required, decide whether company is reputable. Take up references for large amounts of expenditure. (item copied in from risk 12)</li> </ul>	
If it happens, how can we reduce the harm it does? <ul style="list-style-type: none"> <li>• Early detection through vigilance</li> <li>• Public openness if any losses – endeavour to gain sympathy and appeal for funds instead of achieving negative publicity.</li> </ul>	
If it happens, how can we transfer liability? The money in our bank accounts is not insured. The risk is so low that insurance is not needed.	
Action required: follow the financial protocol in ‘how can we reduce or remove the risk’ above. <b>Ongoing completed except for outstanding action copies of bank statements sent to non-signatories for review.</b> David Hills will review.	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<p><b>Risk: 11 Theft of our income before it reaches our account</b> This assessment is to protect the membership secretary and treasurer who are fully trusted by the steering group.</p>	
<p>What could happen?</p>	<p>Theft of cash by membership secretary or treasurer before it reaches our account</p>
<p>How much harm could be caused?</p>	<p>Small loss of income. Loss of credibility and possible loss of members</p>
<p>How likely is it to happen?</p>	<p>Very unlikely – sums too small to be worth having.</p>
<p>How can we reduce or remove the risk?</p>	<p>Ensure membership forms give space for members to write in amount of cash given. Membership forms dated so previous years' forms cannot be reused. Members to be given receipt so they have evidence of payment</p>
<p>If it happens, how can we reduce the harm it does?</p>	<p>Public openness.</p>
<p>If it happens, how can we transfer liability?</p>	<p>Sums too small to worry about.</p>
<p>Action required:</p>	<p>Ensure membership forms have date and amount paid on it. <b>Completed</b> Membership secretary to start giving receipts - <b>completed</b></p>
<p>Date agreed: 17 March 2008</p>	
<p>Is the residual risk acceptable</p>	<p>Yes</p>

<b>Risk: 12 accidental or fraudulent loss of our money.</b>	
What could happen?	Loss of cash Fraud or company failure when goods are paid for before receipt.
How much harm could be caused?	Loss of cash – very little harm as the only cash we hold is some membership fees received before banking them.  Loss of payment for goods or services – loss depends upon amount, and there may be consequential disruption to operations. Loss of credibility and morale.
How likely is it to happen?	Loss of cash - unlikely Loss of money pre-paid for goods and services not received – uncertain but low
How can we reduce or remove the risk?	Loss of cash – no need to reduce already low risk. Avoid pre-payment wherever possible. Where pre-payment is required, decide whether company is reputable. Take up references for large amounts of expenditure. Be aware.
If it happens, how can we reduce the harm it does?	Public openness – turn negativity into sympathy.
If it happens, how can we transfer liability?	We are not insured for problems. Liaise with police, company administrators as appropriate.
Action required: include this in the financial protocol. completed	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 13 loss of income from members</b>	
What could happen?	Loss of membership and membership income
How much harm could be caused?	Income will be little missed; loss of support will lose credibility and ability to continue operations.
How likely is it to happen?	Very low – unless other risks happen, which are assessed separately.
How can we reduce or remove the risk?	Trustees continue to manage Woodland Ways well.
If it happens, how can we reduce the harm it does?	Membership recruitment drive
If it happens, how can we transfer liability?	Can not transfer liability
Action required: none	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes



<b>Risk: 14 loss of income from funders</b>	
What could happen?	Loss of management agreement with St Edmundsbury Borough Council
How much harm could be caused?	Loss of major on-going funding; possible loss of woodland to us; break up of group.
How likely is it to happen?	Unlikely as long as we do a good job at Natterer's Wood within duration of existing agreement. At 10-year expiry in 2011 we will need to negotiate renewal, reduction in operations or withdrawal.
How can we reduce or remove the risk?	Meet funders expectations, do a good job in the woods and maintain positive public opinion.
If it happens, how can we reduce the harm it does?	Reduce or stop operations Find alternative source of funds.
If it happens, how can we transfer liability?	Management of woods will revert to the Borough Council
Action required: none at present.	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 15 loss of reputation with members</b>	
What could happen?	Fraud, mismanagement, major accident, poor communication, poorly run work parties, too cliquy
How much harm could be caused?	Loss of volunteers and members – loss of goodwill. Whole group at risk.
How likely is it to happen?	Low – some risks lower than others
How can we reduce or remove the risk?	Avoid complacency Be inclusive; we welcoming to new people Remain aware of these risks Prompt members to speak to new people
If it happens, how can we reduce the harm it does?	-
If it happens, how can we transfer liability?	-
Action required:	Regularly remind ourselves of this issue completed
Date agreed:	17 March 2008
Is the residual risk acceptable	Yes

<b>Risk: 16 loss of reputation with Moreton Hall public</b>	
What could happen?	<p>Not keeping sites looking good</p> <p>Doing unexpected things</p> <p>Doing work against the majority view</p> <p>Loss of reputation with local politicians</p>
How much harm could be caused?	<p>Significant loss of support</p> <p>Poor publicity</p>
How likely is it to happen?	<p>Unlikely at present</p>
How can we reduce or remove the risk?	<p>Don't take on too much. High quality of what we do.</p> <p>Maintain high amount of communication – Moreton Hall Directory, Moreton Hall Community News, website, schools promotion, publicity for awards, notices on site, community centre noticeboard, press releases.</p>
If it happens, how can we reduce the harm it does?	<p>Public meetings / apologies where necessary. Be open about problems.</p> <p>Positive PR.</p> <p>Relaunch of group if necessary.</p>
If it happens, how can we transfer liability?	
Action required: remain aware of the risk completed	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 17 loss of reputation with funders and partners</b>	
What could happen?	Loss of funding
How much harm could be caused?	Reduced or end to our activities
How likely is it to happen?	Unlikely – we have good relations with local authority staff.
How can we reduce or remove the risk?	Maintain good communication. Always meet the programme we said we'd do. If key staff change, actively make new relationships with new staff.
If it happens, how can we reduce the harm it does?	Try and find other income sources.
If it happens, how can we transfer liability?	-
Action required: maintain relationships with Council officers, especially with possible changes to County / Borough structure. <b>Ongoing action completed</b>	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes



<b>Risk: 18 liability for injury to member of public during work parties</b> The content of this risk has been transferred to risks 1 and 2 as it was duplicatory.	
What could happen?	
How much harm could be caused?	
How likely is it to happen?	
How can we reduce or remove the risk?	
If it happens, how can we reduce the harm it does?	
If it happens, how can we transfer liability?	
Action required:	
Date agreed: 17March 2008	
Is the residual risk acceptable	N/A

<b>Risk: 19 claimed against for injury by woodland visitor</b>	
What could happen? Injury to woodland visitor e.g trip on lost tools or debris / materials left after work party. Fall down bat ditch.  (this does not include events during a work party – see risk 2)	
How much harm could be caused? Fall injuries – eg broken leg, bang on head	
How likely is it to happen?  Unlikely. Fall down bat ditch possible especially before hedge grows up.	
How can we reduce or remove the risk?  Always collect all tools after work parties. Leave sites clean and tidy at end of work party, especially checking paths where most people walk.	
If it happens, how can we reduce the harm it does?  We will not be on site – cannot reduce harm.	
If it happens, how can we transfer liability?  Our management agreement over Natterer’s Wood is for certain management and does not give us liability for the state of the site. Works such as path construction and ditch excavation were approved by the Borough Council. The Borough Council retains responsibility for the site. We have no agreement for Woodland Ways Pond, Home Covert and Pond Covert. Our work is voluntary for the Borough Council and we are not liable for the state of the land (except for items left negligently by us).	
Action required: none	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 20 claimed against for consequences of inappropriate advice given</b>	
What could happen?	n/a
How much harm could be caused?	n/a
How likely is it to happen?	Not at all – the steering group decided that we do not give advice with consequences
How can we reduce or remove the risk?	n/a
If it happens, how can we reduce the harm it does?	n/a
If it happens, how can we transfer liability?	n/a – indemnity insurance not needed.
Action required: continue to not give advice completed	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk: 21 loss or damage of members personal property during work party or event</b>	
What could happen?	Loss or theft of valuables e.g. wallet, jewellery left in unattended bags or dropped from person Damage to items e.g. watch broken by impact
How much harm could be caused?	Loss of credit cards, driving licence (identity fraud possible), expensive jewellery
How likely is it to happen?	Likely that something will be lost / stolen
How can we reduce or remove the risk?	Advise members to not bring valuables; anything brought to be the responsibility of member not Woodland Ways. Ask members to sign a disclaimer.  Do not leave bags unattended
If it happens, how can we reduce the harm it does?	Cannot.
If it happens, how can we transfer liability?	Cannot – do not think it is reasonable to insure against this.
Action required: update signing-in sheet. <b>Action outstanding</b>	
Date agreed: 17 March 2008	
Is the residual risk acceptable	Yes

<b>Risk 22: claims arising from use of member's vehicles in connection with Woodland Ways e.g. during work parties</b>	
What could happen?	Damage to member's vehicle. Injury to driver, Woodland Ways member or public during work party
How much harm could be caused?	Severe damage to vehicle Serious injury or death.
How likely is it to happen?	Possible during work parties at Natterer's Wood where vehicles are driven around the wood. Hay removal in particular is a risk. Normal road driving – no greater risk than normal driving.
How can we reduce or remove the risk?	Plan routes and use of vehicles, to separate vehicles from people as much as possible. Instruct drivers to be slow and careful. Supervision of drivers to ensure compliance. Empower drivers to refuse to drive where there is likely to be damage or possibility of injury.
If it happens, how can we reduce the harm it does?	Trained first aider at work parties. Mobile phone on site.  Travel to / from work parties does not count as a Woodland Ways use.
If it happens, how can we transfer liability?	Liability to transfer to car insurance.
Action required: Ensure that cars are not allowed to be used for Woodland Ways purposes unless they have insurance suitable for the purposes. Set up a system for checking this. Nick Sibbett and Dennis Green have confirmed their vehicles are insured. Completed	
Date agreed: 17 march 2008	
Is the residual risk acceptable	Yes