

# Parish Path Liaison Officers Handbook



# Parish Path Liaison Officers Handbook – Contents



## **Your Parish Paths Liaison Officers Handbook**

In your Handbook you will find everything you need to know about being a Parish Path Liaison Officer together with a wealth of information about Somerset's public rights of way network.

This Handbook's been designed to be your very own easy to use "one stop" reference manual. Every so often you will be posted updates. Please ensure your Handbook remains relevant and up-to-date by inserting the new updates when they arrive.

Although every effort has been made to ensure your Handbook tackles the most common day-to-day queries you're likely to come across, it's by no means exhaustive. If you have any specific questions or need further information about your role or your local rights of way network, please do not hesitate to contact either your local Rights of Way Area Warden or Somerset County Council's Rights of Way Team's Volunteer and Trails Officer. You will find their contact details in your Handbook.

Throughout your Handbook you will see that reference is made to Somerset's Rights of Way Team. Somerset's rights of way network is managed by the County Council's Rights of Way Team in partnership with Exmoor National Park's Access and Recreation Team.

[www.somerset.gov.uk](http://www.somerset.gov.uk)



## Contents

### 1. The Parish Path Liaison Officers Role & Code of Conduct

### 2. Public Rights of Way;

- What are Public Rights of Way?
- Who's Responsible for Public Rights of Way?

### 3. Your Local Rights of Way Network

### 4. Common Rights of Way Issues and how you can Help

- Ploughing and Cropping
- Trees and Overhanging Hedges
- Vegetation Obstructing Access Furniture
- Obstructions Along the Network
- Signposting and Waymarking
- Dogs and Public Rights of Way
- Bulls and Dangerous Animals
- Rights of Way Access Furniture
- Misleading Signs and Notices
- Shooting Sports and Firearms

### 5. Surveying your Local Rights of Way Network

### 6. Working with Local Landowners and Farmers

### 7. Reporting a Fault or Problem

### 8. Your Rights of Way Team

### 9. Insurance for Parish Path Liaison Officers

### 10. Health and Safety and Risk Assessments

### 11. Notes and Appendices



RNID typetalk

This document is also available in Braille, large print, on tape and on disc.

# Parish Path Liaison Officers Handbook – PPLOs Role & Code of Conduct



## **The Parish Path Liaison Officer's Role**

### **Working Together**

In the past, Somerset's Rights of Way Team have received a huge amount of help from people who have informally kept an eye on their local rights of way network and let us know about any problems such as missing signposts, paths obstructed by fallen trees or difficult to use gates and stiles. They've also been able to point us in the right direction if we've been unsure who owns a piece of land and we've needed to speak to the landowner to talk through a rights of way issue.

Local people know their rights of way network intimately and our Parish Paths Liaison Officers (PPLO) Scheme offers you an opportunity to get actively involved and work in partnership with us to make sure Somerset's 6000km rights of way network remains open and easy to use for everyone to enjoy.

Our scheme's been designed to be flexible so you can get involved as little or as much as you like, but there is one important thing you need to remember. By being nominated by your parish or town council or parish meeting to take on the role of your local community's Parish Path Liaison Officer, you will need to actively support the policies and working practices of Somerset's Rights of Way Team and fairly represent the views of everyone that use the rights of way in your area. After all, you're going to be the main point of contact between the Rights of Way Team and your local community and vice versa so it's important that we're all seen as impartial, fair and consistent.

### **The Role of a Parish Path Liaison Officer**

We appreciate you are volunteering to help us look after your local rights of way network and we understand that some PPLO's will be able to spare more time than others. Any help you can offer, with help from other local volunteers that may be willing to help you, will be greatly appreciated. However, it's important to highlight the tasks we think will enable you to make the most of your role and a valuable contribution to the scheme.

#### **We would like all PPLO's to commit to:-**

1. Regularly survey their local rights of way in their parish and soon afterwards submit an annual report to Somerset's Rights of Way Team and their local parish or town council or parish meeting. Ideally, it would be great if every Parish Path Liaison Officer (maybe assisted by a group of willing volunteers) could survey their network annually. However, we'd be more than happy for lengthy networks to be surveyed on a rolling programme possibly over a two or three year period;
2. Report to Somerset's Rights of Way Team any problems encountered on their local rights of way;
3. Help us keep our record of local landowners that have public rights of way crossing their land up-to-date;

4. Help us to make sure all public rights of way are properly signposted where they leave a public metalled road by letting us know about any missing signposts;
5. To ensure your parish or town council Clerk keep available an up to date public rights of way map for inspection by members of your local community (We will provide every Parish Path Liaison Officer and parish/town council Clerk a map of their local rights of way network).
6. Report back to your parish and town council or parish meeting at least once a year keeping them up-to-date about the state of the local network and the work being undertaken either by local volunteers or Somerset's Rights of Way Team to maintain and improve their local rights of way; and
7. In liaison with your local Rights of Way Area Warden, promote responsible use of the public rights of way network.

**In addition, you may also wish to:-**

1. With support from local landowners and following discussion with your local Rights of Way Area Warden, waymark your public rights of way network;
2. Carry out light clearance works such as cutting back vegetation from around gates, stiles and signposts;
3. Organise or even lead a group of volunteers willing to help maintain or improve your local rights of way network (For further information, please refer to the last paragraph of the Health & Safety and Risk Assessment section of your Handbook); and
4. With help from Somerset's Rights of Way Team, raise the profile of your local rights of way network by publishing local walking, riding and cycling guides.

**What should Parish Path Liaison Officers Avoid?**

We've designed the scheme so all our PPLO's are able to get involved in their local rights of way network as much or as little as they like. However, we don't expect you to be a rights of way expert and we will never expect you to:-

1. Enter into correspondence with landowners, farmers or rights of way users;
2. Agree to changes to the route of a public right of way. All enquiries about diverting a public right of right of way, adding a right of way to the Definitive Map or removing a public right of way from the Definitive Map should be passed to your local Rights of Way Area Warden;
3. Agree to the replacement of rights of way furniture such as gates, stiles and signposts. Instead, if you think access along a right of way could be improved contact your local Rights of Way Area Warden and talk it through with them. With your help and advice, your local Rights of Way Area Warden will then be

able to consider your request, and, if the works are feasible, contact the landowner concerned and talk it through.

4. Use any hand tools without having either:-
  - Read the Risk Assessment and Health & Safety Guidance Notes and Guidelines included in your Handbook;
  - Implemented the suggested safety measures; or
  - Received training (if appropriate).

### **Keeping an Activity Log**

In the back of your Handbook under the Notes and Appendices section you will find a Parish Path Liaison Officers Activity Log. All you need to do is spend just a few minutes filling it in every time you go out and carry out an activity, e.g. installing a waymarker, cutting back some vegetation or carrying out your annual network survey. Every year around February time we will write asking you to submit your activity log. By filling it in and keeping it up to date, you'll be helping us promote the work all our Parish Path Liaison Officers voluntarily undertake along their local public rights of way network.



PUBLIC FOOTPATH



## **Parish Paths Liaison Officer's Code of Conduct**

Somerset's Rights of Way Team really appreciates the fact that you're volunteering your time to help us look after one of our county's greatest assets – its 6000km public rights of way network. By pooling our resources we can work in partnership to ensure the rights of way network remains open and easy to use for everyone to enjoy.

The relationship between volunteers participating in our Parish Path Liaison Officers Scheme and Somerset's Rights of Way Team is one based on the principles of trust, mutual respect and understanding.

This Code of Conduct briefly explains:-

1. How we define "volunteer" and "volunteering";
2. The relationship between Somerset's Rights of Way Team and all our Parish Path Liaison Officers;
3. What the Rights of Way Team expects from volunteers taking part in our Parish Path Liaison Officers Scheme and what Parish Path Liaison Officers can expect from us; and
4. Problem solving.

### **Defining a Volunteer**

A volunteer is defined as someone who, without any expectation of financial compensation, willingly gives their time, skills and/or experience to perform a task at the request of and on behalf of Somerset's Rights of Way Team. In line with relevant legislation and case law, the Rights of Way Team distinguishes volunteering from paid employment and puts its flexibility and informality to best effect so it complements the work of our Rights of Way Area Wardens and support staff.

### **Relationship Between Somerset's Rights of Way Team and Parish Path Liaison Officers**

It's very important to maintain a balanced, effective and mutually beneficial staff/volunteer relationship. We do this based on a principle that the Rights of Way Team provides the structure, organisation, direction and day-to-day management of its Parish Path Liaison Officers Scheme. Volunteers add value by contributing their time, flexibility, experience and specialist skills to fulfil the Parish Path Liaison Officer's role defined in this handbook.

### **Parish Path Liaison Officers – What we Expect of You**

- Actively support the policies and working practices of Somerset's Rights of Way Team and fairly represent the views of everyone that use or have rights of way crossing their land in your area;
- Carry out the commitments outlined in the "Parish Path Liaison Officers Role" section of your Handbook;
- Avoid entering into correspondence with landowners, farmers or rights of way users and not to agree any changes to the route of a public right of way or agree any changes to access furniture such as stiles, gates and signposts (please refer to the "Parish Path Liaison Officers Role" section in your

handbook). Instead, all enquiries should be passed over to your local Rights of Way Area Warden;

- To take responsibility for your own health and safety, familiarise yourself with the risk assessments included in your Handbook and implement appropriate control measures and safe working practices;
- To help the Rights of Way Team monitor and review the risk assessments included in your Handbook by letting us know about any additional hazards that need to be controlled, any suitable additional control measures that need to be included or additional risk assessments that need to be prepared;
- To report any accidents and incidents including threatening behaviour to the County Council's Volunteer and Trails Officer and, if necessary, complete and return an accident or incident report form;
- All Parish Path Liaison Officers are expected to support Somerset County Council's and our partners commitment to diversity and equality. Further information can be obtained from the Rights of Way Team's Volunteer and Trails Officer;
- To maintain your Parish Path Liaison Officers toolkit and notify the Rights of Way Team's Volunteer and Trails Officer if any tools need to be replaced. Please be aware that the toolkit remains the property of Somerset County Council's Rights of Way Team. If you relinquish your role, the toolkit should either be returned or handed over to whoever takes your place and volunteers to act as your community's Parish Path Liaison Officer.
- Subject to availability, attend any training events or workshops organised for Parish Path Liaison Officers by the Rights of Way Team.

### **Somerset's Rights of Way Team – What our Parish Path Liaison Officers can expect from us**

- Provide and arrange Public Liability and Personal Accident Insurance cover for all Parish Path Liaison Officers & volunteers registered with the Rights of Way Team (subject to the conditions and limitations explained in the "Insurance for Parish Path Liaison Officers" section of your handbook);
- The Rights of Way Team are committed to providing and maintaining a safe working environment, without risks to health and safety, for all its Parish Path Liaison Officers. We will provide appropriate instruction, training and supervision to ensure the health and safety of all its volunteers
- To safeguard your health and safety by monitoring and reviewing the scheme's risk assessment included in your Handbook and notify you of any changes or amendments;
- To provide all appropriate tools and Personal Protective Equipment to enable Parish Path Liaison Officers to carry out works such as waymarking and light vegetation clearance (please refer to the "Common Rights of Way Issues" section of your Handbook);
- To consider all requests to either amend our annual clearance schedule by either adding paths or removing paths from it and requeststo re-categorise paths based on their level of use (please refer to the "Your Local Rights of Way Network" section of your handbook)
- When required, provide you with maps illustrating your local rights of way network;

- Keep in regular contact with all our registered Parish Path Liaison Officers and, from time to time, ask for feedback about the Parish Path Liaison Officers Scheme.

### **Problem Solving**

In the extremely unlikely event we were to receive any complaints by or about any volunteers taking part in our scheme, we would aim to deal with them fairly, objectively and consistently.

We would have no option than to carry out an investigation. If a complaint about a Parish Path Liaison Officer was upheld, depending on its severity, the Somerset's Rights of Way Team could issue that person a warning. However, we may have to go as far as advising the Parish Path Liaison Officer that they are no longer able to participate in our scheme. If this were to happen, we would of course discuss the reasons for our decision with the Parish Path Liaison Officer.

In any event, no more than two warnings would be issued to any one Parish Path Liaison Officer. Having carried out an investigation, if a third warning was appropriate, again we may have no other option than to advise the Parish Path Liaison Officer that they are no longer able to participate in our scheme and we would discuss the reason for our decision with the volunteer concerned.

### **Who to Contact**

If you would like to talk anything through regarding this code of conduct, please do not hesitate to contact Somerset County Council's Rights of Way Team's Volunteer and Trails Officer. Their contact details are in your Handbook.

[www.somerset.gov.uk](http://www.somerset.gov.uk)

# Parish Path Liaison Officers Handbook – Public Rights of Way





## What are Public Rights of Way?

Somerset has one of the longest rights of way networks in the Country. If all our public rights of way were laid end to end they would stretch 6000km from Taunton, across the Atlantic Ocean over to New York on America's East Coast.

There are four types of public right of way, often depicted on the ground with a waymarking disc as shown below:-



**PUBLIC FOOTPATH** – Public Footpaths provide a right of way for walkers and wheelchair users. They are waymarked with a yellow arrow.



**PUBLIC BRIDLEWAY** – Public Bridleways may be used for riding or leading a horse. They also provide a right of way for walkers, wheelchair users and pedal cyclists (as long as the cyclist gives way to all other users). They are waymarked with a blue arrow.



**RESTRICTED BYWAY** – Restricted Byways provide a right of access for walkers, wheelchair users, horse riders, pedal cyclists and users of non-mechanically propelled vehicles such as horse drawn carriages. Restricted Byways are waymarked with a purple coloured arrow.



**BYWAY OPEN TO ALL TRAFFIC (BOAT)** – Along a BOAT, a right of way exists for walkers, wheelchair users, horse riders, cyclists and people driving all non-mechanically propelled and motorised vehicles. BOATS are waymarked with a red arrow.

## **Who's Responsible for Public Rights of Way?**

Responsibilities for keeping public rights of way open and easy to use are shared between Somerset's Rights of Way Team (acting as the Highway Authority) and landowners and farmers. In addition, parish and town councils also have powers they can choose to exercise as far as looking after public rights of way in their area are concerned.

### **Highway Authority Responsibilities**

As well as asserting and protecting the rights of the public to use and enjoy rights of way, the Highway Authority is responsible for:-

#### **1. Surfaces and Vegetation**

- Maintaining the surface of public rights of way and keeping them in good repair consistent with their status; and
- Making sure public rights of way remain open and easy to use by clearing, when necessary, vegetation growing from their surface.

#### **2. Access Furniture Including Gates and Stiles**

- Landowners and farmers are responsible for installing and maintaining access furniture on the rights of way network. However, the Highway Authority are required to provide a minimum 25% contribution towards any costs incurred by the landowner.
- Landowners and farmers are required to formally seek the consent of the Highway Authority to install a new gate or stile across a public right of way where one didn't exist before. The Highway Authority determine these applications.

#### **3. Signposting and Waymarking**

- Signposting public rights of way where they leave a metalled road.
- Waymarking helps the public to keep to public rights of way and not lose their way. The permission of the landowner is required before a right of way can be waymarked with discs with a coloured arrow indicating the status of the right of way.

#### **4. Obstructions and Misleading Notices**

- Taking appropriate enforcement action to secure the removal of obstructions. Typical examples include locked gates, barbed wire, electric fences, and hedges; and
- Ensure there are no intimidating or misleading signs displayed that may deter the public from using a public right of way and take appropriate action to ensure such notices are removed.

#### **5. Bridges and Crossings over Watercourses**

- Maintaining bridges and crossings over natural watercourses such as rivers, streams and brooks; and
- Maintaining bridges and crossings over manmade watercourses but only in cases where the manmade watercourse was in existence when the path was first recorded as public right of way.

## **Landowners and Farmers Responsibilities**

Landowners and farmers are responsible for:-

### **1. Surfaces and Vegetation**

- Cutting back vegetation encroaching onto or overhanging a public right of way from their land;
- Removing any trees or vegetation that have fallen across or onto a public right of way from their land; and
- Applying for permission from Somerset County Council to change or alter the surface of a public right of way.

### **2. Access Furniture Including Gates and Stiles**

- Making sure all access furniture is maintained in a safe and useable state of repair.

### **3. Obstructions and Misleading Notices**

- Ensuring all rights of way over their land remain open and easy to use and are not obstructed; and
- Not displaying or placing any misleading signs on or near a public right of way that could deter public access.

### **4. Bridges and Crossings over Watercourses**

- With the permission of the Highway Authority, providing suitable bridges or crossings over manmade watercourses and ditches.
- There may be occasions where a landowner and farmer share the responsibility or are fully responsible themselves for the maintenance of a bridge or river crossing.

### **5. Ploughing and Cropping**

- Reinstating within two weeks cross field public footpaths and bridleways that have been ploughed so that they have safe and level surface;
- To prevent crops (other than grass) to grow along or overhang a public right of way. If crops do grow along or overhang a public right of way they should be sprayed off or cut so the public right of way is apparent on the ground and easy to use and easy to follow; and
- Not ploughing field edge public rights of way or cross field restricted byways or byways open to all traffic.

**Parish and Town Councils** Under the Highways Act 1980, Parish and Town Councils are afforded certain discretionary powers. These powers include:-

- Maintaining any public footpath or bridleway within their boundary
- Putting up signposts and waymarks

When exercising these powers Parish and Town Councils need to satisfy themselves that they have suitable insurance cover and any necessary health and safety policies and measures in place, as well as consult with the Highway Authority

and local landowners and farmers. Please refer to the Insurance for Parish Path Liaison Officers section of your Handbook for further information.



# Parish Path Liaison Officers Handbook – Your local PROW Network



## **Your Local Rights of Way Network**

In the Notes and Appendices section of your Handbook you will find a couple of maps. They're based on Somerset's Definitive Map and illustrate all the rights of way in your area. You will also find a Vegetation Clearance map.

### **The Definitive Map and Statement**

Somerset's rights of way network provides access to some spectacular and unique countryside. Everyone has the right to walk along all of them. On about a quarter the public have the right to ride a horse or bicycle and on a smaller number, the public can ride a motorcycle, drive a horse drawn carriage or motor vehicle.

The Definitive Map and Statement is the legal public rights of way record. If the Definitive Map and Statement records a route as a public footpath, bridleway, restricted byway or byway open to all traffic, that is conclusive evidence that the public have the right to use it and can expect the route to be open and easy to use. All the information recorded on Somerset's Definitive Map is used by Ordnance Survey to show public rights of way on their maps.

### **Changing the Definitive Map**

There is a legal principle as far as rights of way is concerned and that is "once a highway, always a highway". All public rights of way are highways, so once a right of way exists and is recorded on the Definitive Map, it remains in existence unless and until it is lawfully closed or diverted.

### **Extinguishing or Diverting a Public Right of Way**

Anyone can apply to divert or extinguish a public right of way. It is quite a lengthy legal process. The procedures that have to be followed are designed to ensure the public are made aware of the change that is proposed and that anyone who wishes to do so has the opportunity to state their views and have them taken into account before a decision on the application is made.

It should be borne in mind that it is an offence to divert or close a public right of way, even temporarily, without lawful authority and anyone that does could, depending on the circumstances, leave themselves open to appropriate action being taken to reopen the path.

### **Creating a New Public Right of Way**

Unrecorded public rights of way may exist that have are not recorded on the Definitive Map. There may be paths that have been wrongly recorded, for example a footpath may have been wrongly shown as a bridleway. If this is the case, an application can be made to the Highway Authority to modify the Definitive Map.

Again the process is quite lengthy and applicants need to accompany their application with a broad range of evidence in support of their case.



## **Who to contact regarding the Definitive Map**

Issues concerning the Definitive Map can be extremely complex and complicated, especially in cases where the Rights of Way Team are involved with cases to open up rights of way recorded on the Definitive Map but not apparent on the ground.

We do not expect you to enter into discussions or negotiations with landowners or farmers about changes to the Definitive Map or agree to diversions, even if they are temporary. If you do find yourself being quizzed, always suggest they talk it through with their local Rights of Way Area Warden. You will find their contact details in your Handbook. In addition, if while out you come across a route that isn't as shown on your map based on the Definitive Map, talk it through with your local Rights of Way Area Warden rather than approach the landowner or farmer yourself.

## **Vegetation Clearance and Path Category Consultation**

In 2006 we carried out the biggest consultation exercise we had ever undertaken as a team. We sent out a consultation pack and asked all our parish and town councils to gather some information to help us improve how we manage Somerset's rights of way network. We asked every parish and town council to:-

1. Identify the most regularly used public rights of way in their area;
2. Let us know which paths in their area needed regular clearing so they don't become overgrown with vegetation;

## **Path Category**

Our Rights of Way Improvement Plan explains how important it is that we prioritise how we tackle maintenance and improvement works across the county.

Every path in your area has been assigned one of the following categories:-

- 1\* National and regional promoted trails
- 1 District and parish level promoted routes. Well used local routes.
- 2 Occasionally used routes
- 3 All other paths

All faults and problems along Somerset's rights of way network will be ranked as either a high, medium or low priority. Your Local Rights of Way Area Warden will determine their priority ranking having considered them against a number of criteria including the path's category. Other criteria include:-

1. The level of danger to the public caused by the fault or problem;
2. The degree of obstruction, encroachment or inconvenience caused by the fault and problem; and
3. How long the fault or problem is likely to exist.

If for whatever reason the paths in your area have not been categorised please get in contact with Somerset County Council's Volunteer Co-ordinator. They will send you all the information you need to categorise your paths. You will find their contact details in your Handbook.

Please let us know if changes in circumstances warrant any paths to be re-categorised. Your Local Rights of Way Area Warden will then consider this information and you will be notified of any changes.

### **Vegetation Clearance**

We spend a significant sum of money every year clearing vegetation from the rights of way network. To help us make sure we spend our vegetation clearance budget wisely we prepare an annual vegetation clearance schedule. This schedule has been based on the responses received from parish and town councils and PPLOs.

The paths on the schedule are likely to be cleared once or twice a year mainly throughout the summer months.

We appreciate that over time paths may need to be removed or added to our clearance schedule therefore please let us know if you wish to discuss any changes to the schedule. Your Local Rights of Way Area Warden will then consider this information and you will be notified of any changes.

When considering if any paths need to be added or removed from our clearance schedules, there are a few things you need to think about:-

- Somerset's Rights of Way Team **wouldn't** normally clear vegetation such as brambles, thistles and nettles growing from a cross field public rights of way over a grass meadow, pasture or arable field;
- We **wouldn't** normally clear vegetation overhanging access furniture such as gates and stiles; and
- We **would** normally clear vegetation growing from a field edge and/or enclosed public rights of way;

If you would like to talk through the categories assigned to the paths in your area or our vegetation clearance schedule, please do not hesitate to contact your local Rights of Way Area Warden.



# Parish Path Liaison Officers Handbook – Common ROW Issues



## **Common Rights of Way Issues and How You Can Help**

Bearing in mind the length of Somerset's right of way network, it's inevitable that there are a number of issues that frequently crop up concerning their management and maintenance.

This section of your Handbook briefly concentrates on some of the more common issues we encounter and explains how, with your help and assistance, we can work together and endeavour to resolve them.

- 1. Ploughing and Cropping;**
- 2. Trees and Overhanging Hedges;**
- 3. Vegetation Obstructing Access Furniture;**
- 4. Obstructions Along the Network;**
- 5. Signposting and Waymarking;**
- 6. Dogs and Public Rights of Way;**
- 7. Bulls and Dangerous Animals;**
- 8. Rights of Way Access Furniture;**
- 9. Misleading Signs and Notices; and**
- 10. Shooting Sports and Firearms**

## 1) Ploughing and Cropping Public Rights of Way

We recently worked in partnership with the National Farmers Union and the Country Land & Business Association and produced a ploughing and cropping guide for landowners and farmers.

We liaise with landowners and farmers and encourage them to do all they can to make sure paths are easy to use and easy to follow after they have been ploughed or cropped. This will help prevent people from wandering off the public right of way and inadvertently damaging their crops or worrying their livestock. However, we are aware that sometimes paths, for whatever reason, aren't reinstated.

The following quick reference tables explain:-

- Whether a public right of way can be ploughed
- What should be done after a public right of way has been ploughed; and
- The width which should be applied in reinstating the paths to ensure they are passable

	Footpath	Bridleway	Byways
<b>Cross Field Paths</b>			
Can a cross field path be ploughed?	Yes	Yes	No
What should a landowner or Farmer do after they have ploughed a cross field path?	Within 14 days, restore the path so it has a level and even surface		
How wide should a cross field path be once it's restored?	1m minimum	2m minimum	N/A

	Footpath	Bridleway	Byways
<b>Field Edge/Headland Paths</b>			
Can a field edge path be ploughed?	No	No	No
What should a landowner or farmer do to a hedge next to a field edge path?	Ensure the hedge and any overhanging vegetation is cut back so the path is easy to use and easy to follow. Landowners and farmers need to remember to clear high enough along bridleways and byways for horse riders		
How wide should a field edge path be?	1.5m minimum	3m minimum	3m minimum



## Crops growing alongside or overhanging a Public Right of Way

What should a landowner or farmer do when crops start to grow on or over a path that crosses their field?

### Footpath    Bridleway    Byway

Landowners and farmers shouldn't allow their crops (other than grass) to grow or overhang the path. Crops should be cut or sprayed out so the path is apparent on the ground and easy to follow.

### Miscanthus (Elephant Grass)

Miscanthus, or Elephant Grass, is a woody perennial that originated from Asia. It is commonly grown as an ornamental garden plant, but today it's planted as an energy crop specifically to be harvested and burnt in power stations, combined heat and power plants and heating systems. Once planted, Miscanthus can grow up to a height of 3.5 metres.

Like any other crop, landowners and farmers have a responsibility to ensure any public rights of way crossing land that's been planted with Miscanthus remain open and easy to use.

### How you can help

If you know or are told about any ploughing and cropping issues in your area, please let your local Rights of Way Area Warden know. You will find their contact details in your Handbook.





## 2) Trees and Overhanging Vegetation

Although the Highway Authority are responsible for clearing vegetation growing from a path's surface (except in the case of cross field paths – please refer to the Ploughing and Cropping section), adjoining landowners and farmers are responsible for cutting back any overhanging vegetation or vegetation encroaching from the sides including trees and hedgerows.

### **How you can help**

Please let your local Rights of Way Area Warden know about any trees that fall across or alongside a public right of way and any paths that have become difficult to use or follow because they are so overgrown with overhanging and/or encroaching vegetation.

When we receive a report, your local Rights of Way Area Warden will contact the landowner(s) concerned and request that they cut the vegetation back.





### 3) Vegetation Overhanging Access Furniture such as Gates and Stiles

Although we endeavour to make sure that public rights of way do not get so overgrown with vegetation they are difficult to use and difficult to follow, we wouldn't normally ask our contractors to make a special journey solely to cut back vegetation overhanging a stile or gate. This is where your help would be really appreciated.

#### **How you can help**

We've provided you with a simple Parish Paths Liaison Officers toolkit. In it you will find, amongst other things a pair of secateurs, loppers and a pair of gloves. If you come across a stile or gate that's overgrown, please take a few minutes to cut back any vegetation and growth so that the furniture is easy for people to use.

If you think major clearing works, beyond the capabilities of the tools included in your toolkit, are required to clear a stile, please do not hesitate to contact your local Rights of Way Area Warden.



#### 4) Obstructions Along the Network

By working with landowners and farmers and being proactive, we're able to resolve any problems involving obstructions quickly and informally.

Obstructions most commonly reported include:-

- Locked and tied gates;
- Dangerous and broken access furniture;
- Hedgerows;
- Barbed wire and electric fences;
- Buildings and structures;
- Manure and slurry;
- Aggressive dogs;
- Animal/bird pens.

If you come across an obstruction while out using your local public rights of way, you are totally entitled to try and remove it just enough for you to be able to pass but you must be careful not to cause any damage or create a situation where livestock could escape. Instead, if you can, walk around the obstruction on an alternative safe route and rejoin it as soon as you can. The main thing to remember is not to cause damage to anything and make sure you'll be able to safely leave and rejoin the public right of way. If there's not an alternative route available it's probably best to retrace your steps.

##### **How you can help**

Please report all obstructions along your rights of way network to your Local Rights of Way Area Warden. They will investigate and liaise with the landowner to reach an amicable solution.



## 5) Signposting and Waymarking

Even experienced walkers and riders equipped with the most up to date Ordnance Survey maps or GPS can get lost or accidentally stray from a public right of way without realising it.

Highlighting the correct route of a public right of way with a finger post where they leave a metalled road and from then on with waymarkers can make a huge difference. They help prevent people from getting lost and they help to encourage people to go out and explore their local rights of way network – especially those who in the past haven't been sure where the right of way is or where it leads to.

From the landowners point of view, signposting and waymarking offer huge benefits. Sometimes landowners and farmers are concerned that people using rights of way will wander from the path and damage their crops or disturb their livestock. Signposting and waymarking helps prevent this happening in the first place and encourages people to keep to the path.

**Signposting** – The fingerposts showing the direction of a public right of way are a recognisable sight throughout Somerset. The Highway Authority has the power to erect these signs wherever a public right of way leaves a metalled road. All our signs:-

- Show the status of the path (i.e. whether it is a public footpath, bridleway or byway); and
- Indicates the direction the path takes.

We aim to ensure all our public rights of way are appropriately signposted. If you are aware that a signpost is missing please contact your local Rights of Way Area Warden. An approved contractor will then arrange for a signpost to be installed.

### How you can help

It would be helpful if you could keep an eye out to make sure that all the signposts are clear and don't get overgrown. If they do, please use your Parish Path Liaison Officers tool kit to cut any vegetation back.

**Waymarking** – Routes are waymarked using standardised discs (in Exmoor timber waymarkers are generally used instead). The standardised discs highlight the status of the path, its direction and sometimes include our website address. An example of each disc is included in the Public Rights of Way Section of your Handbook.

Generally, waymarks are displayed in the following locations:-

- |  |
|--|
| <ul style="list-style-type: none"><li>• Where a public right of way changes direction;</li><li>• Where one public right of way joins another;</li><li>• Where a public right of way joins a private track or road;</li></ul> |
| <ul style="list-style-type: none"><li>• Where a public right of way leaves a more obvious track or route;</li></ul>  |



- At a point along a route where a member of the public using a public right of way is faced by a choice of gates;
- Where a public right of way weaves its way through buildings; and
- Where it is unclear which side of a field boundary a public right of way follows.

The extent a path needs to be waymarked very much depends on personal judgment and to a certain extent how well used the path is and by whom. The following table explains:-

How many waymarkers are required?	
High	Promoted routes that attract a high number of users including casual walkers, riders, cyclists and drivers who may not have much experience of using public rights of way
Medium	Public rights of way close to town and villages or in area known to be popular with walkers, riders, cyclists and drivers.
Low	Public rights of way in open countryside that on the whole attract experienced walkers, riders, cyclists and drivers. In this situation waymarkers should only be provided where they are considered essential.

Generally waymarkers should be attached either to gate hanging posts or the timber upright either side of a stile. It is not considered appropriate to attach waymarkers to:-

Location	Reason
Trees	The fixings will harm a tree and could even cause it to die
Telegraph/Service Poles	Utility companies do not generally permit signs to be attached to their property including service and telegraph poles
Gates	Although it's perfectly acceptable to attach a waymarker to a hanging post, they shouldn't be attached to a gate. If the gate is left open then the waymarker is no longer visible or could point people in the wrong direction.
Hedgerows	The waymarker could eventually be overgrown.



**How you can help**

- 1) Somerset's Rights of Way Team would really appreciate your help waymarking any public rights of way you think need it in your area. First of all, all you need to do is speak to your local Rights of Way Area Warden and they will then contact the landowners and farmers concerned. Having spoken to the landowners and agreed the works, the works can go ahead. We will supply you with all the waymarkers you need; and
- 2) If you come across a waymarker post that's overgrown with vegetation, we would really appreciate it if you could spend a bit of time to clear it using the tools included in your Parish Path Liaison Officers toolkit.

There are three important things to remember:-

1. A path should only be waymarked after you have spoken and agreed the works with your local Rights of Way Area Warden. They will need to discuss the works with the landowner(s)/farmer(s) concerned before they can agree the works.
2. Only the route shown on the definitive route should be waymarked. Any deviations or alternative routes not shown on the Definitive Map must not be waymarked.
3. To use the right waymarkers for the path you're waymarking i.e. only footpath waymarkers should be used to waymark a footpath etc.



## 6) Dogs and Public Rights of Way

Since time immemorial, people have taken dogs on walks along public rights of way and so they are classed as “usual accompaniments”. In essence what this means is that provided a dog is accompanied by its owner or keeper and it doesn’t stray off the line of a path there’s nothing to stop a dog being walked along a public right of way.

Many of Somerset’s public rights of way cross fields used by farmers to grow crops or graze their animals. On the whole, they welcome people walking their dogs along public rights of way. Unfortunately, we often receive complaints about irresponsible

dog owners that have not cleared up after their dog and let them chase farm animals and wildlife or damage crops.

By working in partnership with the County's Dog Warden Teams, Somerset's Rights of Way Team encourage all dog owners to:-

- **Not let their dog foul public rights of way** - It's very easy to train a pet to go at home in the garden. If a dog is caught short, its mess should be cleared up and disposed of either in a dog bin or in household refuse having been double wrapped first.
- **Keep their dog under close control** – Dogs are naturally inquisitive, especially around livestock, other dogs and people. The countryside code highlights that dogs should be kept under close control and it's good practice to ensure a dog is trained to respond to its owner or keeper's commands and walks close by. If a dog wanders off out of site and doesn't come back when called, then it should be walked on a lead
- **Keep their dog on a lead near livestock** – Dogs should be kept on a lead and walked a good distance from livestock. Cows can be inquisitive and suspicious of dogs, especially when they have their calves with them. If cows do start acting aggressively, the dog should be allowed to go free to safety and the owners leave the field as quickly as possible. Owners and keepers should be aware that a farmer is legally entitled to shoot a dog if they can't stop it chasing or worrying their farm animals.

Similarly, farmers and landowners also have a responsibility to ensure their working dogs and pets are well behaved. Aggressive, protective or loose dogs can be very intimidating and so we encourage all landowners and farmers to do all they can to make sure their dogs are kept under close control.

#### **How you can help**

Please let us know about any cases of dog fouling or out of control dogs along your local rights of way network by reporting them to your local Rights of Way Area Warden. Although we don't have any powers to tackle these problems, we can pass on any reports to our Dog Warden colleagues. However, we may be able to highlight any problems by attaching informative waymarker sized discs to access furniture that advise people to clear up after their dog and/or to keep their dog on a lead, especially along routes where there is problem with dog fouling or dogs chasing livestock.

#### **7) Bulls and Dangerous Animals**

There is a common misconception that a bull should not be kept in a field crossed by a public right of way.

While it is an offence for a landowner or farmer to allow a bull of a recognised dairy breed over ten month old to be at large in a field crossed by a public right of way, recognised beef bulls can be kept in a field provided they are accompanied by cows or heifers. Both dairy and beef bulls not more 10 months old can be kept in a field crossed by a public right of way. (Under the Notes section of your handbook, you will find illustrations to help you recognise the difference between dairy and beef bulls).

The Health and Safety Executive offer advice to landowners and farmers about keeping beef bulls accompanied by cows or heifers in a field crossed by a public right of way. The Health and Safety Executive suggest that landowners and farmers should:-

- If possible, to enclose the bull with heifers by temporarily fencing the public right of way so that the cattle are unable to gain access from the field;
- Never to keep a bull known to be aggressive in a field crossed by a public right of way
- To display a sign advising the public that a bull is present in a field crossed by a public right of way (however, the sign should not suggest the bull is aggressive, threatening or dangerous and it should be removed when the bull is removed from the field)

The owner of any other animal, which is known to be dangerous and causes injury to a rights of way user could be liable to prosecution under the Health and Safety at Work Act 1974. The Health and Safety Executive would normally instigate any action.

#### **How you can help**

*If you are aware that a dairy bull, a lone beef bull unaccompanied by cows or heifers, or any other dangerous animal is being kept in a field crossed by a public right of way, immediately let your local Rights of Way Area Warden know.*



#### **8) Rights of Way Access Furniture**

Along Somerset's rights of way network you will come across nearly 10,000 stiles, over 12,000 gates and nearly 2,000 other structures such as steps and handrails.

Most gates and stiles exist for stock control purposes or security and as such remain the property of the landowner. Landowners have a responsibility to make sure their gates and stiles are maintained to a safe standard. Provided a landowner complies with their responsibilities, they are entitled to claim 25% of the reasonable costs from the Highway Authority.

The Rights of Way Team offer advice and guidance to landowners about maintaining and improving access furniture and, especially when it comes to improving access to the countryside for people with disabilities or mobility difficulties.

Stiles are very common along Somerset's public footpaths but they can prove to be a major obstacle for many people. When installing new access furniture, landowners and the Highways Authority are required to consider the Disability Discrimination Act 1995. This requires an assessment to be made to determine if access could be improved by making access for authorised users as least restrictive as possible, and certainly not more restrictive.

In simple terms the principle of applying the least restrictive options means:-

1. That a path crossing a field boundary should, in the first instance, be through a **gap**;
2. If a gap is not appropriate from a land management point of view, the next choice will be a **gate**;
3. If a gate is inappropriate from a land management point of view, consideration should be given to installing a **kissing gate**.

Although when authorising new access furniture, the Highways Authority will always apply the least restrictive options test, there's nothing the Rights of Way Team can do to force landowners to do the same when replacing existing furniture. However, we may be able to encourage improvements by offering to increase our 25% contribution towards the costs of installing new less restrictive furniture.

#### **How you can help**

If you're aware of any access furniture you consider to be in a poor or dangerous condition please report it to your local Rights of Way Area Warden. Similarly, if you consider existing furniture could be improved to make access easier for people with disabilities or mobility difficulties, let your local Rights of Way Area Warden know. In both cases they will liaise with the landowner(s).

## **9) Misleading Signs and Notices**

Although signs along public rights of way can be helpful and informative, sometimes signs are displayed that could be considered intimidating and misleading. On the whole, these signs are displayed unintentionally, however it is an offence to display or maintain a sign or notice that could deter members of the public from lawfully exercising their right to use a public right of way.

#### **How you can help**

If you are aware of any misleading or intimidating signs or any signs are brought to your attention, let your local Rights of Way Area Warden know. We will visit whoever erected the sign and informally ask them to either reword or, if necessary, remove the sign. If necessary the Highway Authority have the powers to remove the sign and prevent the sign from being displayed again.





## 10) Shooting Sports and Firearms

According to the British Association for Shooting and Conservation over a million people in Britain take part in shooting sports including competitive shoots such as clay pigeon shooting, organised formal game shoots and rough shooting. Shooting sports are popular in Somerset and inevitably sporting events may be organised on or near land crossed by public rights of way.

Although it is not an offence to discharge a firearm across a public right of way, to do so could amount to a public nuisance, wilful obstruction, intimidation or a breach of the Health and Safety at Work Act 1974.

### **How you can help**

If you are concerned that shooting sports may be taking place that could compromise the safety of the public using a public right of way, inform your local Rights of Way Area Warden. Initially we will work with local landowners on whose land the shooting is taking place and notify them of their obligations not to cause a public nuisance.

We would normally:-

- Highlight any rights of way crossing their land and highlight that they need to be aware of rights of way users and immediately cease shooting when any users are close by and not start shooting again until they are well clear
- Explain to them that they should not close or divert a public right of way for shoots and that they shouldn't prevent members of the public from exercising their rights while the shoot takes place.
- Suggest that they may want to relocate the shoot away from public rights of way.

Ultimately, where public safety is compromised, the Highway Authority can refer the matter to the police and consider whether any other enforcement action should be taken. Such action could result in loss of a shotgun certificate or firearms licence.



# Parish Path Liaison Officers Handbook – Surveying your PROW Network



## Surveying Your Local Rights of Way Network

We've recently completed Somerset's first full rights of way network condition survey. It took a specialist team of independent surveyors over a year to complete and as a result we now have, for the first time, an accurate and up-to date record of the network and all the furniture that can be found along it.

The survey has revealed that along Somerset's network you'll find:-

- Over 10, 000 stiles;
- Over 12,000 gates;
- Over 8,000 signposts;
- Over 3,500 bridges; and
- Nearly 2,000 other structures such as handrails and steps.

These have been recorded on our interactive rights of way mapping website and anyone can view them by logging on to [www.somerset.gov.uk/rightsofway](http://www.somerset.gov.uk/rightsofway)

Somerset's Rights of Way Team has been organising work programmes specifically aimed at resolving the most commonly recorded faults and problems. So far we've been:-

- Installing new signposts across the county. Every new signpost indicates the path's status and the direction the path leads;
- Working with landowners and farmers installing access furniture where none existed before or replace furniture that has become dangerous or difficult to use; and
- Highlighting the need for landowners and farmers to make sure any rights of way crossing their land are open and easy to use and not obstructed or blocked by overhanging trees and/or hedgerows.

Although this means that more and more of the rights of way network is now open and easy for every one to enjoy, we know how important it is to keep on top of any faults and problems. After all, this is the only way we can ever have a real time picture of how well we're doing and the state of our network.

Being your local community's Parish Path Liaison Officer, you are in a unique position. You probably know what condition your network is in and what's out there better than anyone else and we need your help so we continue towards our goal of making all of Somerset's rights of way open and easy to use. To help us we would like you to submit an annual Parish Rights of Way Survey.

### Carrying out the Survey

Carrying out the survey couldn't be simpler and shouldn't take too long to do.

### What Should I Record?

**Faults** - We would like you to survey your network and record any additional faults or problems apart from those already recorded on our interactive rights of way mapping website.

For example, it would be really useful if you could record the following:-

Any obstructions along your rights of way network that make it difficult to use e.g. a missing gate, stile or bridge, a fence, fallen tree, overhanging hedgerows and buildings etc;

Any access furniture you consider dangerous and needs to be replaced or repaired;

Missing or damaged signposts where a public right of way leaves a metalled road; and

Cross field public rights of way that have not been reinstated following ploughing or cropping.

In the notes section of your Handbook we have included a simple key for you to use when recording these faults on the map.

**Improvements** – Maintaining Somerset's Rights of Way Network will always be the Highway Authority's number one priority. However, we're also keen to find out about any improvements that could make access easier for people with disabilities or mobility difficulties.

Although we have no legal duty to carry out improvements, your local community may come to you suggesting that a stile on a popular walking route should be replaced with a gate. Please let us know about any potential improvements by clearly marking them on the map we send you. Your Local Rights of Way Area Warden will consider any suggestions and determine whether the works are feasible. If the works are feasible, they will then liaise with the landowner(s) concerned and talk the works through with them. If the landowner agrees, they will then be prioritised as high, medium or low by Somerset's Rights of Way Team.

### **Submitting the Survey**

Your survey will play a huge role helping our Rights of Way Area Warden to decide and plan their work programmes for the following year. We normally do this around March/April time, so we would really appreciate it if you could return your survey results to us just after Christmas at the latest. Don't worry though if you complete the survey well before then, please feel free to submit it as soon as you've completed it.

### **What Happens after the Survey has been Submitted?**

Any faults and/or suggested improvements you report to us will be assigned a priority ranking by your local Rights of Way Area Warden (please refer to the "Your Local Rights of Way Network" section of your Handbook).

Our aim is and will always be to resolve any faults and problems reported to us as quickly as possible. By completing the survey every year, you'll get to see for yourself how well we're doing in your patch. Please remember though with the best will in the world, although we do the best we can, some faults and problems take longer than others to resolve!!

### **Can I ask for help with the Survey?**

Yes. There's no problem with local people volunteering their time and helping you with the annual survey. All they need to do is first register their details with the Rights of Way Team. Registering is very easy. They need to complete a very simple



form that you then keep with your Handbook under the “Volunteer Details” section. On this form they will need to sign a box stating they have read and understood the Risk Assessments included in your Handbook and follow our guidance about safe working practices. Copies of the registration form are included in the “Notes” section of your handbook.

You’ll see on the form we ask all volunteers to let us know their age. We need to know how old they are simply for insurance purposes. Please be aware that all volunteers must be over 18. If a volunteer declares they are 75 years of age or over, please pass on their contact details to Somerset County Council’s Rights of Way Volunteer and Trails Officer. The Volunteer and Trails Officer will need to speak with them before they help you.

If you need any more advice about volunteers helping you, contact Somerset County Council’s Rights of Way Volunteer and Trails Officer and they will be able to help.



# Parish Path Liaison Officers Handbook – Working with Landowners & ROW Users



## **Working with Local Landowners, Farmers and Rights of Way Users**

For a moment, imagine you are a farmer on the edge of a small town or village. You run a mixed farming enterprise comprising arable crops and a prize winning dairy herd of cattle. You also rent a few hectares to a neighbouring farmer that he grazes sheep on. You have a reputation of running an efficient business and taking your land management responsibilities seriously.

Now imagine your land holding is criss-crossed by a network of public footpaths, bridleways, and byways. Although you do your best to make sure they all remain open and easy to use, people using them have created a few problems for you:-

- A lot of people exercise their dogs over your land. Unfortunately a few owners don't pick up their dogs mess and allow them to chase your cattle and your neighbour's sheep. In the past dogs have chased and killed your neighbour's ewes and you've been unable to sell your wheat crop because it's been blighted by dogs mess;
- Although you've placed signs on all gates, people sometimes leave your gates open and in the past your livestock have run loose onto the road. Last time this happened a car hit one of your cows and now you face an insurance claim and possible legal action from the driver of the car;
- Although you've reinstated the public right of way running through one of your crops, people wander off the path and damage your crops. You politely ask people to stick to the public right of way but when you do, they act aggressively towards you and carry on their way without rejoining the path;
- Unfortunately, there's been a recent spate of unauthorised vehicle use. Motorcyclists using a byway open to all traffic did not keep to the path and instead damaged a hedge and stockproof fence to create a short cut to a public footpath. They're now riding along a public footpath and have damaged its surface. After it rains, water now flows down the path and floods one of your calving sheds;

You may think this is all a bit extreme but it does happen and just goes to show that everyone has a responsibility as far as rights of way are concerned: Landowners and farmers are responsible for making sure they're not obstructed and remain open and easy to use for everyone to enjoy. On the other hand, rights of way users should exercise their rights responsibly and treat the countryside with courtesy and respect.

We continue to build relationships built on trust and understanding with all our landowners and farmers. Only then can we work in partnership and continue year on year to open paths that for whatever reason have been obstructed or closed for many years. We always endeavour to liaise with landowners and farmers informally but sometimes, despite our best efforts, we may have no option other than to take formal action as a last resort.



As far as public rights of way are concerned, we aim to ensure everyone is aware of their rights and responsibilities and as your community's Parish Path Liaison Officer, you'll be playing a huge role in helping us achieve this by:-

- Keeping our record of local landowners and farmers that have public rights of way crossing their land up to date; and
- encouraging members of your local community and visitors to the area to use their public rights of way responsibly.

### **Local Landowner Records**

All our Rights of Way Area Wardens maintain their own record of local landowners that have public rights of way crossing their land. These records have been compiled over the years having carried out site visits or by tapping into people's local knowledge.

In the Notes and Appendices section of your Handbook you will find a "Landowner Record Form". We would really appreciate it if you could spend a few minutes to complete the sheet and return it to your local Rights of Way Area Warden. If you don't know who a local landowner is don't worry. Any information you are able to provide would be greatly appreciated and we can then cross reference it with our existing records.

### **Meeting with Local Landowners and Farmers while out on site**

Although we don't expect you to enter into correspondence with landowners or farmers or agree any changes to paths crossing over their land, no doubt when you're out and about helping us to look after your rights of way network, you will bump into them.

They may ask if they can help you. If they do, politely explain your role and that you're out surveying your public rights of way network. If necessary explain that if they contact your local parish or town council Clerk they will be able to verify who you are. Your town or parish council Clerk may even provide you with a form of identification you can carry with you.

Please feel free to answer any questions of fact regarding the public rights of way over their land. However, if they ask questions about diverting a route, suggest that there isn't a public right of way over their land or ask for your advice about changing some access furniture, pass them on to their local Rights of Way Area Warden (you'll find their contact details are in your handbook).

On the whole landowners and farmers with rights of way crossing their land are very friendly and cooperative but as the scenario at the beginning of this section demonstrated there may be issues that they have found frustrating and difficult to resolve. Although instances are thankfully extremely uncommon, sometimes you might meet someone that becomes aggressive or agitated. If you are verbally or physically threatened, please leave the site immediately and notify the Rights of Way Team's Volunteer and Trails Officer and the police if necessary. We will never expect you to visit a site where there's a history of verbal or threatening behaviour. We keep a record of potentially dangerous persons or sites. If we're aware of a potentially



dangerous person or site in your area we will always notify you and ask that you don't visit that site or person under any circumstances.

### **Promoting Responsible Use of your Local Public Rights Network**

It's amazing what a difference resolving faults, removing obstructions and signposting or waymarking a public right of way can make. In our experience, if people are able to find their way along a route and the path is easy to use and easy to follow then they tend to keep to the public right of way and not inadvertently wander off and cause damage to crops or scare livestock.

As well as letting us know about any faults or obstructions, any signposts that need installing, any items of access furniture that need repairing or replacing and carrying out waymarking, here are just a few more practical ideas of how you can help us promote responsible use of your public rights of way network:-

- Invite a member of Somerset's Rights of Way Team to a public meeting. It will give people an opportunity to find out all they need to know about their network and the work we do to make sure it remains open and easy to use for everyone to enjoy
- Regular updates in your parish newsletter or magazine encouraging people to get out and explore their local rights of network and, at the same time, explain people's rights and responsibilities
- We regularly publish rights of way information and guides. Maybe you could publicise these guides locally or even deliver a copy to local people.

If you would like to talk any of these ideas through please do not hesitate to contact Somerset County Council's Rights of Way Team's Volunteer and Trails Officer. Their contact details are included in your Handbook.

# Parish Path Liaison Officers Handbook – Reporting a Fault or Problem



## Reporting a Fault or Problem

Report a fault or problem along your local rights of way network couldn't be easier.



You can log on to Somerset's Rights of Way Interactive Mapping website and report a fault online at [www.somerset.gov.uk/rightsofway](http://www.somerset.gov.uk/rightsofway). Just follow the online instructions and your fault or problem will be allocated to your local Rights of Way Area Warden. Make sure that when leaving your contact details online, you highlight in the User Group drop down menu, that you're a Parish Path Liaison Officer by highlighting the Parish PLO tab.

If you would like to be kept informed of the status of faults in your parish, by allowing us to put your email address on a database we will automatically inform you when a fault is created, its' status changes and when it is closed even if you are not the person reporting the issue.



You can telephone your local Rights of Way Area Warden. You'll find their telephone number in the Your Rights of Way Team section of your Handbook.



You can write to your local Rights of Way Area Warden. You'll find their address in the Your Rights of Way Team section of your Handbook.



You can email your Local Rights of Way Area Warden. You'll find their address in the Your Rights of Way Team section of your Handbook.

[www.somerset.gov.uk](http://www.somerset.gov.uk)



# Rights of Way

September 2017



## Explore Somerset—the online interactive map


The best browser (Firefox, Explorer, Microsoft Edge etc.) to use Explore Somerset (ES) is Google Chrome which can be downloaded for free from Google. Once you have navigated to the webpage it is best to 'bookmark' it as a favourite so that you get to it easily again.

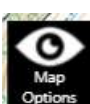
### How do I use ES?

How you use ES will depend on what information you want from it. The best way to learn is to just have a go at playing around with it and you will then start to see some common themes. You can't do anything wrong on ES so don't worry about that! Over the page you will find a picture taken from the first page that you see on ES and I have highlighted points of use labelled with numbers and the following guide should be read with these points / numbers.


1.  2.  ES search help will appear when selected

The search box: The search facility can be used to find the following items in ES —asset numbers, issue numbers, path numbers, postcodes, named places and grid references. Grid references can either be four or six digits separated immediately by a comma then a space for the search to recognise the two sets of numbers. In addition ST545455 would locate the city of Wells.

3.  Report issue: First select a point on the map for the location. Reporting an issue will take you through a number of pop up boxes to fill in before you save the issue to the map for it then to be received by the respective ROW officer.

4.  Map options: Selecting this will show you a menu of information that you can view. If the issues box, for example, is black you can view it on the map. If the box is grey it is hidden from view. Select the box to change it from grey to black. Information can then be accessed by selecting its respective icon on the map which are all viewed within circles.

5. To the Registers / Log in (only SCC staff can currently log in)

6.  Three base maps to select from (1946 Aerial, OS grayscale, OS Maps)

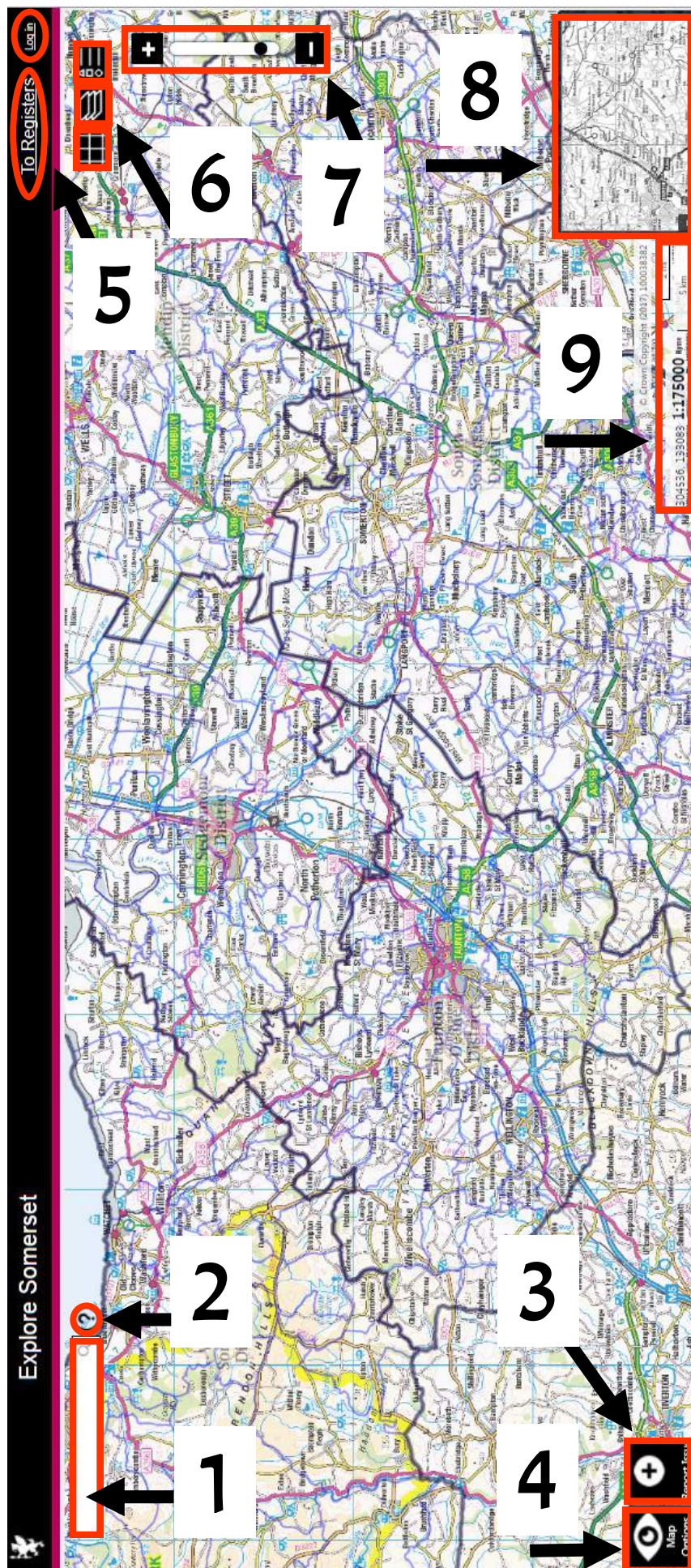


Other layers are available to overlay on the base maps.



Select this to display the map legend





## Explore Somerset

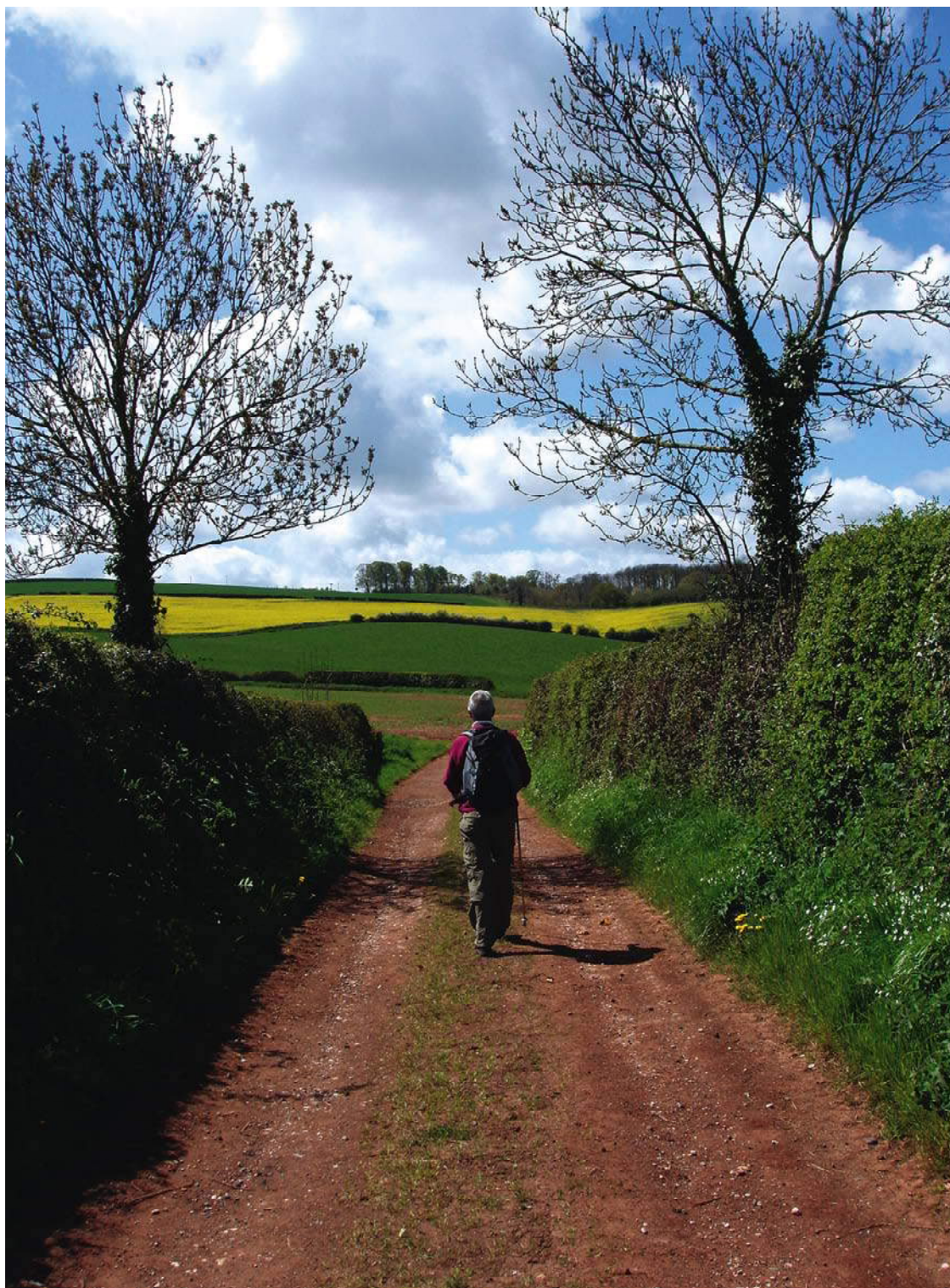
<https://roam.somerset.gov.uk/roam/map>

### ES interactive map key functions

1. Search box
2. ES help
3. Report Issue
4. Map Options
5. To Registers / Log in
6. Base Maps / More map layers & Map Legend
7. Slide Zoom
8. Location Map
9. Grid References and Scale of View



# Parish Path Liaison Officers Handbook – Somerset's PROW Team



## **SOMERSET'S RIGHTS OF WAY TEAM**

### **Somerset County Council's Rights of Way Maintenance & Development Team**

#### **Peter Hobley**

Rights of Way – service manager

☎ 01823 358185 ✉ [pahobley@somerset.gov.uk](mailto:pahobley@somerset.gov.uk)

#### **Rob Coate**

Senior Rights of Way Officer

☎ 01823 356851 ✉ [rcoate@somerset.gov.uk](mailto:rcoate@somerset.gov.uk)

#### **Glenn Martin**

Rights of Way Maintenance Warden

☎ 01823 355624 ✉ [gvmartin@somerset.gov.uk](mailto:gvmartin@somerset.gov.uk)

#### **Les Braunton**

Rights of Way Maintenance Warden

☎ 01823 356288 ✉ [LBraunton@somerset.gov.uk](mailto:LBraunton@somerset.gov.uk)

#### **Eve Wynn**

Rights of Way Maintenance Warden

☎ 01823 356288 ✉ [EWynn@somerset.gov.uk](mailto:EWynn@somerset.gov.uk)

#### **Clare Haskins**

Rights of Way Maintenance Warden

☎ 01823 356288 ✉ [CXHaskins@somerset.gov.uk](mailto:CXHaskins@somerset.gov.uk)

#### **Chris East**

Rights of Way Maintenance Warden

☎ 01823 358287 ✉ [ceast@somerset.gov.uk](mailto:ceast@somerset.gov.uk)

#### **George Montague**

Rights of Way Maintenance Warden

☎ 01823 356288 ✉ [GMontague@somerset.gov.uk](mailto:GMontague@somerset.gov.uk)

#### **Rachel Pearce**

Rights of Way Warden (Bridges)

☎ 01823 356001 ✉ [rpearce@somerset.gov.uk](mailto:rpearce@somerset.gov.uk)

#### **Jake Taylor**

Volunteer and Trails Officer

☎ 01823 358250 ✉ [jtaylor@somerset.gov.uk](mailto:jtaylor@somerset.gov.uk)

## **Exmoor National Park Access and Recreation Team**

### **Dan Barnett**

Access and Recreation Manager

☎ 01398 322292 ✉ [djbarnett@exmoor-nationalpark.gov.uk](mailto:djbarnett@exmoor-nationalpark.gov.uk)

### **Adam Vasey**

Ranger

☎ 07875 522652 ✉ [avasey@exmoor-nationalpark.gov.uk](mailto:avasey@exmoor-nationalpark.gov.uk)

### **Tim Parish**

Ranger

☎ 07977 231827 ✉ [tgparish@exmoor-nationalpark.gov.uk](mailto:tgparish@exmoor-nationalpark.gov.uk)

### **Ione Willcock**

Ranger

☎ 07970 099116 ✉ [lwilcock@exmoor-nationalpark.gov.uk](mailto:lwilcock@exmoor-nationalpark.gov.uk)

### **Richard Eales**

Ranger

☎ 07973 727473 ✉ [rteales@exmoor-nationalpark.gov.uk](mailto:rteales@exmoor-nationalpark.gov.uk)

### **Sue Applegate**

Public Rights of Way and Access Officer

☎ 01398 322292 ✉ [sapplegate@exmoor-nationalpark.gov.uk](mailto:sapplegate@exmoor-nationalpark.gov.uk)



# Parish Path Liaison Officers Handbook – Insurance



## **Insurance for Parish Path Liaison Officers**

While out and about helping us to look after your local rights of way network and fulfilling your Parish Path Liaison Officer's role, your activities will be covered by the County Council's own insurance cover.

There are two main types of insurance cover for all our Parish Path Liaison Officers, namely:-

- 1) Public Liability Insurance; and
- 2) Personal Accident Insurance.

### **Public Liability Insurance**

Very simply, our public liability insurance provides cover in the unlikely event that in the course of carrying out your duties, there is an accident, caused through negligence, which injures or harms a member of the public and/or damages their property. At the moment our indemnity limit is £20 million.

### **Personal Accident Insurance**

By law, Somerset County Council and our partners are responsible for the health and safety of all their employees and volunteers. By implementing a simple yet robust health and safety policy and procedure for making sure the likelihood of being harmed or injured while working is kept to a minimum, the County Council and our partners takes our responsibilities very seriously. However, we are insured to cover any claims made by employees and volunteers where they have been injured as a result of their work.

Thankfully injuries are extremely rare, but under the County Council's Personal Accident Insurance, if you were injured or harmed you would be entitled to make a claim.

### **Conditions and Exemptions**

If you wish, our Insurance Team will be more than happy to let you have full details about the County Council's Insurance cover. However, there are a few conditions and exemptions that you should be aware of from the outset.

- Only volunteers nominated by their local parish and or town council and registered with Somerset's Rights of Way Team are covered by Somerset County Council's Insurance.
- Parish Path Liaison Officers aged between 18 and 75 are fully covered by the County Council's Personal Accident Insurance. If you are aged between 76 - 80 please let us know. Our insurers will still be able to cover you but the benefits may be reduced. If you are aged 81 or above you may want to consider providing your own Personal Accident Insurance. Whatever your age, the County Council's Public Liability Insurance covers you.

While determining any insurance claim, the County Council and our Insurers will carry out a thorough health and safety investigation. The aim is to make sure that any injuries to you or a third party, including members of the public were not caused

because of dangerous work practices. In your handbook you will find all the guidance you need that will enable you to carry out your duties safely. It's imperative that you implement all our suggested safe working practices and do not carry out any tasks without having first received suitable training or instructions.

### ***Insurance and Health & Safety Issues Affecting Parish or Town Councils***

Under the Highways Act 1980, a parish or town council can exercise its powers to "...undertake the maintenance of any public footpath or bridleway....." (Section 43). Throughout Somerset, many parish and town councils exercise this power by clearing vegetation from footpaths and bridleways but it can also include installing or repairing new gates, stiles and signposts.

It's important to highlight that if a parish or town council exercise their powers under this section, they take on all responsibility of contracting and supervising the work and ensuring that it's carried out properly to a high standard. As Parish Path Liaison Officer, this responsibility may be passed to you so you need to know what this means in practice.

Before instructing contractors, employees or volunteers to carry out any works on your local rights of way network under the powers given under Section 43 of the Highways Act, parish and town council's are strongly advised to Contact their local Rights of Way Area Warden and talk the works through with them. The Rights of Way Team may be able to offer you advice and guidance about the works and even suggest alternatives that you may have not thought about. Once the works have been agreed you should:-

1. Notify the landowner(s) concerned and obtain their permission;
2. If using a contractor, be satisfied the contractor has adequate Public Liability Insurance (£5million minimum cover) and have carried out a suitable risk assessment;
3. If using volunteers or parish/town council employees, be satisfied that all volunteers and employees are covered by the parish or town council's Public Liability and Employers Liability Insurance. The parish or town council will also be responsible for making sure the works have been adequately risk assessed in accordance with advice issued by the Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

This may all seem rather daunting and it's not our intention to put red tape in the way of you carrying out maintenance works. However, it's important to make sure that you are all aware of what you need to think about if you decide to exercise the rights given to you under the Highways Act 1980. It's all common sense and your parish or town council probably do this at the moment without realising when asking contractors or volunteers to carry out works on their behalf.



# Parish Path Liaison Officers Handbook – Health and Safety & Risk Assessment





## Health and Safety and Safe Working Practices

We all understand how important it is that we all work safely and do not put ourselves or others at risk of harm or injury. Somerset's Rights of Way Team and our partners are held as a beacon of excellence as far as working safely is concerned and we pride ourselves on the fact that we work closely with our Health and Safety Team when it comes to devising, implementing and revising safe working practices.

Our aim is to ensure that as far as reasonably practicable, you're able to help us to look after your rights of way safely without being harmed or injured and, at the same time, you don't cause harm and injury to others. We do this by writing and implementing Risk Assessments.

### Risk Assessments – What Are They and Why Do We Need Them?

Although the 1974 Health & Safety Act placed a duty on Somerset County Council and our partners to ensure the health and safety of our employees and volunteers, there was little guidance how this could be done and so the 1999 Management of Health and Safety at Work Regulations introduced the Risk Assessment.

Regulation 3 of the Management of Health and Safety at Work Regulations states:-

*“Every employer shall make a suitable and sufficient assessment of the Risks to the Health and Safety of his employees to which they are exposed whilst at work” (It should be noted however, that this protection is also extended to other people who might be affected by the work of the employer including volunteers).*

Putting all this simply, we carry out and record Risk Assessments to ensure the health and safety and welfare at work of all our volunteers, and to reduce the likelihood of you being injured in the first place but if you are injured, endeavour to make sure the injury is minor or trivial.

### What Tasks Have Been Assessed and How?

We've deliberately designed the Parish Path Liaison Officer's role to be flexible so, depending on how much time you can spare, you're able to be involved as much or as little as you like. In your handbook we've explained what your role will entail, what we would like you to commit to and what you can expect from Somerset's Rights of Way Team.

We've looked at the tasks you're most likely to undertake helping us to make sure your rights of way network remains open and easy to use for everyone to enjoy. These activities have been assessed and a copy of the Risk Assessment together with a summary is enclosed at the back of your Handbook.

It might be useful at this point to have a look at the Assessment.

First of all you will see that we've identified any significant hazards associated with an activity likely to crop up while acting as Parish Path Liaison Officer.

We then identified the persons affected by that activity and then initially scored those hazards as low, medium or high risk.

After initially scoring the hazards, we formulated a series of control measures. You'll see these listed on the Risk Assessment under the "Existing Controls" column. Our aim is to ensure that by implementing the control measures, the likelihood (or risk) of any of those hazards causing you or anybody else harm in the first place is low i.e. the likelihood of you being injured is remote and if you are injured, the injury will be minor or trivial.

### **How do I Implement the Risk Assessment Included in my Handbook?**

Risk Assessments should not be seen as a barrier getting in the way of the valuable role you'll be playing helping us to look after your local rights of way. Instead, Risk Assessments are tools that will help you go about your work safely. All we ask is that you use your common sense and implement the suggested control measures relevant to the task you're undertaking and follow any guidance we offer you about safe working practices. Please ensure you take the time to read through and familiarise yourself with the Assessment. We've done all we can to make sure it's workable, relevant and easy to follow without being unduly onerous or time consuming.

If you have any questions about Risk Assessment, please do not hesitate to contact Somerset County Council's Rights of Way Volunteer and Trails Officer. Their contact details are included in your Handbook.

### **What Should I do if I have an Accident?**

Although we do our best it doesn't matter how many Risk Assessments we write or amount of training we receive, accidents do occur because they are just that – an accident. If you do have an accident or even a near miss, please make sure you report it to Somerset County Council's Rights of Way Team's Volunteer and Trails Officer as soon as possible, even those that on the face of it don't appear that significant. You may be asked to complete and submit an EEC Incident Report Form. You'll find a copy of this form in the "Notes and Appendices" section of your Handbook.

By reporting accidents and near misses, we can investigate their causes and hopefully prevent a similar accident or near miss happening again in the future.

### **Monitoring and Reviewing the Risk Assessment**

Your health and safety is important to us so the Risk Assessment will be reviewed annually. In reality though, it will be under constant review. This means that it will be updated when necessary.

We always welcome comments from our Parish Path Liaison Officers about the Assessment and any suggestions about updating it. To help us ensure it does remain relevant and up-to-date, please let Somerset County Council's Rights of Way Team's Volunteer and Trails Officer know about any:-

1. Additional hazards that need to be controlled; and/or
2. Additional control measures you consider are necessary; and

#### **Leading or Carrying out Tasks Assisted by Local Volunteers**

We are looking to extend the Parish Path Liaison Officers role in the future and hope to offer to anyone who is interested training so they're able to lead a group of local rights of way volunteers. Training will cover topics such as first aid, Health and Safety and recording Risk Assessments. In the meantime if you're thinking of organising a task assisted by or leading a group contact the Volunteer and Trails Officer beforehand.

## Health and Safety Guidance Notes and Guidelines

These guidance notes are provided with your health and safety in mind and are based on the Risk Assessment included in your Handbook.

It's all common sense and you probably carry out these precautions already without knowing it. However, it's important to take a few minutes to read through these notes and refer to the Risk Assessment.

Before you go out:

- **Contact** - When out surveying or inspecting your local rights of way network, it's a good idea to let a family member, friend or colleague know where you are going and what time they can expect you back. Make firm arrangements how they can contact you or raise the alarm should you not return when expected. We strongly advise you to carry a charged mobile phone if you have one;
- **Clothing and Weather** - Make sure you prepare for walking outdoors. Wear appropriate clothing for the terrain you expect to walk in. Check local weather forecasts before you go out and dress accordingly for the conditions expected. Never attempt to survey or inspect your local rights of way network during adverse conditions e.g. extreme heat, cold or storms;
- **Footwear** - Appropriate footwear should always be worn and we recommend stout/sturdy-walking boots/shoes with suitable deep tread;
- **Supplies** - If you are going to be out for a length of time, it is suggested you carry a small bag of essentials such as water, a light snack, a map of the area, sunscreen and insect repellent.

### Walking your Local Public Rights of Way:

- **Generally** - Please do not attempt to walk a path that exceeds your capabilities in terms of distance, gradient and/or ground conditions. Some of the paths may be quite close to a steep cliff or gradient. Always keep to the path and try to keep as far away from a steep cliff or gradient as possible. If you're concerned a path may be unstable, follow an alternative safe route until it's safe to return to the path;
- **Surveying Paths close to Ponds, Lakes, Streams and Rivers** – Please do not attempt to wade through or cross a watercourse or pond. If a path is flooded, or covered with deep and /or fast flowing water, either retrace your steps or follow an alternative route a safe distance from the water's edge and return to the path as soon as you can.

**Obstructions** - Please keep to the public rights of way and visually check paths ahead for obstructions. If a path is obstructed, by a fallen tree for example, approach the obstruction and assess whether it is safe to negotiate. If you are in any doubt, follow an alternative route returning to the right of way as soon as it is safe to do so. Do not



attempt to climb obstructions such as fences or barbed wire that you cannot comfortably step over. Instead, if you can, follow an alternative route and return to the path as soon as it is safe to do so;

- **Access Furniture** - Before you use a gate, stile or cross a bridge visually check the furniture to make sure it is safe to use. If you come across furniture that looks unsafe, please do not use it. Instead, retrace your steps or find an alternative safe route returning to the public right of way as soon as possible;
- **Dogs** - If you are taking your dog with you, please keep it under close control at all times, preferably on a lead. If loose stock chases you or your dog, it is safer to let your dog off the lead and not risk getting hurt trying to protect it. Dogs have four legs and can run faster than you!
- **Other People's Dogs** - If a dog that you are unsure of approaches you, remain motionless with hands by your sides, do not run or show fear. Try to keep the dog in sight but avoid eye contact. Once the dog has lost interest, back away slowly to a place of safety. Seek medical advice if bitten and please report any incidents to the Rights of Way Team's Volunteer and Trails Officer;
- **Livestock** - It is advisable not to approach or stroke livestock but animals are curious and they may approach you. If they do, particularly cattle, you can always turn around to face them or if necessary take a couple of steps towards them waving your arms and shouting firmly. This will hopefully disperse the herd without causing them stress. If the herd continues to follow you and you feel nervous then leave the field following the shortest route possible and then continue on your route when safe to do so;
- **Poisonous and Toxic Plants, Stings and Bites** – Do not pick or touch plants you do not know to be safe, they could be poisonous. Plants you may come across that can cause a severe reaction include Giant Hogweed, nettles and Wild Parsnip. Always be on the look out for bee, wasp or hornet nests. Please let us know the location of the nest so we can have it removed if need be. If you do inadvertently come across a nest stand well back and move away as quickly and safely as you can. If you are stung or bitten (by an Adder for example) seek medical assistance and report the incident to the Rights of Way Team's Volunteer and Trails Officer;
- **Roads** - Make sure that you cross roads safely. On country roads listen out for traffic. If you need to walk along a road, use the pavement. If there are no pavements, walk as close to the verge as it is safe to do so on the side of oncoming traffic. If a car approaches and it is safe to do so, stop until the vehicle passes. Try and leave a road as quickly as it is safe to do so. If you are working alongside a highway e.g. attaching a waymarker or trimming back vegetation from around a gate or stile, make sure you wear your high visibility vest at all times;
- **Ticks** - By taking some very simple precautions, you can reduce the likelihood of being bitten by a tick. Wear long sleeved shirts and tuck trousers into socks. After

you've been out, quickly check yourself especially warm moist areas of your body. If you find a tick it can be removed by seizing it with a pair of tweezers as close to its head as possible slowly twisting in an anti clockwise direction. If necessary seek suitable medical advice and report the incident to the Rights of Way Team's Volunteer and Trails Officer;

- **Litter and Sharp Objects** - Keep an eye out for litter on the path, and take particular care of sharp objects, broken cans, glass etc. If you find this type of litter on the path please do not pick it up but report the matter to your local Rights of Way Area Warden;
- **Verbal and Physical Abuse** - If you are verbally abused do not allow your safety to be compromised and try not to antagonise the situation by arguing. Leave the site immediately and report any such incidences to the Rights of Way Team's Volunteer and Trails Officer;

### **Clearing Vegetation using Hand Tools such as Secateurs, Loppers and Pruning Saws:**

- Only use hand tools supplied by Somerset's Rights of Way Team as part of your Parish Path Liaison Officers Tool kit. If necessary, replacement tools will be provided. Please be aware that the toolkit remains the property of Somerset County Council's Rights of Way Team. If you relinquish your role, the toolkit should either be returned or handed over to whoever takes your place and volunteers to act as your community's Parish Path Liaison Officer.
- Please make sure the pair of secateurs, loppers and/or pruning saw you're using are in good working order. They should have a sharp blade and the secateurs a fully working locking mechanism;
- Do not use secateurs, loppers and/or pruning saws to cut vegetation beyond what they're capable of, follow the manufacturer's recommendations;
- Always wear a stout pair of gloves when using secateurs, loppers and/or pruning saws, particularly if cutting thorny vegetation;
- Never overreach when using secateurs, loppers and/or pruning saws and make sure you are standing on a firm and preferably level surface, do not climb in order to reach high vegetation;
- Always make sure secateurs, loppers and/or pruning saws are locked with the blade in the closed position when not in use. Do not use non-locking secateurs.

### **Using a Hammer to install Waymarking Discs**

- Only use hand tools supplied by Somerset's Rights of Way Team as part of your Parish Path Liaison Officers Tool kit. If necessary, replacement tools will be provided. Please be aware that the toolkit remains the property of Somerset County Council's Rights of Way Team. If you relinquish your role, the toolkit should either be returned or handed over to whoever takes your place and volunteers to act as your community's Parish Path Liaison Officer.

- Visually check hammer and ensure hammerhead is securely attached to the tool's shaft;
- Use appropriate nails and keep fingers clear of striking area. If appropriate wear a glove on the hand steadying the nail;
- Check your immediate surroundings when using a hammer. If any one strays in to your working area, stop hammering until they leave;
- When attaching a waymarker check the area for wires, pipes and protruding nails, etc. Make sure all nails are flush with the waymarker.

If you are in any doubt or have any questions about your welfare while out walking your local rights of way network, please refer to the Risk Assessment included in your Handbook or contact the Rights of Way Team's Volunteer and Trails Officer. You'll find their contact details in your Handbook.



# Highways Maintenance

## Risk Management - Assessment Report

**Risk Area:** Environmental Management  
**Assessment Framework:** ROW 038 ADOPT A PATH VOLUNTEERS  
**Work Area or Activity:** ADOPT A PATH VOLUNTEERS  
**Competent Person**  
**Groups Affected:** Public  
 Volunteers

### Notes:

This is a review of an assessment carried out on 19/05/2015 It was marked as 'nothing had changed' by Andy Stevenson on 02/06/2015 This is a review of an assessment carried out on 02/06/2015 This is a review of an assessment carried out on 02/06/2015 This is a review of an assessment carried out on 18/06/2015 It was marked as 'nothing had changed' by Tracy Sutton on 08/08/2017

<b>Assessed on:</b> 08/08/2017 <b>To be Reviewed on:</b> 08/08/2019	<b>Risk Rating:</b> Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
--	--

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
In relation to lone working, unknown whereabouts and/or loss of communication what safe practises are to be followed?	Participants advised to let a close family member or friend know where they are going, how long they will be and when they return.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to lone working, unknown whereabouts and/or loss of communication what further precautions can be taken?	Participants advised to ensure that their close family member or friend is contactable while they are out surveying / carrying out role. Close family member or friend to raise the alarm if participant does not return when expected by visiting site or contacting emergency services.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to lone working, unknown whereabouts and/or loss of communication how should participants maintain contact?	Participants advised to carry a fully charged mobile phone and as far as reasonably practicable ensure they are contactable in the location they are active.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
What precautions are taken regarding the weather conditions?	Participants advised to refer to daily weather forecast for the area before setting off. If poor weather is forecast postpone activity until conditions improve.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to the weather conditions what ongoing precautions should be taken?	Participants to continually monitor the weather conditions. If conditions worsen (cold, wet, wind speeds, heat, snow, fog etc) immediately cease activity and return home. Inform family member or friend of location and plans.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>



In relation to the weather conditions what clothing should be worn and/or supplies taken?	Participants advised to wear appropriate clothing taking into account weather conditions i.e. waterproof coat, trousers and boots if raining. Participants advised if working during periods of sun, extreme heat and humidity to carry plentiful supplies of water and take regular breaks. Participants also advised to wear suitable clothing to prevent sun burn i.e. long sleeved shirts with collars, hats etc. If necessary apply a UVR blocking sun cream to exposed areas of skin. Supplies of snacks can also be taken.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths or cutting vegetation close to ponds, lakes, streams and rivers what precautions should be taken?	Participants advised to keep to public/permissive right of way. Participants advised to always try to keep to the side of the path furthest away from the waters edge.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths or cutting vegetation close to ponds, lakes, streams and rivers what further precautions should be taken?	Participants advised that if path is flooded or there are signs that a pond or watercourse could burst its' banks, leave the path immediately following a suitable safe route - do not try and wade through a path where water levels are dangerously high or water fast flowing.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths or cutting vegetation close to ponds, lakes, streams and rivers what actions should be taken if there is water across the path?	Participants advised not to cross the water unless it is safe to do so i.e. less than 250mm deep, not flowing/very slow flowing and there is solid ground underneath. If possible follow an alternative route at a safe distance from the waters edge. Participants to advise Adopt-a-path Co-ordinator or SCC Rights of Way team.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths or cutting vegetation close to ponds, lakes, streams and rivers what ongoing checks are to be made?	Participants advised that where a path follows a watercourse bank, to visually check and continue to monitor bank conditions. Do not follow a path where the bank appears unstable or is severely eroded. If possible follow an alternative route at a safe distance from the waters edge.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to dilapidated/dangerous access furniture including bridge crossings what precautions are taken?	Participants advised to visually check all access furniture before use e.g. stile steps, rails, gates etc. Do not attempt to use furniture you consider to be in a dangerous condition. Participants advised to visually assess bridge crossings and continue to do so all the way across; retrace steps if concerned about the condition of the bridge. If possible use an alternative route/crossing. Participants to advise Adopt-a-path Co-ordinator or SCC Rights of Way team of any issues encountered.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to loose/dangerous dogs what precautions should be taken?	Participants advised never to approach, greet or stroke a dog (whether or not it is accompanied by its' owner). Ask dog owner to restrain dog if they are nearby. If a dog without its' owner approaches remain motionless with hands by your sides. Do not run or show fear. Keep the dog in sight but try to avoid eye contact. Once the dog loses interest back away slowly to a place of safety. If bitten seek medical advice immediately . Participants to advise Adopt-a-path Co-ordinator or SCC Rights of Way team - European Education Consultants incident form will be completed.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to loose livestock what precautions should be taken?	Participants advised not to approach, greet or stroke livestock. If stock becomes agitated or dangerous leave the area immediately following a safe route. If loose livestock chases you or your dog it is safer to let go of the lead. If stock approaches you turn around and face them; if necessary take a couple of steps towards them while waving your hands and shouting. As livestock disperses continue on your route if it is safe to do so or follow an escape route. Participants to advise Adopt-a-path Co-ordinator or SCC Rights of Way team - if incident occurs European Education Consultants incident form will be completed.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to trees and obstructions, such as barbed wire or electric fencing, what precautions should be taken?	Participants to visually check public/permissive paths for obstructions. Participants advised that if the path is blocked, or partially blocked by a fallen tree, assess the size and stability of the tree first from a safe distance. If appropriate, approach the obstruction and assess whether it is safe to negotiate taking into consideration the size, position of the tree and the lie of the surrounding land. If the tree or obstruction is considered dangerous follow an alternative route returning to the path as soon as it is safe to do so. Participants to advise Adopt--path Co-ordinator or SCC Rights of Way team.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to obstructions, such as barbed wire or electric fencing, what further precautions should be taken?	Participants not advised to attempt to climb obstructions such as fences that you cannot comfortably and safely step over. If the path is obstructed follow an alternative safe route returning to the path as soon as it is safe to do so.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to ground conditions what precautions should be taken?	Participants advised to keep to the public/permissive path. Continue to visually assess ground conditions underfoot along the route. Participants advised not to attempt to negotiate a path that exceeds your capabilities in terms of distance, gradient etc. If necessary follow an alternative safe route and return to the path as soon as it is safe to do so. Participants to advise Adopt--path Co-ordinator or SCC Rights of Way team of any problems.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to ground conditions what further precautions should be taken?	Participants advised to wear appropriate footwear - stout/sturdy walking boots or shoes with deep tread if possible.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to crossing public highways such as roads what precautions should be taken?	Participants advised to cross roads where it is safe to do so. Participants advised that if there is no pavement available there may be a need to walk along the highway - walk as close to verge as it is safe to do so on the side of oncoming traffic. If a vehicle approaches and it is safe to do so, stop until the vehicle has passed. Participants advised to leave the public highway as quickly as possible.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to crossing public highways such as roads what further precautions should be taken?	Participants to wear high visibility jackets with long sleeves at all times when carrying out the role.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to verbal and/or physical abuse what precautions are taken?	If a person(s) becomes threatening, abusive or threatens physical violence do not antagonise them or argue. Do not allow your safety to be compromised, and if necessary leave the site immediately. Participants to advise Adopt--path Co-ordinator or SCC Right of Way team - if incident occurs European Education Consultants incident form will be completed.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to Lymes disease what precautions are taken?	Participants advised to wear long sleeved shirts and tuck trousers into thick socks in high risk areas. Participants advised to wear strong/sturdy walking boots or shoes.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to Lymes disease what actions are taken if ticks are suspected?	Participants to carry out a thorough "Tick Check" after each activity. If a tick is found on their body participants should seek medical advice. Participants to advise Adopt-a-path Co-ordinator or SCC Right of Way team - if incident occurs European Education Consultants incident form will be completed.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to other users what precautions should be taken to avoid obstruction or injury?	Adopt-a-path volunteer must always wear high visibility jacket with long sleeves when carrying out role so that they can be clearly seen. Any activity such as cutting back vegetation must cease to allow other users to safely pass. Cut vegetation should not obstruct the path.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to poisonous/toxic plants, stings and bites what precautions should be taken?	Participants to monitor path for bee, wasp and hornet nests and advised not to approach nests. Participants advised to visually check the path for snakes and advised not to approach snakes. Participants advised to wear stout/sturdy walking boots/shoes. Participants advised that if they are stung or bitten they should seek suitable medical advice and/or assistance. Participants advised not to pick or touch plants they know to be poisonous or toxic. Participants to advise Adopt-a-path Co-ordinator or SCC Right of Way team - if incident occurs European Education Consultants incident form will be completed.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>



In relation to litter and discarded sharps what precautions should be taken?	Participants advised to continually monitor the path while out walking/surveying taking particular care of sharp objects. Participants advised to wear stout/sturdy walking boots/shoes. Participants advised not to pick up litter or sharp objects. Participants to advise Adopt--path Co-ordinator or SCC Right of Way team if objects have been discarded on the path.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to using secateurs what precautions are taken?	Participants advised to make sure the pair of secateurs are in good condition. Secateurs should have sharp bade and a fully working locking mechanism to be used whilst carrying. Participants advised not to use tool to cut vegetation beyond what they are capable of. Participants advised to always use suitable gloves when using tool particularly if cutting thorny vegetation or stinging vegetation.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to using secateurs and other hand tools what further precautions are taken?	All hand tools must be checked for their condition before use. If items are damaged or in poor condition they should not be used. Participants advised to never over reach when using tools and ensure they are standing on a firm and preferably level surface.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to working near highways what precautions should be taken?	Adopt-a-path volunteer to always wear high visibility jackets with long sleeves when carrying out role. No work to be carried from the carriageway or on trunk roads. Work may be carried out from pavements or footways beside other roads.	Yes	Risk Findings Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Signed .....

Dated .....

Co-ordinator

Signed .....

Dated .....

**Copyright:- This Assessment is to be used for activities which are organised by, or participated in by, individuals associated with the Establishment identified in the title block or other establishments federated with it.**



# Highways Maintenance

## Risk Management - Assessment Report

**Risk Area:**

**Assessment Framework:**

**Work Area or Activity:**

**Competent Person**

**Groups Affected:**

Environmental Management

ROW 037 PARISH PATH LIAISON OFFICERS AND TRAILWATCHERS

PARISH PATH LIAISON OFFICERS, TRAIL WATCHERS & OTHER VOLUNTEERS ROW037

Andy Stevenson

LANDOWNERS

PUBLIC

ROW STAFF

VOLUNTEERS

**Notes:**

This is a review of an assessment carried out on 18/11/2010 This is a review of an assessment carried out on 30/05/2012 This is a review of an assessment carried out on 22/01/2015 This is a review of an assessment carried out on 02/06/2015 It was marked as 'nothing had changed' by Tracy Sutton on 16/01/2018

**Assessed on:**

**To be Reviewed on:**

16/01/2018

16/01/2021

**Risk Rating:**

Below 9 - Low Risk

9 to 14 - Medium Risk

15 or above - High Risk

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
In relation to lone working, unknown whereabouts and/or loss of communication what safe practises are to be followed?	Participants advised to let a close family member or friend know where they are going, how long they will be and when they return.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to lone working, unknown whereabouts and/or loss of communication what further precautions can be taken?	Participants advised to ensure their close family member or friend are contactable while they are out surveying/ carrying out role. Close family member or friend to raise the alarm if participant does not return when expected.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to lone working, unknown whereabouts and/or loss of communication how should participants maintain contact?	Participants advised to carry a fully charged mobile phone and as far as reasonably practicable ensure they are contactable in the location they are active.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
What precautions are taken regarding the weather conditions?	Participants advised to refer to daily weather forecast for the area before setting off. If poor weather is forecast postpone activity until conditions improve.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>

In relation to the weather conditions what ongoing precautions should be taken?	Participants to continually monitor the weather conditions. If conditions worsen (cold, wet, wind speeds, heat, snow, fog etc) immediately cease activity and return home. Inform family member or friend of location and plans.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to the weather conditions what clothing should be worn and/or supplies taken?	Participants advised to wear appropriate clothing taking into account weather conditions i.e. waterproof coat, trousers and boots if raining. Participants advised if working during periods of hot sun, extreme heat and high humidity to carry plentiful supplies of water and take regular breaks. Participants also advised to wear suitable clothing to prevent sun burn i.e. long sleeved shirts with collars, hats etc. If necessary apply a UVR blocking sun cream to exposed areas of skin.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to surveying paths close to ponds, lakes, streams and rivers what precautions should be taken?	Participants advised to keep to the public/permissive right of way. Participants advised to always try to keep to the side of the path furthest away from the waters edge.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths close to ponds, lakes, streams and rivers what further precautions should be taken?	Participants advised that if path is flooded or there are signs that a pond, lake or watercourse could burst it's banks, leave the path immediately following a suitable safe route - do not try and wade through a path where water levels are dangerously high or water fast flowing.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to surveying paths close to ponds, lakes, streams and rivers what actions should be taken if there is water across the path?	Participants advised not to cross the water unless it is safe to do so i.e. less than 250 mm deep, not flowing/very slow flowing and there is solid ground underneath. If participants choose to cross water appropriate safety equipment to be worn i.e. Buoyancy aid and wellington boots. If possible follow an alternative route at a safe distance from the waters edge. Participants to advise ROW staff of any issues encountered.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to surveying paths close to ponds, lakes, streams and rivers what ongoing checks are to be made?	Participants advised that where a path follows a watercourse bank, to visually check and continue to monitor bank conditions. Do not follow a path where the bank appears unstable or is severely eroded. If possible follow an alternative route a safe distance from the waters edge.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to dilapidated/dangerous access furniture including bridge crossings what precautions are taken?	Participants advised to visually check all access furniture before use e.g. stile steps, rails etc. Do not attempt to use furniture you consider to be in a dangerous condition. Participants advised to visually assess bridge crossings and continue to do so all the way across; retrace steps if concerned about the condition of the bridge. If possible use an alternative route/crossing. Participants to advise ROW staff of any issues encountered.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to loose/dangerous dogs what precautions should be taken?	Participants advised never to approach, greet or stroke a dog (whether or not it is accompanied by its owner). Ask dog owner to restrain dog if they are nearby. If a dog without its owner approaches remain motionless with hands by your sides. Do not run or show fear. Keep the dog in sight but try to avoid eye contact. Once the dog loses interest back away slowly to a place of safety. If bitten seek medical advice immediately. Participants to advise ROW staff of any issues encountered - if an incident occurs ROW staff will complete European Education Consultants incident reporting form.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to loose livestock what precautions should be taken?	Participants advised not to approach, greet or stroke livestock. If stock becomes agitated or dangerous leave the area immediately following a safe route. If loose stock chases you or your dog it is safer to let go of the lead. If stock approaches you turn around and face them; if necessary take a couple of steps towards them while waving your arms and shouting. As livestock disperses continue on your route if it is safe to do so or follow an escape route. Participants to advise ROW staff of any issues encountered - if an incident occurs ROW staff will complete European Education Consultants incident reporting form.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>



In relation to trees and obstructions, such as barbed wire or electric fencing, what precautions should be taken?	Participants advised to visually check public/permissive paths for obstructions. Participants advised that if the path is blocked, or partially blocked by a fallen tree, assess the size and stability of the tree first from a safe distance. If appropriate, approach the obstruction and assess whether it is safe to negotiate the obstruction taking into account the size, position of the tree and the lie of the surrounding land. If the tree is considered dangerous follow an alternative route returning to the path as soon as it is safe to do so. Participants to advise ROW staff of any issues encountered.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to obstructions, such as barbed wire or electric fencing, what further precautions should be taken?	Participants advised not to attempt to climb obstructions such as fences that you cannot comfortably and safely step over. If the path is obstructed follow an alternative safe route returning to the path as soon as it is safe to do so. Participants to advise ROW staff of any issues encountered.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to ground conditions what precautions should be taken?	Participants advised to keep to the public/permissive path. Continue to visually assess ground conditions underfoot along the route. Participants advised not to attempt to negotiate a path that exceeds your capabilities in terms of distance, gradient etc. If necessary follow an alternative safe route and return to the path as soon as it is safe to do so. Participants to advise ROW staff of any issues encountered.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to ground conditions what further precautions should be taken?	Participants advised to wear appropriate footwear - stout/sturdy walking boots/shoes with suitable deep tread.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to crossing public highways e.g. roads what precautions should be taken?	Participants advised to cross roads where it is safe to do so following the "Green Cross Code". Participants advised if the need arises to walk along a public highway along the pavement. If there are no pavements, walk as close to the verge as it is safe to do so on the side of oncoming traffic. Participants advised that if a car approaches and it is safe to do so, stop until the vehicle passes. Participants advised to leave the public highway as quickly as it is safe to do so.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to crossing public highways e.g. roads what further precautions should be taken?	Participants to wear high visibility jackets with sleeves whilst on or near public highway if they have been supplied.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to verbal and/or physical abuse what precautions are taken?	If a person(s) becomes threatening, abusive or threatens physical violence do not antagonise them or argue. Do not allow your safety to be compromised and if necessary leave the site immediately. Participants to advise ROW staff of any issues encountered - if an incident occurs ROW staff will complete European Education Consultants incident reporting form.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to Lyme disease what precautions are taken?	Participants advised to wear long sleeved shirts and tuck trousers into thick socks in high risk areas. Participants advised to wear strong/sturdy shoes/boots.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to Lyme disease what actions are taken if ticks are suspected?	Participants to carry out a thorough "Tick Check" after each activity. If a tick is found on their body participants should seek medical advice. Participants to advise ROW staff of any issues encountered - if an incident occurs ROW staff will complete European Education Consultants incident reporting form.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to poisonous/toxic plants, stings and bites what precautions should be taken?	Participants to monitor path for bee, wasp and/or hornet nests and advised not to approach nests. Participants advised to visually check the path for snakes and advised not to approach snakes. Participants advised to wear stout/sturdy walking boots/shoes. Participants advised that if they are stung or bitten they seek suitable medical advice and/or assistance. Participants advised not to pick, or touch plants they do not know to be non toxic or poisonous. Participants to advise ROW staff of any issues encountered - if an incident occurs ROW staff will complete European Education Consultants incident reporting form.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>

In relation to litter and discarded sharps what precautions should be taken?	Participants advised to continually monitor path while out surveying/walking taking particular care of sharp objects e.g. broken glass, cans etc. Participants advised not to pick up litter or sharp objects and if necessary report matter to ROW staff. Participants advised to wear stout/sturdy walking boots/shoes.	Yes	Risk Findings Severity:3 Likelihood:1 <b>Risk Rating:3</b>
In relation to using secateurs, loppers, handsaws or bowsaws what precautions are taken?	Participants advised to make sure the pair of secateurs, loppers, handsaws or bowsaw they are using are in good working order. They should have a sharp blade and a fully working locking mechanism. Participants advised not to use tools to cut vegetation beyond what they are capable of and to follow manufacturers recommendations. Participants advised to always wear suitable gloves when using hand tools particularly if cutting thorny vegetation.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to using secateurs, loppers, handsaws or bowsaws what further precautions are taken?	Participants advised never to over reach when using secateurs, loppers, handsaws or bowsaws and make sure they are standing on a firm and preferably level surface. Participants advised to always make sure secateurs are locked with the blade in the closed position when not in use. Do not use non-locking secateurs.	Yes	Risk Findings Severity:2 Likelihood:1 <b>Risk Rating:2</b>
In relation to working near highways what precautions should be taken?	Participants to always wear high visibility jackets with long sleeves when carrying out the role. No work to be carried out in the carriageway or on trunk roads and A roads. Work maybe carried out from pavements or footways beside other roads.	Yes	Risk Findings Severity:4 Likelihood:1 <b>Risk Rating:4</b>

TRACY SUTTON  
Andy Stevenson

Signed ..... 

Dated 16 01 18

Co-ordinator

Signed ..... 

Dated 24 / 1 / 18

**Copyright:- This Assessment is to be used for activities which are organised by, or participated in by, individuals associated with the Establishment identified in the title block or other establishments federated with it.**

# EEC Accident Report – Data Collection Form

(Version 1.2)

EEC **MUST** be used for reporting details of **INJURIES** that occur to our employees, visitors, pupils / children in our care, clients or service users **as a result of an accident**. IT IS NOT DESIGNED TO RECORD DETAILS OF OTHER SITUATIONS SUCH AS PHYSICAL RESTRAINTS UNLESS AN ACCIDENT INJURY OR NEAR MISS OCCURS AS A RESULT. IF RESTRAINTS NEED TO BE RECORDED IT SHOULD BE DONE SO AT A LOCAL LEVEL.

This form is designed to assist users of EEC in collecting the necessary data required to submit accident reports on the Accident Reporting module. Therefore, you do not have to use this form if you do not need to. You should enter a report for any incident which resulted in anything more than trivial first aid provision, or where the incident or near miss could have resulted in a serious injury. \*\*\*If you have any queries about whether an incident should be reported contact CHSU on 01823 355089 \*\*\*

Your Establishment				Where did the incident occur?			
<b>1. ABOUT THE INCIDENT AND INJURED PARTY</b>							
Date of incident		Time		No. of injured parties. (The following data will be required for each party)			
Name		Date of Birth (If Known)		Home Phone (If Known)			
Address (If Known)		Employee <input type="checkbox"/>		Contractor <input type="checkbox"/>		Trainee <input type="checkbox"/>	
		Pupil/Student <input type="checkbox"/>		Client / Service User <input type="checkbox"/>		Public <input type="checkbox"/>	
		NI Number (if known)					
<b>2. ABOUT THE INJURY</b>				<b>**** SCHOOLS ONLY ****</b>			
Nature of injury indicating affected body part. (i.e. cut left leg, bruised right arm, etc.)				Is the incident attributable to the condition of the premises, facilities or equipment? <input type="checkbox"/>			
				Is the incident attributable to the quality and/or suitability of the supervision or instruction? <input type="checkbox"/>			
Was the injury to a member of the public, pupil or client / service user which meant they had to be taken <u>from the scene of the accident</u> to a hospital for treatment <input type="checkbox"/>				Did the incident occur during an organised activity? i.e. curriculum activities. <input type="checkbox"/>			
				Did the injured party go absent from work as a result of this injury?			
A minor Injury (Including verbal abuse) <input type="checkbox"/>				Date of first first day of absence			
No injury – NEAR MISS <input type="checkbox"/>				Date returned to work (If known)			
What were the extent of the injuries? →		Unconscious <input type="checkbox"/>		Resuscitation <input type="checkbox"/>		Hospital for 24h+ <input type="checkbox"/>	
						None of these <input type="checkbox"/>	
<b>3. WHAT HAPPENED – Kind of incident (TICK ONE BOX)</b>							
Animal or Insect related <input type="checkbox"/>	Exposed to Asbestos <input type="checkbox"/>	Harassment – Racial <input type="checkbox"/>	Injured whilst handling, lifting or carrying <input type="checkbox"/>	Slipped, tripped or fell on same level <input type="checkbox"/>	Violence – Physical Assault – Deliberate <input type="checkbox"/>		
Contact with electricity <input type="checkbox"/>	Exposed to Fire <input type="checkbox"/>	Harassment – Sexual <input type="checkbox"/>	Injury not related to a specific event <input type="checkbox"/>	Sport <input type="checkbox"/>	Violence – Restraint and Control Incident <input type="checkbox"/>		
Contact with hot surface or liquid <input type="checkbox"/>	Exposed to, or contact with, a harmful substance <input type="checkbox"/>	Harassment – Other <input type="checkbox"/>	None – Near miss <input type="checkbox"/>	Stepping on / Striking against a fixed or stationary object <input type="checkbox"/>	Violence – Threatening Incident <input type="checkbox"/>		
Contact with moving machinery or materials being machined <input type="checkbox"/>	Fall from bed <input type="checkbox"/>	Hit by a moving vehicle <input type="checkbox"/>	Other <input type="checkbox"/>	Trapped or crushed by something collapsing <input type="checkbox"/>	Violence – Verbal Assault <input type="checkbox"/>		
Drowned or asphyxiated <input type="checkbox"/>	Fall from height <input type="checkbox"/>	Hit by a moving, flying or falling object <input type="checkbox"/>	Repetitive Strain Injury (RSI) <input type="checkbox"/>	Use of Hand Tools <input type="checkbox"/>	Work related non-accidental illness <input type="checkbox"/>		
Explosion <input type="checkbox"/>	Found on floor <input type="checkbox"/>	Injured whilst assisting client <input type="checkbox"/>	Road Traffic Accident <input type="checkbox"/>	Violence – Physical Assault – Accidental <input type="checkbox"/>	Work related stress <input type="checkbox"/>		
<b>4. WHAT WAS INVOLVED?</b>							
Height of fall (if applicable)		Name of alleged assailant (if applicable)			Crime No. (if applicable)		
None - Near Miss <input type="checkbox"/>	Equipment/ Furniture - Office <input type="checkbox"/>	Hot Surface/ liquid <input type="checkbox"/>		Person - Other (Please state in description of Incident) <input type="checkbox"/>			
Animal/ Insect - Dead <input type="checkbox"/>	Equipment/ Furniture - Other <input type="checkbox"/>	Ladder or scaffolding <input type="checkbox"/>		Person - Relative of Client/ Service User/ Pupil <input type="checkbox"/>			
Animal/ Insect - Live <input type="checkbox"/>	Explosion <input type="checkbox"/>	Machinery/ Equipment - Other <input type="checkbox"/>		Portable power or hand tools <input type="checkbox"/>			
Any material, substance or product being handled, used or stored <input type="checkbox"/>	Fire - Fire Fighting <input type="checkbox"/>	Machinery/ Equipment for lifting / conveying <input type="checkbox"/>		Process plant, pipe-work or bulk storage <input type="checkbox"/>			
Building, engineering structure or excavation / underground working <input type="checkbox"/>	Floor, ground, stairs or any working surface <input type="checkbox"/>	Moveable container or package of any kind <input type="checkbox"/>		Recurring injury <input type="checkbox"/>			
Construction formwork, shuttering and falsework <input type="checkbox"/>	Gas, vapour, dust, fume or oxygen deficient atmosphere <input type="checkbox"/>	Pathogen or infected material <input type="checkbox"/>		Sport <input type="checkbox"/>			
Electricity supply cable, wiring, apparatus or equipment <input type="checkbox"/>	Handling person <input type="checkbox"/>	Person - Client/ Service User/ Pupil/ Member of the public <input type="checkbox"/>		Vehicle or associated equipment / machinery <input type="checkbox"/>			
Entertainment or sporting facilities or equipment <input type="checkbox"/>	Horseplay <input type="checkbox"/>	Person - Employee/ Colleague <input type="checkbox"/>		Violent incident <input type="checkbox"/>			
OTHER: Please Specify <input type="checkbox"/>							



<b>5. DESCRIPTION OF THE INCIDENT</b>		<b>****THIS IS A MANDATORY FIELD****</b>							
<b>6. ADULT WITNESSES (This information should be collected for each witness)</b>									
Name		Number of Witnesses (Max 5)		0	1	2	3	4	5
Address		Consent to record personal information obtained? <input type="checkbox"/>							
		Job Title (If appropriate)							
<b>7. WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT?</b>									
What date was the injured parties line manager made aware of the incident:									
Please tick all the boxes which describe the action taken following the incident ↓									
First Aid Given <input type="checkbox"/>	Name of first aider		Taken Home <input type="checkbox"/>		Returned to work <input type="checkbox"/>				
Taken <u>directly</u> to hospital <input type="checkbox"/> <u>from the scene of the</u> <u>accident</u>	Admitted to Hospital <input type="checkbox"/>		None of the above <input type="checkbox"/>						
If taken to hospital provide the following details if known ↓									
Name of GP / Doctor that provided treatment									
Name and address of Hospital attended									
<b>8. INVESTIGATIONS</b>		<b>****THIS IS A MANDATORY FIELD****</b>							
<p><b>Each and every incident should be investigated. The investigation should be relevant to the type of incident that is being reported. Therefore, some minor or trivial incident's may not require a full investigation. If this is the case, you should indicate why a full investigation has not been carried out. i.e. Sporting Injury No investigation reqd, or Known Behavioural issues No Investigation reqd, etc.</b></p>									
At the time of the incident was the person authorised:									
To be where they were? <input type="checkbox"/>		To be doing what they were doing? <input type="checkbox"/>							
Explain the outcome of any investigation or indicate why an investigation is not required									
<b>YOU MAY SELECT 3 PEOPLE / MANAGERS TO BE AUTOMATICALLY ADVISED OF THIS INCIDENT</b>									
1.									
2.									
3.									

Close Report – No Further Action

once details have been entered onto the system

Yes    No  
☐    ☐

DATA CAPTURER ..... DATE .....

ENTERED ONTO EEC BY ..... DATE .....

**YOU MUST ENSURE THAT THIS INFORMATION IS ENTERED ONTO EEC.  
A COPY OF THIS FORM DOES NOT NEED TO BE SENT TO CHSU**

For queries or guidance contact the Corporate Health and Safety Unit on 01823 355089

# Parish Path Liaison Officers Handbook – Notes and Appendices





**Ayrshire** Brown-and-white



**British Holstein** Black-and-white



**British Friesian** Black-and-white



**Jersey** Pale fawn



**Dairy Shorthorn** Brown-and-white



**Kerry** Black



**Guernsey** Fawn or fawn-and-white

## DAIRY BREEDS

The Countryman

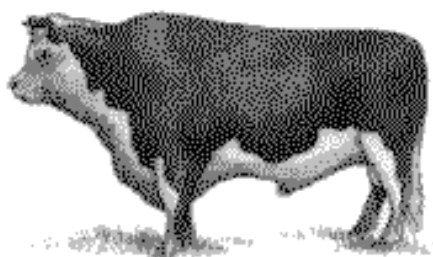
## BEEF BREEDS

The Countryman

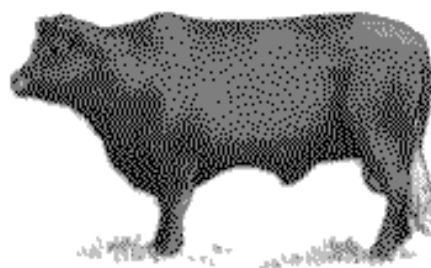
---



Lincoln Red Reddish brown



Hereford Tan with white face



South Devon Brown



Charolais Pale cream



Beef Shorthorn Brown





Aberdeen Angus Black



Welsh Black Black





## A Brief Guide to Access Furniture Commonly Found Along Somerset's Rights of Way Network

Access Furniture Description	Image	Benefits	Issues
<b>Step stile</b>		<b>1) Provide an effective stock control barrier; and</b> <b>2) On the whole, stiles are easy to maintain and repair.</b>	1) Can severely restrict access for people with disabilities or mobility difficulties; and 2) Dogs may not be able to negotiate a stile unless a dog latch has been installed close by.
<b>Squeeze Stile</b>		<b>1) Provide an effective stock control barrier;</b> <b>2) Can provide access for people with disabilities and mobility difficulties; and</b> <b>3) Accessible by dogs.</b>	1) May require regular maintenance and repairs; and 2) Severely restrict access for wheelchair and mobility vehicle users.

<p><b>Ladder Stile</b> (Most often found in the Mendips to cross stone walls)</p>		<ul style="list-style-type: none"> <li>1) Provide an effective stock control barrier;</li> <li>2) Robust and able to stand heavy use and weather; and</li> <li>3) Can act as useful “waymarker” guiding people along a public footpath.</li> </ul>	<ul style="list-style-type: none"> <li>1) Can severely restrict access for people with disabilities or mobility difficulties; and</li> <li>2) Dogs may not be able to negotiate a ladder stile.</li> </ul>
<p><b>Pedestrian and bridleway gates</b></p>		<ul style="list-style-type: none"> <li>1) Easily accessible by people with disabilities or mobility difficulties;</li> <li>2) Can be installed to be one or two way opening;</li> <li>3) Can be installed with a self closing mechanism or hung to self close;</li> <li>4) Can be fitted with a range of latches that make access easier especially for horse riders and walkers with disabilities; and</li> <li>5) On the whole, easy to maintain and repair.</li> </ul>	<ul style="list-style-type: none"> <li>1) Gates can be left or propped open allowing stock to escape; and</li> <li>2) Can provide access for unauthorised users e.g. motorbikes along a public bridleway.</li> </ul>

<b>York Two-in-One Gate</b>		<p>1) With pedestrians, horse riders and cyclists able to pass through the self closing two way opening gate;  2) Suitable for wheelchair and mobility vehicle users: Can be fitted with a range of latches that make access easier especially for horse riders and walkers with disabilities; and  3) Robust and easy to maintain.</p>	<p>1) Can be difficult to install and may require regular maintenance; and  2) Can provide access for unauthorised users e.g. motorbikes along a public bridleway.</p>
<b>Kissing Gate</b>		<p><b>1) Provide an effective stock control barrier;  2) Can be installed with a self closing mechanism or hung to self close; and  3) Kissing gates can help to prevent access by unauthorised users e.g. motorcycles and cyclists.</b></p>	<p>1) Only suitable for installation along public footpaths;  2) Require regular maintenance;  3) Standard kissing gates can limit access for wheelchair users, people with pushchairs and prams and even walkers with bulky rucksacks; and  4) Purpose made kissing gates for wheelchair and mobility vehicle users are available. These designs also provide access for pushchairs and prams.</p>

<b>Bristol Gate</b>		<ul style="list-style-type: none"> <li>1) Pedestrians able to pass through a self closing step gate;</li> <li>2) Suitable where there is insufficient room for separate field and kissing gates; and</li> <li>3) Robust and easy to maintain.</li> </ul>	<ul style="list-style-type: none"> <li>1) Access through step gate can be difficult for people with disabilities or mobility difficulties;</li> </ul>
<b>Field Gate</b>		<ul style="list-style-type: none"> <li>1) Suitable for public footpaths, bridleways and byways; and</li> <li>2) Provide access for wheelchair and mobility vehicle users;</li> </ul>	<ul style="list-style-type: none"> <li>1) May require regular maintenance and repairs, especially if the gate is well used for access by farm traffic;</li> <li>2) To ensure public right of way remains open and isn't obstructed, the gate must not be locked or tied;</li> <li>3) Latches may prove difficult to use for people with disabilities and horse riders;</li> <li>4) Not always possible to hang field gates so they self close; and</li> <li>5) Gates may be left or propped open allowing livestock to escape.</li> </ul>





## RIGHTS OF WAY VOLUNTEERS - ACTIVITY LOG from April 1st 201- March 31st 201

NAME:

VOLUNTEER  
ROLE:

PARISH:

	<b>Surveying &amp; Monitoring Paths</b> (including annual survey)	<b>Practical tasks</b> Small scale (clearance / waymarking) or large scale (installing stiles/gates)	<b>Other activity</b> Meetings /reports etc.	<b>TOTAL</b>
<b>Time</b> per activity type - please include any activity by assistants, groups or other volunteers.				

You will be contacted when to submit this form and until then please use this to record your activity over the year. Understanding that I may ask for hours for months that have not already passed please include an estimate for that time.

Thank you

Please return this Activity Log to the Somerset County Council's Rights of Way Volunteer and Trails Officer to either [ROWVolunteers@somerset.gov.uk](mailto:ROWVolunteers@somerset.gov.uk) or post, Rights of Way, Somerset County Council, County Hall, Taunton TA1 4DY.

Additional copies or hard copies of this form are available by contacting the Volunteer and Trails Officer, [ROWVolunteers@somerset.gov.uk](mailto:ROWVolunteers@somerset.gov.uk) / 01823 358250

**PARISH PATH LIAISON OFFICERS SCHEME  
VOLUNTEER REGISTRATION FORM**

Volunteer Details	Volunteer read and understood Risk Assessment and Health and Safety Guidelines included in Parish Path Liaison Officers Handbook and hereby agree to implement the suggested control measures (YES/NO)	Volunteer's Signature:
Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date:
Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date:
Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date:

Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date
Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date
Name: Address:  Date of birth:                      Age: Contact tel. no: email:		Date

**Parish Path Liaison Officers please note:**

- 1) Please ensure all volunteers that have agreed to help you survey your local rights of way network register their details on this form.
- 2) All volunteers must be 18 years of age or older. If 75 years of age or older, please ensure you contact the Rights of Way Team's Volunteer and Trails Officer before they go out on site.
- 3) Before a volunteer starts helping you, you will need to ensure they read the Risk Assessment and Health and Safety Guidelines included in your Parish Path Liaison Officers Handbook. By signing this form, the volunteer confirms that they have read and understood the Risk Assessment and Health & Safety Guidelines and will implement the suggested control measures accordingly.