



**Welcome to The Ancient Tree Forum's Summer Forum  
Thursday 27 and 28 June 2019  
With thanks to the Clumber Park Hotel, Sherwood Forest National Nature  
Reserve and the National Trust**

**Instructions**

Meet at Muthu Clumber Park Hotel and Spa  
Blyth Road, Worksop S89 3PA

**Getting there**

Clumber Park Hotel is located on the A614, Approximately one mile from the main entrance of National Trust Clumber Park and 10 minutes drive from Workshop and Retford, 20 minutes from Mansfield and 45 minutes from Nottingham city center.

**Car parking**

There is plenty of parking at the hotel

**Timings**

We start at presentations at 9.15 am on both mornings

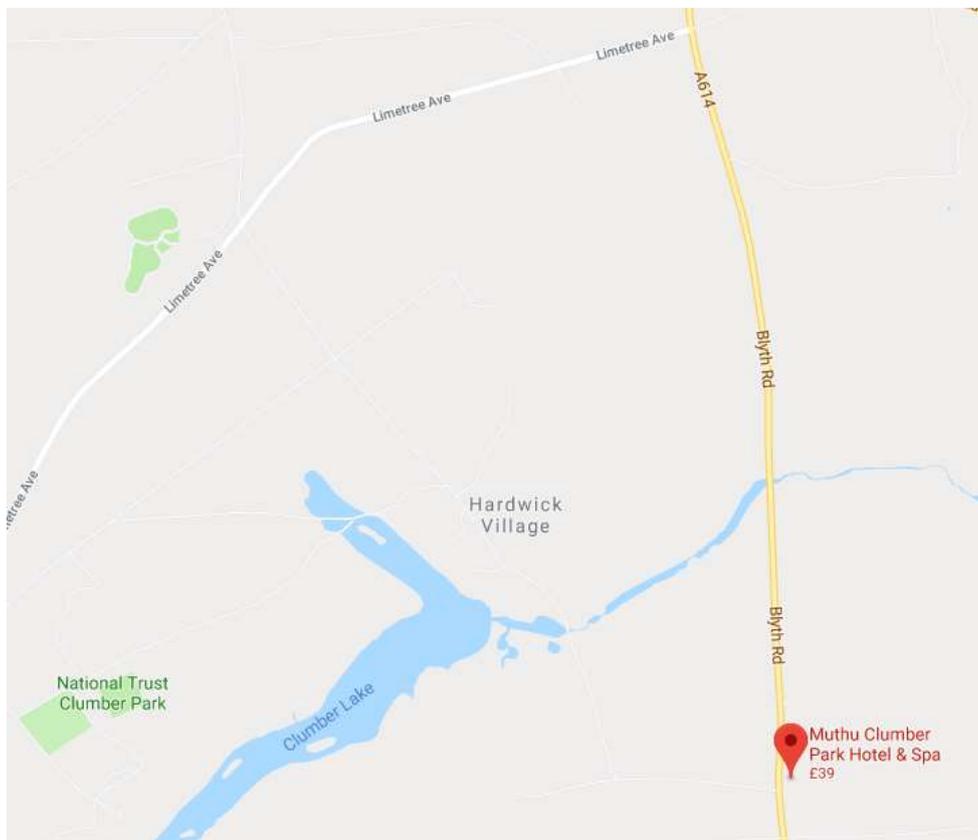
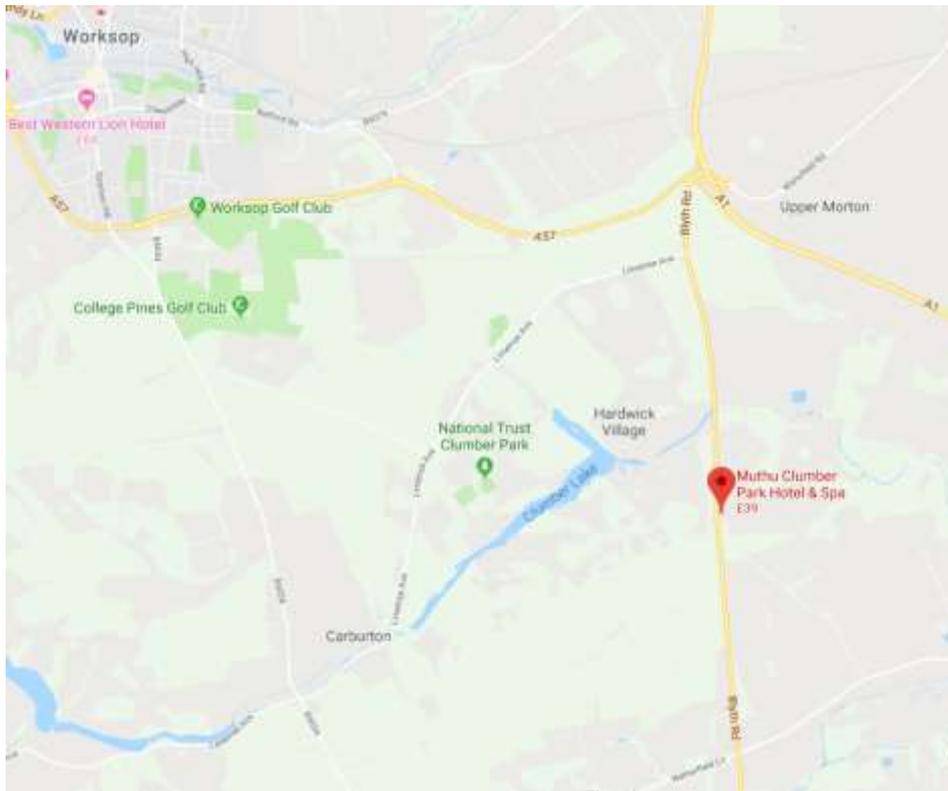
**Refreshments**

Teas and coffees will be served on arrival (from 8.30am) and at 11am, a packed lunch will also be provided

Please read the Risk Assessment that follows in this document

We look forward to welcoming you all

[admin@ancienttreeforum.co.uk](mailto:admin@ancienttreeforum.co.uk)





**Health and safety risk assessment for indoor events**  
**Please note that the Clumber Park Hotel have their Risk Assessment, so this is in addition to theirs**

<b>Brief description / date of event:</b> ATF Summer Conference 26, 27 + 28 June 2019		
<b>Location:</b> Muthu Clumber Park Hotel and Spa Blyth Road, Worksop S89 3PA 01623 835333 (opposite side of the road to NT Clumber Park)	Assessment carried out by: Kate Crook, ATF Administrator and Jim Mullholland ATF Training and Technical Officer	Assessment date: 16 May 2019

<b>HAZARD IDENTIFIED: Fire</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
People unsure of actions and routes to take during a fire or other emergency evacuation situation, both out of and away from the building	Event's attendees and participants	Check that fire exits are clearly signed and easily identifiable.  Inform attendees of the location of fire exits at the beginning of the event  Inform attendees about where to gather outside in the event of a fire	Will be covered in each morning's introduction by TTO on 26 June and by Chair 09.15 27+28 June 2019	TTO Chair	1 <sup>st</sup> thing 26.06.19  Introductory talk on 27+28 June

<b>HAZARD IDENTIFIED: Event's attendees or participants sustaining injury or becoming ill</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Attendee or participant unsure of how to access first aid assistance or delay in getting first aid assistance to them, particularly in a life-threatening situation.	Person requiring first aid assistance	A first aider is present at the event  The location of the first aid box is known.	<ul style="list-style-type: none"> <li>➤ 20 first aiders on both days</li> <li>➤ First aid kit is at the box office</li> </ul>	TTO Chair	1 <sup>st</sup> thing 26.06.19  Introductory talk on 27+28 June



<b>HAZARD IDENTIFIED: Portable electrical appliances</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Damage to portable appliances like projector and laptops, their plugs, cables etc	Anyone using or coming into contact with appliances, cables etc.	Cables, plugs etc are positioned away from areas of potential damage, e.g. thoroughfares.		TTO Chair	1 <sup>st</sup> thing 26.06.19
Trailing cables across walkways and people tripping over them		Unavoidable trailing cables across walkways are covered with tape / other protection			Introductory talk on 27+28 June

<b>HAZARD IDENTIFIED: Displayed materials</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Free-standing displays, boards etc toppling over from people catching against them	Anyone in vicinity of the display etc	Position of displays etc are agreed in advance and located where risk of collision reduced, in particular away from means of escape routes.  If appropriate, cordon around the display to direct people away from it.		TTO Chair	1 <sup>st</sup> thing 26.06.19 Introductory talk on 27+28 June

<b>HAZARD IDENTIFIED: Availability of food and drink</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Food poisoning from incorrectly prepared, handled or stored food	Those consuming the food	Engaging competent catering providers.	Catering done by the venue	Venue	As appropriate
People slipping on spillages of food, drink onto floors.	Anyone attending the event.	Spillages are cleaned up as quickly as possible and helpers are aware of importance of promptly dealing with any spillages they discover or are made aware of.		Venue	As appropriate



<b>HAZARD IDENTIFIED: Gatherings of people outside the building</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Close proximity to road ways and collision with vehicles in car parks, particularly when leaving the event.	Those attending the event.	Pedestrian areas around the building are suitable to accommodate the numbers attending, checked for condition and adequately lit.	In the event of an emergency, the meeting point is the car park bottom right for fire assembly point	TTO	1 <sup>st</sup> thing 26.06.19
Slip or trip incidents, particularly if external footways are in poor condition.	People in vicinity of the venue.			Chair	Introductory talk on 27+28 June
				TTO	1 <sup>st</sup> thing 26.06.19
				Chair	Introductory talk on 27+28 June

<b>HAZARD IDENTIFIED: Scalding and burns</b>					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When
Burns and scalding from hot water and steam from kettles, tea urns	Those preparing and serving themselves drinks	Appliances are kept in safe positions, away from crowding		Venue	As appropriate
Scalding from hot tap water	Those using kitchen and bathroom facilities	Warning signs are in place if the water is very hot		Venue	As appropriate



HAZARD IDENTIFIED: Any additional hazards identified					
Risks to health and safety	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:	
				Who	When

Record of incidents:



## **Bio-security measures**

Dear Delegate

To prevent the unnecessary spread of soil borne pest and diseases by delegates, as usual there will be a strict need for biosecurity.

Please note the biosecurity precaution that we employ - this relies upon the disinfecting of footwear. For this to work, please arrive at the field visit with clean footwear and be prepared to disinfect it. Ideally please bring a change of clean footwear to wear on site.

Please help us take this important precaution.

For more information on The Ancient Tree Forum go to

[www.ancienttreeforum.co.uk](http://www.ancienttreeforum.co.uk)

For more information on biosecurity guidance go to

<https://www.gov.uk/guidance/prevent-the-introduction-and-spread-of-tree-pests-and-diseases>



# **The Ancient Tree Forum – Sherwood Forest National Nature Reserve**

**27th June 2019**

**With thanks to the RSPB**

## **Instructions**

Meeting at main visitor reception Sherwood Forest RSPB

Please arrive by 2pm

(If you have an RSPB membership card please do bring this for free car parking)

## **Getting there**

NG21 9RN Follow the main drive car park signposted

## **Car parking**

As directed

## **Meeting point**

Outside the visitor reception

## **Clothing**

Some rough ground will be negotiated making walking boots advisable. (See biosecurity notes above)

Anticipate hot sunny weather and consider sun screen and wide brimmed hats

## **Timings**

Please meet at Sherwood Forest National Nature Reserve (visitor reception) at 2.00pm, we aim to be back at the hotel by 6pm.

## **Refreshments**

We will not be stopping for refreshments but refreshments are available in the tea room or alternatively please bring your own food and drink

**Dogs are NOT allowed to accompany delegates**

**Please read the Risk Assessment that follows in this document**

We look forward to welcoming you all

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## ANCIENT TREE FORUM SITE SPECIFIC RISK ASSESSMENT

Task/Activity	Sherwood Forest National Nature Reserve 27 June 2019		Risk Assess No:		1			
			Date Prepared:		29-5-19			
			Revision Date:		N/A			
HAZARDS		Likelihood			Severity			Risk
Ref:	Key hazards associated with the above task/activity	Extremely likely to occur	Likely to occur	Slight chance of occurring	Death/Major Injury	Over 3 day Injury	Minor Injury	Likelihood x Severity
Score:		3	2	1	3	2	1	
1	Vehicle collision with visitors in car park resulting in physical injury.			1		2		2
2	Extreme wind conditions resulting in visitors being struck by falling trees or branches resulting in physical injuries.			1	3			3
3	Visitors tripping on uneven ground or in undergrowth resulting in physical injuries.		2			2		4
4	Hot weather conditions are possible (visitors to bring sun hats, sun cream and water to drink)		2			2		4
5	Visitors being bitten by insects (Midges, Horse flies, Ticks etc)			1			1	2
<b>Risk Assessment Scores:</b>		<b>6-9 High Risk</b>			<b>3-5 Medium Risk</b>		<b>1 – 2 Low Risk</b>	

PERSONS AFFECTED				
Operatives		Members of Public		Site Visitors *
Other Workers		Managers		Young Persons
Contractors		Other		

<b>Low Risk (1-2)</b>	<b>Remove or reduce the hazard or risk after other priorities</b>
<b>Medium Risk (3-5)</b>	<b>Must receive attention to remove or reduce the hazard or risk</b>
<b>High Risk (6-9)</b>	<b>Unacceptable – must receive attention a.s.a.p. to remove or reduce the hazard or risk</b>

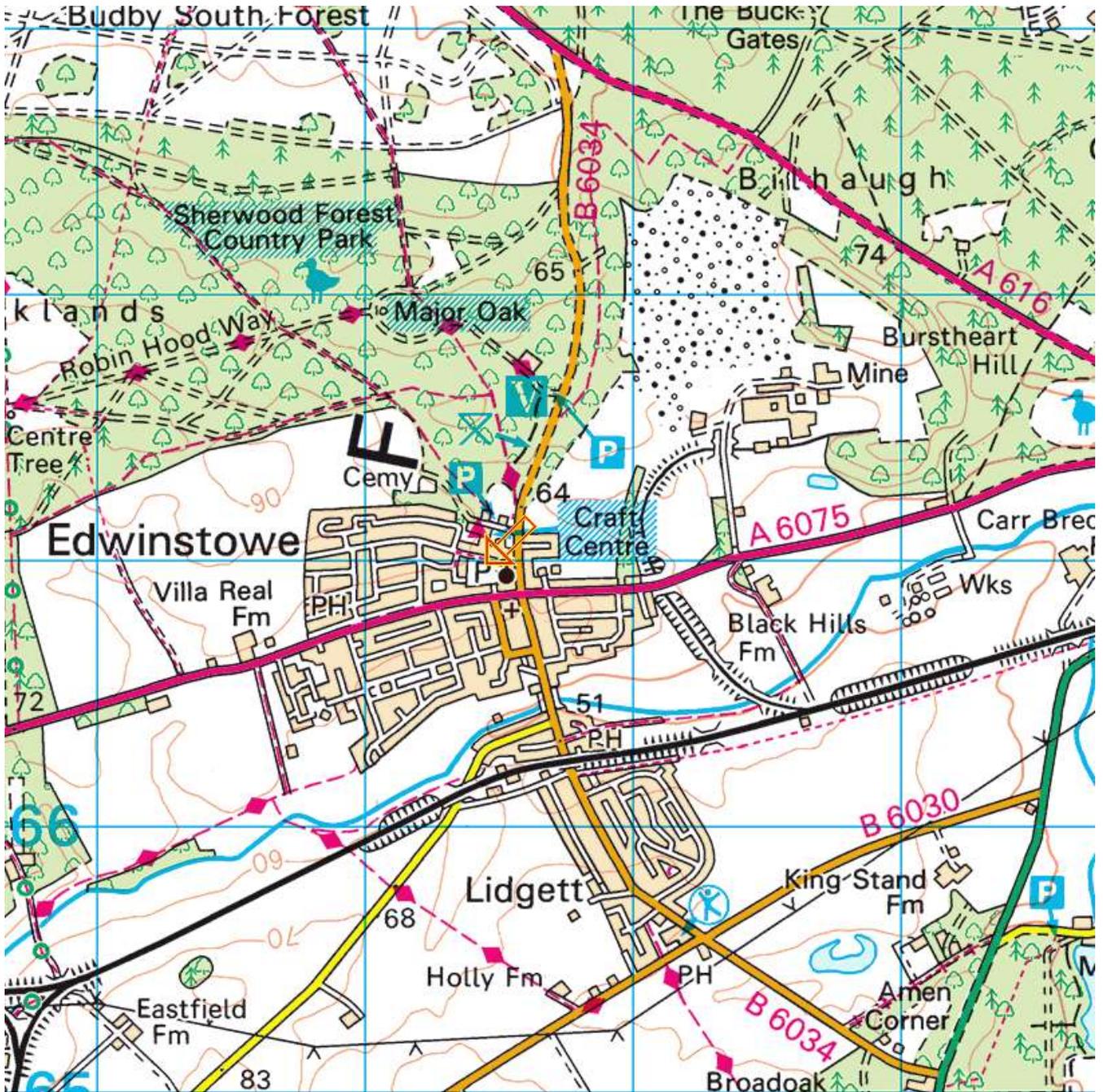


## EXISTING / ADDITIONAL CONTROL MEASURES

Information/Instruction/Training	Managerial Controls/Physical Controls
<p>1. Visitors to exercise caution when crossing car park and public road.</p> <p>2. Visitors to stay as group and keep to proposed route. Visitors to stay as group and keep to proposed route. Visit will be cancelled if gust speeds exceeds Beaufort scale 8.</p> <p>3. Visitors to be advised of ground conditions and to wear suitable footwear.</p> <p>4. Visitors to wear appropriate clothing. Stops at points of interest will be limited to 10 minutes</p> <p>5. Visitors to use insect deterrents and to wear appropriate clothing.</p> <p>6. Visitors to wear appropriate footwear/clothing and exercise caution. If an adder is seen it should not be approached and other visitors should be alerted so they can avoid it.</p>	<p>1. ATF volunteers to supervise car parking and advise on safest pedestrian routes</p> <p>2. Check weather forecast. Alter planned route to avoid trees if storm force winds predicted. ATF volunteers to ensure visitors kept away from the fall zone of trees/ crown spreads when wind speeds reach Beaufort scale 8. In extreme wind conditions (Beaufort scale 9 &gt;) consideration given to event cancellation by ATF event coordinators.</p> <p>3. Route planned to avoid extreme ground conditions as far as possible. Park staff to advise locations of ditches and other known hazards/obstacles.</p> <p>4. Visitors' responsibility.</p> <p>5. Visitors' responsibility.</p> <p>6. Visitors' responsibility to minimise risk. In the event of a person being bitten <u>immediate</u> medical attention to be sought</p>
<p>First Aid Kit Carried by ATF representative on site visit. The person carrying the first aid kit to be identified to visitors prior to setting off. Qualified First Aiders to identify themselves to ATF visit coordinator on arrival.</p>	
<p><u>Comments</u></p> <p>Party is a group of mature people with extensive knowledge of trees and parkland sites.</p> <p><b>First aid kit carried on visit.</b></p> <p>Mobile phone signal quality on site: patchy</p> <p>Visit Coordinator: Izi Banton</p>	<p><u>Emergency Contacts</u></p> <p>Emergency: 999</p> <p>Nearest A &amp; E address and phone:</p> <p>Kings Mill Hospital, Mansfield Road, Sutton in Ashfield, Notts NG17 4JL</p>

**Prepared by: Izi Banton and Kate Crook**

**Date: 29-5-19**





**The Ancient Tree Forum – National Trust Clumber Park  
28 June 2019  
With thanks to the National Trust**

**Instructions**

Meeting at right opposite Muthu Clumber Park Hotel and Spa in the pedestrian access to National Trust Clumber Park

**Getting there**

Cross the A614 right outside the hotel's main front door

**Car parking**

Please leave your car at the hotel

**Meeting point**

Opposite hotel by pedestrian access to NT Clumber Park

**Clothing**

Some rough ground will be negotiated making walking boots advisable. (See biosecurity notes above)

Anticipate hot sunny weather and consider sun screen and wide brimmed hats.

**Timings**

We will have 3 groups, first one leaving at 1.30pm, second at 1.45pm and the final one at 2pm

**Refreshments**

We will be stopping for refreshments at tea shack en route for a drink and cake

**Please read the Risk Assessment that follows in this document**

We look forward to welcoming you all

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## ANCIENT TREE FORUM SITE SPECIFIC RISK ASSESSMENT

Task/Activity	National Trust Clumber Park 28 June 2019		Risk Assess No:		1			
			Date Prepared:		16-5-19			
			Revision Date:		N/A			
HAZARDS		Likelihood			Severity			Risk
Ref:	Key hazards associated with the above task/activity	Extremely likely to	Likely to occur	Slight chance of occurring	Death/Major Injury	Over 3 day Injury	Minor Injury	Likelihood x Severity
Score:		3	2	1	3	2	1	
1	Vehicle collision with visitors in car park resulting in physical injury.			1			1	1
2	Extreme wind conditions resulting in visitors being struck by falling trees or branches resulting in physical injuries.			1	3			3
3	Visitors tripping on uneven ground or in undergrowth resulting in physical injuries.		2			2		4
4	Hot weather conditions are possible (visitors to bring sun hats, sun cream and water to drink)		2			2		4
5	Visitors being bitten by insects (Midges, Horse flies, Ticks etc)			1			1	2
<b>Risk Assessment Scores:</b>		<b>6-9 High Risk</b>			<b>3-5 Medium Risk</b>		<b>1 – 2 Low Risk</b>	

PERSONS AFFECTED				
Operatives	Members of Public	Site Visitors	*	
Other Workers	Managers	Young Persons		
Contractors	Other			

<b>Low Risk (1-2)</b>	<b>Remove or reduce the hazard or risk after other priorities</b>
<b>Medium Risk (3-5)</b>	<b>Must receive attention to remove or reduce the hazard or risk</b>
<b>High Risk (6-9)</b>	<b>Unacceptable – must receive attention a.s.a.p. to remove or reduce the hazard or risk</b>



## EXISTING / ADDITIONAL CONTROL MEASURES

Information/Instruction/Training	Managerial Controls/Physical Controls
<p>1. Visitors to exercise caution when crossing car park and public road.</p> <p>2. Visitors to stay as group and keep to proposed route.. Visit will be cancelled if gust speeds exceeds 50mph</p> <p>3. Visitors to be advised of ground conditions and to wear suitable footwear.</p> <p>4. Visitors to wear appropriate clothing. Stops at points of interest will be limited to 10 mins.</p> <p>5. Visitors to use insect deterrents and to wear appropriate clothing.</p> <p>6. Visitors to wear appropriate footwear/clothing and exercise caution. If an adder is seen it should not be approached and other visitors should be alerted so they can avoid it.</p>	<p>1. ATF volunteers to supervise car parking and advise on safest pedestrian routes</p> <p>2. Check weather forecast. Alter planned route to avoid trees if storm force winds predicted. ATF volunteers to ensure visitors kept away from the fall zone of trees/ crown spreads when wind speeds reach Beaufort scale 8. In extreme wind conditions (Beaufort scale 9 &gt;) consideration given to event cancellation by ATF event coordinators.</p> <p>3. Route planned to avoid extreme ground conditions as far as possible. Park staff to advise locations of ditches and other known hazards/obstacles.</p> <p>4. Visitors' responsibility.</p> <p>5. Visitors' responsibility.</p> <p>6. Visitors' responsibility to minimise risk. In the event of a person being bitten <u>immediate</u> medical attention to be sought.</p>
<p>First Aid Kit Carried by ATF representative on site visit. The person carrying the first aid kit to be identified to visitors prior to setting off. Qualified First Aiders to identify themselves to ATF visit coordinator on arrival.</p>	
<p><u>Comments</u></p> <p>Party is a group of mature people with extensive knowledge of trees and parkland sites.</p> <p><b>First aid kit carried on visit.</b></p> <p>Mobile phone signal quality on site: Poor</p> <p>Visit Coordinator: Matt Watson</p>	<p><u>Emergency Contacts</u></p> <p>Emergency: 999</p> <p>Nearest A &amp; E address and phone:</p> <p>Bassettlaw Hospital, Kilton Hill, Blyth Road, Worksop, Notts S81 0BD</p>

**Prepared by: Gareth Jones and Kate Crook**

**Date: 21-5-19**

