

Management Plan for Cople Millennium Wood

2025 – 2029



(stock picture)

**Cople Parish Council
September 2024**

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1. General Information

Site Name: Cople Millennium Wood

Site Status (*highlight*): NNR SSSI LNR CWS None SAM

County: Bedfordshire

District: Bedford Borough

Parish: Cople

Local Planning Authority: Bedford Borough Council

Grid Reference: TL103476 OS 1:50 000 Sheet No. 153

Area: TOTAL WOODLAND AREA: 3.35 ha (8.28 acres)

Tenure: Cople Parish Council

Date of agreement: December 2014

Owner: Woodland Trust

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1.1 Vision statement

Cople Millennium Wood (hereafter known as CMW) sits in the Ouzel Valley to the south-east of Bedford in the Forest of Marston Vale, a Community Forest Initiative. The area, historically, has been relatively little wooded and affected extensively by sand and gravel quarrying. The landscape is flat although relieved by the Greensand Ridge, forming a line of low hills to the south and east. The chief land use is agriculture; mainly wheat, barley, oilseed rape, onions and potatoes.

The vision is for the wood is to be run as a community partnership-led woodland with provision made to allow both people and wildlife to benefit from, and enjoy, the woodland and its varying habitats. Areas of maturing, semi-natural woodland with carpets of native woodland plants and a varied structure of trees interspersed with wide, scalloped rides and glades will enrich the area with a great diversity of age ranges, management methods and structures which will enable a wide range of habitats to be enjoyed by all. Wide woodland rides, glades and areas of coppice will add to the diversity and people will be able to enjoy the woodland diversity in all forms of quiet contemplation.

1.2 Land tenure and management

CMW was purchased by the Woodland Trust (WT) in December 1997 from a local landowner; formerly an arable field. It was planted as part of the WT's 'Woods On Your Doorstep' scheme where 200 such woods were planted across the country to mark the Millennium.

Cople Parish Council now manages the wood on a long-term lease from the WT by Cople Parish Council and a 'Friends' group helps to look after and manage the wood on a sustainable and biodiversity-led basis.

The wood is managed by the Cople Parish Council through contract mowing of the rides and access tracks. Tree thinning via contract is required in the next five years to help increase biodiversity of the ground flora. Volunteers undertake traditional management with hand tools, such as, coppicing, dead hedging, boundary hedge laying and raking grass.

2. Site location and description

2.1 Location

CMW is situated to the south of the main village of Cople and situated adjacent to Water End, a hamlet of Cople. The site grid reference is TL103476. The area is a rural, ex-farmland and has scattered cottages to the east and a mix of arable and horse paddocks elsewhere. There are views to the west of Cardington Airship Sheds and south to the wooded Greensand Ridge. The area is covered by Ordnance Survey Explorer map number 153 (Bedford and Buckingham).

2.2 Description

CMW is a semi-natural planted woodland comprising areas of maturing trees, rides, open glades, and scalloped, wooded edge. The site is 3.35 ha (8.28 acres). Following community consultation, the trees were planted during the winter of 1998/99 and comprised a mix of mainly native species. The habitat leans towards a W8 (*Fraxinus excelsior* – *Acer campestre* – *Mercurialis perennis*) woodland. There also areas of shrub species and fruit trees.

The wood has open access for walkers throughout the year and is crossed by a Public Footpath which runs NW to SE through the centre of the site. A Public Bridleway runs along the outside of the southern and western boundaries. A network of mown rides radiates from the central grassy glade within the wood. Two picnic table benches and a memorial bench lie within the wood for peaceful rest. An information panel is situated at the main access entrance at Water End. Management access is from the highway at Water End Lane via a short track along which the WT/PC has a right of access. A field gate permits access to contractors managing the woodland features.

CMW sits on the flat land of the Ouzel Valley with a mix of sands, clays and gravels. The wood is at an altitude of 27m.

2.3 Evaluation of important features

Feature	Importance		
	National	Regional	Local
Habitats			
Lowland mixed deciduous woodland			√
Mature, old & decaying deciduous trees			√
Hedgerows			√
Lowland grasslands, including ant hills			√
Wetland scrapes			√
Species, Mammals			
Soprano pipistrelle (P)			√
Species, Birds			
Linnet	Red		
Song thrush	Red		
Starling	Red		
Yellowhammer	Red		
Cuckoo	Red		
Woodcock	Red		
House Martin	Red		
Skylark	Red		

Swift	Red		
Dunnoek	Amber		
Green woodpecker	Amber		
Kestrel	Amber		
Rook	Amber		
Bullfinch	Amber		
Sparrowhawk	Amber		
Tawny Owl	Amber		
Wood Pigeon	Amber		
Red Kite	Reintroduced		
Surveys needed			
Invertebrates, inc.			
Butterflies and Moths			
Grasshoppers			
Dragonflies			
Other invertebrates			
Amphibians inc Grass Snake			
Small Mammals inc mice, shrews, bats			
History			
Boundary trees			√

Key

Red – Birds of Conservation Concern 2023 Red listed species.

Amber – Birds of Conservation Concern 2023 Amber listed species.

Legally protected species

2.4 Notable habitats and species

2.4.1 Flora (names follow Stace, 1997).

58 species of flowering plants, trees and grasses have been recorded in Cople Millennium Wood; most of these are typical of woodland, scrub, semi-natural grassland, and wood-edge habitats.

The wooded areas consist primarily of planted native species such as Silver birch (*Betula pendula*), Pedunculate oak (*Quercus robur*), Ash (*Fraxinus excelsior*), Field maple (*Acer campestre*) and Wild cherry (*Prunus avium*).

The understorey is varied with a wide range of planted species including Common Hawthorn (*Crataegus monogyna*), Wych elm (*Ulmus glabra*), Hazel (*Corylus avellana*).

The field layer Bramble (*Rubus fruticosus*), Ivy (*Hedera helix*) Dog rose (*Rosa canina*), Holm oak (*Quercus ilex*), and occasional Spindle (*Euonymus europaeus*) occur.

These species are typical of a W8 – Fraxinus – Acer – Mercurialis woodland. The ground flora is poor with some Primrose (*Primula vulgaris*), Cow parsley (*Anthriscus sylvestris*) and Ground ivy (*Glechoma hederacea*). Additions include Primrose (*Primula vulgaris*), Forget Me Not (*Myosotis*), Snowdrop (*Galanthus*), Cowslip (*Primula veris*), Common Comfrey

(*Symphytum officinale*). Opportunities exist to further improve this component through appropriate management.

Areas of scrub occur within the newer plantings, along some of the rides and glades and these comprise species such as Hawthorn (*Crataegus monogyna*), Blackthorn (*Prunus spinosa*), Silver birch (*Betula pendula*), Dog rose (*Rosa canina*), Guelder rose (*Viburnum opulus*) and Wayfaring tree (*V. lantana*).

An area of fruit trees, in the south-west corner of the wood needs the varieties identifying and could have (local) varieties planted. Other species present there are Rowan (*Sorbus aucuparia*), Whitebeam (*Sorbus aria*), Spindle (*Euonymus europaeus*), Hazel (*Corylus avellana*). A small glade contains ant hills, Wild carrot (*Daucus carota*), Ragwort (*Jacobaea vulgaris*) – used by cinnabar moth, and has further potential for chalk downland plants, such as Knapweed (*Centaurea nigra*), due to the finer grasses occurring there.

Areas of semi-natural grassland are scattered across the site in the form of woodland rides, clearings and glades and vary in structural diversity from tall, rank MG1 grassland to areas of shorter, finer grassland and mown amenity areas. Typical species here include areas often dominated by False-oat grass (*Arrhenatherum elatius*) and Rosebay willowherb (*Chamerion angustifolium*), Meadow buttercup (*Ranunculus acris*), with herbs such as Bugle (*Ajuga reptans*), Wild strawberry (*Fragaria vesca*) and Cow parsley (*Anthriscus sylvestris*).

2.4.2 Fauna

Cople Millennium Wood forms an important resource for mammals, birds and invertebrates with the site providing a diversity of habitats in addition to important links with the surrounding countryside. Mammals observed include Grey Squirrel, Rabbit, Brown Hare, Muntjac, Red Fox, Stoat and Wood Mouse. A Grass Snake observation has prompted provision of wetland scrapes; also, to provide fauna with watering points.

2.5 Site History

CMW was purchased at the end of December 1997 following a lead from the Marston Vale Community Forest (MVCF) of its availability. Following community consultation, much of it was eventually planted during the winter of 1998/99. Subsequent planting has since taken place which has involved MVCF.

2.6 Compartment Descriptions

Due to the small size of the wood, there are no compartments. However, the management during the previous plan has been done by rough division into sectors to help diversify age structure of the trees and increase woodland biodiversity. Additional features have been added, including dead hedging, a large bug box from cuttings, wetland scrapes, log piles, grass clipping piles, and bird boxes placed where little understorey

occurs to accommodate woodland birds. Ant hills in two glades are being encouraged to recover via volunteer sensitive management using hand tools.

3. Site Evaluation

3.1 Naturalness

CMW is maintained as an area of mixed habitat comprising semi-natural broadleaved woodland, areas of recently planted mixed secondary woodland with a network of rides, glades and clearings consisting of natural and semi-natural neutral grasslands and a few areas of scrub. A range of hedgerows also occur across the site. The vegetational communities across this site are those that would naturally form as part of natural succession of vegetation in this area of the UK.

3.2 Rarity

The presence of semi-natural broadleaved woodland is an important component of this site and important at both county and national levels. The areas of grassland, scrub and hedgerows are important at a local level.

No rare species have been recorded in CMW but it is very likely that species of national biodiversity importance do occur in the wood and recording efforts should be made to identify potential species; probably most likely to be found amongst invertebrates.

3.3 Fragility

The woodland is, to some extent, self-managing, but it is apparent that there is a need for some, small-scale, clearance, tree removal or other management (see Section 5, Management Actions). The areas of grassland are more fragile and will only remain if managed through human action as, without management, these areas would be replaced by scrub and ultimately secondary woodland as part of the natural vegetation succession. Both grasslands / scrub and hedgerows will need managing to retain their interest and as an important part of the overall habitat mosaics across the area (see Section 5, Management Actions).

3.4 Typicalness

The areas of semi-natural woodland are typical of the climax community to be found on Sand-Clay-Gravel soils. The other woodland areas, although planted, are also indicative of what would have developed naturally on this site. The grassland communities also consist of what would naturally develop in the area and are typical of habitats managed by mowing.

3.5 Recorded history

See section 2.5 for a history of the site.

3.5.1 Previous surveys and monitoring work

None known.

3.6 Position in unit

CMW is set in a semi-rural location to the south of Cople and adjoining the small hamlet of Water End. The wood itself is quiet with mainly local people accessing and enjoying the site. Due to its location, views from the site are extensive with views across rolling farmland to the Greensand Ridge and with attractive thatched cottages and their gardens along the eastern boundary.

3.7 Potential value

CMW has the potential to develop as a valuable resource for biodiversity and as a site of value for the local community and schools in developing activities and events within the site. It is also a valuable reservoir of biodiversity which, through careful management, can be used to spread species throughout wood and surrounding countryside.

3.8 Intrinsic appeal

CMW makes a significant contribution to the character and diversity of wildlife and landscape in the area. As noted earlier, the site provides a rich mosaic of habitats including woodlands, scrub, grassland, and hedgerows, all within a rural/open countryside setting. It is located within an open landscape of arable farming and pasture grazed by horses or sheep, so offers essential cover from predators.

The wildlife, landscape, access and community value of CMW is of local importance and the management of both conservation and community features of the wood should be given a very high priority. The strong local interest and partnership organisations involved in this site should ensure a commitment to the future of CMW.

4. Management Objectives

4.1 Objectives

1. To manage the site to protect and enhance its habitats and species diversity whilst complementing its position within the wider landscape.
2. To maintain and improve public access and visitor enjoyment and any facilities on the site, encouraging responsible visitor use, local interest and community support and providing relevant information to encourage this.

5. Management Actions

5.1 Objective 1

To manage the site to protect and to enhance its habitats and species diversity whilst complementing its position within the wider landscape.

5.1.1 Management of woodland

This covers the entire wood, grassland and rides.

The primary consideration is to maintain the woodland through minimum intervention apart from scheduled thinning to encourage increasingly diversity of age structure. Sometimes tree removal may be necessary if presenting a danger to the public due to Health and Safety issues. Wherever possible, all dead and standing trees should be left untouched as they are invaluable for invertebrates, insect feeding birds, nest sites for woodpeckers, bats etc.

If trees present an imminent danger to health and safety, they should be surveyed for bats prior to any works being undertaken. Only those trees within falling distance of a pathway, or boundary, should be considered for removal i.e. health and safety reasons.

Other management considerations are:

- To manage the woodland to increase diversity and age structure – some selective felling must be considered, but should be done in accordance with Woodland Trust advice. Any existing stands of species may need felling in future, especially where plantings are a single species in lines. These areas should then be either left to regenerate naturally, or some replanting of native species may be considered, especially understorey species offering food and natural bird nesting potential. Some of the elder in the south of the wood could be cleared and replanted with hazel and other native shrubs. However, elder offers a nectar source in Spring and berries to winter migrants, so should not be eliminated.
- To manage areas to help increase the spread of the native wildflowers. This should be achieved by cutting and clearing areas, firstly where any wildflowers are already under threat, then creating new clearings allowing native species to spread into new areas.
- To reduce the number of non-native species in the wood – follow as above.
- To control (but not entirely clear) invasive species such as blackthorn and bramble in glades and along the woodland edge – occasional clearing or coppicing of these shrubs if they start to become too dominant.
- To maintain deep shade for species – some species of plants, especially fungi, and invertebrates, prefer deep shade with little or no ground cover – it is important to maintain areas such as these so avoid over-clearing and over felling large areas of trees.
- Create a monitoring programme of woodland species – to include ground flora, invertebrates, amphibians, reptiles, birds, and mammals, and keep records.

- Maintain and increase diversity of rides and woodland edge (see below) and through cutting of 'scallops', bays and some selective thinning/coppicing to increase structural diversity.
- Introduce coppicing of Hazels – coppicing to be carried out over a 7 – 9-year cycle in agreed plots.
- To monitor colonisation of the two scrapes created in the north west and south west quarters and use by visiting fauna.

5.1.2 Management of grasslands

The primary consideration in this area is to allow areas of grassland to be maintained, and if necessary, increased through some tree and scrub clearance, ride widening, creation of glades etc. Grazing by species creates a mixed length sward but this is unlikely here due to tree damage, so sensitive, rotational mowing regimes can provide a satisfactory alternative.

Contractor mechanical grass cutting to keep rides open for walkers, can be supplemented by volunteer effort using hand tools to create various heights of grass suited to small mammals such as mice or voles, and invertebrates such as grasshoppers, certain butterflies, or moths.

Whatever management method is decided upon, it is essential that the removal of all arisings from cutting operations is done to prevent any build-up of nutrients and subsequent undesirable and detrimental changes to the sward as the competitive species (particularly the coarser grasses) become more dominant over the desirable rarer or unusual / less competitive species.

All current grassland areas should be cut, and the arisings removed, on an annual basis at the end of the growing season. Some areas, such as the picnic site, rides or other amenity areas could be cut rotationally. Paths may need cutting more frequently throughout the growing season to maintain access for users, but grass length should be graduated to create woodland edge habitat.

To increase biodiversity, it is permissible to rake up and stack any cut material in heaps in suitable areas (woodland edge / under trees -not on grass) to provide additional habitat for some species e.g. slow worm.

Wherever possible, leave areas of uncut grass between areas of woodland and scrub/grassland to encourage a woodland/scrub/long grass/short grass ecotone.

5.1.3 Management of scrub, woodland edge, and rides

Scrub is an important and undervalued habitat in its own right which will quickly degenerate and lose its interest if not carefully managed. As part of a natural succession of communities, scrub will turn into woodland and lose important biodiversity associated with it, so needs active management to prevent this and create diverse age structure.

Any areas of scrub will need cutting/coppicing in blocks on a rotation (suggest 7 – 10 years) to maintain a diversity of age ranges and structure. Leave one or two shrubs to develop into mature scrub. Avoid creating fire sites which encourage nettles and creeping thistle due to additional nutrients. Use cuttings to create deadwood habitats, or make wood chippings, or remove entirely if necessary.

The rides and woodland edges around CMW also require careful and specific management. The aim here is to keep the rides wide and open with well-structured edges with a graduation of habitat from short, cropped grassland through longer, grass/ tall herbs/ a mixture of scrub/grassland to small shrubs (i.e.; willow, bramble, dogwood, wayfaring tree) then up to mature woodland.

There is also a need to increase biodiversity and structural diversity through the creation of glades, ‘scalloping’ of rides, and the occasional removal of large, mature trees to open the canopy. This will increase the area of open, sunny, sheltered areas which will then benefit various invertebrates, birds, and mammals.

A strip of 5-10m would be a minimum or up to 10-20m wide in places, depending upon the height and structure of the woodland edge trees. The long grassland zone along rides should be cut on a rotational basis every 2-4 years and in appropriate lengths, to be agreed. The ride scrub edge should be cut/coppiced on a cycle of an 8–15-year rotation.

Glades with woodland, both existing and newly-created, should be maintained as open, grassy habitats through rabbit grazing/cutting vegetation and removal of arising or stacking up, as described in Section 5.1.2. Try to maintain or encourage the presence of woodland/scrub/grassland edge habitats wherever possible.

5.1.4 Hedge and Boundary Management

The hedges and boundaries in and around CMW should ideally be managed on an 8-15 year rotation, cutting or trimming appropriate lengths as agreed through on-site meetings. This will allow hedgerow plant species to flower and set seed providing food and nectar sources for invertebrates, small mammals and birds. Specific features such as native deciduous trees forming an integral part of the hedge should be retained, or removed on an individual basis – it is recommended that such trees are left wherever possible, unless of non-native origin, are aggressively dominating the hedge or causing excessive shading to the detriment of the hedge. Excessive ivy can cause a problem so sections of hedge need managing at different times.

Some hedge laying has been done in 2024 as an entrance feature to the wood at the western boundary. This will be a means of increasing the biodiversity as additional sections are done and age diversity increases. It will also provide opportunities for training and learning new skills by community groups when tasks or events are arranged.

5.1.5 Protecting historic features

The site should be managed sensitively with respect to any historic features such as wood banks, archaeological points of interest and important historic boundary features such as ancient trees and hedgerows.

Any new plantings should be sympathetic to the local flora and the surrounding landscape. All new plantings should be of local, native species. Avoid any planting on grasslands or other areas of biodiversity interest, especially where ant hills exist as these develop their own micro habitat of flora and fauna.

5.1.6 Managing fire sites

Minimise the number of fire sites as the ash from old fires enriches the soil and encourages invasive plants that will alter the ecology of any habitats affected. Currently, a no fire policy is exercised, so that cut timber is kept for detritivores and other fauna as habitat. Barbeques are not encouraged due to the fire risks posed where there is dead wood and dry grass, especially during hot weather.

5.2 Objective 2

To maintain and improve public access and any facilities on the site, encouraging responsible visitor use, local interest and community support and providing relevant information to encourage this.

5.2.1 Improving access and Rights of Way

Review all access points onto and around the site with a view to providing improvements, where and if necessary, to meet National Access for All standards. Barriers to access must not be created and surfaces reviewed periodically, so all users can enjoy the site.

Investigate possibility of erecting additional signage (e.g. Interpretation boards describing wildlife, access, history, useful contacts etc). Investigate funding and resources.

Consider development of a trail using QR codes for visitors to the site, explaining access, wildlife, history etc.

Investigate possibility of developing a website promoting the wood.

Continue to raise awareness of the site as a place of open access and informal recreation for visitors on foot.

Investigate and ensure that conflicts do not arise between users of CMW.

Explore links with surrounding sites and wider countryside and consider developments / improvements to these, and other, access routes such as Rights of Way.

Maintain and widen any rights of way, as appropriate, as part of any annual management programme. Contractors must have insurance for the works contracted out and be

suitably qualified. Ideally, a parish councillor will be available to oversee or discuss any issues.

Investigate possibility of new seating at appropriate locations around the wood, particularly where there are views and within more intimate landscapes. Ensure that a wheelchair friendly picnic table can be included in future upgrades of furniture. Path surfacing within this site may cause conflict issues with the biodiversity objective, though it may still be reasonable to consider, dependent on demand. Equally, provision of information and interpretation may need to be revised depending upon actual requirements, so regular reviews are important.

5.2.2 Inappropriate access and site usage

There are some forms of access and site usage which historically, or currently, can cause potential problems of usage on the site. These include:

- Inappropriate mountain biking and illegal motorbike usage
- Inappropriate horse riding
- Littering
- Dog mess
- Inappropriate/uncontrolled behaviours i.e.; fires, camping etc.

These issues need to be dealt with as part of future site management and may necessitate forming a group (Millennium Wood Volunteers) to monitor any issues, report to Cople parish council, and work with local communities to develop and implement a programme to minimise, restrict or remove any of these issues from the site.

5.2.3 Waymarking

Bedford Borough Council will maintain waymarking along all public and other, promoted, routes and any other paths as deemed appropriate by BBC.

5.2.4 Public safety

Undertake to complete any Risk Assessments prior to any works being undertaken on the site.

Provide a point of contact on all site interpretation / literature / website etc.

Carry out Tree Condition surveys as identified by Risk Assessment (to be carried out by an appropriately experienced person). Identify and, if necessary, carry out any works that be arise from this – however, any necessary steps should be taken to ensure that protected species (bats), nesting birds and their roosts, are protected as part of this process.

5.2.5 Species monitoring

Encourage the recording and monitoring of wildlife on the site; manage for any notable species of mammals / birds / invertebrates, and flora.

Encourage regular, repeatable surveys of more obvious groups i.e.; bird and butterfly transect, small mammal trapping (under licence) to monitor effects of management and to locate areas for rare or notable species.

Ensure all records from the site are submitted to the relevant BNHS County Recorders for inclusion in the county Biological Recording and Records Centre (BBRMB).

Undertake bat emergence and detector surveys in the spring / summer and summer / autumn to confirm bat roost sites (develop project with Bedfordshire Bat Group).

5.2.6 Public awareness

Promote and raise awareness of the site using a range of media. Ensure continued coverage of events and activities in the local Press, newsletters, websites and other electronic media and through partner organisations.

Investigate the possibility of producing an interpretative leaflet or use of QR codes for the site to give information about wildlife, conservation, access, history, contacts etc.

Hold occasional / annual open days via Cople PC and Millennium Volunteers to raise awareness of CMW.

Continue with support for, and partnership projects with, the Millennium Wood Volunteers Group. Any practical work should work towards agreed targets, as laid out in the agreed management plan.

Continue to encourage opportunities to maximise local community interest and involvement with CMW. This could include specific projects such as video / audio projects, an aural history project, or a community arts-based project, for example.

Investigate links with surrounding landowners to make them aware of future projects and to encourage them to become more involved with the site.

5.2.7 Green Flag Community Award

The Green Flag Community Award (GFCA) is a national scheme that recognises high quality green spaces that are managed by voluntary and community groups. The Award is part of the Green Flag Award scheme; the national standard for quality parks and green spaces.

The GFCA is run by Keep Britain Tidy with various funding partners.

It may be considered appropriate in the future to enter CMW into the GFCA scheme (on a continuing annual basis) as the benefits of receiving an Award will be invaluable in the future development, management and awareness of the site.

GFCA benefits include:

- Increased publicity for the site on a national and regional scale.
- Increased funding opportunities.
- Increase in recognition for the site, its biodiversity and community work.
- The knowledge that the site would be helping to contribute to a renewed sense of pride in sites regionally.

Sites are judged under the following criteria:

- A Welcoming Place
- Healthy, Safe and Secure
- Well Maintained and Clean
- Environmental Sustainability
- Biodiversity and Heritage
- Community Involvement
- Achievements

The following are needed for an entry:

- Management Plan
- Community Group Constitution
- Financial Details/Accounts
- Site Agreement (with landowner)

Sites must be entered by the end of January, are judged in May/June and the outcome announced in July.

For further information, see: www.greenflagaward.org.uk

5.3 Table of Management Actions

Action	Where / When					
	Year					Notes
	2025	2026	2027	2028	2029	
Woodland						
1. To manage the woodland to increase diversity and age structure and to reduce the number of non-native species in the wood • Clear suckering wild cherry in places. • Consider felling of trees where too close together.	X	x	x	x	x	
	x		x		x	
	x	x	x	x	x	
2. To alternate control / coppice of invasive species e.g. cherry suckers and bramble in glades, rides and woodland edge.		x		x		
3. To maintain some deep shade for particular species.	x	x	x	x	x	
4. Develop programme of monitoring of some woodland plant species.	x	x	x	x	x	
5. Maintain certain mosaics and current mix of deciduous trees and scrub through non-intervention in identified locations.	x	x	x	x	x	
6. Maintain and increase diversity of rides and glades through cutting ‘scallops’, bays and some selective thinning / coppicing.	x	x		x		
7. Introduce coppicing of hazel stands, using a 7 – 9-year cycle		x				
8. Encourage native plant species (e.g.; primrose, snowdrop) to spread by planting in appropriate areas on the woodland floor.		x	x		x	
Grassland						

1. To manage all grassland areas for conservation and biodiversity interest.	x	x	x	x	x	
2. Cut identified grassland on annual basis.	x	x	x	x	x	
3. Remove and/or stack any arisings in piles.	x	x	x	x	x	
4. Leave areas of uncut grass between woodland and scrub areas (cut every 2 years rotational).		x		x		
5. Extend areas of grassland through scrub removal where appropriate.	x		x		x	
Scrub, woodland edge and rides						
1. Manage scrub through cutting/coppicing.		x	x		x	
2. Management of rides – coppice and/or cut scrub/shrubs along ride edges on 8 – 15-year rotation.	x	x		x	x	
3. Create and maintain scallops along ride edges.	x	x			x	
4. Management of existing woodland glades – cutting vegetation and enlargement of glades.	x	x		x		
5. Creation of new glades within woodlands/woodland edge.	x	x			x	
Hedges and boundaries						
1. Manage hedges on an 8-10-year rotation by cutting and/or coppicing.		x		x		
2. Consider laying some sections of hedges, particularly at entrance points.	x	x			x	
GFC A (Green Flag) Consider applying GFC A status, then maintain annually.					x	
DDA Compliance and Access for All Form steering group, make recommendations and deliver.	x	x	x	x	x	
Inappropriate Access Consult with local community; work PC and BBC staff to solve	x	x	x	x	x	

issues and implement recommendations.						
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6. Legislation affecting usage and management of CMW

This list has not been prepared by a lawyer and should be considered as a guide to the relevant legislation only. Other legislation may exist that is relevant to the site.

Legislation includes:

The Countryside and Rights of Way (CROW) Act 2000.

The Wildlife and Countryside Act 1981 (as amended).

The Conservation (Natural Habitats &c.) (Amendment) Regulations 2007.

Disability Discrimination Acts of 1995 / 2005

6.1 Health and Safety at Work Act

All operations on the site must be undertaken by appropriately trained and competent personnel, using methods and equipment approved by the Health and Safety Executive (HSE), and in compliance with any other relevant Health and Safety Policy.

6.2 Access and Public Rights of Way

CMW has a bridleway (BW1) running along the exterior western edge, a second bridleway (BW7) running along the exterior southern edge, and a footpath (FP8) running diagonally across the wood. All paths are used for recreational activities such as walking, dog walking (footpath) and horse-riding, walking and cycling (bridleway).

There are also a large number of created 'desire line' routes along the woodland rides and glades throughout the wood. People should remain on main paths generally as these are maintained for H & S for regular usage. Desire lines may have stumps or sensitive woodland flora and fauna as the woodland ecosystem develops.

It is proposed that all current ROW continue to be maintained, as previously, by the BBC ROW Team. All other paths/desire lines etc should be reviewed on a regular basis which will allow assessments to be made and changes/alterations/additions etc., made, where deemed necessary. Users should stick to main paths as these are monitored for any H & S risks to keep users safe.

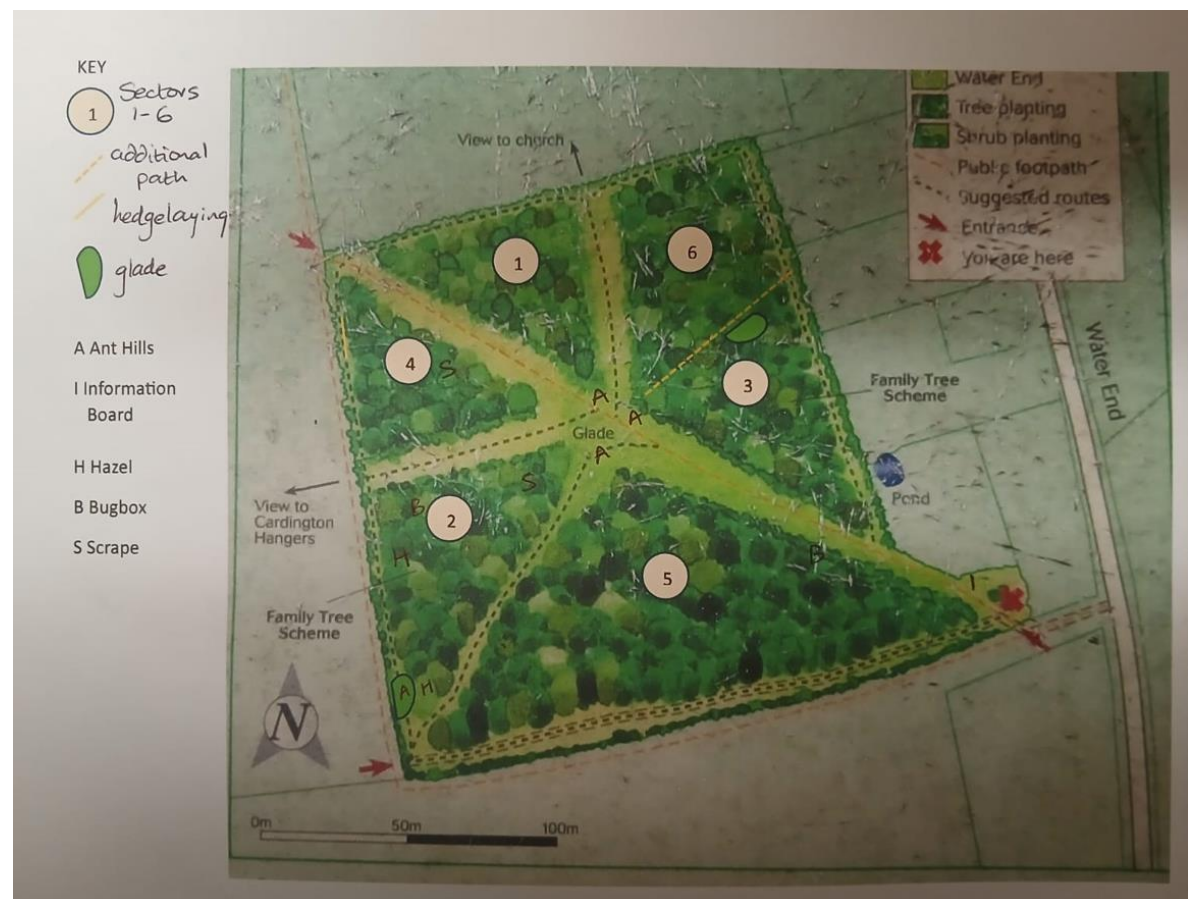
6.3 Archaeology and Scheduled Ancient Monuments (SAM's)

There are no known Scheduled Ancient Monuments on the site.

6.4 Tree Felling

Felling / thinning of trees on the site (even for safety or heritage reasons) may require a Felling Licence from the Forestry Commission and they should be consulted prior to any works being undertaken. Works must be done as agreed in plan and to enhance biodiversity of the wood, including standing dead wood.

Suggested phases of felling as per the plan below:



A protected species (bat/dormouse) survey should be undertaken on any trees prior to them being felled, pruned, have ivy removed or have any other maintenance works undertaken.

6.4.1 English Woodland Grant Scheme

The English Woodland Grant Scheme (eWGS) is a scheme administered by the Forestry Commission for the creation, stewardship and management of woodlands. Funding is available for such items as; woodland planting, ecological assessment and design plans, woodland management and woodland improvements (including thinning and coppicing).

6.5 Risk assessments

A site risk assessment should be undertaken and revised annually.

Task risk assessments, including hand tool us, should be available and regularly updated.

A First Aid kit should be made available for volunteers during any work parties and held by a suitably trained and competent individual to ensure there are no undue risks to the site volunteers. The First Aid kit will need to be reviewed annually for content/expiry dates. A record of attending volunteers, date of task and details of the task should be recorded and kept including hours undertaken. Cople Parish Council will hold appropriate insurance for the Millennium Wood

7. Appendices

7.1 Plant species list (names follow Stace, 1997).

Alphabetical by common name

Ash	<i>Fraxinus excelsior</i>
Beech	<i>Fagus sylvatica</i>
Bee Orchid	<i>Ophrys apifera</i>
Bittersweet	<i>Solanum dulcamara</i>
Bramble	<i>Rubus fruticosus</i> agg.
Bugle	<i>Ajuga reptans</i>
Cleavers	<i>Gallium aparine</i>
Cock's-foot	<i>Dactylis glomerata</i>
Common chickweed	<i>Stellaria media</i>
Common mouse-ear	<i>Cerastium fontanum vulgare</i>
Common nettle	<i>Urtica dioica</i>
Cow parsley	<i>Anthriscus sylvestris</i>
Common speedwell	<i>Veronica officinalis</i>
Creeping thistle	<i>Cirsium arvense</i>
Cuckoo pint	<i>Arum maculatum</i>
Cut-leaved cranesbill	<i>Geranium dissectum</i>
Daisy	<i>Bellis perennis</i>
Dandelion	<i>Taraxacum</i> agg.
Dog rose	<i>Rosa canina</i>
Dogwood	<i>Cornus sanguinea</i>
Dog's mercury	<i>Mercurialis perennis</i>
Elder	<i>Sambucus nigra</i>
Elm	<i>Ulmus</i> sp.
Field bindweed	<i>Convolvulus arvensis</i>
Field maple	<i>Acer campestre</i>
Foxglove	<i>Digitalis purpurea</i>
Garlic mustard	<i>Alliaria petiolata</i>
Goatsbeard	<i>Tragopogon pratensis</i>
Great willowherb	<i>Epilobium hirsutum</i>
Greater plantain	<i>Plantago major</i>
Ground ivy	<i>Glechoma hederacea</i>
Hawthorn	<i>Crataegus monogyna</i>
Hazel	<i>Corylus avellana</i>
Herb Bennett	<i>Geum urbanum</i>
Herb-Robert	<i>Geranium robertanum</i>
Hogweed	<i>Heracleum sphondylium</i>
Holly	<i>Ilex aquifolium</i>
Horse chestnut	<i>Aesculus hippocastanum</i>
Ivy	<i>Hedera helix</i>
Lesser celandine	<i>Ranunculus ficaria bulbilifer</i>
Meadow buttercup	<i>Ranunculus acris</i>
Meadow foxtail	<i>Alopecurus pratensis</i>
Nipplewort	<i>Lapsana communis</i>
Perforate St. John's wort	<i>Hypericum perforate</i>
Pedunculate oak	<i>Quercus robur</i>

Primrose	<i>Primula vulgaris</i>
Red bartsia	<i>Odontites vernus</i>
Red campion	<i>Silene dioica</i>
Red clover	<i>Trifolium pratense</i>
Red fescue	<i>Festuca rubra</i> agg.
Ribwort plantain	<i>Plantago lanceolata</i>
Rosebay willowherb	<i>Chamerion angustifolium</i>
Rough chervil	<i>Chaerophyllum temulum</i>
Rowan	<i>Sorbus aucuparia</i>
Shepherd's purse	<i>Capsella bursa-pastoris</i>
Silver birch	<i>Betula pendula</i>
Silverweed	<i>Potentilla anserine</i>
Smooth sow-thistle	<i>Sonchus oleraceus</i>
Snowdrop	<i>Galanthus</i> sp.
Spear thistle	<i>Cirsium vulgare</i>
Sycamore	<i>A. pseudoplatanus</i>
Timothy	<i>Phleum pratense</i>
White campion	<i>Silene latifolia</i> ssp. <i>alba</i>
White clover	<i>Trifolium repens</i>
White dead-nettle	<i>Lamium album</i>
Wild arum	<i>Arum maculatum</i>
Wild cherry	<i>Prunus avium</i>
Wild strawberry	<i>Fragaria vesca</i>
Wild teasel	<i>Dipsacus fullonum</i> sens.lat.
Yarrow	<i>Achillea millefolium</i>
Yorkshire-fog	<i>Holcus lanata</i>

7.2 Fungi species list (names follow Holden, L, BMS, 2007).

Alphabetical by common name

Birch Polypore	<i>Piptoporus betulinus</i>
Candlesnuff Fungus	<i>Xylaria hypoxylon</i>
Common Puffball	<i>Lycoperdon perlatum</i>
Honey fungus	<i>Armillaria mellea</i>
Jelly Ear	<i>Auricularia aricula-judae</i>
Jelly Rot	<i>Phlebia tremellosa</i>
Turkeytail	<i>Trametes versicolor</i>
Orange Birch Bolete	<i>Leccinum versipelle</i>
Oyster Mushroom	<i>Pleurotus ostreatus</i>
Pestle Puffball	<i>Handkea excipuliformis</i>
Shaggy Parasol	<i>Macrolepiota rhacodes</i>
Sulphur Tuft	<i>Hypholoma fasciculare</i>
White fibrecap	<i>Inocybe geophylla</i>

7.3 Birds

(Species of Conservation Concern in bold)

Grey heron	<i>Ardea cinerea</i>
Sparrowhawk	<i>Accipiter nisus</i>
Red kite	<i>Milvus milvus</i>
Common buzzard	<i>Buteo buteo</i>
Kestrel	<i>Falco tinnunculus</i>
Pheasant	<i>Phasianus colchicus</i>
Woodpigeon	<i>Columba palumbus</i>
Stock dove	<i>C. oenas</i>
Tawny owl	<i>Strix aluco</i>
Great Spotted woodpecker	<i>Dendrocopus major</i>
Green woodpecker	<i>Picus viridis</i>
Swallow	<i>Hirundo rustica</i>
Skylark	<i>Alauda arvensis</i>
Meadow pipit	<i>Anthus pratensis</i>
Wren	<i>Troglodytes troglodytes</i>
Dunnock	<i>Prunella modularis</i>
Robin	<i>Erithacus rubecula</i>
Blackbird	<i>Turdus merula</i>
Fieldfare	<i>T. pilaris</i>
Redwing	<i>T. iliacus</i>
Song thrush	<i>T. philomela</i>
Mistle thrush	<i>T. viscivorus</i>
Garden warbler	<i>Sylvia borin</i>
Common whitethroat	<i>S. communis</i>
Lesser whitethroat	<i>S. carruca</i>
Blackcap	<i>S. atricapilla</i>
Chiffchaff	<i>Phylloscopus collybita</i>
Willow warbler	<i>P. trochilus</i>
Goldcrest	<i>Regulus regulus</i>
Blue tit	<i>Parus caeruleus</i>
Great tit	<i>P. major</i>
Marsh tit	<i>P. palustris</i>
Coal tit	<i>Pariparus ater</i>
Long-tailed tit	<i>Aegithalos caudatus</i>
Treecreeper	<i>Certhia familiaris</i>
Starling	<i>Sturnus vulgaris</i>
Magpie	<i>Pica pica</i>
Jay	<i>Garrulus glandarius</i>
Carrion crow	<i>Corvus corone</i>
Rook	<i>C. frugilegus</i>
Jackdaw	<i>C. monedula</i>
House sparrow	<i>Passer domesticus</i>
Chaffinch	<i>Fringilla coelebs</i>
Goldfinch	<i>Carduelis carduelis</i>
Linnet	<i>C. cannabina</i>

Lesser redpoll
Bullfinch
Greenfinch
Yellowhammer

C. cabaret
Pyrrhula pyrrhula
Carduelis chloris
Emberiza citrinella

7.4 Mammals

European Hedgehog
European Mole
Common Shrew
Common Pipistrelle
Soprano Pipistrelle
Red fox
Chinese Muntjac
Grey Squirrel
Wood mouse
Bank vole
Field vole

Erinaceus europaeus
Talpa europaea
Sorex araneus
Pipistrellus pipistrellus
P. pygmaeus
Vulpes vulpes
Muntiacus reevesi
Sciurus vulgaris
Apodemus sylvaticus
Myodes glareolus
Microtus agrestis

7.5 Butterflies

Speckled Wood
Small Heath
Meadow Brown
Ringlet
Gatekeeper
Marbled White
Comma
Small Tortoiseshell
Painted Lady
Red Admiral
Peacock
Common Blue
Holly Blue
Small Copper
Large White
Small White
Green-veined White
Orange Tip
Brimstone
Large Skipper
Small Skipper

7.6 Disability Discrimination Acts 1995/2005

Legislation DDA Compliance and Access for All

The Disability Discrimination Acts of 1995 / 2005 aims to ensure that disabled people are treated in a fair and equal way. The Acts place duties on providers of goods, facilities and services and makes it unlawful for a service provider to discriminate against a disabled person:

- by refusing to provide (or deliberately not providing) any service which it provides to other members of the public; or
- by providing a lesser standard of service for disabled people.

The 2005 Act covers all functions of public bodies, not just services and therefore includes the provision of paths and access. Other changes included a requirement on public bodies to positively promote disability equality by:

- explaining how you will promote equality for disabled people;
- challenging discrimination against disabled people;
- helping to remove barriers for all disabled people

To 'comply' with the DDA services and facilities any potential improvement work will need to meet current codes of good practice. There are many regulations for the built environment but not the countryside apart from BS5709 for Gaps, gates, and stiles.

The

Countryside Agency guidelines outlined in the publication *By All Reasonable Means* and the *BT Countryside for All* standards are the current best practice guidelines for England. Statistics from the Disability Rights Commission report of 2005 says there are 6.8 million disabled people of working age in Britain. The Communities & Local Government approximate that 1 in 5 people in the UK have a disability of some description.

When sites or services are unable to reach the *BT Countryside for All* standards in the 'wider countryside' for example, the principle of least restrictive access is a useful piece of guidance. Priority should be given to removing or modifying human-made barriers.

Achieving total accessibility to the site may not be possible due to consent of the landowner or practical difficulties. BBC will need to make all reasoning on any decision transparent. Consultation and involvement of disabled people at local and regional level is required by the DDA and will result in pragmatic solutions which would have local support. Looking at the site from a non-bias view as to the needs of the disabled this report will look at the 'key experiences' for the site, looking for ways of improving 'access for all' and for as wide a range of people as possible. The information collected from all interested parties and the associated task group is the basis for the experiences. In addition, site considerations are a factor and will dictate what is and is not possible, these may include, the likely demand, site sensitivity (which is a very relevant on this site) and ability to cope with visitors, feasibility, local and regional context.

8. Appendices

8.1 Appendix 1 – Risk assessment

SITE	COPLE MILLENNIUM WOOD RISK ASSESSMENT		SITE GRID REFERENCE	TL103476
OWNER/MANAGER	COPLE PARISH COUNCIL		HOSPITAL DETAILS	BEDFORD 01234 355122
CONTACT DETAILS	clerk@cople-pc.gov.uk			

HAZARD	RISK	CONTROL MEASURES	IS RISK CONTROLLED	OTHER MEASURES
UNEVEN GROUND	slips, trips, falls	Ensure paths are kept clear of debris and there are no significant holes or ruts	yes	regular inspection and extra checks
				after windy weather
TREES & VEGETATION				
Thorns, Berries, Sap, Pollen	splinters, sickness, skin conditions	Ensure thorny plants are trimmed if near main paths eg bramble	yes	Contractor & volunteer effort
		Ensure nettles by paths are cut to reduce likelihood of stings	yes	Contractor & volunteer effort
		User to view pollen index and take medication if required. Tree & grass pollen seasonal.	yes	Self Manage
Dead Trees	debris falling	Ensure H&S audit undertaken and those located near main paths are made safe by felling or height reduction	yes	Annual inspection undertaken

Roots, Stumps	trip hazard	Ensure stumps are levelled to avoid injury	yes	Levelled after volunteer tasks
		Encourage use of main paths by regular mowing	yes	Contractor mowing
ANIMALS	stings, bites, allergies	Suggest volunteers use antihistamine, as necessary		
WATER				
Shallow scrapes	slips if muddy by shallow scrapes	partially surrounded by dead hedging, sited within woodland away from main paths	yes	seasonally wet, very shallow, monitored by volunteers
	disease e.g. Weil's, infections	Ensure any open wounds are covered, wash hands if handling vegetation or use antibacterial hand wash.	yes	Volunteers are given H&S talk prior to any task
STRANGER DANGER	physical assault, dog attack	Contact details available on Information Board, wood is well-used so likelihood of mobile phone, houses at Water End likely to have landlines. Request dog go on lead. May involve hospital or vet.	yes	Education and preparation if a visit planned e.g. charging mobile, tell others of whereabouts & likely timings
FIRE	Burning vegetation	NO FIRE POLICY in wood. Monitor for disposable BBQ's	yes	Fewer smokers so cigarette stubs less of a hazard. Vigilance in dry weather
		Regular walkers report any occurrences.		

FLY TIPPING	Possibility of glass, metal etc in undergrowth, unseen.	Regular visits to the wood so removed immediately	yes	Be aware if contractor due to mow. Log any fly tipping & monitor
Dog Poo	disease potential, slip risk	May occur bagged up, remove to dog waste bin by Water End lane. Monitor occurrence, educate owner	yes	Dog waste bin emptied Bedford Borough Council. Volunteers monitor woodland
MACHINERY	Contractor presence-mowing, felling, flailing hedges when users present esp. loose dogs	Notice posted to advise on timings of activity. Walkers requested to keep dogs on leads. Paths may be cordoned off temporarily.	yes	Parish councillor present on site to assist any users and advise contractor of any presence. Can stop work if necessary
Hand Tools, Volunteer Tasks	Injury to volunteer or other woodland users	H & S talk to all, R.A. for activity held, First Aid kit available. Volunteers all registered.		Parish councillor present on site to oversee task and ensure records kept

8.2 Appendix 2 – Volunteer risk assessments

RISK ASSESSMENT – Vegetation Clearance

ACTIVITY ASSESSED

Clearing vegetation at ground level using shears, loppers, slasher, bowsaw and other hand tools.

<u>ASSESSOR</u>	<u>ASSESSMENT DATE</u>	<u>NAME OF FIRST AIDER</u>	Bedford Hospital	01234 355122
<u>Site-Grid Reference</u>	<u>Names/number of volunteers</u>	<u>NEAREST PHONE/MOBILE</u>		
TL103476				

<u>Hazard</u>	<u>Precautions</u>	<u>Precautions</u>	
		In place and in use	
Potential for harm	To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.	Yes	No
Clothing including headgear and gloves	Must protect against weather conditions, involving heat, cold, wet, rain, ice and sun. Must be protective against skin abrasions, dust, flying particles. Must be protective against sap, plant fluids, pond/ditch water.		
Eye Protection	Must be protective against overhanging vegetation, flying debris.		
Footwear	Must be strong boots that protect and support the foot, preferably steel toe capped. Must have a good tread to resist slipping. Waterproof as necessary.		
Physical Fitness	Individuals must only attempt what they are personally capable of. Work rates and activities must match physical fitness.		
Slips, Trips and Falls	The site should be inspected before work commences so that the following can be brought to the attention of all volunteers. Uneven ground that may be muddy.		

Hazard Potential for harm	Precautions To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.	Precautions In place and in use	
		Yes	No
	• Wet, dense, tangled vegetation on the ground.		
	• Debris accumulating on the site, e.g. fallen branches etc.		
	• Trenches, pits, obstacles hidden by vegetation.		
	• Stumps that may be partially rotten.		
Hand tool - selection - safe working practice - carrying - storing	Before any hand tool is used, the volunteer must be trained in its safe working including its selection, type and size, its carriage to and on the site, its storage and its maintenance. A brief talk on basic safety before work starts is desirable so spatial awareness is established.		
Blade Condition	Checked before each use - must be sharp, no teeth missing, no cracks and tensioned/fitted correctly		
Handle Condition	Checked before each use, must be secured to the blade.		
	Must be free of splinters and cracks.		
	Grip on handle must be effective, this can be reduced when wearing gloves and/or the handle is wet. Gloves should not be worn if using a blade.		
The Cutting Operation	Attempt at all times to direct the cutting stroke away from the body.		
	When cutting at above shoulder height, hand protection and eye protection is needed.		
The Sharpening Operation	Volunteers must be trained in the safe working method, including using a glove on the hand sharpening the blade, and working from behind the blade.		
Infringement into the workspace by other people including members of the public and fellow volunteers.	Before starting the task, the volunteers must assess the workspace required, and be aware at all times that people may infringe this space.		
	Warning signs or guards may be appropriate where members of the public, including children or dogs are site users.		
	Volunteers to be aware of "safe working" distance.		
Approaching a fellow volunteer working on site.	Ensure that the worker knows that you are approaching before you enter his/her safe working space.		
	Always approach from the front or the side using voice warnings.		

Hazard Potential for harm	Precautions To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.		Precautions In place and in use	
			Yes	No
Site Hazards - Health: • Tetanus • Weils Disease • Leptospirosis	Ensure earth does not get into open cuts. Cover wound and wear gloves. A course of anti-tetanus injections lasts 10 years. Anti-bacterial hand wash can be used on site			
	Ensure contaminated water, including pond and ditch water, does not get into open cuts. Cover wound and wear gloves at all times. Wash hands, or use anti-bacterial hand wash, before eating. For full details of Health Hazards please see "BTCV Basic Safety Leaflet"			
Other possible Site Hazards	Must be aware of specific site hazards: • Flood water or deep water • Flowing water • Working near barbed wire • Fallen trees, overhanging vegetation etc.	• Work on or near roads 1. Arrange a contractor to complete work 2. Erect warning signs and bollards and use high visibility vests/jackets		

RISK ASSESSMENT – Vegetation Clearance

ACTIVITY ASSESSED

Tree Felling using hand tool i.e. bowsaw or pruning saw and loppers

<u>ASSESSOR</u>	<u>ASSESSMENT DATE</u>	<u>NAME OF FIRST AIDER</u>	Bedford Hospital	01234 355122
<u>Site-Grid Reference</u>	<u>Names/number of volunteers</u>	<u>NEAREST PHONE/MOBILE</u>		
TL103476				

<u>Hazard</u> Potential for harm	<u>Precautions</u> To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.	<u>Precautions</u> In place and in use	
		Yes	No
Clothing including headgear and gloves	Must protect against weather conditions, involving heat, cold, wet, rain, ice and sun.		
	Must be protective against skin abrasions, dust, flying particles.		
	Must be protective against sap, plant fluids, pond/ditch water.		
Eye Protection	Must be protective against overhanging vegetation, flying debris.		
Footwear	Must be strong boots that protect and support the foot, preferably steel toe capped.		
	Must have a good tread to resist slipping. Waterproof as necessary.		
Physical Fitness	Individuals must work within comfort zone, but nothing more than 30cm diameter		
	Work rates and activities must match physical fitness. Choose suitable task.		

<u>Hazard</u> Potential for harm	<u>Precautions</u> To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.	<u>Precautions</u> In place and in use	
		Yes	No
Slips, Trips and Falls	The site should be inspected before work commences so that the following can be brought to the attention of all volunteers.		
	• Uneven ground that may be muddy.		
	• Wet, dense, tangled vegetation on the ground.		
	• Debris accumulating on the site, e.g. fallen branches etc.		
	• Obstacles hidden by vegetation.		
	• Stumps that may be partially rotten.		
Hand tool - selection - safe working practice - carrying - storing	Before any hand tool is used, the volunteer must be trained in its safe working including its selection, type and size, its carriage to and on the site, its storage and its maintenance. A brief talk on basic safety before work starts is desirable, so spatial awareness is established.		
Blade Condition	Checked before each use - must be sharp, no teeth missing, no cracks and tensioned/fitted correctly		
Handle Condition	Checked before each use, must be secured to the blade.		
	Must be free of splinters and cracks.		
	Grip on handle must be effective. This can be reduced when wearing gloves and/or the handle is wet. Gloves should not be worn if using a blade.		
The Cutting Operation	Attempt at all times to direct the cutting stroke away from the body.		
	When cutting at above shoulder height, hand protection and eye protection is needed.		
The Sharpening Operation	Volunteers must be trained in the safe working method, including using a glove on the hand sharpening the blade, and working from behind the blade.		
Infringement into the workspace by other people including members of the public and fellow volunteers.	Before starting the task, the volunteers must assess the workspace required, and be aware at all times that people may infringe this space.		
	Warning signs or guards may be appropriate where members of the public, including children or dogs are site users.		

<u>Hazard</u> Potential for harm	<u>Precautions</u> To remove hazard, reduce risk level One precaution may tackle several hazards Ensure First aid kit is available.		<u>Precautions</u> In place and in use	
			Yes	No
	Volunteers to be aware of “safe working” distance.			
Approaching a fellow volunteer working on site.	Ensure that the worker knows that you are approaching before you enter his/her safe working space.			
	Always approach from the front or the side using voice warnings.			
Site Hazards - Health: • Tetanus • Weils Disease • Leptospirosis	Ensure earth does not get into open cuts. Cover wound and wear gloves. A course of anti-tetanus injections lasts 10 years. Anti-bacterial hand wash can be used on site			
	Ensure contaminated water, such as, pond or ditch water, does not get into open cuts. Cover wound and wear gloves at all times. Wash hands, or use anti-bacterial hand wash, before eating. For full details of Health Hazards please see “BTCV Basic Safety Leaflet”			
Other possible Site Hazards	Must be aware of specific site hazards: • Flood water or deep water • Flowing water • Working near barbed wire • Fallen trees, overhanging vegetation etc.	Work on or near roads 3. Arrange a contractor to complete work 4. Erect warning signs and bollards and use high visibility vests/jackets		