



SADLERS WOOD ANNUAL REVIEW

2022

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Introduction - Welcome to Sadlers Wood

Abstract

This annual review outlines the management work, activities, projects, development and general progress made by North Norfolk District Council's Countryside Service against Sadlers Wood Management Plan in 2022, and forms the basis of the authority's application for continued Green Flag Award status. The annual review is separated into two sections for the ease of the reader - generic & previously provided information is shown within a blue background, with information & updates relating to the previous year specifically shown within a green background.

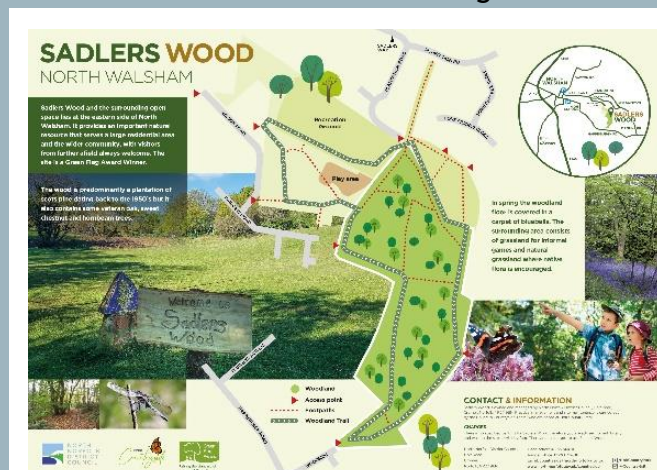
About

Sadlers Wood and the surrounding open space lies at the eastern side of the market town of North Walsham which is the largest town in North Norfolk with a population of about 12,000. The town is growing and the Sadlers Wood area provides an important natural resource that serves a large residential area in and around Brick Kiln Road together with the more established community including Manor, Fairview and Nelson Road. The site is within walking distance of much of the town and is en route between school and home for many children and young people. Whilst the wood mainly serves the resident population, visitors from further afield are always welcome.

The Wood is predominantly a plantation of scots pine dating back to the 1950's but it also contains some veteran oak, sweet chestnut and hornbeam trees. In spring the woodland floor is covered in a carpet of bluebells. The surrounding area consists of part amenity grassland for informal games and part more natural grassland where native flora is encouraged. There are some sculptures produced by local artists, interpretation and a play area which is well used. The site is owned and managed by North Norfolk District Council.

Notable and significant features of the site include:

- Waymarked route,
- Children's play area,



- Football goals,
- Playing field/picnic area.

North Norfolk District Council's Corporate Objectives

North Norfolk District Council's Corporate Plan 2019 - 23 sets out the Council's priorities until 2023. It guides business decisions to ensure that the council is well-run and able to meet its objectives.

The Corporate Plan is a strategic document, listing the priorities for council actions for the period 2019 to 2023, giving the shared vision and values and listing the priority areas on which the council intends to concentrate its efforts:

- Local Homes for Local Need
- Boosting Business Sustainability and Growth
- Customer Focus
- **Climate, Coast and the Environment**
- Financial Sustainability and Growth
- **Quality of Life**

NNDC's countryside team is well placed to support the Councils' corporate objectives highlighted above - *Climate, Coast and the Environment*, and *Quality of Life*. A copy of the corporate plan can be found here: [Home | Corporate Plan 2019 to 2023 \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/corporate-plan)

Countryside Service Vision and Aims

North Norfolk District Council's Countryside Service manage areas of woodland and open space amenity land for the safe enjoyment of the community of North Norfolk, protecting & promoting the countryside and its wildlife, flora and fauna, whilst encouraging sustainable access. The main objectives of the service can be defined as:

- *To provide a high quality and inspiring visitor experience and a rich biodiversity of wildlife in sustainable woodland settings and open spaces*
- *To enhance the wildlife within our sites by diversifying habitats whilst securing the future of important species and complementing adjacent conservation sites*
- *To promote regular visits to our parks through increased awareness, and by providing a variety of high quality facilities, events and activities*
- *To actively encourage community involvement in our parks and open spaces at all times*
- *To seek service sustainability through appropriate income generating schemes and activities, and the provision of a first class service which meets the needs of the community*
- *To support the Councils corporate objectives relating to Climate, Coast and the Environment and Quality of Life*

Green Flag Award

The purpose and aims of the Green Flag award are:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve
- To establish standards of good management, and to promote and share best practice amongst the green space sector
- To recognise and reward the hard work of managers, staff and volunteers



Sadlers Wood achieved its first Green Flag in 2012/13 and has now held the prestigious award for 9 years, missing out in 2019. This is an achievement which all those who have been involved in managing the site are very proud of, particularly given the requirement for continuous improvement and development.

Staff Resource

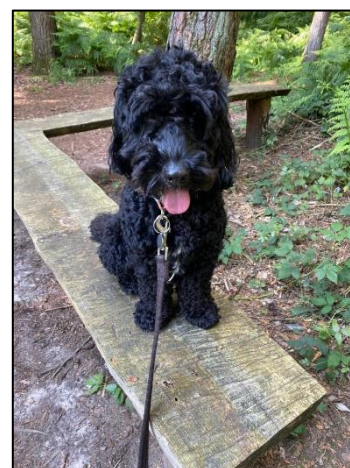
NNDC's Countryside Team manage 15 sites across North Norfolk and staffing levels for this are stable and adequate to deliver the service to a good standard. The team sits within the wider Leisure and Localities Service at NNDC which manages a wide range of services for the authority, including a Pier Pavilion Theatre, foreshores, sports and leisure centres, sports development, beaches, beach huts and markets.

Sadlers Wood is an extremely important and well loved site for the Countryside Team, with the following staff resources attributed to its management:

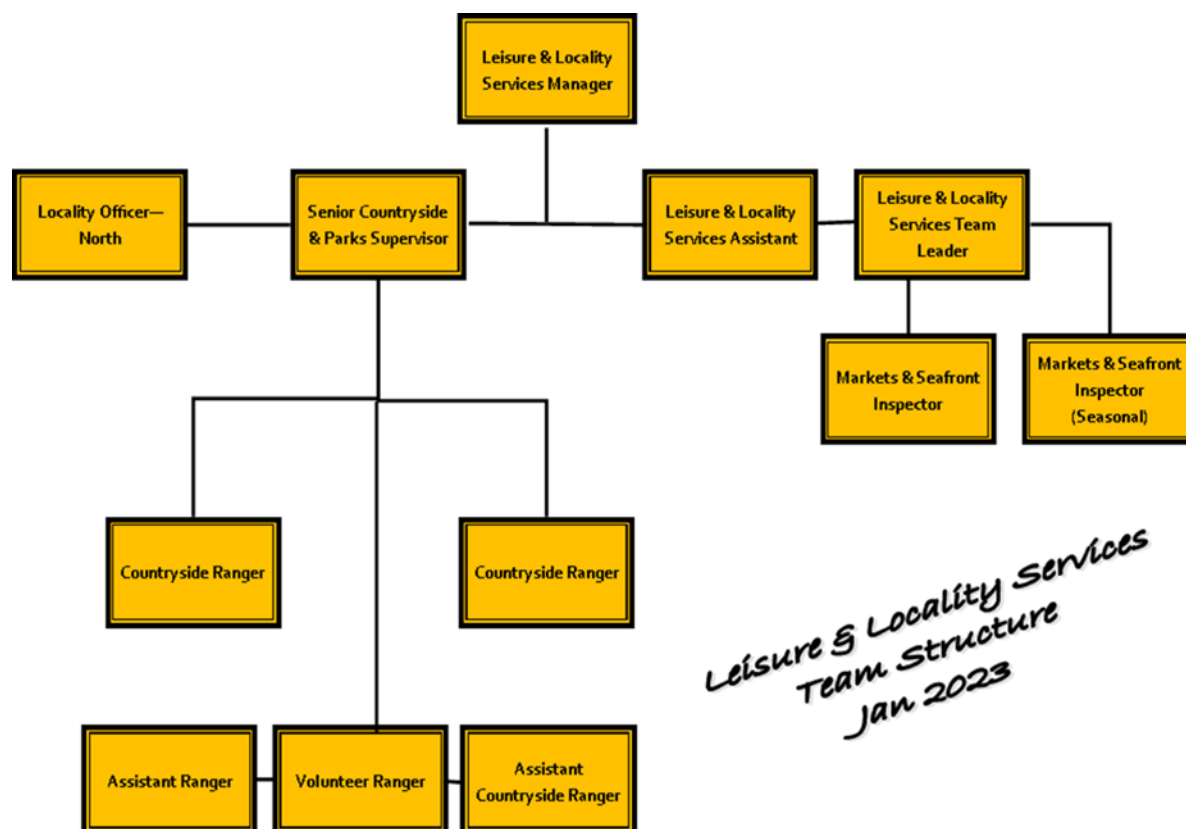
Position	Resource Attributed to Sadlers (FTE)
Senior Countryside Supervisor	0.2
Countryside Ranger	0.2
Countryside Ranger	0.2
Assistant Ranger	0.2
Assistant Countryside Ranger*	0.2
Leisure & Locality Services Manager	0.1
Leisure & Locality Services Team Leader	0.1
Volunteer Ranger	0.1

*in 2021 we were able to utilise hours previously assigned to a seasonal visitor centre assistant post at Holt Country Park to introduce a new part time Assistant Countryside Ranger. This has proven to be of great benefit to the service, enabling the team to work in different ways to help improve the output achieved.

A happy visitor ☺



NNDC Leisure and Locality Services Structure 2022



Health Safety and Security

Quality Facilities and Activities

Sadlers Wood offers visitors a number of different facilities, activities, events and options which encourage them to stay active and healthy, as well as to continue to visit the site regularly.

There are no formal parking facilities that serve Sadlers Wood and opportunities do not readily exist for the creation of a car park. Parking is limited to on-street parking and visitors arriving by car should park at the end of Fairview or Nelson Road at the north of the site. Visitors wishing to park at the south side of the site should use Sadlers Way, Plantation Road or Brick Kiln Road.

There are several pedestrian access points from the surrounding streets into the site. Accesses from Sadler's Way, Fairview and Nelson Road are tar paved.



Facilities

- **Picnic/Playing Field** - A large picnic field is situated to the west of the site which can be used by visitors to enjoy their lunch or to play games, and includes football goals for informal play. This area is maintained as part of the Council's grounds maintenance contract.
- **Waymarked Routes and Sculptures** - the woodland area at Sadlers Wood benefits from a single waymarked trail, as well as a tree trail which helps visitors to identify the trees present in the woods. One waymarked route is sufficient for visitors using this woodland.
- **Play Area** - The play area has been in place since October 2012 and consists of a zip wire, slide, nest swing and toddler swings. The equipment was provided by Kompan and the funding was from a contribution for play made by Persimmon in respect of the residential development. Recent Pocket Parks funding enabled the team to add a new piece of equipment in early 2020 which was well received.
- **Benches and seating** - Benches and seating are situated at points within the woodland as well as around the play area. All of these have been made and installed by the ranger team.



- **Easy Access Path** - The site benefits from an easy access path which links entry/exit points to the site from the North on Plantation Road/Sadlers Way, and the West on Nelson/Fairview Road. This pathway was improved as part of a project funded by the MHCLG' Pocket Parks initiative.

Activities and Events

Events

Each year our team organise and deliver outdoor events for the local community and visitors to the district to enjoy. These events are provided for a number of reasons, including promoting regular use and general awareness of our parks and open spaces, providing countryside education to the community, and helping to make the service sustainable into the future. They are a very valuable and enjoyable part of the work we do and we have been working hard in recent years to develop and diversify our offer to ensure that as many people as possible can access events which they enjoy.

Sadlers wood has traditionally not featured greatly in our events programme. However in recent years we have been making efforts to improve the offer as best we can within the limitations of the site, these being parking/access and lack of facilities. In 2021 we were able to return to Sadlers Wood post pandemic and in 2022 we were back with two



more events which attracted 40 adults and 53 children in total - a good return for this site and pleasing progress.

Activities

The team are looking at ways in which they can utilise the activity sheets produced for Holt Country Park for use at Sadlers Wood, this is likely to be via a downloadable copy available on the webpage as it is difficult for us to provide hard copies consistently to site.

Safe Equipment and Facilities

The site and other features are formally inspected by rangers monthly and an itemised inspection schedule is completed, with additional (more informal) inspections carried out as part of their regular visits to site. Paths, artwork, bins, benches, structures, interpretation, trails etc. are covered within these inspections. Maintenance works are undertaken by the rangers who follow a monthly work plan based on the management plan and the inspections. All significant activities and operations are covered by risk assessments which are reviewed on an annual basis.

The Play Inspection Company carries out formal inspections of the park's play area and significant structures/sculptures on a quarterly basis, with reports returned to the Council's property services team for review and action.

Personal Security

Of our three Green Flag sites Sadlers Wood suffers most with anti-social behaviour and related problems, although it should be noted that 2023 was a much better year with instances of anti-social and alike significantly reduced. In the recent past the team has dealt with issues surrounding mountain bikers, groups of youths behaving badly and motorbike use which have been reported by members of the public who felt uneasy about their presence and their actions. A working relationship has been established with the local police Safer Neighbourhood Team (SNT) in North Walsham. When instances of anti-social behaviour are experienced at Sadlers Wood, such as those described above, then these are reported to the SNT who will subsequently increase their presence on site to help to prevent recurrences. We have also been working on practical ways to stop such anti-social behaviour, starting with the installation of barriers which aim to deter motorbikes from using the site. This approach seems to be working for the site, although does need constant monitoring. Although anti-social behaviour is not completely absent from Sadlers Wood it is extremely rare that there are occurrences whereby individuals are personally affected by it.

Emergency signs are in place on site by the main entrances, which cover the information required by visitors in case of emergency, including contact numbers for the ranger team and the main council offices. Rangers are fully first aid trained with forestry add-on and carry radios which operate off a multi-network sim system allowing for a much greater coverage than an ordinary mobile phone. All of the team also have an enhanced DBS check in place which is renewed annually, and the team all have standard issue uniform making them instantly recognisable to the public when on site.

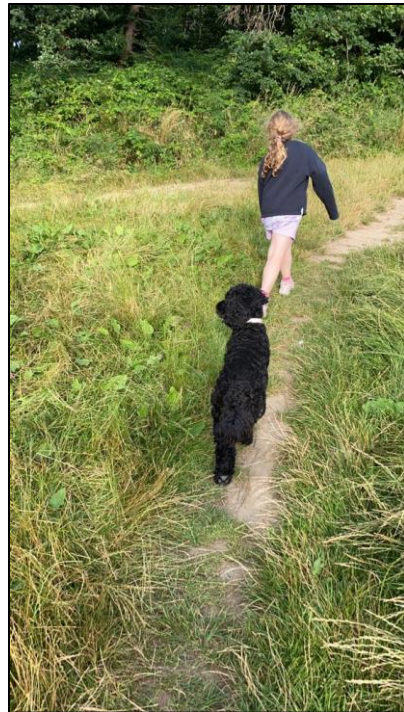
The ranger's safety is supported by the use of the Council's chosen lone working system - skyguard, and their movements can also be tracked via the radio's they use.

Control of Dogs

Sadlers Wood is used regularly by local people to walk dogs. Dog bins are provided on site where they can be effectively emptied by our contractor's staff. Regular checks are made

by NNDC Environmental Protection Rangers and interpretation is placed throughout the site to inform visitors to clean up after their dogs. Public land in the district is covered by a Dog Control Order making it an offence for people not to clean up after their dogs. The regulations were introduced under the Clean Neighbourhoods and Environment Act 2005.

We are pleased to report that we receive very few complaints or reports of problems with dogs or owners, and dog mess is rarely a problem. Countryside and Environmental Rangers from NNDC continue to take a pro-active approach to controlling this to try to ensure that it does not become a problem. The Countryside team also utilise social media to continue to educate site users and locals.



Maintenance of Equipment, Buildings and Landscapes

Litter, Cleanliness, Waste Management and Vandalism

The site is litter picked every two weeks and more often when needed. Dog bins are emptied daily in summer and twice weekly in winter by Serco, the Council's refuse, cleansing and grounds maintenance contractor.

For many years the general philosophy for our woodland and open access sites was not to provide litter bins where possible and to encourage people to take their rubbish home. However Sadlers Wood differs in being very close to a large residential area, being well used and forming part of the route to and from schools. In view of the volume of litter that often needs to be removed litter bins are provided. Whilst the bins partially address the litter problem there is still a need to carry out regular litter patrols, however even with regular patrols the volume of litter created at this site is an ongoing concern. The play area is well used but is a hot spot for litter. Additional bins have been provided in the vicinity of the play area. The Council's Environmental Health Team have arranged an extra 'deep clean' of the site each year to further try to help maintain a clean and tidy site. This is particularly important due to a larger quantity of litter on site which we have mentioned, and its tendency to end up in hard to reach places. In 2021 we installed a new double recycling bin on site to allow for the separation of recyclable waste for the first time.

Waste	Frequency of clearance	Removed by contractor.
Litter bins emptied	Twice a week or when necessary.	Serco
Dog bins emptied	When 75% full or when necessary.	Serco
Park litter picked	Once a week in summer or when necessary. Every two weeks in winter.	NNDC Rangers

Sadlers Wood does experience some vandalism, ordinarily in the summer months and in the form of camps, fires and graffiti. Countryside Rangers, Serco, Preproperty Services and the Environmental Protection team are quick to act on any reports of vandalism. All instances of this type of site vandalism and damage are reported to the local SNT who have subsequently increased patrols and their presence on site. We have also utilised our social media channels to encourage local people to report any instances such as this through the correct channels. Our ranger team and our police contacts use the app *What Three Words* to identify where problems have arisen and where they may arise within the woods.

As our presence on site at Sadlers Wood is not as much as our base (Holt Country Park) the team are currently investigating the idea of introducing Volunteer Woodland Wardens to the site. It was hoped that this idea could be implemented in 2022, however although the paperwork has been written it has yet to be signed off officially. The hope is to have 1 or 2 wardens in place by April/May, with one local man already unofficially acting in this way. The basic premise would be for the wardens to keep an eye on the site when they visit, report damage, clear litter and carry out any other pre-agreed tasks such as

replenishing leaflets and carrying out transects. From our regular visits to this site we have spoken to many local users of Sadlers Wood who are keen to help us keep it safe, welcoming and well managed, and it is great to know that our work is appreciated and valued.

Horticultural Maintenance

Horticultural management is carried out using a five year management plan which outlines conservation and forestry work for each compartment within the woods. This can be found on the Sadlers Wood webpage - [Home | Sadler's Wood \(north-norfolk.gov.uk\)](http://north-norfolk.gov.uk)

Utilising the work plan and ongoing guidance from senior members of the countryside team, appropriate work tasks are set each month/week to manage the woodland wildflower rides and grassland areas. Work tasks are adjusted to allow for changing weather, late seasons, wildlife habitats and breeding species. All conservation and grounds maintenance work is carried out by the countryside team, with the help of volunteers on an ad hoc basis where required. Our rangers are qualified to use a variety of machinery, brush cutters, tractors, chainsaws and chippers to maintain the country park, and they utilise conservation management techniques to maintain, protect and enhance wildlife biodiversity and habitats.

Areas around amenities and facilities are maintained for visitors using machinery in a sensitive manner, which has a lower impact on wildlife and which is suited for the time of year so it does less damage. For example we would use brush cutters selectively to cut overgrown grass without cutting the wildflower which are growing within - this can be seen around trail posts where the rangers will use trimmers and be more selective, leaving tussocks of grass and wildflowers for insects, butterflies and bees to use. No grass cutting is carried out within bird nesting season, when butterflies are feeding, breeding and laying eggs on plants, or in wild flower season.

Over the years selective grass cutting for the consideration of wildlife has proven very important. Grassland rides are brush cut in late September or October depending on the season, making sure that wildlife habitats are not disturbed. The cut grass is then raked and collected by the rangers and volunteers and used for reptile and amphibian habitat within the park. Over time this method of grass management has decreased the density of coarse rough grass allowing more wild flower species to grow for the benefit of all. The team work closely in conjunction with Serco, who are responsible for some of the grass cutting on site, to ensure that their methods support the wider work of the countryside service at this site.

The countryside team make sure that wild flowers are left until they have gone to seed so that they can naturally seed or be collected for planting. Leaving the grass cutting later in the season is important for reptiles and amphibians using particular areas for habitat. Wildlife habitats are always protected, this is a benefit for visitors who enjoy the variety of wildlife species within the park. Tractor grass cutting is carried out using a compact tractor with the grass cutting deck set higher to produce a conservation cut. This does not damage the rides, trees or grassland, and prevents areas being cut down to the ground, leaving important wildflower and invertebrate habitats. Selective areas of brambles, stinging nettles, and plant species are left for feeding butterflies, birds and mammals for food. If extra soil is needed, then this is obtained from the local green waste recycling centre, CJC Lee who work in conjunction with North Norfolk District Council. They produce high quality peat free soil conditioner from locally sourced natural material. Soil containing peat is not used anywhere on site.

Significant works have been carried out at Sadlers Wood in 2022 by the ranger team and the small group of volunteers, most notably large areas of bramble have been cut back next to rides and glades throughout the woods to encourage the existing bluebells and wildflowers to flourish and spread.

Arboricultural Maintenance

Monitoring, maintenance and management of tree works is carried out by NNDC's ranger team in conjunction with the Council's approved tree services contractor - MJ Tree Services. The Council's tree management contract was re-procured in early 2022.

Regular informal tree surveys are carried out by the rangers, who have tree surveying qualifications, with the aim to highlight the decline, disease and the development of trees in a public space. Professional tree surveys within the woods and on the boundaries are carried out by MJ Tree Services at least every 18 months in order that all trees can be seen in and out of leaf throughout the seasons.

Works which are deemed high risk, require large or specialist machinery, involve climbing, or are situated next to amenities, property and other facilities are carried out by MJ Tree Services as part of their contract with us. All other works are carried out by the ranger team who all hold the relevant qualifications to manage and maintain the trees within the woodland, and all tree work is carried out within the recommendations of the British Standards for Tree Work BS3998 in order to ensure that trees can be maintained and managed for longevity, and to prevent the spread of diseases and pathogens. A high level of Bio security is implemented to prevent the spread of disease and pathogens in all NNDC woodlands including Sadlers Wood. Tree species for re stocking are sourced from approved suppliers only, and these have been grown in house or are purchased trees which have been grown in the UK and are proven to be free from disease - we do not use non-native species. To further our biosecurity measures we also always ensure that no cross-contamination occurs between the sites which we manage through thorough cleaning of equipment and machinery, and no dumping of plant material from one site to another. Grass cuttings and brash are always left on site and we monitor our sites carefully to ensure that the public do not dispose of their cuttings and alike on our sites.



Woodland management follows the standards and requirements set out in the UK Forestry standard documentation, and is managed taking into consideration the protection of wildlife and their habitats, as well as all legal protection regulations such as TPO, SSSI and protected wildlife species. Habitats, wild flower rides and glades are created for wildlife under the permission of a tree felling licence where the felling of trees is agreed by the Forestry Commission under certain regulations. This advises which species of tree can be felled, in what quantity and where, and outlines requirements of which tree species can be planted for restocking and the necessary density per hectare. The felling licence is valid for ten years from issue and detailed plans have to be submitted and approved before any felling of trees over a certain volume within a wood can occur. Sadlers Wood new felling license was issued in June 2020 and will allow for the future creation of more important habitats

within the woods for wildlife, as well as creating and increasing wildflower rides, and creating glades which have previously been lost by the encroachment of invasive species and lack of management. This also helps reduce competition and shading of species, allowing light and warmth into the woodland, thus creating space for mature species which produce seed for natural regeneration, and increasing the variety of habitats to produce a greater biodiversity of wildlife species.

The forestry commission has designed a programme which shows which tree species will be able to survive in the future due to climate change, so tree species within the woodland have been chosen for longevity and that will adapt to climate change to create a resilient and sustainable woodland. A mixture of species will be planted to be resistant towards diseases and pathogens, instead of having single species of tree planting all being lost to disease, for example Ash die back. Trees will be planted as mixed groups and tree species of a variety of ages encouraged to further sustain the woodland. Ancient and veteran trees are protected and have their own individual management to prolong their life.

Tree guards are used in appropriate areas to protect newly planted trees to prevent them from being eaten by deer and rabbits. Our ranger team now uses biodegradable tree guards across all of our sites. Timber is used by the rangers to make benches, way markers, signs, seats, shelters, flower beds and sculptures for use within the woods.

Following the work management plan and tree felling license, Countryside Rangers will continue to sensitively carry out regeneration felling and thinning operations of selective tree species. This will allow for areas to be restocked with a broader range of native species beneficial for wildlife and the sustainability of the woodland. A number of small native trees have also been planted along the edges of the wildflower rides to provide a good source of food for wildlife. This has also increased the diversity of trees species within the woodland which is important to maintain a healthy woodland.

Building and Infrastructure Maintenance

Sadlers Wood does not currently benefit from any buildings on site. The infrastructure that exists is spread across the site and includes notice boards, way markers, paths, a play area, and benches. Rangers monitor all infrastructure as part of their management of our sites, carrying out weekly checks and full monthly site inspections. The ranger team will carry out most of the repairs as necessary. Where appropriate the Council's property services team will deal with larger repairs. Sadlers Wood is a site which does not have a ranger presence every day and as such we also have the facility on the Council's website for visitors to report damages and defects.



Equipment Maintenance

Maintenance of equipment for public use is covered in the *Safe Equipment and Facilities* section found earlier in this report.

Equipment used solely by staff and volunteers is monitored and maintained by the ranger team. All equipment is kept on an inventory which details its condition (amongst other things) and this is updated bi-annually. Equipment which is identified as unsafe or passed its usable life, and cannot be fixed or maintained, is condemned and replaced (if required). More significant pieces of equipment such as brush cutters and chainsaws are

maintained regularly by the rangers who hold the relevant qualifications to carry out this work, and a maintenance log is kept detailing the maintenance carried out. Where necessary local firms such as MJ Tree Services and Halls Power are utilised to support this maintenance work. Maintenance of equipment is covered within the relevant risk assessments.

Environmental Management

Managing Environmental Impact

NNDC's Environmental Charter - [environmental-charter-v8-hyperlinks.pdf \(north-norfolk.gov.uk\)](#) states NNDC's commitment to action in order to achieve net-zero carbon emissions by 2030, showing how we will use our own resources wisely to set a direction through our own actions, working with partners and influencing others.

As a service we are supporting this work by investing in measures which increase biodiversity at all of our sites. This includes significant support for the Council's 110,000 tree project and the development of notable wildflower areas.

NNDC Countryside team have worked in conjunction with the 110,000 project team so far by planting trees on four of its woodland sites. With the plan to;

- Increased species diversity of trees to help protect against the threat of disease and pathogens which has been a greater problem in woodlands of fewer tree species.
- Planting trees of different ages, potential heights, densities and trees which are tolerant of shade and light.
- Planting new trees that are more tolerant to climate change. Also planting trees which provide more blossom, pollen and habitat cover for invertebrate species, birds and mammals. For example, planting trees which are the food plant of certain butterflies.
- To provide woodlands which will help continue sustain future wildlife communities
- Planting trees which will provide beautiful areas of quiet recreation.

Sadlers Wood, like all of our sites, will benefit greatly from this work in the coming years. In line with our synergistic approach to the management of our Green Flag sites much work is carried out on site for the positive benefit of the natural environment, including the provision of habitat piles, bird and bat boxes, and dead hedges to shield certain areas off.

Waste Minimisation

Every effort is made to separate general waste from recycling on site by the rangers. In 2021 we installed a new double recycling bin to allow for recyclable waste to be separated by the public for the first time. Within the woodlands waste plant material is turned into compost for re-use, or chipped to make material for paths or mulch around plants.

Chemical Use

Appropriate handling, use and storage of fuel & oil for machinery is considered at all times. Storage containers and any equipment which uses fuel and oil are regularly and thoroughly maintained as part of the team's maintenance schedules.

We do not use pesticides, insecticides or fertiliser within our sites at all. In the past sprays had been used for the removal of invasive plant species such as Rhododendron, however these are now removed by hand. This decision was made because using sprays proved to be ineffective, ecologically unsound and expensive, instead the roots are dug up and rhododendron destroyed.

The countryside team do not use concrete within conservation areas, if paths need upgrading aggregate is used which is found in the ground below, such as pebbles, flint and sand to stop contamination of the surrounding soil. This then does not change the local pH of the soil which is problematic to the growth of native wild flower species.

Peat Use

Soil containing peat is not used anywhere on site, if extra soil is needed then this is obtained from the local green waste recycling centre, CJC Lee who work in conjunction with North Norfolk District Council. They produce high quality peat free soil conditioner from locally sourced natural material.

Climate Change Adaption Strategies

The forestry commission has designed a programme which shows which tree species will be able to survive in the future due to climate change, so tree species within the woodland have been chosen for longevity and that will adapt to climate change to create a resilient and sustainable woodland. A mixture of species will be planted to be resistant towards diseases and pathogens, instead of having single species of tree planting all being lost to disease, for example Ash die back. Trees will be planted as mixed groups and tree species of a variety of ages encouraged to further sustain the woodland.

The tree species database is also used to research characteristics of tree species identified for suitable proposed planting.

<https://www.forestryresearch.gov.uk/tools-and-resources/tree-species-database/>

The ESC can be used to check species for future climate change scenarios for 2050 and 2080 for a certain location with regards to water holding capacity and different soil types.

<https://www.forestryresearch.gov.uk/tools-and-resources/ecological-site-classification-decision-support-system-esc-dss/> .

Woodland material produced from tree felling is used to create invertebrate, amphibian and reptile habitats throughout the woodland, around perimeters of compartments which helps protect important wildlife areas and act as natural wind breaks. Planned planting of perimeters and boundaries will help protect the internal woodland from gale force winds which are increasing in number and force within the UK.

As our woodland sites and open spaces are located throughout north Norfolk and have no electricity supply our machinery is run using fuels; diesel, oil and petrol. These pieces of machinery are used to look after large areas of important conservation land, helping to increase wildlife biodiversity of species throughout. We await the day when chainsaw and garden machinery, tractors and work trucks can be designed to use sustainable fuel resources which are robust, work long hours and powerful enough for the task at hand, and we will continue to monitor advances in alternative energy supplies which we can utilise.

Our ranger team choose to work using methods that have the lowest impact on the surrounding environment, whilst remaining effective. Traditional alternatives such as hand tools are used for some operations, and this limits the use of machinery which emits carbon emissions and helps to keep traditional skills alive.



Timber is sourced from trees that have had to be felled within the woodlands and all losses of trees are accounted for within tree planting plans. The recent introduction of NNDC's 110,000 tree planting project has seen over 90,000 trees planted within north Norfolk in the last three years with many more to come in future winters, including Sadlers Wood in the coming winter.



Biodiversity, Landscape and Heritage

Management of Natural Features, Wild Fauna and Flora

The woodlands are abundant with butterflies, mini beasts and flowers throughout the spring and summer months. In early spring the woodland is carpeted with bluebells. Current conservation management practices encourage the spread of this beautiful flower which helps feed many insect species. Habitat piles create perfect homes for many species of mini beasts, which help introduce families to wildlife on our event days. The new learning area on site will also support the educational side of our work for people who use Sadlers Wood.



The wood contains all common species of flora and fauna which breed and are resident. Wildlife surveys of birds, insects and plant species were carried out in 2021 and are listed below in blue. The rest of the table is made up by other well-known residents of Sadlers Wood.

Amphibians	Common newt. Common frog. Common toad.
Butterflies	Large White, Small White, Ringlet, Meadow Brown, Gate Keeper, Comma, Peacock, Red Admiral,
Insects/ mini beasts	Orange underwing, Labyrinth Spider, Crab Spider, Garden Spider, 7 Spotted Ladybird, Wasp Plumehorn, Brown Hawker, Red Headed Pine Sawfly
Mammals	Wood mouse. Common vole. Common and pigmy shrew. Grey squirrel. Foxes. Common and soprano pipistrelle bat.
Flowers	Nipple Wort, Bind Weed, Red Campion, Spear Thistle, Hog Weed, Bracken, Ragwort, Boradleaf Dock, Cats Ear, St John's Wort, Greater Plantain, Yarrow, Herb Robert, Yellow Arcangel, Fox-and-cubs, Danilion, Bluebell, Bramble
Birds	Robin, Black Cap, Blackbird, Song Thrush, Chiff Chaff, Chaffinch, Nut Hatch, Tree Creeper, Blue Tit, Great Tit, Magpie, Jay, Carrion Crow, Rook, Great Spotted Woodpecker, Long Tail Tit, Buzzard, Wood Pigeon, Collared Dove, Dunnock, House Sparrow
Fungi	Stinkhorn. Fly agaric.

Bat and Bird Boxes

Bat and bird boxes have been installed throughout the site by our Rangers and volunteers.

Woodland species

The Wood is predominantly a plantation of scots pine dating back to the 1950's but it also contains some veteran oak, sweet chestnut, oak and hornbeam trees. In spring the woodland floor is covered in a carpet of bluebells.

The fruit orchard planted in conjunction with *Orchards East* by our Countryside Team transformed two areas of Sadlers Wood into a wild tree fruit orchard. These were planted to encourage the local community to gather fruit from their woods and to improve the offer of the site. These areas continue to be managed as an orchard, and additional trees will be added to replace any losses.

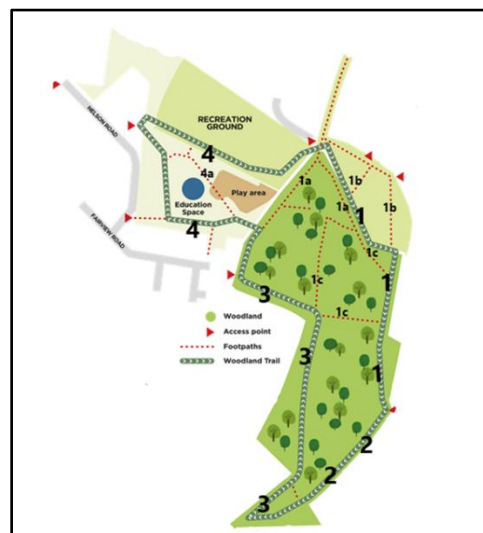
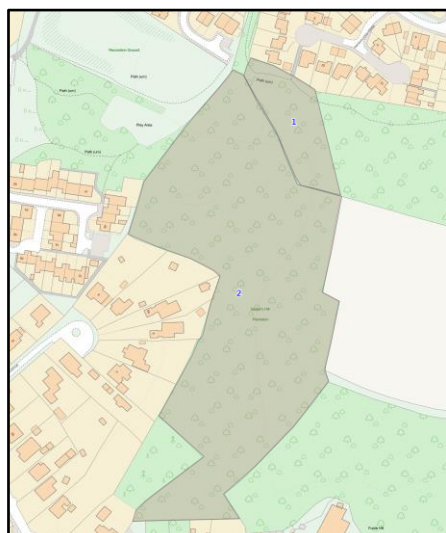
From June 2020 restocking of tree species on the land on which any felling took place must be adequately prepared for planting and planted with 50% pedunculate/common oak, 30% beech, 10% hazel, 5% hornbeam and 5% hawthorn. Planting is to be in robust groups under canopy gaps resulting from regeneration felling, to achieve not less than 1100 stems per hectare evenly distributed over the site.



Planting is to be in robust groups under canopy gaps resulting from regeneration felling, to achieve not less than 1100 broadleaved and 2250 coniferous stems per hectare evenly distributed over the site. These tree species will provide more habitats to support a greater wildlife diversity.

Sadlers Wood is managed using a five-year conservation and woodland management plan. The plan includes forestry operations and re stocking of tree species which correspond with an approved felling license issued by the Forestry Commission. The management plan is reviewed every five years.

Compartment areas and woodland ride maps for woodland and conservation management can be seen below, with a copy of the conservations and woodland management plan for 2023 shown at the end of this document.



Conservation of Landscape Features

The practical conservation and woodland management plan is designed to protect valuable historical raised woodland earth banks and ditches which can be seen throughout the woods. These once marked boundaries and acted to protect valuable areas of planting.

The banks and areas of soil and leaf litter are left undisturbed. Paths are conserved throughout the woods and not disturbed by grounds management.

Historical areas of planted woodland which contain ancient and veteran trees are protected and managed for longevity. Many of these giants are recognisable land marks and known to many visitors. These include the Hornbeam tree, giant Sweet chestnuts trees and mature Oaks on the woodland trail.



Conservation of Buildings and Structures

No buildings or structures exist which are of conservation significance at Sadlers Wood. Recently installed notice boards will need maintaining to ensure longevity of life, and these form part of regular inspections carried out by the rangers.

There are currently no plans to add any further significant buildings or structures to this site. This is due to financial constraints and the nature of the site dictating that they are not necessarily required, certainly not at this stage. We will continue to monitor this and review regularly.



Community Involvement

Community Involvement in Management and Development

Direct involvement in the management of this site by members of the community and/or community groups has traditionally been quite scarce. The biggest success in recent years came with NNDC's countryside team partnering with local volunteer group The Felbeck Trust to seek funding from the Government's Pocket Parks Scheme in order to:

- Install a new tree woodland trail with interpretation showing different tree species.
- Improvements to current play area.
- Create new wildflower areas throughout Sadler's wood. Through the University of East Anglia Orchard east project, plant a new Community Orchard in two set areas. www.orchardseast.org.uk
- Install more bat and bird boxes.
- Increase interpretation.
- Install and make a new Outdoor Learning Area with seating, mini beast area, seating area within the wood to engage with local groups and families.
- Improve the existing easy access path.
- Install new benches and seats.
- Tree planting throughout the woods.
- Community Fun Day, led by NNDC, supported by Felbeck Trust, to explain to the community what the project was about to recruit volunteers to help with project.
- Felbeck Trust to assist NNDC with community events.

This was to achieve the following outcomes:

- Improve the physical appearance of the existing park/develop a park on this site
- Increase the use of the park (more people visiting the wood) than before the project
- Increase the use of the wood by more people from different backgrounds than before the project
- Increase local people's satisfaction with the wood compared to before the project
- Increase the number of people who volunteer to work to support the wood compared to before the project
- Increase in the use of the park to bring people from different backgrounds together (social mixing) than before the project
- Improve bio-diversity and environmental impacts compared to before the project
- Improve wellbeing in members of the local community

The broad ambition for the project was to improve the whole of the site to benefit local residents, visitors and local wildlife; creating a lasting legacy of open green space within an increasingly developed urban landscape. The majority of the work was carried out by volunteers - both from the local community: Felbeck Trust, North East Norfolk Conservation Volunteers (NENCV), and Explorer Scouts, and corporate organisations: NOVA training, Easton College (part of City College Norwich), and Community Payback, where possible using traditional methods and materials. Contractors, working under the

supervision of NNDC, were brought in to install play equipment and undertake other specialist work not appropriate for volunteers.

The scheme should be viewed as a success and is certainly the best example of direct community involvement at Sadlers Wood, with the outcomes really benefitting the site and its users greatly.



Subsequent community involvement has not been as forthcoming, mostly due to capacity within the team, but in 2021 we took the opportunity to extend our popular Muddy Boots Volunteer Sessions to this site. Despite North Walsham having the largest population of any town in North Norfolk these sessions still have yet to really take off, perhaps further outlining the difficulties of engaging with local people for this site. This said we are determined to continue to offer this and hope that with some extra effort we can build this session up to similar numbers that are seen for our other sites.



The table below outlines the ideas currently in place whereby further community involvement could be sought. We hope to be able to progress and develop a number of these in the coming 12 months.

Community Group	Details / Involvement
Manor Road Primary School	To help with the introduction of an education area within Sadlers Wood
Volunteer Group	Develop the small volunteer group to support practical management work and ad-hoc projects

Woodland Wardens	To keep an eye on the site and report issues and alike back to the ranger team. Also to litter pick on their visits
Fitness/Health & Wellbeing Groups	To establish regular monitored physical activity and health & wellbeing activities on site
Norfolk Bat Group	The Bat Group will undertake an annual survey and examine the bat boxes notifying us of their observations.
Corporate Tree Planting	As part of the Council's 110,000 tree planting project Sadlers Wood has been identified for planting in winter 2022/23. We will be calling for corporate volunteer groups to join us to support this effort.

In addition to the plans outlined in the table above we will also continue to work with the individuals and groups who have previously been involved in our management works at Sadlers Wood, these are:

Probation Service - Previously known as The Community Payback programme, the Probation Service is utilised by the team for many different tasks, these include scrub clearance and other practical management works, and the installation of trails and other infrastructure. We have successfully worked with this scheme for a number of years now, although their return post-covid to full operations only happened in late 2021. It has been discussed to utilise the probation service at Sadlers Wood much more frequently in 2023 in order to balance out the lack of volunteers and other community engagement.

Volunteer ranger - In 2019 NNDC Countryside appointed a new volunteer ranger who works with the countryside team two days a week. This provides the post holder with valuable work experience and training and the team with an extra person to help with the extensive range of practical work that it has to carry out at Sadlers Wood and across our other sites. The post is currently vacant, with recruitment set to begin before Easter.



Matt Darge - Following a call for local sculptors and artists to get in touch to discuss possible collaborations Matt got in touch and we have struck up a very successful working relationship. Matt has now provided several carvings for Holt Country Park including recent additions *The Lady of the Wood*, *The Bee & Honeycomb* and *the Tree Themed Totem Pole*. Matt and the team have discussed, and are very keen, for Matt to introduce some carvings into Sadlers Wood as a part of our ongoing partnership work, however due to the success of his business we have not yet been able to do this. It is hoped that we will be able to push this through in 2023. We are working with Matt to come up with a piece of work suitable for Sadlers Wood with consideration to the sites anti-social issues which it sometimes faces.

Appropriate Provision for Community

We believe that the provision at Sadlers Wood is of great benefit to the local community, many of whom rely on it as there only accessible local green space. However we are acutely aware of the changing needs and requirements of the community when it comes to public woodlands and greens spaces, particularly in the current climate. Therefore we have carried out a user survey (2021), alongside our other Green Flag sites, to gauge public opinion and ideas regarding the site. The headline results from those who completed the surveys were as follows:

- The vast majority of respondents were regular visitors of over three years
- Leisure walk, getting some fresh air and enjoying the scenery were the reasons given most for visiting the site
- Most people attend site with family members, but the site is also well used by dog walkers
- People visit the site all year around, with no particular season being more popular than another
- 85% of respondents access Sadlers Wood by foot, with 87.5% living within 15 minutes of the site
- 52% spend less than an hour on site per visit, whilst a further 45% spend between 1 & 2 hours
- The top 3 most important site qualities to visitors of Sadlers Wood are cleanliness, wildlife & biodiversity and tranquillity
- The highest rated (very good or good) site qualities for Sadlers Wood were Wildlife and biodiversity, tranquillity and views.
- Improvements and additions which the respondents would like to see most were more benches & seating, improved interpretation and installation of sculptures
- 3 times more females completed the survey than males

The headline results from the survey were released via this article - [Home | What do residents like about our Country Parks? \(north-norfolk.gov.uk\)](#) - and the team will be utilising these when considering what improvements to make in 2022 and beyond. It was noticeable with Sadlers Wood that there were much fewer high ratings with regards to site qualities than our other two sites and, although all of these qualities were not necessarily identified as very bad, this shows that we have areas to improve upon. We are also aware that although a sample size of 40 respondents does give us a good idea of people's thoughts, needs and wishes, it may also not represent all the users of this site. The final question on our survey allowed respondents to give their own comments about Pretty Corner, here are a few:

- *A lovely, peaceful, tranquil setting - love it to walk the dog with my grandchildren.*
- *This is a fantastic wood which changes through the seasons, it currently looks beautiful with the bluebells!*
- *Concern over motorcycle using the woods, bins and glass on the park, other than this me, my daughter and my dog will still continue to go to the woods as its so lovely.*
- *We visit with young children and it can be very difficult if they need the toilet. We don't drive so can't just get something from the car or go home easily.*

It is likely that we will seek to re-issue this survey within the next 18 months to try to ensure that we are fully abreast of opinions and ideas from within the community, and those of our regular visitors.

Marketing and Communication

Marketing and Promotion

The vision for Sadlers Wood is to provide a high quality open space for the local community to enjoy. Unlike our other sites Sadlers Wood is not used often by holidaying visitors, with local residents the key user group. The site is managed to ensure that it meets the needs of these local residents within the scope of its offer. The Countryside service does not exist to make a profit (although making the service as sustainable as possible is critical) and therefore creating opportunities and a setting which serves the community is the most important thing. We are currently seeking innovative ways by which we are able to monitor site use to be able to gauge visitor numbers, and will be introducing more awareness raising activities and strategies, akin to our other sites, in order to try to increase both awareness and footfall on site. We are aware that Sadlers Wood is slightly different to our other woodland sites in terms of offer and user groups, and this plays a part in our management decisions at this site.

Appropriate Information Channels

Social Media Accounts

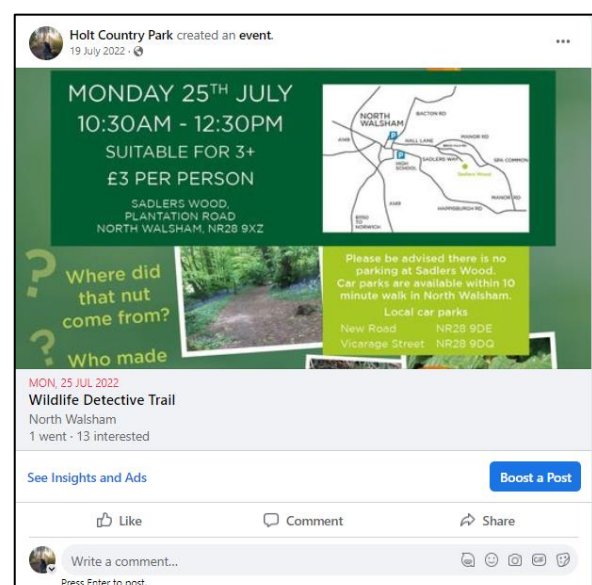
With Holt Country Park providing the main base for the team, social media accounts for the service were set up using this site:

- Facebook /HoltCountryPark
- Twitter @CountryHolt

Site specific social media channels have not been created for Sadlers Wood due to capacity issues within the team. It is the team's belief that an underused social media account, which would be difficult to monitor effectively, is of more detriment than support to the site and the service. Therefore Sadlers Wood updates are provided via the Holt Country Park accounts, as well as through local community Facebook pages for North Walsham.

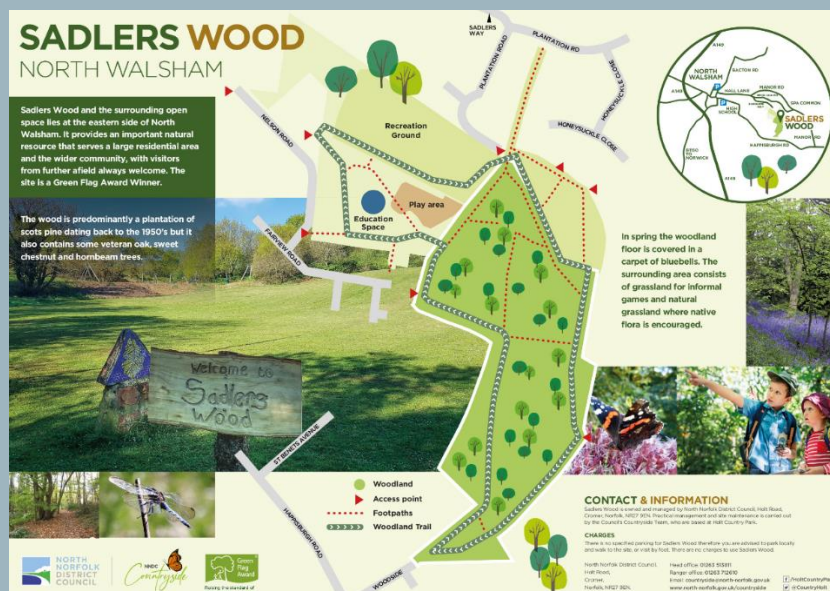
These social media accounts (particularly Facebook) have proven to be a great asset to the park and the service in general, and they are supported by the Council's corporate social media accounts. Since its launch four years ago the park's Facebook page has now attracted 5616 followers (+1293 in the last year) and achieves good engagement throughout the year. Sadlers Wood updates are provided periodically during the year. An example is shown here:

Overall we are pleased with the effect that our social media channels have had on our work and will continue to use them as much as we can to continue to promote an inform.



Park maps and interpretation

One of the major improvements in recent years was the introduction of a new look site map and flyer. Following the introduction of the waymarked trail and the completion of other site improvements we arranged for a completely new site map and flyer to be produced by local designer Brendan Rallison.



This map and flyer replaced the old versions which were introduced a number of years ago and reflect the up to date approach that the team are taking to managing the site. As we continue to develop the site in the coming years we are now also able to easily edit both the flyer and the map to reflect these changes, ensuring that information is kept right up to date for our visitors. We are delighted with how this has turned out and we have repeated this process at both of our other two Green Flag sites to continue our synergistic approach to management of our Green Flag sites. A copy of the flyer can be found here - sadlers-wood-leaflet.pdf (north-norfolk.gov.uk)

Sadlers Wood has also benefitted from the installation of a new notice board by each of the two main entrances to the site. These notice boards include a large copy of the new site map, and room for 4 A4 information posters in a locked compartment which include such things as emergency details, event posters, management information and alike. Site maps are available to visitors too.

Newly designed interpretation has now been installed as planned and in response to the feedback we have received. Examples below.



Promotional Flyers

Promotional flyers are utilised on site, within a specially created leaflet 'home', and on the social media platforms mainly to promote events. We believe that these are still a valuable component of our marketing efforts and will continue to use them as and when appropriate. Through the utilisation of the Holt Country Park (service) Facebook page we were able to attract good numbers to our events in 2022, clearly outlining the benefit of the joined up approach. We will continue in this way going forward, regularly reviewing for effectiveness.



Webpage [Home](#) | [Sadler's Wood](#) (north-norfolk.gov.uk)

Each of our Green Flag sites has its own webpage hosted on the Council's website. This provides all the basic information required by visitors and is an important resource to have, particularly for those visitors who do not use social media. In addition to basic site information it also provides links to important resources such as a copy of the site flyer, this annual review, the management plan, events and general site updates.

Appropriate Educational and Interpretational Information

Sadlers Wood has the ability to cater for the educational needs of its visitors effectively within the scope of the site.

School Groups - Links with the local school have broken down in recent years due to the pandemic, but with the school within easy walking distance of Sadlers Wood, and the mini beast area installed on site, it is hoped that the school will now choose to make more use of this.

Facebook/Twitter - Social media is often used to provide educational information about our sites. For example we have posted information about adders in the past year, as well as warnings about the dangers of fires within the woodlands.

Events - The vast majority of our events for families are provided with both a fun and educational element. Often a trail will include questions to answer from information boards on the way around. The wildlife detective trail at Sadlers Wood in 2022 did exactly this.

Interpretation - new and improved in 2022 and found around the site our interpretation provides information about flora and fauna, as well as some history and other interesting facts. We also try to include temporary interpretation when carrying out certain management work on site to help people understand what work is happening and why. In 2020 we introduced the site's tree trail which helps visitors to identify the trees on their walk.

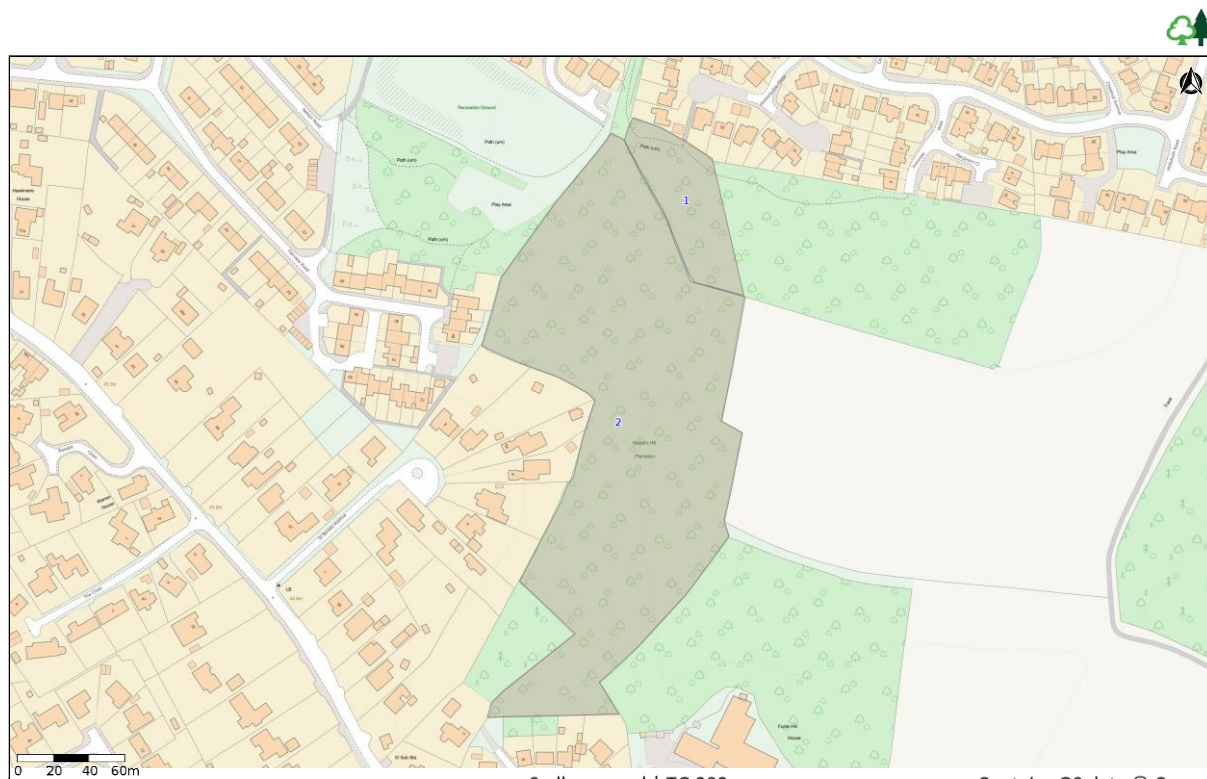
Action Plan

The action plan below outlines the planned works at Sadlers Wood in 2023. The plan is based on Green Flag and visitor feedback, corporate aims and objectives, and ranger input. The plan is not exhaustive and remains fluid due to the fast paced and reactive nature of our service and the work we do. Only new or significant works are listed in this plan, with general park management and maintenance being completed by the team as normal alongside this.

Improvement/Addition	Responsible	Proposed completion
Further wildlife surveys	Rangers/Volunteers	2x in 2023
Improve school/community involvement	CB/AG	End of year
Build on site events	CB/AG	Aug 23
Install more permanent interpretation	Rangers	Jun 23
Improved waymarked trail	Rangers/volunteers	Sept 23
Promote muddy boots group to wider audience	AG CB GM	Jul 23
Contact identified community groups	AG	Jul 23
Install minimum of one new sculpture or new feature	All	Dec 23
Continue to create wildflower and butterfly ride through the woodland as specified within work plan	Rangers/Volunteers	Dec 23
Tree planting of native species on perimeter of woodland rides and specified within work plan.	Rangers/Volunteers	Dec 23
Ranger led event for local schools to encourage using Sadlers wood.	Rangers/Volunteers	Winter 23

Conservation and Woodland Management Work Plan

Please see conservation and woodland management plan below, for forestry operations and re-stocking please see corresponding tree felling licence.






COMPARTMENT	YEAR	Ride Number	ACTIVITY/OPERATION 2023
1	2023	1b	<p>Brush cutting of amenity areas when required.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Brush cutting of wild flower rides to reduce brambles and encourage wild flowers to spread such as bluebells.</p> <p>Protect and provide habitat areas for/used by amphibians and mini beasts.</p> <p>Control invasive species.</p> <p>Survey flora and fauna species.</p> <p>Maintain boundary hedge of native trees using species as in restocking list around site.</p> <p>Maintain tree planting and replace losses</p> <p>Wild flower sowing and planting where required.</p> <p>Bat survey. Maintain bat and bird boxes throughout compartment on softwood trees only</p>
2	2023	1a, 1c, 2	<p>Brush cutting of amenity areas when required.</p> <p>Winter tree planting as shown within felling licence for compartment 2.</p> <p>Brush cutting of wild flower rides to reduce brambles and encourage wild flowers to spread such as bluebells.</p> <p>Protect and maintain wild flower margins and areas.</p> <p>Survey flora and fauna species.</p> <p>Protect and provide habitat areas for/used by amphibians and mini beasts.</p> <p>In autumn cultivate and re sow the wild flower of ride on right hand side with native wildflower seeds. Please refer to management plan wildflower creation rides. Ride number</p> <p>Control invasive species.</p> <p>Bat survey. Maintain bat and bird boxes throughout compartment, reinstall on softwood trees only.</p> <p>Maintain trees and boundary perimeter hedge of native trees using species as in restocking list around site.</p> <p>Replace losses of trees.</p> <p>Wild flower sowing and planting where required.</p>
2	2023	3	<p>Maintain wildflower margin, glades beside ride 3.</p> <p>Winter tree planting as shown within felling licence for compartment 2.</p> <p>Brush cutting of amenity areas when required.</p> <p>Control invasive species.</p> <p>Maintain trees using species as in restocking list around site.</p>

			<p>Wild flower sowing and planting where required.</p> <p>Maintain boundary hedge of native trees using species as in restocking list around site.</p> <p>Maintain tree planting and replace losses.</p> <p>at survey.</p> <p>Maintain bat and bird boxes throughout compartment, reinstall on softwood trees only.</p>
2	2023	4	<p>Maintain orchard, replace losses elsewhere.</p> <p>Maintain mini beast conservation area for use for mini beast hunts in the education area. Survey species, if there is a decline in species, ground too dry, rest area from use and choose new site for mini beast area within block.</p> <p>Maintain wild flower margins throughout compartment.</p> <p>Wild flower sowing and planting where required.</p> <p>Survey compartment</p> <p>Maintain bat and bird boxes throughout compartment, reinstall on softwood trees only.</p> <p>Maintain wildflower area on banks surrounding playing field.</p> <p>Maintain shrubs around field margins.</p> <p>Brush cutting of amenity areas when required.</p> <p>Control invasive species.</p> <p>Maintain boundary hedge of native trees using species as in restocking list around site.</p> <p>Maintain tree planting and replace losses.</p> <p>Winter tree planting as shown within felling licence for compartment 2.</p>

Site Risk Assessment

Risk Assessment	NNDC Woodland operations.	
Service	Countryside & Parks	
Date	January 2023	
Activity	NNDC woodland operational activities	
Assessor(s)	Anne-marie Gedge	

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
Slips, trips and falls				
Footpaths (natural and man-made), fallen branches, steps, ditches etc	Visitors, staff, volunteers.	<p>When working NNDC staff site check, mark / sign routes and diversions of paths where appropriate on WT land.</p> <p>Staff advised of possible hazards in advance of and/or immediately and advice on appropriate PPE.</p> <p>Work checked by senior supervisor, advise staff.</p>	Site checks of work area before start of work, during and after. Reinstatement of ground/area is required to prevent slips, trips and falls.	Regular on-going management of sites.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
Poisonous plants and wild animals	Visitors, staff, volunteers. (cuts, bites, abrasions leading to infections and ill health)	<p>Advise staff of potential hazards in advance and/or immediately prior to start of operational works.</p> <p>Warning / educational information about specific plants and animals provided in advance and at time of activity.</p> <p>Wildlife with potential to harm, handled only by trained expert or staff with training.</p> <p>First Aid kit carried.</p> <p>Protected wildlife not to be deliberately injured, harmed or killed. Care taken to protect all wildlife, flora and fauna on site and their habitats.</p>	<p>Identification, marking and control of poisonous plants</p> <p>Additional training for staff for identification of fauna and flora species if required.</p>	On-going and regular assessment and management of sites
Zoonoses Leptospirosis <i>E. coli</i>	Staff, volunteers and visitors	<p>Warning / educational information about specific zoonoses given prior to operational work.</p> <p>Good hygiene practices must be carried out. Particularly at meals.</p> <p>Hand washing facilities or cleansing materials (hand gels) available.</p>	Permission required from land owner to work on ponds and aquatic areas.	Prevent sickness, including food poisoning

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Cuts and grazes covered, particularly when working / studying near water. Correct PPE required for pond management works. No long working of staff in ponds/aquatic areas.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p>		
Equipment and tools	<p>Staff, volunteers and visitors.</p> <p>Injuries caused by malfunction</p> <p>Injuries caused by misuse</p> <p>Working too close together, make sure there is enough safe</p>	<p>Instruction provided to staff and training on safe use and operation of equipment by staff that are trained to do so.</p> <p>Inspect tools before use - repair or replace defective equipment.</p> <p>Appropriate tool or equipment used for job in hand</p> <p>Tools kept clean and sharp by staff.</p> <p>Care to be taken of blades and cutting edges, training prior to use of equipment by trained staff.</p> <p>PPE provided and to be worn where appropriate (eg gloves, eye protection).</p>	<p>Maintain supervision of activity for damage and misuse.</p> <p>Remove and deactivate defective equipment.</p>	Prevent injury and miss use of tools.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
	<p>working distance</p> <p>Scratches and stings from vegetation</p> <p>Blisters</p>	<p>Materials from approved stock and in good working order as to not cause injury.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p> <p>Volunteers to be supervised at all times by a competent person(s)</p> <p>Do not work within 5m of other(s)</p> <p>Keep public away from working area where possible using hazard tape or appropriate barrier.</p>		
<p>Environmental Hazards</p> <p>Extreme weather issues</p>	<p>Staff, volunteers and visitors.</p>	<p>Weather conditions monitored in advance of work, activity, event.</p> <p>Operational work activity stopped by staff if weather likely to be or becomes hazardous (eg lightning, high winds heavy rain)</p> <p>Remove damaged trees, debris prior to work for safe working areas.</p>	<p>Work operational activity cancelled or reduced in scale if weather too severe. Inform the land owner of any hazards within the woods, removal of trees etc. Changes in landscape.</p>	<p>Safety of staff, visitors and other participants - site conditions may deteriorate.</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Treat / clear ice or snow where necessary.</p> <p>Cancel work/activity if health and safety of participants is at risk under hazards from environmental conditions. Trained staff to decide or ask line managers, health and safety officers.</p>		
Transport Moving vehicles, car parks	Staff, volunteers, visitors.	<p>Ensure parking arrangements free from external hazards. Staff to monitor and manage events, working activities.</p> <p>Staff responsible for own parking, driving on site entering and leaving. Reinstate paths which have been damaged by vehicles which visitors cannot use.</p> <p>Footpaths keep pedestrians away from traffic as best possible. Close off areas to visitors where vehicles are in use for woodland operations.</p> <p>Staff required to be in charge of their own health and safety.</p> <p>Mobile phone and first aid kit to hand for emergency. Notify senior staff of working location point.</p>	<p>Close car park to visitors if woodland operations are deemed to cause hazards within these areas. Staff to monitor and control.</p> <p>Close off working areas to visitors when using vehicles. Re-direct arrows, provide maps if required.</p>	Prevent accidents.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		Do not use vehicles if they are damaged, not operational of the required working safety standard.		
Missing Person(s)	Staff, volunteers, visitors.	<p>Staff aware of each other's location on site at all times. No long working whilst using machinery. Report to senior staff of working location, during of time and when leaving site.</p> <p>Lone working staff, report to senior staff start of work and leaving site, area where they are working. Type of work they are carrying out.</p> <p>Lost child found on site. Looked after by trained staff with appropriate DBS check. Inform the police of loss child if no carer/parent seen. I</p> <p>Missing adults. Inform the police and ask for guidance. Staff to have mobile phones. First aid kit. Inform the police of missing/lost person.</p>	<p>Staff and volunteers aware of location of site, working area. Given maps and pre site check.</p> <p>Maps for visitors.</p> <p>Inform the police of missing/lost persons.</p>	<p>Prevention of missing/lost people.</p> <p>Lost/missing person found.</p>

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
General, miscellaneous	Staff, visitors, volunteers.	<p>Staff have mobile phone at all times or access to emergency phone number.</p> <p>Weekly sheet in office of staff locations. Senior staff to be aware of colleague general working locations</p> <p>Children must be supervised by an authorised adult at all times - advance notice to parents / supervisors</p> <p>First Aid kit carried at all times where appropriate by trained staff. First Aid to be carried out under the permission of the said person who requires it or person who is authorised. Call 999 in an emergency.</p>	Changes to working schedule to be reported between managers and staff.	Staff and visitor safety.
Litter picking	Staff, volunteers and visitors	<p>Operatives to be adequately instructed in activity by trained staff.</p> <p>Long working, staff to report of start of work, end of work and leaving site and location of works. Every time on site.</p> <p>Gloves to be worn and required PPE.</p> <p>Litter picking tool to be used to minimise picking up objects by hand</p>	Litter picking by volunteers ok but any hazards must be dealt with by trained NNDC staff.	Protect all.

Hazard	Who might be harmed & how	Existing Controls	Further Action Required	Justification
		<p>Frequent litter picking to avoid dealing with large quantities at a time. Bins to be emptied regularly by contractor</p> <p>Only trained staff to use sharps box for safe containment of sharp objects and handling with correct PPE. Contact NNDC Environmental health and report immediately.</p> <p>Rubbish to be contained in bags properly tied and appropriately disposed of. Do not lift bags that are too heavy not person carrying them.</p>		