Access and Bridleway Officer Volunteer Role Risk Assessment

Activity Assessed: Access and Bridleway Officer Volunteering Role

Review Date: 24/12/25

Name of Assessor: Wendy Bannerman/Samar Chakraborty

Next Review Date: 24/12/26

Hazard	Who might be harmed and How might they be harmed?	Current Control Methods (What are you already doing to control this risk?)	Further control measures (Do you need to do anything else to control this risk?)	Who is responsible to carry out the actions?	Action by when?	Completed Date
Travelling to and from bridleway concern/ meeting (via car/cycle/horse and carriage/on foot/public transport)	-Volunteer & another road user -Road traffic accident including crush injuries, whiplash, trapped in vehicle, other body trauma.	-Volunteer should have full UK driver's license -Advice given to plan journey. -Journey distance limited to 1 hour -Full location details given -If carriage driving a horse to the site of an access query, both horse and rider/driver must be competent, fit, and safe enough to carry out the exercise. If not, it is recommended that they visit by other means.	-Ensure volunteers checks location on Google maps/Bing maps (for OS map) -Access and Bridleway Officer to ensure car/bike/carriage is regularly serviced and any vehicle has appropriate tax and insurance for volunteering.	Volunteer - Access Team	Prior to attending each bridleway concern/ meeting. Ongoing	Ongoing
Travelling to and from bridleway inspection (via horseback)	-Volunteer/ other rights of way user/ road user -Fall from horse resulting in injury to volunteer. -Horse injuring right of way user as result of kicking/biting/barging into person or from becoming loose. -If using roads to attend right of way, road traffic accident could result in trauma injuries.	-If riding a horse to the site of an access query, both horse and rider must be competent, fit, and safe enough to carry out the exercise. If not, it is recommended that they visit by other means. -Volunteer should ensure all correct PPE is worn. I.e., Hi-Viz, riding hat and boots, correctly fitting tack. -Volunteer should ensure they are riding a horse well known to them and safe to ride. -Acknowledging any safety concerns from the reported route. For example, if a right of ways surface is not suitable for horses go on foot.	-Ensure that the horse being ridden is not known for being aggressive towards other rights of way users or use red ribbons as acknowledgement of a horse that kicks. -Ensure volunteers checks location on Google maps/Bing maps (for OS map)	Volunteer and Access Team	Prior to attending each bridleway concern. Ongoing	Ongoing

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Parking at location	Volunteer & other road users -Road traffic accident resulting in trauma injuries to volunteer or other road users. -Theft or damage to vehicle	-Guidance given at access officer training	-Access and bridleway officer to use google maps prior to journey to confirm parking place.	Volunteer and Access Team	Prior to attending each bridleway concern/ meeting. Ongoing	Ongoing
Weather	Volunteer -Sunburn, Hypothermia and increased risk of accident e.g., RTC, slip/trip	-Advice given during Access and bridleway officer training. -Access and bridleway officers do not need to attend emergency concerns so attendance can wait until better weather.	-Access and bridleway officer to use discretion for suitable time to attend bridleway concern.	Volunteer and Access Team	Prior to allocating and attending bridleway concern. Ongoing	Ongoing
Other animals	Volunteer or member of the public -Bitten, kicked, crushed.	-Maintain distance and do not approach animals on site of right of way. Ask owner to restrain if needed (e.g., keep dog on lead) -Volunteer to dynamic risk assess, if unsure on safety, then they are to leave (e.g., if livestock blocking where the volunteer needs to assess right of way)		Volunteer and Access Team	At each bridleway concern. Ongoing	Ongoing
Landowners, concerned persons or members of the public	Volunteer or member of the public -Altercation with member of the public; verbal or physical	-Advice on liaising with landowners and de-escalation techniques given during training -Access department to recommend not to speak to landowner if they are known to be aggressive or have history with the department. Record to be kept for future reference. -Location to be checked on system for any previous issues. -Mentoring and buddy system offered. -Access and bridleway officer to be provided with office numbers to call for advice if needed.	-Ensure volunteer training includes the flow chart of when to bring issues to landowners' attention.	Access Team and volunteer.	Prior to and at each bridleway concern/ meeting. Ongoing	Ongoing
Manual Handling	Volunteer -Range of injuries; sprains, back injuries	- The volunteers are advised to avoid manual handling and, where this is not possible, using lifting aids or trolleys supplied in archives -Members of staff in archives are available if assistance is needed, so no heavy lifting will be	Manual handling training to be provided to the member of staff/volunteers involved in manual handling.	Volunteer and Access Team	Ongoing	Ongoing

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		necessary for the volunteer.	Refer to the bridleway clearance RA for information on safely using cutting equipment required for the events			
Lone Working	Volunteer -Range of accidents or injuries e.g., slips, trips, illness, emergencies, violence	-Information on 'PET' and health and safety tips given during Access Officer training -Access Coordinators to ensure all necessary information given to Access Officer to allow for successful visit. -Refer to BHS lone working guidance and policy. -Induction training advises volunteers of procedures and best practice in terms of lone working (what3words, family member/friend knowing when you are returning home, buddy system, fully charged mobile phone). -Location to be checked on system for any previous issues. -Volunteer not to attend or to leave location if feel unsafe	-Lone working training on BHS Wise - looking to offer access now email addresses in place -Use of lone worker app/device for volunteers that encounter remote and potential conflict situations -Volunteer informing Access Coordinator of dates and times of visits -Currently in discussion regarding updating policy and procedures	Volunteer and Access Team. GP	ASAP. July 2023.	Policy and procedures revised 21/7/23.
Environment	Volunteer or members of public. -Trip, fall, injury. Cuts or grazes, sprains.	-Access and bridleway officers respond to non-emergency concerns so time can be taken to consider time of day/weather of visit - Access and bridleway officers not to trespass - Assessments taken of location e.g., steep gradients, rocky surfaces, flooded areas. It should then be considered whether appropriate to attend bridleway concern.	-Volunteer dynamic risk assessment taken if environment dangerous or unsafe leave and tell Access Team.	Volunteer and Access Team	Prior to and at each bridleway concern. Ongoing	Ongoing
Biosecurity	Volunteer and their animals -Increased risk of spread of disease	-Hand sanitiser/hand washing to be used before and after attending bridleway issue/meeting. -Touching shared equipment and gates should be avoided. -Biosecurity policy to be regularly updated and adhered to.	-If volunteer attends issue via horseback, ensure horse does not get into contact with other horses and ensure horse is up to date with vaccinations. -Access Team to supply hand sanitiser if required	Volunteer and Access Team	At each bridleway concern. Ongoing	Ongoing

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Viruses/ Coronavirus	Volunteer and members of public and family. -Catching/spreading viruses and becoming ill.	-Adhere to and share current government guidance -Access Officers to advise if they would like to be 'out of action' e.g., if have covid/illness	-This is an outdoor based volunteer role so reduced chance of sharing air space but can wear mask if feel more comfortable -Mask to be provided if required	Volunteer and Access Team	Prior to and at each bridleway concern. Ongoing	Ongoing

Risk Assessment Information

Although the assessment format does not include a formal risk rating, the following information may be used as a reference to help prioritise risks and implement appropriate control measures.

Evaluating Risk:

When preparing your event risk assessment, always evaluate the risk level and adopt control measures accordingly . The risk levels are defined as low risk (5-10), medium risk(11-15) and high risk(16-20). The risk levels are calculated as R(risk) = L(likelihood) x S(severity).

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: L x S = R.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However, as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply 1 x 4 = 4. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply 5 x 4 = 20. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood and Severity Key:

Likelihood		Severity	
Rating	**Guide words**	**Rating**	**Guide words**
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	**Very Low**	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	**Low**	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	**Medium**	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	**High**	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	**Very High**	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.