



ORGANISING TREE EVENTS AND PROJECTS

Many Tree Wardens carry out projects and organise events in their community. Some of these will be small enough for individuals to do on their own or with a couple of friends, and planning for these will be largely informal. Others may be bigger events, involving members of the public and possibly even contractors. These will require more detailed organisation and may involve fundraising, seeking publicity and carrying out risk assessments.

However, all projects and events require a degree of preparation. This section gives examples of various types of events and projects – including activities as part of Tree Council initiatives which depend very much on Tree Warden support for their success. It also outlines some of the key points to consider when organising them, offers tips on fundraising, publicity, risk assessment and insurance, and gives templates that can be adapted for local use.



The Tree Council's
Tree Warden Scheme

THE TREE
COUNCIL

in partnership with National Grid and supported
by the Government's Cleaner, Safer, Greener Initiative

Template for success

Many organised events involve the same principles, with only the details varying. To illustrate the general steps for a successful, safe, productive event a detailed analysis follows of one of the most widespread activities in which Tree Wardens get involved – planting events during The Tree Council’s National Tree Week.

The key considerations (see right) also apply to many other sorts of activity, so even for other times of the year the example of National Tree Week can provide guidance.

National Tree Week event

National Tree Week, the annual winter tree planting festival, is a great chance for the community to do something positive for the local treescape. It is a nationwide celebration of trees and woods – which The Tree Council began in 1975 and has continued to foster ever since.

The success of National Tree Week depends very much upon enthusiasts across the country organising tree planting and other events, and inviting other people to join in. It takes place at the end of November/ beginning of December.

The dates vary slightly each year but they are available on the Tree Council website. It also carries details of events, so sending information to The Tree Council is a way to get free publicity.¹

The practical side of choosing the right site, selecting trees of an appropriate size, planting the trees properly and planning for their aftercare is covered in separate sections.

Key considerations

Here are some of the points to consider when planning an event.

Choosing a date

- ▶ What else is going on that day? It is a good idea to avoid dates when there are other, competing local activities or events, if at all possible. Ask around before setting the date and then publicise it well in advance so that other event organisers have plenty of notice. (See page 10 for tips on publicity.)

Participants

- ▶ Who is doing the planting – and what is their ability, experience and expertise? Possibilities include:
 - school children (what age?)
 - Scout and Guide groups
 - Tree Wardens
 - contractors
 - faith groups
 - young offenders
 - disability groups
 - BTCV volunteers
 - park friends groups
 - conservation groups
 - local businesses
 - the general public.
- ▶ How many people will be taking part? This partly depends on how many will be needed for the planned planting and how many the event can accommodate. If the

aim is to plant a wood and large numbers are expected, ensure there are enough tools, and organise teams with well-briefed leaders. Ensure all organisers/helpers are clearly identified so that people know where to ask for help.

- ▶ Is there something for everyone attending to do? To keep younger children engaged, activities like tree dressing could run alongside the tree planting. It is important that everyone has a job to do and feels included – even little children can water the trees, using small watering cans. See also *Working with children*, page 5.

Trees and tools

- ▶ How many trees will be planted? The number of trees will determine how long the event will last and how many people will be needed. It is important to make sure the planting target is met and not leave people feeling they have not achieved the day’s objective.
- ▶ What size are the trees? Large trees take longer to plant, so are particularly suitable for teams of people. Planting standards, large rootballed or container-grown trees (see section 4, *Tree planting – planning and practice*) will require people capable of digging tree pits and using a post driver to put in the stakes. So, if the event is for children, there will need to be enough adults to do the heavy work.
- ▶ How are the trees being obtained – and who is organising this, the tree stakes and mulch? If the trees are being delivered in advance of the day they will need to be stored.

Someone will need to be available to take delivery and ensure they are stored in a suitable place (see section 4, *Tree planting – planning and practice*).

- ▶ Who is providing tools – and how many? It sounds obvious, but having enough tools is important. People will get bored if they have to stand around waiting for tools to become available. If necessary, ask participants to bring their own.

Budget and programme for planting

- ▶ Is there a budget – and who is responsible for managing it? Larger events may be funded by grants and will need careful budgeting. It is essential to make someone responsible for this so that the money can be accounted for.
- ▶ How long will the event last – and how will it end? It is important to decide in advance how long the event will last and what it is hoped to achieve – and to let participants know. Rather than just leaving people to drift away at the end, the event could culminate in lunch, perhaps soup and sandwiches. This will need organising, so someone needs to take responsibility for it. Alternatively, people could be asked to bring their own refreshments. It is also important to thank everyone for taking part – and if someone like a local councillor is at the event, he or she could be asked to do this.
- ▶ What happens if the weather is awful? Have somewhere to shelter and plans for if the weather is too bad to plant at all. There are very few days when it is not possible to plant trees, if the project is

properly prepared, but deep snow or a really hard frost (with the ground frozen for a few days) will mean cancellation or postponement. If there are no other activities people can do that day, put posters up at the site explaining that the event has been postponed – and giving a new date. Give a phone number in all publicity (see page 10) for people to contact to check the event is going ahead. If people have registered in advance, contact them to let them know if there is any change of plan.

- ▶ Where are the nearest essential facilities? Let people know whether there are toilets on site. If there are not, this will limit the length of the event. New trees may require watering, and if so there will need to be plenty of water on site – a bowser if there is no tap.
- ▶ Will there be additional activities to entertain/raise funds? This could be an opportunity to raise funds for future events by selling refreshments.

Insurance, health and safety

- ▶ Is the event covered by insurance and who is responsible for finding this out? Tree Wardens should check with their network co-ordinator that they are covered by the network's insurance for the planned event. The insurance may require a risk assessment and an identified first-aider at the event.
- ▶ Has a risk assessment been carried out? Doing a risk assessment may seem over the top for a small event, but it can be simple (see page 14). In any case, at the start of the tree planting it will be

necessary to brief all the planters. A risk assessment will make this easier as it will highlight dangers.

- ▶ Who is responsible for briefing participants about health and safety? Go through the risk assessment so participants understand any dangers – e.g. a fork through a Wellington boot or a spade hitting someone if people are too close. Make sure everyone can tell who the first-aider is – he/she could, for example, wear a fluorescent jacket or cycle visibility belt.

Information for participants

- ▶ Do people need to book in advance to take part – or can they just turn up? Make this clear in any publicity. Either way, keep a register of all attendees for safety reasons. This information can also be used to tell people about future events – though, for data protection reasons, check they are happy for their contact details to be used in this way.
- ▶ Is the site/event accessible to everyone? Families need to know whether it is suitable for pushchairs, and people with disabilities need to know if there is wheelchair access to the site and what the terrain is like when they get there.
- ▶ How are people getting to the event? Let people know about public transport links and where there is car parking.
- ▶ What should participants wear? It is best to advise people about the type of clothing they will need – e.g. stout boots (with steel toecaps if possible) and wet weather gear – and what the plan is for bad weather. It is particularly important to explain all this in publicity

if the event is likely to involve new people.

- ▶ Will dogs be welcome? Make it clear in any publicity whether dogs are allowed – on leads and controlled by their owners – or not. This is important information not only for dog owners but also for others who may be considering taking part. There are, for example, some ethnic groups who regard dogs as dirty animals, rather than pets.

See page 10 for more tips on publicity, including the importance of obtaining consent from people who are photographed.

Working with children

All organisers at an event specifically for children need to have an up-to-date enhanced Criminal Records Bureau check and an up-to-date First Aid at Work certificate unless the children are coming with their parents or carers.

In that case make it clear that parents or carers are responsible for their children.

There is a whole raft of legislation relating to working with children.

It is advisable that anyone who intends organising an event without parents, guardians or teachers 'in loco parentis' has a recognised qualification in youth work or has undergone appropriate training.

Action points

Based on the considerations which have just been outlined, draw up a list of tasks in no particular order (that comes later). These could be:

- ▶ hire tools
- ▶ organise refreshments
- ▶ contact local schools
- ▶ arrange delivery of trees
- ▶ fundraise
- ▶ contact local press and radio station
- ▶ invite local councillor/the mayor/local celebrity
- ▶ work out budget
- ▶ send details of events to The Tree Council for free listing on the website
- ▶ visit site to prepare it and mark out where trees should be planted
- ▶ produce poster and distribute
- ▶ organise registration
- ▶ brief team leaders
- ▶ risk assessment
- ▶ first aider.

There will be others that are specific to the particular tree planting event.

A good way to start planning is to write each task on a separate Post-it Note and put the notes in the order the tasks need to be done.

This will give a timetable and, if the event is being organised by a team, help allocate each task to a person.

It is a good idea to give one person the role of co-ordinator, responsible for organising meetings, managing the budget and updating everyone.

Tree Care Campaign event

The Tree Council's Tree Care Campaign runs from March to September and highlights the need for better care for all trees, of all ages, in order to ensure their survival and increase their number. For more information see section 5, *Managing and caring for trees*.

Although tree care for mature and veteran trees often requires skilled professional work, everyone can do something to help young trees survive the critical first five years. Thousands of recently-planted trees die every year from the lack of a few minutes of timely care. A good way to keep people involved and interested in the trees they have planted, perhaps during National Tree Week, is to organise activities that involve caring for those trees in their early years (there are ideas for this in section 5, see above).

When planning a Tree Care Campaign event follow the same process as for organising a tree planting (see page 2).

In particular remember:

- ▶ Careful planning – be realistic about what can be achieved and clear about what is wanted. Give clear instructions and, if using tools, it is good practice to do a risk assessment and make sure everyone knows who is the first-aider. Check insurance cover with the network co-ordinator.
- ▶ Protective clothing – if participants will need gloves, for example, let them know in advance or provide enough to go round.
- ▶ Rewards/thanks – refreshments might be

- ▶ a good idea and it is very important to thank everyone who has taken part.
- ▶ Time of year – avoid frosty weather if pruning trees because the frost may cause die-back in the newly-cut branch. If weeding around the base of trees, avoid wet weather because trampling feet could compact the soil (again, see section 5). If the event has to be cancelled, let everyone know. If the weather is likely to be hot, provide drinking water and suggest participants protect themselves from the sun.

Woodland management events

Woodland management events in more established woodlands can include activities like brush clearing, thinning and coppicing. These could be an opportunity to bring in an expert and combine the event with training.

Anyone using power tools, like chainsaws and brush cutters, at an event needs a recognised NPTC (National Proficiency Training Council) qualification and public liability insurance. Or use a contractor who has these.

Walk in the Woods event

Walk in the Woods is The Tree Council's month-long festival to encourage everyone to enjoy trees and woods in spring. Across the UK, walks, talks and other events take place in town and countryside in May – a great month to go down to the woods or to a local park or just enjoy tree-lined streets. Spring flowers, birdsong and fresh green leaves make them particularly inviting.

This is a good time to organise an event and get new people interested in trees – especially in their local patch. A particular aim of Walk in the Woods is to attract people who rarely, if ever, visit woods – even those on their doorstep.

Activities

Walk in the Woods activities include:

- ▶ bluebell walks
- ▶ dawn chorus events
- ▶ moth, bat and/or badger watches
- ▶ woodland open days
- ▶ teddy bears' picnics
- ▶ treasure hunts
- ▶ games and story telling
- ▶ tree trails around towns.

Organisation

Most of the principles in the National Tree Week event section (page 2) apply, including the value of a simple risk assessment that can be used to brief everyone, see page 13.

Some events can be extremely popular. For example, a bat walk in a nature reserve usually locked at dusk could be heavily oversubscribed, so it is advisable to ask people to book. Similarly, if this is the first time a particular walk has been organised, and there is no experience of how many people may attend, getting them to book in advance could be helpful.

Building confidence

Many people take part in organised walks because they do not feel confident enough to go on their own and may not be used to being in natural surroundings on uneven paths.

For them – and others, just in case – it is important to give plenty of information when publicising the walk (see page 10), such as its length, terrain, the time it will take, what they should wear, who the walk is suitable for and whether dogs are permitted. Knowing what to expect should give them more confidence.

A map and contact phone number are useful to hand out at the start of the walk, and do a head count before setting off – then check once in a while that no one is 'lost'.

As Walk in the Woods events are often aimed particularly at children, the information on page 5 (*Working with children*) is particularly relevant. Also, ask the network co-ordinator about insurance, health and safety and risk assessment.

Seed Gathering Season event

The Tree Council's Seed Gathering Season starts on 23 September (the autumn equinox, considered to be the first day of autumn) and continues until 23 October, giving everyone plenty of days on which to hold events. These dates may change from year to year so check on The Tree Council website.¹

Activities

Seed Gathering Season events could be:

- ▶ walks to collect seeds to start a tree nursery
- ▶ workshops to use hedgerow and orchard fruits to make jams, pies, cordials and herbal remedies
- ▶ an event explaining how to plant and grow trees from seed
- ▶ an Apple Day event (21 October)

- ▶ a competition to collect the most acorns in an afternoon or the most kinds of tree seeds
- ▶ guided walks enjoying the beauty of autumn colours.

Many of the principles in the National Tree Week event section (see page 2) apply, including the value of a simple risk assessment that can be used to brief everyone (see page 13).

What to do with the seeds

Consider what to do with seed collected:

- ▶ is there a need for a particular tree species in the area?
- ▶ is the aim to preserve something rare?

One option is to set up a tree nursery at a local school, city farm or community garden and in years to come use the trees for local National Tree Week events.

However, a tree nursery is a long-term commitment. Seedlings require care, particularly if grown in pots or cells. They will need regular watering especially in a dry summer. If the tree nursery is at a school, is there an interested teacher or caretaker to take this on when children are on holiday?

Seedlings also require potting on or planting out to thrive. Planting them out in their final position will be at between two and five years, depending on species and site. Tree seedlings that become pot bound will never make good trees once planted out.

For more information see section 3, *How to grow your own trees*. The Tree Council has

also published a useful booklet with lots of information to get people started.²

Hedge Tree Campaign event

Hedge trees are a traditional part of the UK landscape and havens for wildlife. Yet, of an estimated 1.8 million hedge trees, nearly a third are over a century old and may disappear any time over the next 25 years. Without an immediate effort to establish new hedge trees, there will be profound changes to the UK landscape and its biodiversity.

With the help of its Tree Wardens and its member organisations – including many local authorities – The Tree Council, in partnership with National Grid, is running a countrywide Hedge Tree Campaign.

This will increase awareness of why hedge trees matter, halt their decline and help the Department for Environment, Food and Rural Affairs (Defra) meet an important national Hedgerow Biodiversity Action Plan target – to ensure there is no net loss of hedgerow trees in the UK.

Hedge tagging

An activity that can contribute to the success of the campaign is making sure that self-sown saplings or newly-planted trees survive to become mature hedge trees. In fact, the campaign depends on volunteers gaining owners' permission and then tagging safely and responsibly. It is then up to the farmers/landowners to make sure that hedge-cutter operators leave tagged saplings to grow into trees.

Choosing saplings to tag

- ▶ It is easier to identify species when saplings are in leaf, ideally in the summer, but tagging can be done at any time before hedge cutting.
- ▶ Select saplings from a mixed hedge which has not been trimmed for two or three years.
- ▶ If possible, select a sapling with a single straight stem. Stems that have been flailed, laid or coppiced will be damaged; new shoots may decay and the mature tree may lose limbs.
- ▶ Saplings should be at least 20m (6ft) or more apart (unless the aim is to create a screen or small copse).
- ▶ Choose saplings well back from public roads or tracks used by wide machines.
- ▶ Do not choose saplings that are beneath or within 10m (33ft) of overhead power lines or other overhead services.

Organisation

Many of the principles in the National Tree Week event section (page 2) apply, including the value of a simple risk assessment (see page 13) that can be used to brief everyone.

Practical tips

- ▶ Strong gloves, coat and boots are recommended against thorns and prickles.
- ▶ Tag only a few saplings each year to achieve a balanced age structure in future.
- ▶ The simplest method is to tie The Tree Council's brightly-coloured tags loosely around side shoots or main stems.
- ▶ Hand-trim the hedge for about a metre around the tagged sapling to make it visible, or ask the hedge-cutter operator to leave an area to be hand-trimmed later.

- ▶ If a tree is difficult to reach, put a tagged stick near it – in the ground or hedge. If the marker is temporary, do this just before hedge cutting starts.
- ▶ Alternatively, consider putting a permanent, clearly visible stake in the hedge, next to the tree.
- ▶ Consider using tree guards or shelters as protection from cattle and other animals.
- ▶ Record the tagged trees and show the landowner and hedge cutter where they are.
- ▶ Remove tags and markers once the hedge has been cut.
- ▶ Revisit the trees annually to replace the tags for as long as they are needed.
- ▶ Hedge work should take place only if there is no risk to nesting wild birds.

Safety

- ▶ Always work in pairs, particularly when dealing with tall, overgrown hedges and ditches or when using a step ladder.
- ▶ If tagging trees beside a road, take extra care; always wear high-visibility fluorescent clothing.
- ▶ Young people should always be accompanied by a parent or guardian.

Management

- ▶ Even when saplings have grown above the hedge, the hedge-cutter must be reminded to avoid them.
- ▶ Check the saplings each year and hand trim around them.

Publicising the issues

As well as organising practical events to carry out hedge tree tagging, Tree Wardens may want to organise publicity events to start a local campaign to protect hedge trees

and raise public awareness of the issues. The Tree Council produces a free Hedge Tree Campaign leaflet with more information. Tree tags can be obtained from The Tree Council.

Tree Warden fundraising

Funding may be needed for an event or project, or fundraising could be a project in its own right. Either way it will enable tree champions to do more.

The local Tree Warden network may include a group who focus on fundraising for projects or it might be an idea to start one.

Grants

There are many sources of funding and they change frequently. To fund a larger project – over £5,000 – do a search using one of the grant finder packages available through the local voluntary sector support agency, community council or local authority.

Here are some ideas for sources of small grants.

- ▶ National Lottery Awards for All is designed to fund small local community projects of up to £5,000.
- ▶ The Tree Council School and Communities Grant Scheme funds 75 per cent of the cost of tree planting projects with a total project cost up to £1,000.
- ▶ Local councils often have a small grant scheme for environmental projects – call the network co-ordinator or look on the website.
- ▶ B&Q has for several years run a scheme

giving tools and plants to the value of £200 to community projects. Ring the local B&Q for information.

- ▶ *The Tree Guardian* newsletter gives regular updates on sources of funding.

Fundraising events and activities

Local fundraising events and activities can be very effective and are good opportunities to publicise the Tree Warden network and its achievements. Fundraising can include:

- ▶ jumble sales
- ▶ pub quizzes
- ▶ cake sales at work
- ▶ sponsored events
- ▶ stalls at village fetes and community fun days
- ▶ charity auctions
- ▶ appeals in a local paper
- ▶ sponsorship from a local company.

It may be worth contacting other Tree Wardens, park friends groups, or a local school, Women's Institute, Scout or Guide group with experience of fundraising. Think about how much it is hoped to raise and what it will go towards so this can be included in the publicity.

Publicising an event

Well-planned publicity will help to ensure a good turnout and that the objective of the event is achieved. It should also make more people aware of Tree Wardening (and its importance for local trees) and this may make it easier to publicise future events and activities. Even if the event is a private one, it is worth considering publicity before and/or

afterwards. Gaining media coverage can help to attract volunteers. It may even help with future fundraising by increasing awareness among potential supporters.

Points to consider

- ▶ Who is responsible for publicising the event? There could be someone in the organising team with particular aptitude or experience. Or there might be support from the local authority press office or within another organisation closely linked with the local Tree Warden network. If posters are being produced, someone needs to be responsible for distribution.
- ▶ What form is the publicity going to take? Possibilities include posters; leaflets; websites (including The Tree Council's annual Seed Gathering Season, National Tree Week and Walk in the Woods online events listings); news releases (sent to local newspapers and radio stations); telephone calls/emails to journalists; and inclusion in community or local authority newsletters (like local newspapers, these often carry 'What's on' information) or events leaflets.
- ▶ Is there a budget? Press releases can be emailed, saving postage, but posters and leaflets need to be printed.
- ▶ Timing: when does the publicity need to go out? Deadlines will be different for the different forms of promotion, so it is important to timetable the publicity. For example, getting an event mentioned in a local authority events leaflet (which might cover a whole year) could mean

sending details months in advance and magazines also have a long lead time. Weekly newspapers normally need information about two weeks in advance.

- ▶ Will journalists be invited to the event? If so, make it clear in a separate invitation or on the press release (either at the top – before the headline – or at the bottom in the notes to editors) sent three or four days in advance of the event.
- ▶ Is the event going to be photographed – by the organisers, participants or the press? If so, it is a good idea to get the consent of anyone in the photographs that they can be used for publicity purposes, and in the case of children it is essential to get the permission of their parents or guardians (see *Photography consent form*, page 15). If taking photographs to send to the press, try to get close-up shots of people in action (including two or three people at most) and avoid line-ups.

Information to include in publicity

Key points to include in all publicity are:

- ▶ what the event involves – e.g. a mass tree planting to create a community wood as part of The Tree Council's National Tree Week
- ▶ day and date
- ▶ start time – and how long it will last
- ▶ venue – including meeting point if that is not obvious
- ▶ who is organising it – e.g. Westcombe Tree Wardens
- ▶ how to book – if relevant – and if there is a charge.
- ▶ the national Tree Warden Scheme logo (contact the local co-ordinator to obtain this).

Important points to include whenever possible are:

- ▶ how to get there – e.g. public transport links and car parking
- ▶ accessibility – suitability for wheelchairs and pushchairs
- ▶ who the event is aimed at – e.g. everyone, adults only, children (what age range?) accompanied by adults
- ▶ if it is a walk, indicate how far or how strenuous
- ▶ a phone number for people to contact to see whether the event has been cancelled because of bad weather (particularly important for a tree planting event)
- ▶ what to wear and what to bring
- ▶ refreshments – whether they will be provided/on sale, or people should bring their own
- ▶ dogs – whether they are allowed (on leads and under their owners' control) or not.

Posters and flyers

Posters are a good way to advertise the event on the site and on parish notice boards or in shop windows. They do not have to be elaborate or large – A4 or A5 can be useful sizes as they do not take up too much space (so more people may be willing to display them) and can be used as flyers to put through letterboxes. But the information must be clear and concise and details such as telephone numbers must be correct. If the event is part of one of The Tree Council's annual initiatives, such as Walk in the Woods, free posters may be available – with space to publicise local events. If so these can be downloaded from the Tree Council website or events organisers can ask for printed copies.

Press releases

A good starting point for gaining media coverage is to send a press release to local newspapers and radio stations – by post, fax or email. Even if contact is going to be made with a journalist by phone, it is often sensible to follow up the call with a press release. If targeting radio stations, ensure someone involved in organising the event is happy to give an interview if asked.

A press release should include all the key points mentioned above – answering the questions who, when, why, what, where? In particular it should:

- ▶ have a headline that catches the journalist's attention and says what it is about
- ▶ carry the date the release is sent out
- ▶ start with a short opening paragraph that outlines the story, with subsequent paragraphs elaborating on it
- ▶ explain what people are being asked to do
- ▶ highlight what is interesting about the event
- ▶ give details of how people can find out more about it
- ▶ be brief: preferably one page only, two pages maximum
- ▶ give any supplementary information as notes to editors
- ▶ be written in short sentences in short paragraphs and in plain English – no jargon
- ▶ mention any organisations which have given funding (often a condition of the grant)
- ▶ include a lively quote from someone connected with the event, giving their name and succinctly explaining who they are (e.g. Westcombe Tree Warden)

Key messages

The [insert name] Tree Warden Network is part of The Tree Council's Tree Warden Scheme, a national force of local volunteers who champion their communities' trees – in town, city or countryside.

Tree Wardens can get involved with activities ranging from planting and caring for trees to gathering information about local trees and developing imaginative projects to encourage others, including schoolchildren, to value local trees and woods.

Environmental charity The Tree Council launched the national Tree Warden Scheme in 1990 and has co-ordinated it ever since, working with local authorities, voluntary organisations, parish councils and local partnerships to develop Tree Warden networks throughout the UK.

The Tree Council's Tree Warden Scheme is run in partnership with National Grid and backed by the Government department, Communities and Local Government, in support of the Government's 'Cleaner, Safer, Greener' agenda.

- ▶ have – at the end – a contact name and phone number for the press to call for more information
- ▶ include brief details about the Tree Council's Tree Warden Scheme (including the key messages above) with further details in a note to editors about Tree Wardening.

Decide whether a hazard is significant, and whether it is covered by satisfactory precautions so that the risk is small.

For instance, electricity can kill but the risk in an office is remote, provided that 'live' components are insulated and metal casings properly earthed.

A hazard is anything that can cause harm. Risk is the chance, high or low, that somebody will be harmed by the hazard.

Risk assessment

A risk assessment is just a careful examination of what could cause harm to people at the planned event. It helps weigh up whether enough precautions have been taken to reduce the risk. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and possibly lead to increased insurance costs and court cases.

Five steps to assess the risks

- ▶ Look for the hazards.
- ▶ Decide who might be harmed and how.
- ▶ Evaluate the risks and decide whether the existing precautions are adequate or not.
- ▶ Record findings.
- ▶ Review assessment and revise if necessary.

EXAMPLE – Risk assessment

Doing a risk assessment is common sense, but necessary. It does not have to be complicated. This example shows the sort of simple form required. If planning to use machinery that could cause harm, or if there is an awkwardly steep path on a walk where someone could be hurt, check that all reasonable precautions to avoid injury will be taken.

Activity: guided walk Location: Furze Forest
Date: 00.00.0000 Carried out by: AN Other

Hazard	Impact	Likelihood	Risk management	Residual risk
Uneven path	Walker falls, leading to serious injury	Medium	Walkers wear appropriate footwear	Low
Inadequate signage	Walkers get lost Walkers suffer from dehydration and distress	Medium Medium	Walkers given a map at the start of the walk Walkers advised to carry water by walk leader	Low Low
Steep gradient	Walkers unable to complete walk Walker suffers heart attack leading to serious injury or death	High Medium	Walkers advised of gradients and levels of fitness required Walk leader competent first aider	Low Low
Muddy paths	Walkers get muddy clothes Walkers slip and fall causing serious injury	High Medium	Walkers wear appropriate clothing Walkers wear boots with a good tread	Low Low
Adjacent shoot	Walker suffers shotgun injury leading to death	Medium	Walkers advised of the danger and told to keep to the prescribed paths	Low
Sun/hot weather	Walkers suffer sun stroke, sun burn and dehydration	High	Walkers advised to wear hats and sun screen and carry water	Low

Photography consent form

To help spread the word about the importance of trees, it is helpful for us to have photographs or video footage of our activities. We may use these for educational, promotional and publicity purposes. We may also lend them to third parties (including newspapers and magazines) to help raise awareness of our work.

Please could you confirm that you agree to photographs/video of you (or your child/ward) being used in these ways by signing below.

Organisation _____

Address _____

Event _____

Date _____

Name of person in photograph _____

Age (if under 18) _____

(If under 18) Parent/guardian's name _____

Address _____

Telephone _____

Signature (or signature of parent/guardian) _____

Date _____

FOR OFFICE USE ONLY

Picture credit _____

(i.e. photographer/copyright holder)

Photographer/copyright contact details _____

Where to find out more

The Hedge Tree Handbook – The Tree Council

Ramblers Association www.ramblers.org.uk

Health and Safety Executive www.hse.gov.uk

Forestry Commission Active Woods campaign www.forestry.gov.uk/active

National Lottery www.lotterygoodcauses.org.uk

Government funding www.governmentfunding.org.uk

Grant making organisations www.fundinginformation.org.uk

References

1 www.treecouncil.org.uk

2 *The Good Seed Guide* – The Tree Council

3 www.awardsforall.org.uk

4 Tree planting grants www.treecouncil.org.uk

The Tree Council
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