



SeaScapes

Tyne to Tees, shores and seas

Volunteer Handbook
September 2024



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1. Welcome

Welcome to SeaScapes! As a volunteer, you are going to be part of something special and we are really excited to have you on board.

There is an unprecedented public interest in our seas and in marine conservation, and with so much of our natural, industrial, cultural and maritime heritage out-of-sight beneath the waves, we're looking forward to giving it even more attention. The heritage of the Tyne to Tees coast is locally and nationally significant and deserves to be better explored and celebrated.

Thanks to National Lottery Fund players, we are able to run a series of projects and activities to connect the communities between the Tyne and Tees rivers with their coastal landscape. But we cannot do it alone. We need people like yourself to help us. We have a range of volunteer opportunities including: monitoring our fragile coastal habitats for species unique to our cliff tops such as the Durham Argus Butterfly, helping out with our on-water activities, or researching our maritime heritage and joining in an archaeology dig. While you may have signed up initially for one volunteering role, we are keen for cross-training and getting you involved in other training opportunities across multiple volunteer roles if that works for you.

Together we will stimulate communities to have a real and positive impact on our natural world, making sure that it can still be enjoyed by future generations. We know that encouraging people to get outside will boost their wellbeing, and the beautiful coastline that SeaScapes will showcase is the perfect backdrop for it.

Thank you for your passion, enthusiasm, and commitment.

Best Wishes

The SeaScapes Team

Volunteering with SeaScapes

What is a volunteer?

At SeaScapes, the term volunteer means any person who freely chooses to carry out a role or task that we have specifically agreed for them to do, and for which they receive no financial or material reward.

What can volunteers do?

The SeaScapes partnership has a wide range of partners, each with their own volunteer tasks, both within the SeaScapes project and outside it. Each partner has its own volunteer policy and you may need to meet their volunteer policy as the SeaScapes/Durham County Council (DCC) policy. DCC is the lead partner and has a many volunteer opportunities which are not part of SeaScapes so you may want to explore those as well.

Volunteers with SeaScapes will have the opportunity to take part in wide range of activities and opportunities based on SeaScapes sub-projects and by volunteering with our partners. This could include undertaking flora, fauna, cetacean or shore bird surveys in collaboration with our partner organisation projects or learning archaeological research methods to delve deeper into community heritage along the coast. Alternatively, you could volunteer alongside our Beach Care and Aware Officer and help with local beach cleans or offer or learn new skills, supporting people to take part in and enjoy on-water or shore-based sports activities. Volunteers can take part in one-off events and activities or commit several hours a week to volunteering. We will match your time and interests to the opportunities available.

Who can volunteer?

At SeaScapes we welcome volunteers from a wide range of ages, backgrounds, and experiences. For health and safety reasons some of our opportunities can only be undertaken if you are aged 18 or over. Younger volunteers aged 14 years and older may be able to take part in certain roles if they are supervised by their parents or caregivers. If you love the Tyne to Tees coast and sea or are interested in marine wildlife and the coastal environment, then SeaScapes has lots of opportunities to get involved.

Do you need prior experience to volunteer?

For all our volunteer opportunities no prior experience is needed. At SeaScapes, we encourage people from all walks of life and with lots, little or no experience to get involved. If training for a role is required and we agree to take you on in that volunteer role then we will provide the training.

Why volunteer with us?

Becoming a volunteer has many benefits. Volunteering can help you make friends, learn new skills, advance your career, or build work experience for your CV, or just getting out more and helping improve your health. Volunteering can bring purpose and it can even make you feel happier and healthier in both mind and body. At SeaScapes we are committed to providing safe, enriching, and positive volunteer experiences accompanied by training and development opportunities to help you fulfil your role and grow new and existing skills.

2. Roles and Responsibilities

Volunteer Roles

SeaScapes has various volunteering opportunities. Each role will involve different requirements and carry different responsibilities. The Volunteer Officer for SeaScapes will go through these with you when you start volunteering with us.

Some of the SeaScapes volunteer opportunities are facilitated within the wider SeaScapes Partnership. If you are volunteering within one of these roles, the partner organisation will be responsible for your volunteer journey. They will go through the role profile and induction process with you, including their expectations of and responsibilities towards volunteers.

The list below is a list of some of the volunteer roles which have been done by SeaScapes volunteers and are here as an indication of the types of roles which SeaScapes facilitated.

Volunteer Role	Organisation
Beach Clean Leader	SeaScapes / DCC
Events Volunteer	SeaScapes / DCC
Tees Archaeological Excavation Dig / Research / Surveys	Tees Archaeology
Intertidal Survey Volunteer (Shoresearch) / Cetacean Survey	Durham Wildlife Trust
Little Tern Warden	Durham Wildlife Trust
Photogrammetry Survey Diver	Newcastle University
Active On-Shore Assistant	National Trust
Active On-Water Assistant	National Trust
Butterfly Management	National Trust
Durham Argus Butterfly Survey	National Trust
Volunteer Ranger Assistant	National Trust

Our Responsibilities to you

SeaScapes aims to make all volunteers feel welcome and part of the team across all opportunities within the SeaScapes scheme. We want all our volunteers to have a positive and enjoyable experience and feel valued and supported in their role.

We will provide volunteers with a Role Profile, Induction and designated contact whilst volunteering with us.

We will also provide relevant training, practical equipment, and Personal Protective Equipment (where appropriate) in order to enable you to complete your role competently and safely.

SeaScapes is committed to looking after your health and safety. We are working in collaboration with Volunteer Durham to ensure that your experience of volunteering is safe, rewarding, and relevant. This includes providing SeaScapes volunteers with Employer Liability Insurance for when you are carrying out agreed volunteering activities.

Volunteers will also be provided with support, supervision, and guidance, and we will actively seek feedback on your experience of volunteering with us. SeaScapes will also communicate regularly with our volunteers via our volunteer e-newsletter (opt-in required) and other means relevant to your role.

In line with all current legislation, including GDPR, SeaScapes will hold your personal data securely and confidentially, and we will regularly review the personal data being held.

SeaScapes recognises volunteers may accrue out-of-pocket expenses whilst volunteering. In order to ensure that finances are not a barrier to volunteering, SeaScapes will reimburse pre-agreed out-of-pocket expenses for some volunteer activities.

Your responsibilities as a Volunteer

The various volunteer roles within SeaScapes carry different tasks, benefits, and responsibilities. These will be outlined within the relevant volunteer role profiles that you are undertaking.

However, all volunteers with SeaScapes are expected to be able to undertake the general responsibilities of the volunteer role and be willing and able to take part in induction and training requirements relating to your role.

Your first responsibility is to your own safety. If you think something is unsafe or are unclear about something please contact your SeaScapes leader.

Please let us know if you require additional support or guidance to carry out your role safely.

SeaScapes expects all volunteers to respect and maintain as confidential all information you receive in relation to your role. This includes adhering to policies and procedures relating to the storing and sharing of information.

Similarly, volunteers must provide the required personal details and notify us of any changes e.g. change of address. SeaScapes volunteers will be responsible for keeping their Volunteer Durham online profile updated.

We also expect all volunteers to adhere to relevant risk assessments relating to your role and if you are unsure then to contact a member of the SeaScapes staff team as soon as possible. Volunteers will also report all accidents, incidents or near misses as soon as possible, in line with standard Health and Safety standards.

Our volunteers represent SeaScapes when they are undertaking activities relating to their role and are asked to act in a professional manner and be mindful of conduct and actions taken whilst volunteering.

Some volunteer roles involve working with children and / or vulnerable adults. These roles will require volunteers to undergo a disclosure and barring service (DBS) check at the appropriate level. We will let you know if this applies to your role.

If a volunteer wants to stop volunteering with SeaScapes they may do so at any time without any requirement to give notice. We ask that volunteers contact us to let us know they would like to leave so we can support you to end your volunteering opportunity well.

Volunteering and Health emergencies

SeaScapes recognises that health emergencies such as Covid-19 can happen at any time. SeaScapes will ensure that all activities are reviewed and carried out in line with the most recent Government guidance relating to volunteering and any current health emergency. Volunteers will be given up to date guidelines for their role during the induction process and on-going as appropriate during any health emergency.

3. About SeaScapes

The SeaScapes project is a National Heritage Lottery Funded project with 4 main themes. See the our website for more information and particularly the About SeaScapes webpage:

<https://exploreseascapes.co.uk/about/>

This also lists our partner organisations.

The SeaScapes Team

SeaScapes is governed by a Partnership Board who oversee delivery and ensure that SeaScapes operates within its terms of reference. The Partnership Board also operates in an advisory capacity to Durham County Council which hosts SeaScapes on behalf of all partners.

Please see **Appendix 1** for a diagram of the structure of SeaScapes governance.

The SeaScapes Team is small but comprises of 5 full-time and 2 part-time staff members. The team is lead by the SeaScapes Delivery Manager and team members are based with Durham Wildlife Trust, National Trust, University of Sunderland, and Durham County Council. Northumbrian Water also fund the Beach Care Officer post which initially was with DCC and later with the Durham Wildlife Trust.

4. Important Information

Registration and Induction

Registration and induction can vary depending upon your volunteer role. As a volunteer you should expect to receive:

- A registration form for you to complete. Your details will be kept securely either with the partner organisation in which the volunteer role is located, or on the Volunteer Durham system.
- Your volunteer Role Profile.
- Information about your designated contact person, and how and when to contact them
- An induction into your role and training on how to use any tools/equipment you may be using as part of this.
- Information on how you fit into the wider volunteering opportunities that SeaScapes provides.

Recording Hours

As a National Lottery Heritage Fund project, SeaScapes has to provide a number and type of volunteer hours as match funding for the partnership. To do this we record the number of hours worked by volunteers and the type of volunteer work they are doing for the project.

If you are volunteering as part of a group or task activity, the group or task leader will record these hours, so you won't need to record this yourself, unless you want to keep your personal record updated. For volunteers who are not part of a group or task activity, we will provide you with a timesheet and ask you to complete a record of your hours.

Expenses

To ensure that cost is not a barrier to volunteering, and to enable volunteers to fulfil their role, SeaScapes will on occasion, reimburse reasonable out of pocket expenses, including travel for some volunteer activities.

All expense claims must be agreed in advance of your volunteer activity with your designated contact, and volunteers will be advised on how to claim back agreed expenses.

If you are volunteering with a SeaScapes partner organisation, they will be responsible for volunteer expenses in line with their organisations volunteer expenses policy.

Representing SeaScapes

As a volunteer, you are an ambassador for the SeaScapes scheme. Within some roles you may be the first point of contact for members of the public who are potentially supporters of the SeaScapes scheme and ongoing partnership work that has taken place. Volunteers are reminded to act in a professional manner and be mindful of conduct and actions taken whilst volunteering. If you are ever asked for information or are asked a question that you are not sure about, please refer it onto a member of the SeaScapes team or direct people to our website.

If approached by the media (including interviews with newspapers and magazines, TV, or radio) or asked to give formal representation on behalf of SeaScapes, please direct all enquiries or questions immediately to your designated contact or to the SeaScapes Delivery Manager.

Running Public Events

There are several volunteer roles whereby you may be running a community activity or public event. If you run activities or events on behalf of SeaScapes you have an additional responsibility to ensure that you comply with data protection, safeguarding and health and safety policies and procedures.

The SeaScapes Access and Volunteer Officer, or your designated contact person from the team will be available to offer you advice and support when required.

If an activity or event must be cancelled, postponed, or stopped, a member of the SeaScapes Team will notify you as soon as possible, or work with you on the day to end the event safely.

An example of why an event or activity may not be able to go ahead includes:

- The MET Office issuing an 'essential travel only' weather warning.
- The weather or circumstances mean the event has become unsafe or extremely unenjoyable.

The SeaScapes Team will be responsible for amending all online advertisements and will also contact participants.

Working alone – Do we want them working alone, when do we do this?

Normally, volunteers will not be asked to work alone. However, for some roles this will be unavoidable. Lone working should only take place if you are confident that you are safe and able to work alone. When working alone, always make sure that your designated contact or other named staff member knows where you are. Volunteers who are lone working are also

expected to follow the risk assessments and relevant procedures discussed with you as part of your role. Always contact your designated contact or other named staff member to let them know you have finished your allocated volunteer activity.

Please see the **Volunteer Lone Working Policy** for further information.

Equal Opportunities

Although the Equality Act 2010 does not apply to volunteers, SeaScapes recognises its duty of care towards its volunteers and will ensure that all reasonable steps are taken to protect and promote the wellbeing of its volunteers.

SeaScapes will uphold Equal Opportunities and does not discriminate unfairly on the basis of age, disability, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital or civil partner status, or any other factor unrelated to a person's ability to carry out their volunteering role.

SeaScapes expects its partner organisations hosting volunteers to uphold the same level of equal opportunities as stated in partner organisations Equal Opportunities Policies.

SeaScapes volunteers that enrol via Volunteer Durham are expected to abide by the principles of dignity and respect for all in their workplace, at all times, as stated in Volunteer Durham's Policies and Procedures document.

All staff and volunteers are responsible to support SeaScapes to meet its commitment and avoid unlawful discrimination. If you believe you have been discriminated against, please report this to your designated named contact or the SeaScapes Access and Volunteer Officer.

Health, Safety and Welfare

Please refer to the Volunteer Health and Safety Policy **section 9 at the end of this document** for full information regarding Health, Safety and Welfare. This also includes information on insurance cover for volunteers.

Working with children, young people, and vulnerable adults

SeaScapes works with families, children, young people, and vulnerable adults. As a result, we adhere to strict Safeguarding practices and act to protect children, young people, and vulnerable adults.

As some of our volunteer roles work directly with children, young people and adults, these roles will require additional checks, references, induction, training, and ongoing support. As a result, you may be subject to an enhanced DBS check. You may also be expected to complete mandatory Safeguarding children and adults training as part of your role. The SeaScapes Volunteer Officer will inform you if this is a requirement of your role.

If your volunteer role is with one of our partner organisations, it is expected that you adhere to their Safeguarding policies and procedures and undergo a DBS check if required.

Whilst volunteering with SeaScapes, if you have any concerns or queries regarding the safety or wellbeing of a child, young person or vulnerable adult, please contact info@exploreseascapes.co.uk.

5. Compliments, Complaints and Problem Solving

Volunteer Recognition

Volunteers are central to the work of SeaScapes. We aim to recognise and celebrate the contribution of volunteers however we can, and we hope that you will feel valued and recognised in your role.

Complaints and Problem Solving

If a complaint be made about any aspect of SeaScapes, volunteers should immediately pass this onto the member of staff whom they are working with for them to follow up.

SeaScapes is committed to working with volunteers to resolve any problems or issues that may arise. If an informal or formal complaint is made about a volunteer, this will be discussed with the volunteer and SeaScapes Volunteer Officer or their partner organisation volunteer officer as appropriate. A decision regarding the need for any further action will be made once the discussion has taken place.

If you have a concern or complaint, please speak with your designated contact as soon as possible. If the concern or complaint is about them, or if you are not happy with their response, please contact the Access and Volunteer Officer on info@exploreseascapes.co.uk

6. Information Management

Data Protection / GDPR

Data protection laws apply to personal data whether it is stored electronically or in a retrievable paper format. Your role might involve access to our databases or filing systems or to individual pieces of personal data such as home telephone numbers and emails.

If so, further training will be given on how SeaScapes processes, stores and uses this data in accordance with our Privacy Policy if it is relevant to your role. Personal data should always be treated as confidential, be used for specific purposes only and be stored securely when not in use.

Confidentiality

Whilst volunteering for SeaScapes you may become aware of or have to deal with information that is confidential in nature. This information might contain personal or financial data or be about new project developments. SeaScapes expects volunteers to respect this confidentiality and to check with a member of the team if you are unsure about the status of any information you receive.

Whilst volunteering for SeaScapes you may become aware of or have to deal with information that is confidential in nature. This information might contain personal or financial data or be about new project developments. SeaScapes expects volunteers to uphold confidentiality and to check with a member of the team if you are unsure about the status of any information you receive.

For further information regarding data protection and confidentiality please see our Privacy Notice.

7. Staying in touch

Website and Social media

You can keep up to date with all volunteer opportunities and volunteering news via the SeaScapes website and social media sites.

We will also be sharing updates and photographs on all our social media platforms of the great work as it is being done by volunteers. Whilst we encourage you to add comments and / or photographs we ask you to act in a responsible, positive, and considerate way as member of the SeaScapes Team. If you do experience or come across any negative or abusive comments, please do not engage online and immediately inform a member of the SeaScapes team so that we can remove the comment and take the appropriate actions.

Website: www.exploreseascapes.co.uk

Facebook: @tynetotees

8. Volunteer Health and Safety Policy

This Health and Safety policy applies to all volunteers, staff, Board Members, and students undertaking placements. It aims to provide guidance for everyone regarding their role and responsibilities when recruiting, supervising, and planning the work of volunteers. It also details volunteers' health and safety responsibilities.

SeaScapes has a duty of Care towards its volunteers and will take all reasonable steps to reduce the risk and seriousness of injury to volunteers.

All SeaScapes activities and events will be risk assessed. Volunteers will be given a risk assessment in relation to their role during the induction process. It is expected that volunteers adhere to the risk assessment(s) for their role, and to use common sense to reduce any risks and keep themselves and other people safe.

If volunteer roles require any specialist equipment or personal protective equipment (PPE) in order to be able to fulfil their role effectively and safely, SeaScapes will ensure suitable equipment and PPE are provided and that any equipment is maintained on a regular basis.

If at any time you are unsure or have concerns or questions regarding health and safety when volunteering, please speak with your designated contact or other named staff member as soon as possible.

Your Health and Safety Responsibilities

It is important that volunteers provide SeaScapes with details of any medical conditions relevant to your role and provide emergency contact details on the volunteer application form. Please also let us know if any of these details change.

As a volunteer, you have a duty of care for your own safety and that of others around you. You must follow any health and safety guidance that you are given and ask for clarification if anything is unclear.

If you observe anything that you think is unsafe or if you are involved in or see an accident, incident or near miss, please report it to the nearest member of staff for them to action.

Recording an Accident

All accidents or incidents must be reported to your designated contact, however minor they appear to be. SeaScapes staff and volunteers will have access to an accident reporting book which will normally be located with the First Aid kit.

First Aid

First Aid Kits will be available at every event or activity. You will also be informed who the designated First Aider is. SeaScapes will provide First Aid training or refresher training for volunteers who need this for their role.

Training

Some volunteer roles will require additional training before undertaking the role. Volunteers are expected to complete all additional training requirements.

SeaScapes has partnered with Volunteer Durham to provide volunteers with the opportunity to develop new and existing skills and be supported to achieve their longer-term goals or aspirations. As a result, further training and development opportunities are also available via Volunteer Durham if required.

Insurance

Volunteers with SeaScapes will be insured via Public Liability Insurance if they are undertaking work agreed by SeaScapes and have followed policies and procedures and any other instructions or guidance that has been given. Volunteers registered and actively volunteering with partner organisations will be insured via the partner organisations in line with their specific policies regarding volunteers and insurance. This also applies to volunteers signed up via Volunteer Durham.

If using your vehicle to carry out volunteer work on behalf of SeaScapes your insurer may consider this to be 'business use.' It is your responsibility to check with your insurer that you have adequate cover for any use of your car related to your volunteering. If claiming mileage expenses any volunteer that is eligible to do so must have appropriate insurance, tax, and a valid MOT certificate.

Risk Assessments

Prior to any activity taking place with volunteers, a risk assessment will have been carried out by SeaScapes staff and/or partner staff. This information will be shared with all volunteers (and members of the public) during a pre-activity health and safety briefing. The aim of a risk assessment is to identify potential risks and to rate them on severity and likelihood levels before and after controls are put in place. This assessment will help determine if the recommended controls which need to be put in place are achievable and will reduce the severity and likelihood level of risk to an acceptable level for the desired activity to safely go ahead.

Please see **Appendix 2** for an example of a risk assessment.

Each risk assessment is **site and activity specific** but could include the following hazards:

Naturally Occurring Hazards

Weather

Seasonality considerations: Working outside during the year without shelter can expose individuals to adverse weather conditions. During the Spring and Summer months hot weather can lead to sunburn, dehydration, sunstroke, and heat exhaustion. The Winter months can be very cold and severe storms and drops in temperature can lead to hyperthermia and frostbite. Other considerations include wind, rain, and thunderstorms. Volunteers will be advised to take precautions and to wear appropriate clothing and footwear. Remember to regularly drink water to replenish fluids and eat food/snacks to maintain energy levels.

Working near Water

The very nature of SeaScapes will most likely include working near to water with a big focus on the beach. Hazards can include getting cut off on a beach due to rising tides, rip tides, strong currents, rogue waves, debris in the water, thin ice on ponds, and flooding events. Risks include getting wet which could lead to hyperthermia or in more severe cases falling into water could lead to drowning. Volunteers will be advised of appropriate distances to stay away from the water's edge, and tide times and sea state will be checked before an activity takes place near to or on a beach. You can check your local tide times here: [Tide Times](#)

Cliffs / Falling Rocks

The Northeast coastline is prone to erosion events particularly after heavy rainfall. Hazards can include falling rocks and pebbles, falling furniture structures, and mudslides. Risks can include serious injuries or death from falling objects if working below a cliff or high falls if working along the cliff top. Volunteers will be advised of appropriate distances to stay away from the cliff wall / edge and dynamic assessments will monitor the state of each site.

Poisonous and Dangerous Plants / Fungi

Some of the native plants and fungi you might encounter have the potential to cause harm by contact (rash, sting, scratches) or if ingested (nausea, allergic reaction). For your own safety and to protect local wildlife, we advise volunteers not to touch any flora unless instructed that it is safe to do so. Volunteers will be informed of site-specific plant hazards.

Wildlife – Dangerous Animals

Fortunately, in the UK we do not have any animals whose bites or stings are considered fatal. It is important to remember though that some people may be susceptible to certain types of stings which can result in anaphylactic shock.

Examples of Animal Hazards:

- Bites – Most UK animals are easily scared off by humans therefore the risk is very low. Adders do occur all over the UK and generally they will move away before you even see them.
However, one example is if you disturb a resting seal. Seals can give a nasty bite resulting in serious puncture wounds. The main hazard associated with a seal bite is infection through the transfer of bacteria pathogens. This is known as 'Seal Finger' and will require immediate medical attention.
- Ticks can cause Lyme Disease if they bite you. If you are volunteering in habitats that support ticks, please wear appropriate clothing to keep as much of your skin covered up and always check yourself for ticks afterwards.
- Stings – On land this can include bees and wasps. On the beach dead jellyfish (e.g., Lion's Mane) washed up on the beach can still cause a sting (feels like an electric shock) through

direct contact. If you carry an epi-pen, please let your leader know so that speedy action can be taken.

- **Dead animals and Zoonotic Diseases** – All dead animals have the potential to spread infections. A zoonotic disease is an infection that has the potential to jump from a non-human animal to humans. Zoonotic pathogens may be bacterial, viral, or parasitic. Whale, dolphin, and seal carcasses can be a temptation for the public to get a close look of a marine mammal, however these too can be a potential health hazard. Most recently Avian bird flu (Avian Influenza) has been a big problem to all UK birds which has resulted in a lot more bird carcasses on our beaches. Please inform staff if you come across any dead animals and we will inform the appropriate authority.

For your own safety and to protect local wildlife, we advise volunteers not to touch any fauna unless instructed that it is safe to do so. Volunteers will be informed of site-specific fauna hazards.

Bacteria and Infections

Open wounds (cuts, scratches, puncture wounds) may expose you to bacteria which can cause infections. Tetanus in some cases can lead to a fatal illness if not treated so it is important to cover and clean all wounds and to renew your booster every 10 years.

Weil's Disease (Leptospirosis) - One strain is spread through the urine of rats when it enters streams, ponds, or rivers and the other can be spread by cattle. If you are working near inland water or cattle, please cover up all wounds (waterproof dressings) and always wash your hands before touching your face or before eating.

Public Hazards

Anti-social behaviour

As a volunteer you are likely to meet members of the public who may want to learn more about the activity you are supporting. Please act responsibly and remember to be polite as you are representing SeaScapes. If you have any concerns or difficult questions, please refer the member of public to the lead SeaScapes / Partner staff member. Aggressive behaviour towards our staff and volunteers will not be tolerated and if needed we will contact the local police.

Most people are responsible dog walkers, but you may come across a dog that is off the lead and could be aggressive. Always ask an owner before approaching / stroking a dog and remain still with your arms by your side if a dog does become startled or aggressive.

Please also be aware of off-road bikes that may be using coastal paths or the beach. If you do hear or see any bikes approaching, please move to a safe place and alert the rest of your group.

If you do witness any antisocial or suspicious behaviour, please do not challenge this directly and again immediately inform the activity lead staff member who will notify the relevant authority

Litter

If you are supporting our beach clean officer on a beach clean you will need to consider the potential risks associated with the litter, you will encounter. Below are some examples:

- Sharps items and broken glass can cause cuts, puncture wounds and infections
- Ropes, nets, and disbanded fishing gear can cause cuts, entanglement, infections, and become trip hazards.
- Sanitary products and nappies can cause infections.
- Needles can cause cuts, puncture wounds and lead to serious infections (Hepatitis, HIV)
- Damaged structures can cause serious injuries from falls and puncture wounds.
- Contaminated liquids or pollutants can be poisonous and/or flammable and could be a serious risk to health through ingestion or direct contact.
- Heavy objects could cause injury if an individual attempts to move or lift.

Volunteers will be provided with the relevant PPE and instructed on what items they can safely collect and when to inform the beach care officer of hazardous litter.

9. Contact Us

We really hope you enjoy your time as a volunteer with SeaScapes. If you have any further questions about volunteering, or would like further information, please contact us on info@exploreseascapes.co.uk

10. Other Important Contacts

Police – 101 / 999

NHS– 111 / 999

Fire Service – 999

Coast Guard - 999

BDMLR –How to report an injured or stranded animal (01825765546)

RSPCA – 0300 1234 999

North East Inland Fisheries Conservation Authority (NEIFCA) - 01482393515

Marine Management Organisation (MMO) - 01912574520

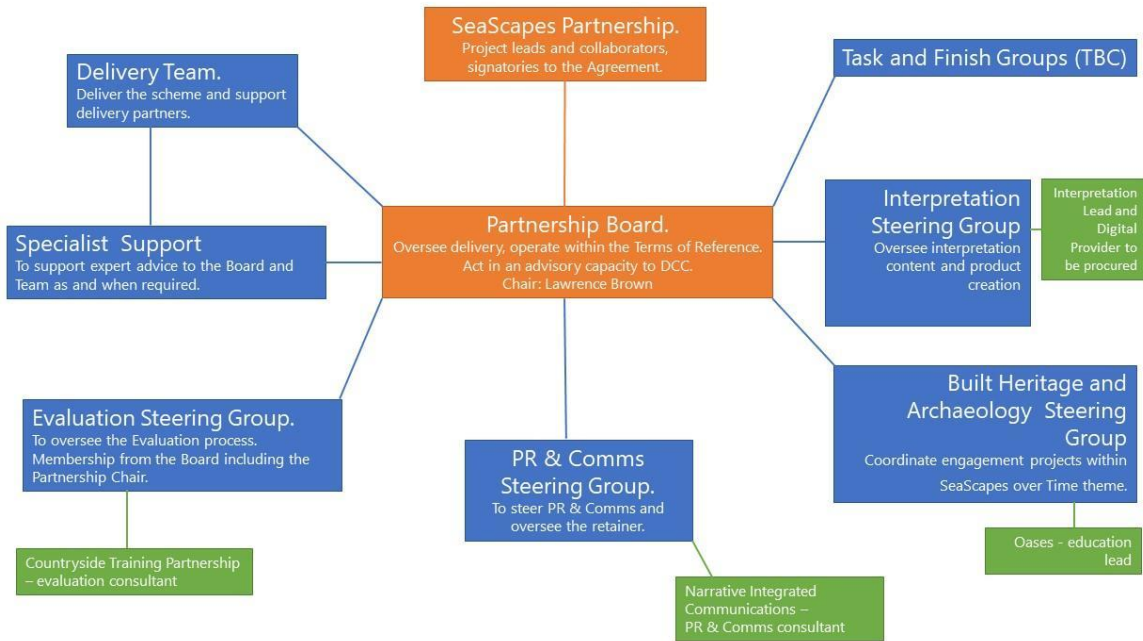
Border Force - 08000113304

Environment Agency – 03708 506 506


DEFRA – Avian Bird Flu - 03459 335 577

Invasive Species – [Non Native Species - National Biodiversity Network \(nbn.org.uk\)](https://www.nbn.org.uk)

Appendix 1: SeaScapes Governance



Appendix 2: Risk Assessment Example



General Risk Assessment Form

Title:	<i>EXAMPLE</i>		
Reference:		Revision number:	
Review interval:			
Persons covered by this assessment:		Activities involved:	
Risk assessment conducted by:		Job title:	
Risk assessment agreed by (manager):		Date risk assessment agreed (manager):	

Contents

Risk Assessment _____

Consultation _____

Staff Signing Sheet _____


Risk Rating Guide _____

Risk Assessment

Hazards	Risk Rating Before - Severity	Risk Rating Before - Likelihood	Controls Already in Place	Further Action Required	Risk Rating After - Severity	Risk Rating After - Likelihood	Action by whom & when
Slips, trips, and falls. Injury caused by walking on muddy paths,	Medium	Low	People warned of hazard during H & S talk.	Walks will be avoided after heavy storms or when ice is likely to be present on footpaths	Low	Low	

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H&S Manual: SMP/GRA/003	Form: Risk Assessment	Version: three	Issue date: 28 th Jan 2022	Next review: 28 th Jan 2025
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Hazards	Risk Rating Before - Severity	Risk Rating Before - Likelihood	Controls Already in Place	Further Action Required	Risk Rating After - Severity	Risk Rating After - Likelihood	Action by whom & when
loose rocks, pebbles, steep slopes, ice, style steps, branches.			People advised to wear appropriate footwear before the event.	Dynamic assessment during walk by SeaScapes/ DCC staff.			
Cliffs Death or Serious Injury from falls due to getting too close to the edge and/or erosion events	High	Low	People warned of hazard during H & S talk. People informed not to leave the safety of the KCIII ECP and to remain >3m from the edge	Walks will be avoided after heavy storms. Monitor and review feedback / updates regarding erosion events from ROW officers / local rangers / public Dynamic assessment during walk by SeaScapes / DCC staff.	Low	Low	
Sharps, broken glass, damaged structures (fences), Puncture of skin, cuts, infection	Medium	Low	People warned of hazard during H & S talk. Leader has first aid kit and safety blanket. Leader has mobile phone to request medical support if required (what3words / OS coordinates)	Dynamic assessment during walk by SeaScapes / DCC staff.	Low	Low	

2

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Hazards	Risk Rating Before - Severity	Risk Rating Before - Likelihood	Controls Already in Place	Further Action Required	Risk Rating After - Severity	Risk Rating After - Likelihood	Action by whom & when
Bites, stings, poisonous and dangerous plants Infections and anaphylactic shock	Medium	Low	People warned of hazards during H & S talk. Leader has first aid kit and safety blanket. Leader has mobile phone to request medical support if required (what3words / OS coordinates) Leader to be informed of known allergies.		Low	Low	
Chemicals / Pollution / Fly tipping Hazards	Medium	Medium	People warned of hazards during H & S talk. If chemicals or pollution present then the event will be cancelled (or alternative route taken) and relevant organisation alerted (Environment Agency, DEFRA, Local Authority)	Dynamic assessment during walk by SeaScapes / DCC staff.	Low	Low	
Adverse Weather (Heat / Cold / Wind / Storms / Snow) Risk of Dehydration,	High	Medium	Weather forecast checked prior to event and if necessary, the event will be cancelled. People advised to wear appropriate clothing / footwear	Dynamic assessment during walk by SeaScapes / DCC staff.	Low	Low	

3

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Hazards	Risk Rating Before - Severity	Risk Rating Before - Likelihood	Controls Already in Place	Further Action Required	Risk Rating After - Severity	Risk Rating After - Likelihood	Action by whom & when
heatstroke, sunburn, exhaustion, hyperthermia / hypothermia			and to bring food / water before the event.				
Aggression / abuse from members of the public	Low	Low	People advised how to avoid confrontation during H & S talk, advised not to engage and to notify SeaScapes / DCC staff. Leader has mobile phone to request / notify the Police. Avoid trespass onto private property.		Low	Low	
Roads / Railway Risk of serious / fatal injury from traffic / trains	High	Low	People warned of hazards during H & S talk and instructed to remain on the footpath and to be vigilant if required to cross a road / railway crossing.		Low	Low	
Cyclists / off-road bike on Footpath Injuries from collision with Bike	Medium	Medium	People warned of hazards during H & S talk		Low	Low	

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Hazards	Risk Rating Before - Severity	Risk Rating Before - Likelihood	Controls Already in Place	Further Action Required	Risk Rating After - Severity	Risk Rating After - Likelihood	Action by whom & when
Electric Fences Severe burns / Electrocution	Medium	Low	People warned of hazards during H & S talk Assume all electric fences are live and do not touch.		Low	Low	
Proximity to water (ponds, rivers, streams, sea) Risk of drowning	High	Medium	People warned of water hazards during the H & S talk and advised to stay away from water's edge (inland). Walks not expected to take place on a beach to avoid tidal considerations and rogue waves. Leader has first aid kit and safety blanket.	Monitor and review feedback / updates regarding flooding events from ROW officers / local rangers / public	Low	Low	

Consultation

Summary of the Consultation that has taken place with Employees and Trade Union Representatives on this Risk Assessment (please note that where no/minor changes are made Trade Union consultation is not necessary).

Date of completion/ review	Revision number	Note of changes made	Trade Union Representative name & Union	Completed by (name & job title)	Agreed by Service Manager (name & job title)

5

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Date of completion/ review	Revision number	Note of changes made	Trade Union Representative name & Union	Completed by (name & job title)	Agreed by Service Manager (name & job title)

6

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Staff Signing Sheet

The table below is to be used to record when employees have had this risk assessment communicated to them and understood the contents. Alternatively, the relevant instruction and training can be recorded as a separate toolbox talk or similar.

Name (Print)	Signature	Date
Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.
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Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.		Click or tap to enter a date.



Risk Rating Guide

	Severity
High	For example: fatality, major injury, permanent disability, or ill-health.
Medium	For example: injuries requiring medical treatment and hospitalisation.
Low	For example: minor, no injuries.

	Likelihood
High	For example: highly likely from daily/weekly exposure.
Medium	For example: infrequent exposure, would happen or occur occasionally.
Low	For example: never or rarely happens, exceedingly rare exposure.