

Arboretum Risk Assessment 2018 (updated Aug 18)

<u>HAZARD</u>	<u>IMPACT</u>	<u>ASSESSMENT</u>	<u>LEVEL OF RISK</u>	<u>MEASURES TAKEN BY JULY 18</u>	<u>ADDITIONAL MEASURES AGREED AND TO BE IMPLEMENTED</u>
Injury to visitors	Severe	Could arise through falling branches, slipping or tripping on paths, tree climbing or by wildlife	Moderate	Public liability insurance; annual inspection of trees to identify hazards and use of contractor to remove hazardous trees or branches. Wardens requested to (i) check paths for fallen material and remove it and (ii) inform Head Warden of hazards noted. Prohibition of tree climbing made obvious in display material in arboretum. Installation of notices at Arboretum entrance warning of uneven and slippery paths. Arboretum to be closed in event of very strong winds. Paths continue to be improved. Tree hazards identified in 2017 assessment all attended to. <i>Phytolacca</i> growing in ex-Leylandii area has been destroyed, because the berries of this poisonous plant might be attractive to children	Some laurels overhanging paths and reducing clearance identified and will be trimmed back Old electricity meter in 'cupboard. At bottom end of arboretum discovered. If this is still active, get decommissioned..
Injury to volunteers or contractors working at arboretum	Severe	Could arise through maintenance operations or during warden duties	Moderate	Public liability insurance; policy of volunteers not carrying out hazardous operations such as chain sawing unless appropriate certificate; appropriate guards on equipment; briefing of volunteers on hazards both when they start to help in the Arboretum and when participating in Working Parties; require contractors to have appropriate insurance and certification and obtain and retain copies of insurance certificates from contractors before they do first work in Arboretum. A notice is put up on the gate when volunteers or contractors are doing tree works instructing that dogs be kept on leads at that time	
Damage to property in arboretum and property owned by Friends	Severe	Most likely to arise from vandalism. Summer house is particular target, but tables, seats and trees could also be a target	Moderate	Summer house fenced off; prohibition of fires and barbecues ; arboretum billed as only open during daylight hours; volunteer wardens make inspection of arboretum to deter vandals. Equipment owned by Friends kept in secure storage.	
Damage to church yard	Severe	Signing access through path at edge of churchyard	Low	Brief volunteer wardens to check all is ok and to inform Head Warden of any problems	

Financial loss	Moderate	Insufficient funds for fulfilling Licence obligations; embezzlement	Low	Financial planning at Committee; awareness and application for grant support; dual signatures on cheques; annual accounts considered at AGM; accounts subjected to independent check; plan to maintain some reserves at year end. A new protocol for approving capital expenditure was adopted in 2018	Policy adopted in 2018 to seek to increase the level of reserves held, because of possibility of major unexpected expenditure (as experienced in 2017 with costs of tree work and mower replacement)
Shortage of volunteers	Severe	Volunteers are required for officers and committee members; wardens and to conduct maintenance and enhancement operations	Moderate	Widespread promotion of scheme in the village; clear definition of responsibilities; ensure that burden on individuals is not excessive. Number of Friends increased in 2018 to over 100.	
Termination of scheme	Severe	Licence could be terminated by either owner or Parish Council	Low	Definition of responsibilities in Licence agreement (updated in 2016); ensure scheme is operated within the terms of the Licence agreement; review by Committee and with owner and Parish Council in relation to these requirements carried out annually	