

MILTON KEYNES  
NATURAL  
HISTORY  
SOCIETY



MKNHS  
GUIDANCE  
HANDBOOK

February 2023

**ABSTRACT**

Guidance on Society policies and procedures for  
MKNHS Committee and Members.

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**Note.** The Guidance Handbook is amended from time-to-time and will be subject to an overall review and update by the Committee on a three-yearly basis. Section Two and all the individual appendices can be copied and printed off by members undertaking any of the roles or tasks identified in the Guidance Handbook.

First Approved by the MKNHS Committee April 2020

## **SECTION ONE: INTRODUCTION**

### **1.1 Purposes of the Handbook**

This handbook has been prepared for two purposes:

- To provide information and guidance on MKNHS policies and procedures to officers, other Committee members and members of the Society
- To provide a policy framework for the management of MKNHS

Milton Keynes Natural History Society is an organization which needs to respond to changing circumstances. Therefore, it will be necessary for the Committee to review and update this Handbook on a three-yearly basis, with updates of specific policies and responsibilities as necessary on a more frequent basis.

### **1.2 MKNHS and a Growing Urban Area**

Milton Keynes was designated as a new town in 1967. At that time the population of the designated area was 40,000 (and that of what was to become the Borough of Milton Keynes area, about 60,000). By 2026 the population of the Borough is forecast to be around 309,000, with expansion further to 2031 with the building of 26,500 new homes by this date. Milton Keynes is the fastest-growing local council area in the UK.

One of the aims of the Society as set out in the Constitution is 'To promote and improve the knowledge and status of Natural History in Milton Keynes and the surrounding district'. This aim is of particular importance, given the additional status of Milton Keynes as the central hub within an East/West Development Arc between Oxford and Cambridge, with the population growing to an anticipated half a million by 2050.

### **1.3 MKNHS: Programme and Contact Details**

The Society provides a programme of meetings and events throughout the year:

Summer Programme: evening walks start at 7.00 pm Tuesdays from different locations.

Autumn/Spring Programme: 7.30 for 8.00pm, Tuesdays, Cruck Barn, City Discovery Centre, Bradwell Abbey, MK13 9AP

Occasional Events: In addition, there are occasional events at weekends through the year.

Contact and Programme Details: MKNHS Website [www.mknhs.org.uk](http://www.mknhs.org.uk)

The MKNHS Secretary monitors the [info@mknhs.org.uk](mailto:info@mknhs.org.uk) mailbox and as appropriate, responds to communications received or requests others to respond.

## **SECTION TWO: POLICY/GUIDANCE**

### **2.1 Equality and Diversity**

#### **Introduction**

Milton Keynes Natural History Society is open to all. We aim to have an atmosphere of friendship, respect and care for each other in the pursuit of a common interest in natural history. In particular, we aim to treat every member of the Society equally, regardless of their age, disability, gender, race, religion or belief or sexual orientation.

#### **Accessibility**

Our indoor meetings are held in a venue that is accessible to wheelchair users. We use a PA system. We are committed to ensuring that any member is able to attend and participate in activities. So we will reassess our access requirements regularly to ensure that they meet Members' needs.

Our outdoor meetings are held at a variety of wildlife sites in and around Milton Keynes. When the outdoor programme is planned, we aim to include a number of meetings within easy reach of the city centre and some daytime meetings, in a variety of habitats. The routes for these outdoor meetings are surveyed by the walk leaders and any access and safety issues are brought to the attention of Members via the programme (*e.g.* wheelchair accessible footpaths, rough or steep ground, deep water, a longer walk). Car sharing is encouraged for all outdoor meetings.

Members are encouraged to contribute to the indoor programme by suggesting topics or speakers, giving presentations, or providing information *e.g.* about local initiatives or other matters of natural history interest. Members can contribute to the outdoor programme by attending an open planning meeting, suggesting venues, providing information about venues and leading walks.

#### **Diversity**

The aims of Milton Keynes Natural History Society are to promote and improve the knowledge and status of Natural History in Milton Keynes and the surrounding district and to cooperate with other organisations in taking such actions as will achieve these aims. We organize a range of talks, walks and activities on a wide range of natural history topics to suit the interests and meet the needs of a wide variety of people. We also endeavour to raise the profile of as wide a range of species, habitats and environmental issues as possible.

Programmes include talks, presentations, and practical workshops about local wildlife; significant scientific and environmental issues; conservation work and broader issues concerning British wildlife locally and further afield. These activities help to increase interest in the natural world in the broadest sense. Entertainment and inspiration are provided in the form of quizzes, debates and Members' evenings.

We cooperate in events with local organisations, such as The Parks Trust, BBOWT, Milton Keynes Museum and others, to raise awareness of Natural History in and around Milton Keynes.

The Society is open to new ideas and encourages Members to express opinions about activities and offer ideas to enable its aims to be achieved.

### **Inclusion and Respect**

Every Member of the Society should be made to feel equally welcome and included at all its meetings and events. Members of the Committee have a responsibility for welcoming new members.

Sexist, racist, homophobic, or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These actions and behaviours constitute harassment and have no place in the Society.

### **Dealing with Complaints**

- The Society's Committee will take complaints of discrimination and harassment very seriously.
- They will investigate them thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience. (If the complaint is against a Committee Member, that Member will not be involved in the conducting of the investigation.)
- If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.
- If the complaint is against the Society as a whole, the Committee must work to ensure that such discrimination is not repeated in the future and must inform the Members of how they propose to do this.
- The Committee will decide the action to take, based on the principle of ensuring the continued inclusion and safety of any Member who has experienced discrimination or harassment.
- Any decision to terminate someone's membership will be made with reference to the constitution.

## 2.2 Safeguarding

We are committed to providing an environment in our meetings and other events arranged by us where children, young people and adults with care and support needs and everyone who is involved in our organisation can feel safe and free from harm and can freely and without hindrance, enjoy learning about and being involved in, matters pertaining to wildlife and environment. More specifically the Society welcomes all as Members or visitors subject to those under sixteen being accompanied by a responsible adult and those under eighteen being registered on the Membership Form as a Member or as a visitor.

We recognise that safeguarding is a responsibility of all of our Members. We each have a responsibility to protect children and adults with care and support needs from physical, sexual and emotional abuse and to report it when it is discovered or suspected.

Any incident or concern should be reported directly to the Chairman. The Chairman will consult with another Committee member and take the appropriate action. Notes about the matter should be made at the time by the Chairman and a report made to the Committee and incorporated within Committee minutes.

## 2.3 Privacy Statement (Reviewed and confirmed by Committee 21/04/21)

The Society holds the names, postal addresses, e-mail addresses, date of joining and telephone numbers of its Members. These details are held on a database managed by the Membership Secretary. The Treasurer retains a copy of the database. Other members of the Committee or official role holders not members of the Committee, may have access to the database in order to carry out their Society responsibilities. A hard copy of the names of Members (not contact details) is displayed on the welcome desk for signing-in to evening meetings. This is also available to all members of the Committee. On joining the Society members can decide whether or not they are willing to allow their address and/or telephone number to be shared with other members.

Details of members are never disclosed or transmitted to anyone outside the Society without the members' explicit consent. The Society does not store the information relating to children under the age of sixteen without the explicit consent of the parent or guardian.

The data is held for the purposes as follows: telling members about the activities of the Society; receiving Society publications; membership administration; requesting help; requesting members' help and asking for permission to use their text or images. On joining the Society, members can opt not to receive the meeting Programmes and other Society membership information by email. Names and contact information for walk leaders, Committee members and recorders will appear on some printed materials, press releases, posters and website postings

The Society will use reasonable endeavours to ensure that member data is not lost, used or accessed in an unauthorised way, altered or disclosed. If any breach of data security is detected the members will be informed of this as soon as possible.

Members can apply at any time to the Membership Secretary for a copy of the data that the Society holds about them or request that the data is updated or deleted. If members fail to renew their subscriptions, their data is removed from the database after two years from when the subscription was due.



## **APPENDIX 1: MILTON KEYNES NATURAL HISTORY SOCIETY CONSTITUTION**

1. The name of the Society shall be Milton Keynes Natural History Society.
2. The aims of the Society shall be:
  - a) To promote and improve the knowledge and status of Natural History in Milton Keynes and the surrounding district.
  - b) To co-operate with other organisations, and to do such other things as are conducive to further the above objects as the occasion may arise.
3.
  - a) Membership of the Society shall be open to anyone. Persons under sixteen must be accompanied at all meetings by a responsible adult.
  - b) Members under the age of sixteen shall have no voting rights.
  - c) Members shall pay annually such fees as shall be determined by the committee.
4.
  - a) The officers of the Society shall be over the age of eighteen and shall consist of the President, Vice President(s), Chairman, Secretary and Treasurer. The Chairman shall be elected at the Annual General Meeting for a period of two years and may then be re-elected for a period of two years. He/she must then have a break of two years before he/she can be re-elected.
  - b) Other officers may be elected annually at the Annual General Meeting and shall be eligible for re-election; casual vacancies among the officers shall be filled temporarily from the committee.
5.
  - a) The Committee shall consist of the officers and eight members elected at the Annual General Meeting.
  - b) The committee shall have the power to co-opt.
  - c) A quorum at any Committee meeting shall be five.
  - d) The Committee shall administer the finance of the Society and shall be empowered to deal with any matter not covered by these rules.
  - e) If an officer or member of the Committee fails to attend, without good reason accepted by the Committee, more than three consecutive committee meetings that officer or member is deemed to have resigned.
6.
  - a) The Annual General Meeting shall be held at a time and place decided by the Committee and in any case not later than March 31<sup>st</sup> in each year.
  - b) Resolutions embodying proposed alterations to the constitution for submission to the Annual General Meeting shall be in the hands of the Secretary one month prior to the meeting.

- c) The Agenda for the Annual General Meeting shall be approved by the Committee and shall include annual report(s) and a financial statement.
  - d) The Chairman or Secretary may at any time at their discretion, and shall within twenty-one days of receiving a written request to do so signed by no less than twelve members and giving reasons for the request, call a Special Meeting of the Society for any purpose.
7. The Society will exercise due care when arranging its meetings and activities for the benefit of members. Members taking part in any meeting or activity do so at their own risk.

Note: First approved 14 March 1969; last amended 19 March 1997

**APPENDIX 2: GORDON OSBORN BEQUEST FUND (11 March 1991)**

Purposes of the Fund: The Milton Keynes Natural History Society Gordon Osborn Bequest Fund has been set up to offer financial support to Society members, in order that they may carry out a research project in the field of natural history, a survey of a particular local area or species, an educational programme or any other cause considered worthy by the administrators of the fund.

Fund Procedures: The fund is set up with the original bequest of the late Gordon Osborn shall be administered by the Society Treasurer, but separately from the Society's general fund. The Society Treasurer shall report on the financial position of the fund at the Society's Annual General Meeting. Other monies or bequests may be added to the fund at any time, but withdrawals may only be authorised by the administrators who shall be responsible for the investment of the money in the bequest fund.

Fund Administrators: The administrators of the fund shall be the President, Chairman and Treasurer of the Society and two other non-officer members of the Society. The non-officer members shall be appointed by the other administrators each to serve for a period of two years. To provide continuity, the term of one appointed administrator shall begin one year later than the other. Thus, in the first year of the fund, one of the appointed administrators shall serve for one year only. Where a vacancy for an appointed member occurs, the administrators may appoint a non-officer member for the remaining period of office vacated.

Applications to the Fund: Any member of the Society may apply in writing to the administrators of the fund for a grant. The administrators will meet at least three times a year to review applications and make grants as they consider appropriate. The total grants allocated in any one year shall not exceed the interest gained by the sum invested in the fund. Applications should include a description of the activity requiring support and an estimate of the costs involved.

Reporting Back on Projects: When awarding a grant, the administrators will specify how the use made of the grant should be reported to the Society. On completion, the Society may wish to see the results of the work published in its own Journal. If the work is published elsewhere, acknowledgement of the origin of the grant shall be made.

Winding Up of Fund: In the event of the Society's affairs having to be wound up, the principal invested in the fund shall be disposed of to the nearest equivalent Society, as determined in the will of the late Gordon Osborn. Any interest due on the principal shall pass to the Society's General Fund.

## APPENDIX 3: SUMMARY RESPONSIBILITIES OF OFFICERS

All Officers and Committee Members to uphold the Constitution and promote the welfare of the Society

### President

Ceremonial role: Gives talks/speeches at President's evening, Annual Dinner etc. Thanks speakers at end of meetings. With Chairman, represents Society to public/other bodies when required. Provides Secretary with material to incorporate in Joint Officers' Report at AGM.

### Vice-President

Deputises for President in the President's absence.

### Chair

The Chair opens and introduces Indoor Meetings; approves the Agenda for and chairs Committee Meetings; co-ordinates the work of other officers; and deals with issues of concern raised by members; responsible for ensuring Indoor Meetings are evacuated in the event of fire or other emergency (or the person delegated to Chair the meeting); provides the Secretary with material to incorporate in the Joint Officers' Report for a forthcoming AGM; and encourages the involvement of the membership in the work of the Society.

### Secretary

The Secretary keeps in touch with Committee members on an ongoing basis; receives and responds to correspondence with the Society; coordinates the preparation of committee meeting agendas with the Chair; writes minutes; prepares and circulates the Minutes to Committee Members; collates and prepares the Joint Officers' Report for the AGM; and monitors the [info@mknhs.org.uk](mailto:info@mknhs.org.uk) mailbox and communicates with enquirers.

### Treasurer

The Treasurer advises the Committee on its responsibility *'to administer the finance of the Society'*; and on behalf of the Committee exercises control over the Society's income and expenditure. This includes preparation of the annual accounts for adoption by the AGM and submitting financial management reports to each Committee meeting.

### Committee Members

Committee Members are required to attend Committee Meetings, contribute to discussions and take on individual tasks as necessary. Committee meetings are normally held at least quarterly.

## Other Designated Roles

Programme Secretary: Coordinates the preparation of the Indoor Programme

Membership Secretary: Deals with all membership matters, including keeping a list of members

Summer Walks Coordinator: arranges the summer walks programme

Refreshments Rota Coordinator: arranges the rota for tea and coffee at meetings

Publicity and Events Coordinator: deals with communications and arrangements in connection with Society activities

Web Administrator: Manages the website

Web Editor(s): Edits material for the website

Meeting IT Support/Sound and Lights Coordinator(s): assists speakers when setting-up for their presentations

Gordon Osborn Fund Trustees: President, Chairman and Treasurer are *ex officio*, plus two other non-Officer members of the Society

Opening/Closing Cruck Barn Team: Members of the team cooperate to make arrangements for the holding of meetings at the Cruck Barn

Raffle Coordinator: Organises the annual raffle

Book Sales Coordinator: Organises the annual donated book sale

**APPENDIX 4: CHAIR RESPONSIBILITIES**

Responsibilities are as follows:

- Opens and introduces and welcomes members to the Indoor Meetings
- Setting up - Laptop and audio equipment trained – (as back- up only)
- Approves Agenda for and chairs Committee Meetings.
- Co-ordinates work of other officers.
- Deals with issues of concern raised by members.
- Responsible for ensuring attendees at Indoor Meetings are evacuated in the event of fire or other emergency (or delegated to the person chairing the meeting if unable to attend).
- Provides the Secretary with material to incorporate in the Joint Officers' Report at AGM.
- Responsible for informing others should meetings need to be cancelled
- Deals with complaints under Equality and Diversity Policy
- Contribution to Magpie
- Review Risk Assessments – annually in April (with Committee)
- Updates laptop once a month
- Attends meetings with other organisations, such as The Parks Trust and Wildlife Trusts, in connection with events and cooperative activities
- Generally, to represent the Society when required

## APPENDIX 5: TREASURER'S ROLE AND RESPONSIBILITIES

### Role

To act as an Officer of the Society; to advise the Committee on its responsibility "to administer the finance of the Society"; and on behalf of the Committee to exercise control over the Society's finances.

### Responsibilities

#### **Governance \*\***

- Attend four meetings of the Society per year and participate in its business particularly in relation to financial matters \*
- Attend the AGM and present the annual accounts of the Society (including GOBF) for adoption \*
- Act as an administrator of the Gordon Osborn Bequest Fund

#### **Financial Control and Accounting \*\*\***

- Collect cash from teas, donated book sales, raffles etc, at each meeting and bank funds on a monthly basis, giving receipts for subscriptions and other material cash income, and reimburse expenditure from cash where necessary \*\*
- Collect and account for subscriptions and pay into the bank as necessary \*\*
- Raise cheques for all expenditure \*
- Maintain accounting records of financial transactions through the spreadsheet system or otherwise \*\*
- Co-operate with the Examiner to keep the spreadsheets correct during the year, including a trial balance in the autumn\*
- Prepare with the Examiner the Annual Accounts (mid Jan. to mid March) \*\*

#### **Financial Management \*\*\* (updated 4/6/19)**

- Prepare for adoption by the Committee annual estimates of income and expenditure and monitor these during the year \*

- Report on the financial position of the Society at each committee meeting \*\*
- Maintain public liability insurance and insurance for the Society's physical assets
- Maintain a register of assets for insurance and asset replacement planning purposes \*
- Manage the Society's dealings with its Bank including cheque signatories and day-to-day matters including bank signatory changes \*
- Manage the Society's investments as determined by the Committee including changes in investments and signatories \*
- Liaise with the Programme Secretary on: the Autumn and Spring programmes and book accommodation accordingly; agreeing and paying speaker expenses \*
- Liaise with the Membership Secretary on subscriptions and membership matters \*\*
- Liaise with the individuals organising raffles and sales of donated items
- Support project initiatives of the Society by providing timely advice on costs, sources of income and wider implications

Core Major tasks \*\*\*

Significant tasks \*\*

Minor Tasks \*



## **APPENDIX 6: FINANCIAL CONTROLS**

### **Introduction**

MKNHS is a small unincorporated membership organisation. This document sets out the financial controls that are in place. The Society is not a Registered Charity but the Charity Commission's checklist of internal financial controls for charities has been used as an external yardstick to encompass good practice where relevant having regard to both the scale of the Society's finances and its dependence on the voluntary status of its Officers and Committee members. The Society reviews these controls from time to time as necessary and not less than every 3 years.

### **Constitution**

Under the Society's constitution its Committee is responsible for the 'administration of its finance'. The constitution provides for the appointment of a Treasurer as one of its Officers. Appointment is made by the AGM. The AGM also appoints an Accounts Examiner to agree the Annual Accounts with the Treasurer and with the authority to access all financial or other relevant records of the Society.

### **Monitoring financial activities**

The Committee approves annual budgets for income and expenditure, and monitors variance at each of its meetings. It also sets subscription levels. The Society has an approved Reserves Policy which seeks to mitigate the impact of any unforeseen external threats to its financial stability.

Annual accounts comprising Income and Expenditure and a Balance Sheet are approved by the Committee and recommended to the Annual General Meeting of the Society for adoption.

### **Banking and investment**

The Committee approves the bank to handle the Society's current and savings accounts. The Treasurer is the formal point of contact with the bank.

The Committee approves the names of not less than three authorised signatories for cheque payment one of whom shall be the Treasurer the others from amongst the other Officers or members of the Committee. Cheques require two signatures. The Treasurer raises all cheques and is normally the first signatory. Any exceptions to these arrangements will be recorded in writing and counter signed by the Chairman as will any cheque payment to the Treasurer for reimbursement of expenditure made on behalf of the Society.

Bank statements are reconciled monthly with income and expenditure transactions, and with the annual accounts at year end.

The Committee approves investment decisions for Society designated bequests and for any funds surplus to normal working capital needs. Investment policy is set by the Committee and specific investments are approved by the Committee within that policy.

### **Purchases and Payments**

The Treasurer controls Society purchases. Those making purchases must give due regard to value for money.

All purchases must be within an approved budget. Any single asset with a value in excess of £100 requires the prior approval of the Committee. With prior agreement the Treasurer may also authorise other Society designated role holders to make purchases on behalf of the Society with subsequent re-imburement on production of an invoice and delivery note or receipt.

The Treasurer controls payment from Society funds. The method of payment is limited to cheque (or cash for small amounts). Many recurring payments are initiated by the Treasurer (e.g. Hall Hire, Speaker Expenses, Insurance, and Sundries). Others may be authorised for payment by the person responsible for that activity (see above).

Regular continuing annual payments to third parties (e.g. subscriptions) require the approval of the Committee (and where the bank's rules allow payment by Direct Debit or Standing Order and authorised by two signatories ).

Individual speaker fees and expenses (if any) are approved by the Treasurer on the advice of the Programme Secretary. A 'norm' for donation to a charitable body in lieu of fee payment to the individual representing the charity is set by the Treasurer in consultation with the Programme Secretary each year. Speaker expenses if claimed are based on either public transport fare incurred or distance travelled by car having regard to marginal costs incurred.

Payments from cash collected at meetings are limited to minor items such as refreshment materials, stationery and postage stamps other than in exceptional circumstances approved by the Treasurer. Such cash payments must be supported by receipts at each stage (the purchase of the item and any subsequent re-imburement to the member purchasing the item on behalf of the Society (the latter usually by counter signing the purchase receipt 'cash received' with a signature and date).

## **Income**

The Committee approves the policy for membership subscriptions and its annual level.

Subscriptions can be paid by cheque, standing order, bank transfer or cash. Payments by cash must be supported by a Society receipt issued to the member by the Treasurer or Membership Secretary.

Subscriptions paid by standing order or bank transfer are reported to the Society monthly by the bank. Payments by cheque are banked not less than monthly. The Treasurer records this information in the society's accounts sharing the information with the Membership Secretary on a regular basis.

Cash income from visitors, refreshments, raffles, sale of donated items etc are collected by the Treasurer (or nominee) at the end of each meeting. Cash from raffles and sale of donated items are checked independently by the event organiser prior to collection and any differences resolved. These are accounted for by each category of income and recorded in the Treasurer's Transactions Note Book week by week and reconciled with cash deposited at the bank not less frequently than monthly. For special events (e.g. the 50<sup>th</sup> anniversary lecture) additional controls over cash may be necessary as approved by the Treasurer.

## **Assets and designated investments**

The Treasurer maintains a register of fixed assets which is updated annually and reported to the Committee. The asset register is used as the basis for insurance and society financial planning for replacement where relevant.

The Society administers one designated investment the Gordon Osborn Bequest Fund. It forms part of the Society's annual accounts. Investment of the fund is approved by the Committee. Allocations of income from the investment for projects within the terms of the bequest are approved by the Fund administrators and reported to the Committee.

## **Accounting records**

The formal accounting records of the Society comprise the following:

- Bank Statements; Savings Account statements; Investment Account statements; cheque books and cheque stubs; paying in books; pass books; and related records
- Invoices for purchases and duplicates of receipts for cash payments

- Transactions records of Income and expenditure recorded on the transaction spreadsheets including the list of subscriptions received by year number, name, date of receipt, and method of payment
- The Treasurer's Notebook of cash takings at meetings by category of income reconciled monthly (Note the Society does not operate a separate cash account. Any cash not banked is held in a cash box held by the Treasurer and cash if any at year end is itemised on the Balance Sheet)
- Annual Accounts of Income and Expenditure and Balance Sheet as submitted by the Treasurer and Accounts Examiner for formal adoption
- Such records are maintained for a period of not less than seven years and transferred from the outgoing Treasurer to the incoming Treasurer as part of the handover process

### **Conflict of Interest**

An Officer or other member of the Committee is required to declare to the Chairman any potential conflict of interest in the financial decisions of the Society (and in the case of the Chairman to the President)

Committee Approved 14.09.20

**APPENDIX 6: WEB EDITOR(S) ROLE**

- Monitor MKNHS Sightings mailbox to maintain Recent Sightings page
- Research wildlife news feeds to identify appropriate news items. Create posts and publish them on the website.
- Write own news items and publish them on the website
- Encourage others to produce news items. When received, format the info into a news item and post it on the website.
- Add photos to members' photos section of website
- Maintain existing pages on the website e.g. updates to Officers and Committee page after AGM
- Liaise with Programme Secretary to clarify programme
- Maintain Society Events and Other Events on the website
- Maintain the Society's page on the Natural History Museum website
- Maintain their password
- Identify possible enhancements to the website
- Maintain the editor's guide and train new editors
- Create new picture galleries e.g. after the annual photo competition
- Liaise with the webmaster concerning enhancements to the website
- Liaise with webmaster to publish new pages.
- Liaise with the membership secretary to clarify whether potential content has come from a member
- Compile and supply metrics on use of the website.
- Format and label images for publication

**APPENDIX 7: WEB ADMINISTRATOR'S ROLE**

- Maintain users on the website
- Apply weekly updates to the software on the website
- Maintain email accounts
- Assist editors in formatting pages
- Research and implement enhancements to the website
- Monitor error reports and liaise with website hosting company or software developer as appropriate
- Ensure weekly backup copied to external site correctly. Perform manual transfer if needed
- Maintain the Website Administrator User Guide
- Create new test web-spaces as required
- Be point of contact for domain registration of the website
- Pay for all website costs and seek reimbursement from the treasurer
- Monitor changes to the WordPress environment, identify their impact on the website and implement and document the changes
- Liaise with the MKNHS Committee to monitor decisions which may impact on the website
- Provide advice to members who raise issues about using the website
- Change the header image (on request or periodically)
- Monitor and rectify broken links
- Provide the Treasurer with projected annual costs for the website

## APPENDIX 8: MKNHS WEBSITE POLICY

### 1. Website Management

- a) A small team of at least three people is needed to run the website.
- b) One of the team should have, or develop, the capability to carry out IT tasks as Website Administrator; another should be able to provide back-up for these tasks but would probably also be an editor.
- c) The website team needs Editors who:
  - commission content from Members and
  - manage its publication on the website.

Their roles will cover the publication of content in sections such as: News, Programme, Summer Visits, Events, Trip Reports, Sightings, Wildlife Sites, Gallery, Reference, and About Us.

- d) The website team will be actively supported by the MKNHS Committee.

### 2. Website Content and Structure

- a) The website will contain a substantial range of useful information about natural history in the Milton Keynes area:
  - The Society's Programme of meetings (the website should also contain an attractive, branded, downloadable version on Pdf).
  - News relating to the Society or contributed by members.
  - 'About Us' information such as how to join, list of officers, etc.
  - Sightings. This will focus mainly on sightings within the MK area submitted direct to the MKNHS website, drawing on other local sources such as Bucks Bird Club Sightings, all at the discretion of the Sightings Editor. The MKNHS Committee and website editors should encourage members to contribute more to the Sightings page. Sightings may be added less frequently than 'same day' to reduce workload.
  - The 'Wildlife Sites' section, with information about good places to experience wildlife.
  - Sections on ID resources, recording and other information that will support members and non-members to learn more about the natural world.
- b) The website should complement the MKNHS's other avenues for communication: word-of-mouth, e-mails, Facebook and post:
  - Use of the website should be mentioned frequently in verbal notices at Society meetings, to encourage its use, asking members to contribute to it.
  - E-mails and post (or by hand) will continue to be the means of sending information that must reach every member.
  - Members who don't have e-mail or website access will continue to receive printed information by post or by hand.
- c) News and events from other sources.
  - Other News (world and UK news relating to wildlife and the environment). MKNHS will not generally publish links to external news sources, or interest groups outside the Milton Keynes area.
  - Other Events (e.g. programmes of the North Bucks RSPB Group, Friends of Linford Lakes, The Parks Trust, etc). Our policy is generally to refer our members to these other websites. However, information on UK-based educational courses on species identification or recording, for example,

may be included if the courses will be easily accessible to MKNHS members.

- MKNHS is a non-profit organisation, and requests for links to commercially-oriented websites on the MKNHS website will not be accepted.
- MKNHS cannot provide members of the public with advice and/or guidance concerning injured or diseased wildlife: members of the public who make such requests are referred to the website, which provides possible sources of help that people might pursue.
- Use of third-party copyright material will be excluded - for example, photographs by others where permission has not been given for their use.

Committee Approved 14/11/22



**APPENDIX 8: MEMBERSHIP SECRETARY'S RESPONSIBILITIES**

- Keep under review the design of the Membership Form and seek committee approval to any substantive changes
- Supply Membership Form, plus Standing Order on request, to potential members and receive these when completed, plus payment if not paying by Standing Order and ensure that these are available on the Society's website
- Add contact details for new members to the membership list. Check whether new members are willing to receive communication by email and note on the membership list
- Analyse from Membership Form responses from new members to the question 'How did you hear about MKNHS?' and report this to the committee on a regular basis
- Pass new member forms and payments to the Treasurer
- Liaise with the Treasurer at regular intervals over membership renewals and revise the overall membership list accordingly moving those who decide not to renew to the 'past members' list
- As agreed by the Committee and in liaison with the Treasurer carry out the Committee's policies on subscription reminders
- Use the membership list of names only to up-date the sign-in sheet used at weekly evening meetings on a regular basis. The list is essential in case of emergency evacuation of the building
- Collect member sign-in sheets at the end of each meeting and maintain a list of numbers attending each meeting together with any relevant comments. Present these at the end of each series of meetings (*i.e.* end of December and end of April) for the attention of the Chairman and Committee
- As far as possible maintain a similar record of attendance at summer field meetings
- Distribute copies of the programme and Magpie to all members who have agreed to receive these by email
- Send or distribute at indoor meetings hard copies of the programme and Magpie to those members who do not wish to have communication by email
- Send emails to members as requested by the Chairman where such communication is necessary or urgent, for example when meetings have

to be cancelled at short notice due to bad weather as set out in the cancellation protocol. Liaise with the Chairman on these occasions.

## APPENDIX 9: PROGRAMME SECRETARY'S RESPONSIBILITIES

### Overall Purpose of Role

To make the arrangements for the Society's evening programme of meetings in the Spring and Autumn (and occasional full day events through the year).

### Responsibilities

- With help from MKNHS members, maintain a list of potential speakers for indoor meetings.
- Include fixtures to be included in the annual programme: e.g. AGM; Xmas Party; Photo Competition; Members Nights
- With the Treasurer, agree a budget for speakers' fees and expenses, and for room hire dates and number of evening meetings. Where possible, send the Treasurer a schedule of names plus agreed fee/expenses at the start of each Spring and Autumn session
- Contact speakers (including MKNHS members) to plan dates and subjects for the Programme.
- By email, ask speakers to confirm the title of their presentation together with a brief description of the talk for the published Programme and the Website. Agree any fees/expenses at this stage.
- At the draft stage, share the Programme with Committee members to obtain their comments and support
- Once the Programme content is finalised, circulate to Committee Members. Ask the Membership Secretary to distribute to members and external organisations, where possible, at least three weeks in advance of commencement of the Programme. In parallel pass to the Web Editor for the Web page. Provide a copy of the Programme to all speakers. Once the Programme is published, follow this same process should there be any amendments
- One to two weeks prior to meetings, contact the speaker to ensure they are still able to honour the arrangement. If for any reason they cannot, arrange an alternative activity/speaker.
- Arrange 'pick up' and 'set down' transport for the speaker to the Cruck Barn - should he or she be travelling to Milton Keynes by public transport.
- After meetings, contact speakers to thank them and check if they have any feedback about the evening. Ask them if they would be happy to address MKNHS again.

## **APPENDIX 10: PUBLICITY COORDINATOR AND EVENTS COORDINATOR ROLES**

### **Publicity Coordinator**

Overall role: to publicise the Society externally and internally so as to raise its profile and attract new members with such specific tasks as:

- Develop a consistent house style for Society publicity material
- Devise and maintain stocks of publicity material
- Provide publicity material for the Society website
- Maintain contact with local media and publicise Society meetings, programmes and events
- Distribute publicity print material to local venues such as libraries
- Promote fund raising initiatives to members if so requested by the Treasurer or Committee
- Keep under review the opportunities for the Society's presence on social media
- Send copies of the Autumn, Spring and Summer Walks programmes to organisations on the list of contacts, either by email or by post, with a note requesting that the programme is brought to the attention of their members.

### **Events Coordinator**

Overall role: to take responsibility for supporting the Society's events with such specific tasks as:

- support (and act as a point of contact for) the Officer leading on the Society's involvement in events hosted jointly with or by external bodies including member volunteers to represent the Society at the event and the provision of Society display boards and like artefacts
- keep the Society display boards and other publicity artefacts up to date as necessary
- coordinate the arrangements for ensuring that the Society provides a welcoming approach to members and visitors at its indoor meetings

Note: These two roles could be combined if the member has the time to undertake both.

## APPENDIX 11: GUIDANCE NOTES ON PLANNING FOR SUMMER EVENTS AND ACTIVITIES

The notes attempt to cover all that is involved in the planning for the Summer Programme. The dates shown below are a guide to the time required for certain tasks to be completed.

- Oct/Nov: Arrange date of Summer Planning meeting with Winter programme organiser. (The Winter programme Jan – April is prepared in Oct – Nov.) Early-mid February is preferable as this allows time for walk leaders to prepare their walks and scripts for inclusion in the Summer Programme. A cut-off date of 23 March for scripts and Grid refs allows enough time to remind colleagues about providing information and also for the programme to be completed in time for distribution for the last indoor meeting at the end of April.
- Oct/Nov/Dec: Check that Risk Assessment for walks and guidance notes for leaders are up-to-date and have been approved by the Committee before the Summer Planning Meeting.
- Feb: At the meeting before the Summer Planning Meeting remind members to think about places to visit and remind them to consider leading a walk, in preparation for the planning meeting. Emphasise that the walks do not have to be led by “experts”.
- Feb: Have the summer Tuesday dates listed on a sheet, there are usually about 17-18 Tuesdays between May to the end of August and a summary of the visits over the last ten years. Twenty copies of each document are usually enough for distribution on the planning evening. These have proved helpful in encouraging involvement and deciding where members would like to visit. Provision of pencils with rubber tips are helpful for members to fill in the dates and make changes.
- Feb: Prepare a simple introductory script as some of those attending may be involved in the exercise the first time. Describe what the evening is for and explain the outcomes that are required: Where to go, when to go and who is to lead. Taking each of the three outcomes in turn eg deciding 17-18 sites first and then sorting out suitable dates and then finally deciding on the leaders. Hopefully members will have come with some ideas about where they would like to visit but if ideas are not forthcoming then the photocopied history of the past ten years visits can be helpful. When to go depends on site, what is there, availability of leader etc. It is important to make clear the role of the leader and what is expected. Anyone undertaking to lead is to be familiar with Risk Assessment and guidance notes, to have walked the route before the visit, made sure the route is safe for all and that there is adequate

parking. They are also required to write a few words of description and location details including a Grid Reference for the programme.

- Feb/March: With the three outcomes completed, a reminder to leaders that scripts are required for 23 March and that Risk Assessments and guidance notes will be forwarded to those who have not seen them.
- March: In the ideal world all scripts will to be with the Summer Planner by mid- March. Scripts will require checking and some amendments made so that there is consistency of content. Grid references require checking and post codes determined. The programme can then be typed- up and a copy sent to a member for proof- reading before being passed on to the Programme Coordinator.
- May/Aug: Check that the programme is working smoothly and that especially new walk leaders are comfortable with the role.

**APPENDIX 12: PROTOCOL FOR MAKING URGENT DECISIONS**

Ref	ACTION	PRIMARY ROLE	BACKUP
1.	Consult appropriate people and make decision	Chair (when role is shared, initial consultation between co-chairs, agree who leads the process or lead taken by one in absence of the other)	President or Secretary
2.	Advise relevant officials of decision (could be one or more of the following) <ul style="list-style-type: none"> <li>• President and or Vice-Presidents</li> <li>• Treasurer</li> <li>• Secretary</li> <li>• Membership Secretary</li> <li>• Programme Secretary</li> <li>• Setting-up Person</li> <li>• Website editor</li> </ul>	Chair (when role is shared, they may split the work of advising officials)	President or Secretary
3.	Inform members if necessary via global email or website.	Membership Secretary and website editor	Chair or Secretary
4.	Telephone members who do not use email	Membership Secretary	Chair or Secretary

Chair, President and Secretary will need:

1. List of member's current email addresses.
2. A list of telephone numbers for those members who are not on email.

## APPENDIX 13: MILTON KEYNES NATURAL HISTORY SOCIETY MEMBERSHIP FORM

### The Aims of the Society

- To promote public interest in wildlife
- To provide a meeting place for people with natural history interests
- To encourage the study and preservation of our flora and fauna
- To provide a forum for natural history debate

### Where and When

The Society meets every Tuesday from September through to the end of April at the City Discovery Centre, Alston Drive, Bradwell Abbey, Milton Keynes, MK13 9AP. Doors are open at 7.30pm. Tea and coffee is available and meetings start promptly at 8.00pm.

In the summer months, May to August, meetings are held in the field, when sites of natural history interest are visited in the company of experienced naturalists. These meetings commence at 7.00pm. Occasional trips further afield, and of a longer duration, are also arranged.

Please note that clause 7 of the Society's constitution reads: "The Society will exercise due care when arranging its meetings and activities for the benefit of members. Members taking part in any meeting or activity do so at their own risk".

The Society maintains an active website of news and activities on

[www.mknhs.org.uk](http://www.mknhs.org.uk)

### Membership

All are welcome as members or visitors. However, children under 18 must be registered and those under 16 must be accompanied by a responsible adult. (See below for family membership).

The annual subscription is £25.00 for each adult member (18+yrs). For those under 18 membership is free.

A family membership is available so that members' children under 18 may attend meetings free. All children **MUST** be registered on the application form below when their parent joins the Society.

Subscriptions are renewable annually on April 1. Payment can be made by cheque (payable to Milton Keynes Natural History Society) or by Standing Order, forms for which are available on request from the Membership Secretary or Treasurer.

For non-members there is a visitor fee of £2 per meeting.

**TO BECOME A MEMBER PLEASE COMPLETE THE FORM ON THE NEXT PAGE.**



Please enrol me (us) as member(s) of the Milton Keynes Natural History Society.  
(MKNHS)

<p>Name 1.</p> <p>Name 2.</p> <p>List anyone under 18 in the household to be registered as a member, (add age please).</p>	<p>Address</p>
<p>Telephone number.</p>	
<p>e-mail address.</p>	

The Society holds a membership list on computer for administration and for circulating programmes and newsletters to members. This list is circulated to members of the committee and at the discretion of the committee, to other members of the society, on a need to know basis.

The list is not available to anyone outside the society.

Because of the Data Protection Act, please complete and delete as applicable below.

- I/we do / do not wish the address to be circulated to other members.
- I /we do / do not wish the telephone number to be circulated to other members.
- I/we do / do not wish to receive the Programme and Newsletter by Email.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Please indicate any particular Natural History interest or expertise you may have that you would like other members to know about:

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How did you hear about the MKNHS?

Return form with subscription to the Membership Secretary or Treasurer at a meeting or to Membership Secretary at 20 Brickhill Road, Heath and Reach, Leighton Buzzard, LU7 0BA

**APPENDIX 14: MKNHS REGULAR EXTERNAL CONTACTS**

- Milton Keynes Parks Trust
- Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT)
- Bedfordshire, Cambridgeshire and Northamptonshire Wildlife Trust (BCNWT)
- Bucks Bird Club (BuBC)
- Bucks Fungus Group
- City Discovery Centre, Bradwell Abbey (CDC)
- Royal Society for the Protection of Birds (RSPB) North Bucks
- Friends of Linford Lakes Nature Reserve (FLLNR)
- Milton Keynes Council Library Service
- Milton Keynes Museum
- Towcester Natural History Society

Note: These organisations have websites where further information may be obtained

**APPENDIX 15: CRUCK BARN BRADWELL ABBEY – SAFETY CHECK LIST  
(action various see below)**

- Ensure register in place before members arrive (opening/closing team)
- Ensure insurance capacity of Cruck Barn is not exceeded (100 for Society purposes) (Chairman or other person chairing meeting)
- Ensure escape routes are unobstructed and emergency exits unlocked before members arrive (opening/closing team)
- Ensure all electrical equipment (kettles, computer, projector, cables and wires) in good condition (users)
- Ensure all extension cables are fully unwound and not joined to other extension cables (users)
- Ensure First Aid Kit is present (opening/closing team)
- In icy weather, check car park area for slip hazards and arrange marshalling if necessary (opening/closing team)

**IN CASE OF A FIRE ALARM (action: Chairman or other person chairing)**

- Supervise evacuation of Cruck Barn to the fire safety point in car park
- Check lavatories and kitchen area
- Collect register of attendees before leaving the building
- Contact the Fire and Rescue Service and do not re-enter the building until they confirm it is safe to do
- Address: Cruck Barn, City Discovery Centre, Bradwell Abbey, MK13 9AP

## **APPENDIX 16: CRUCK BARN BRADWELL ABBEY – OPENING/CLOSING TEAM PROCEDURES**

You will need – in advance – MKNHS’s key to The Cruck Barn

- The code for the alarm system
- The caretaker’s phone number

### **To open:**

- Arrive at approximately 7.00 pm on the night of the meeting
- Unlock the side door and enter. Put lights on.
- Check the MKNHS Cabinet is available (usually at the kitchen end of the Barn) – if not phone the caretaker. Unlock the cabinet.
- Open the protective outer doors to the Barn – both the car park side and round the back (opposite the offices) This needs to be done from the outside.
- Unlock the inner doors – both the car park side and round the back.
- Put on lights in the toilets – male and female - and in the corridor leading to them.
- Put kitchen light on.
- If necessary, turn up all the radiator settings to 5.
- Place required tables in position – for teas, for signing-in register, for information leaflets, for sound system, for projector. Others may be required for particular meetings – for example, if there is to be a raffle, if the speaker is bringing display material and/or sales material.
- Pull screen into the position for use (there is a pole with a hook on the end – usually near the kitchen door – for this purpose).
- Remove everything needed for teas from the cabinet (most – but not all – of this is in the second drawer down). Also remove items required for sign-in and the First Aid kit.
- Push cabinet to front of Barn – place on the left.
- Check positioning of chairs – often need to push the rows out from the walls to allow members access from both ends of each row.
- Check escape routes are unobstructed.

### **To close:**

- Put all radiator settings back to 2.
- Close outer doors to back door (needs to be done from outside) – lock inner door (from the inside).
- Return screen to its unused position.
- Return tables to their original positions (once they are cleared).

- Once projector and sound equipment has all been returned to the cabinet, push it back to its original position near the kitchen.
- Check that the kitchen is clear and that all our equipment is available to pack away (particularly check teapots and kettles to make sure these are thoroughly drained and dry).
- Turn kitchen light off.
- Pack everything originally taken out of the cabinet back into it. Lock cabinet.
- Turn off toilet lights (both inside the facilities and in the corridor leading to them) Don't do this too early as members may still need access.
- As the last people are leaving do a visual check in case anything has been left behind by anyone.
- Put out lights in main Barn.
- Lock inside doors on car park side and close outer doors (from the outside) – leave side door open!
- Prepare to exit by the side door. Insert code in alarm system, put off light, exit through door, lock door. This has to be done quickly once the code is entered!
- Take key away with you – or pass to the person next doing the job if appropriate.

#### SPECIAL NOTE

In severe winter weather the car park at Cruck Barn can be very slippery. On such evenings take special care yourself – and as soon as possible enlist help to warn others as they arrive.

Prepared April 2020

**APPENDIX 17: CRUCK BARN BRADWELL ABBEY – RISK ASSESSMENT**

Activity	Use of Cruck Barn, Bradwell Abbey by MKNHS for indoor meetings			
Originator	Gordon Redford		Date Completed	29/11/2012
MKNHS Role	Society Member		Reviewed	Annually by Committee
Checked By	Joe Clinch		Next Review	04/2021
MKNHS Role	Committee Member			

**L**=Likelihood **S**=Severity **DR**=Degree of Risk (Before any controls in place) **RR**=Residual Risk (Risk remaining after controls in place)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	DR		L	S	RR
Emergency planning at indoor meetings	Members, speakers, emergency services personnel and disabled especially at risk	Fire and other emergencies	2	5	10	<ul style="list-style-type: none"> <li>Suitability of facility evaluated taking into account numbers to be accommodated and the adequacy of fire safety arrangements.</li> <li>Room limit for insurance purposes (100 maximum) adhered to for all meetings.</li> <li>Ensure suitable escape signage and emergency lighting provided.</li> <li>Ensure suitable fire-fighting equipment and fire alarm system in place.</li> <li>Loose seating arranged so that aisles/corridors are of sufficient width so that exits can be easily reached.</li> <li>Loose seating exceeding 50 to be secured together in groups of 4-11 and no seats to be more than 10 seats away from an aisle/corridor.</li> <li>All attendees to sign register on entry to the Barn.</li> <li>All members required to read this risk assessment and sign annually.</li> </ul>	1	5	5

						<ul style="list-style-type: none"> <li>Members with responsibility for opening and closing Barn to be responsible for safety and be provided with a safety check list to cover their duties and role in the case of an emergency. To check that escape routes are unobstructed and emergency exits unlocked before members arrive and supervise evacuation of the building if required.</li> <li>Emergency Check List to be carried by members with safety responsibility.</li> </ul>			
As above	Members and speakers	Medical emergencies	2	5	10	<ul style="list-style-type: none"> <li>First aid facilities to be available at all times.</li> <li>Members responsible for safety to be briefed in first aid arrangements, procedures for calling an ambulance and details of Milton Keynes Hospital</li> </ul>	1	5	5
Access into, out of and around the Cruck Barn.	Members and speakers (Those with disabilities especially at risk)	Slipping and tripping hazards	2	3	6	<ul style="list-style-type: none"> <li>Cables to be safely routed and where necessary taped down or covered to avoid a tripping hazard.</li> <li>The general housekeeping of the area including access routes to be checked prior to the event by members responsible for safety.</li> <li>Safety members to monitor housekeeping during preparations and packing up.</li> <li>Safety members to be briefed in the importance of dealing with slip and trip hazards as they arise particularly in car park area during icy conditions.</li> <li>Safety members to check car park area for patches of ice before members arrive during icy conditions and to enlist assistance to avoid use of such areas.</li> </ul>	1	3	3

Catering	Members and speakers, (those with allergies especially at risk)	Food hygiene incidents, food contamination, allergies, broken crockery and glass	2	5	10	<ul style="list-style-type: none"> <li>• Basic food hygiene procedures to be followed at all times in the preparation of tea/ coffee and provision of food for quizzes and Christmas meeting.</li> <li>• Refreshments provided in plastic cups and plastic/paper plates used in most instances.</li> <li>• All cups and plates to be thoroughly washed and dried after use.</li> <li>• A procedure to be implemented for safely collecting broken crockery and glassware.</li> </ul>	1	5	5
Use of electrical equipment such as extension leads, lighting, projectors, computers, screens etc	Members and speakers	Electrical hazards, trailing cables	3	5	15	<ul style="list-style-type: none"> <li>• Ensure electrical installation and maintenance meets modern standards.</li> <li>• Extension leads to be fully unwound and not overloaded.</li> <li>• Extension leads to be safely routed and, where necessary taped down or covered to avoid tripping hazard.</li> <li>• Sufficient number of sockets to be provided close to the point of use by using extension leads where necessary.</li> <li>• Extension leads not to be linked together and adaptor blocks not to be used.</li> <li>• Electrical equipment supplied by ourselves to be subject to a portable appliance test and labelled accordingly.</li> <li>• Electrical equipment supplied by ourselves visually inspected weekly.</li> <li>• Information about the safe use of electrical equipment to be passed on to those members responsible for installation and taking down.</li> </ul>	1	5	5



Arrange furniture, displays and materials	Members and speakers (Those with health conditions and those who are pregnant are especially at risk)	Manual handling hazards, chairs and, tables, falling objects, unstable structures.	2	4	8	<ul style="list-style-type: none"> <li>Safety members to supervise any manual handling tasks and ensure that safe manual handling techniques are employed.</li> </ul>	1	4	4
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RISK RATING

		LIKELIHOOD			SEVERITY
5	Almost Certain/ Frequent	Absence of any management controls. Almost 100% certainty that an accident will happen (e.g. live electrical conductor, faulty equipment, untrained staff).	5	Major	Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage).
4	High/ Probable	Serious failures in management controls. Effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. equipment not used properly, oil spill on floor, poorly trained staff).	4	High	Causing permanent disability (e.g. loss of limb, sight or hearing).
3	Medium/ Occasional	Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions (e.g. keys left in vehicle, obstructed gangways, refresher training required).	3	Medium	Causing temporary disability (e.g. fractures).
2	Low/ Improbable	Situation generally well-managed but occasional lapses could occur. Also applies to situations where people are	2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations).

		required to behave in order to protect themselves but are well trained.			
1	Unlikely/ Remote	Loss, accident or illness could only occur under exceptional conditions. Situation is well-managed and all reasonable precautions have been taken.	1	Minor	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment.

**RISK RATING = LIKELIHOOD x SEVERITY**

**LOW 1-9; MEDIUM 10-15; HIGH 16-25**

**APPENDIX 18: MOTHING EVENTS MODEL RISK ASSESSMENT**

**Moth Trapping Event at College Wood for Milton Keynes Natural History Society (MKNHS) -July 20th 2019**

Activity	Moth Trapping Event with MKNHS		
Originator	Gordon Redford		Date Completed 08/07/2019
MKNHS Role	Society Member		Reviewed Annually by Committee
Checked By	Joe Clinch		Next Review 04/2021
MKNHS Role	Committee member		

**L**=Likelihood **S**=Severity **DR**=Degree of Risk (Before any controls in place) **RR**=Residual Risk (Risk remaining after controls in place)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	DR		L	S	RR
Mothing at College Wood	Members of MKNHS, visitors, other site users, event leaders.	Route conditions including surfaces, presence of water, other site users, may lead to trips, falls, accidents and injuries.	3	3	9	<ul style="list-style-type: none"> <li>Walk route beforehand and plan event to avoid extreme uneven surfaces and known hazards.</li> <li>Ensure participants are adequately clothed and have suitable footwear.</li> <li>Inform of any known hazards including surfaces at pre-walk briefing.</li> <li>Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone.</li> <li>Advise those attending to bring torches to use when night falls.</li> </ul>	1	3	3
As above	As above	Losing participant(s) leading to exposure to unknown hazards	3	3	9	<ul style="list-style-type: none"> <li>Event leaders to be familiar with site, emergency accesses and be equipped with mobile telephone.</li> <li>Re-group, if necessary, to ensure everyone is present.</li> <li>Keep a record of all those present.</li> </ul>	1	3	3

As above	As above	Adverse weather conditions could lead to hypothermia, heat exhaustion and/or electrical hazards	3	3	9	<ul style="list-style-type: none"> <li>• Check weather forecast if conditions demand.</li> <li>• Give consideration to weather conditions, ensuring that appropriate clothing and footwear are worn.</li> <li>• Abort activity in severe weather.</li> <li>• Switch off all generators if there is rain.</li> </ul>	1	3	3
As above	As above	The activities of other users (dog walkers, equestrians) may present hazards that could lead to injury.	3	3	9	<ul style="list-style-type: none"> <li>• Pre-visit planning of event completed and any hazardous activities identified and avoided.</li> <li>• Group fully briefed and aware of other users and their potential for conflict.</li> </ul>	1	3	3
As above	As above	Inappropriate or inadequate first aid attention could result in injuries being wrongly treated and made worse	3	4	12	<ul style="list-style-type: none"> <li>• Ensure there is a working mobile telephone and a stocked first aid kit with each group.</li> <li>• Ensure there is a bottle of clean cold water available.</li> <li>• Identify vulnerable individuals and provide additional support if necessary.</li> </ul>	1	4	4
As above	As above	Accumulation of a large number of people in a small car park may lead to accidents resulting in injuries.	2	3	6	<ul style="list-style-type: none"> <li>• Prepare for adequate parking and provision of marshals if necessary.</li> <li>• Arrange for group to congregate off car park.</li> <li>• Arrange access to overflow car park area.</li> </ul>	1	3	3

As above	As above	Plants (nettles, brambles, fallen trees) and, animals (wasp nests, ticks) may cause injuries in the form of stings, scratches, bites etc.	2	3	6	<ul style="list-style-type: none"> <li>Plan route so as to avoid contacts with sources of injury.</li> <li>Ensure there is a working mobile telephone and a stocked first aid kit including insect repellent.</li> <li>Ensure participants are adequately clothed and have suitable footwear.</li> </ul>	1	3	3
As above	As above	Inadequate planning in the case of an emergency may lead to delay and condition / injuries made worse	2	5	10	<ul style="list-style-type: none"> <li>Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone.</li> <li>Walk route beforehand and be mindful of possibility of an emergency.</li> </ul>	1	5	5
As above	As above	Contact with generators used to power lamps may lead to burns, electric shock	3	5	15	<ul style="list-style-type: none"> <li>Isolate generators from those at risk with careful siting and/or fencing.</li> <li>Ensure that all those present know where the generators are and aware of the hazards.</li> <li>Ensure all generators are earthed if required.</li> <li>In the event of rain, turn off all generators immediately.</li> </ul>	1	5	5
As above	As above	Cables from generators to bulbs, traps may lead to trips and falls.	3	5	15	<ul style="list-style-type: none"> <li>Ensure all those present know where the cables are.</li> <li>Select locations of bulbs and traps so that contact with cables is minimized.</li> <li>Event leaders and attendees advised to bring and to use torches.</li> </ul>	1	5	5

As above	As above	Direct exposure to Mercury Vapor (MV) Bulbs may damage eyes.	2	4	8	<ul style="list-style-type: none"> <li>• Ensure all those present are aware of the danger and advised not to focus their eyes directly on the bulb.</li> <li>• Recommend use of shades for those with sensitive eyes.</li> </ul>	1	4	4
As above	As above	MV bulbs become hot with use and can shatter when wet or old.	2	4	8	<ul style="list-style-type: none"> <li>• Check bulbs for signs of wear before use.</li> <li>• Provide protective mesh sleeve around bulb.</li> <li>• Advise all present of these properties of MV bulbs.</li> </ul>	1	4	4

**APPENDIX 19: GUIDED WALKS RISK ASSESSMENT**

**Leading a Guided Walk for Milton Keynes Natural History Society (MKNHS) Risk Assessment**

Activity	Leading a Guided Walk with MKNHS		
Originator	Gordon Redford		Date Completed 03/12/2012
MKNHS Role	Society Member		Reviewed Annually
Checked By	Joe Clinch		Next Review 04/2021
MKNHS Role	Committee member		

L=Likelihood S=Severity DR=Degree of Risk (Risk before any controls in place) RR=Residual Risk (Risk remaining after controls in place)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK		
			L	S	DR		L	S	RR
Leading a guided walk with MKNHS	Members of MKNHS, visitors, members, other site users, walk leaders	Route conditions including surfaces, stiles, presence of water, grazing animals, other site users, road crossings with traffic may lead to trips, falls, accidents and injuries.	3	3	9	<ul style="list-style-type: none"> <li>Walk route beforehand and plan walk to avoid extreme uneven surfaces, stiles and known hazards.</li> <li>Ensure participants are adequately clothed and have suitable footwear.</li> <li>Inform of any known hazards including surfaces at pre-walk briefing.</li> <li>Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone.</li> </ul>	1	3	3
As above	As above	Losing participant(s) leading to exposure to unknown hazards	3	3	9	<ul style="list-style-type: none"> <li>Leader to be familiar with route, short cuts and emergency accesses and be equipped with mobile telephone.</li> <li>Re-group, if necessary, to ensure everyone is present.</li> </ul>	1	3	3
As above	As above	Adverse weather conditions could lead to hypothermia or heat exhaustion	3	3	9	<ul style="list-style-type: none"> <li>Check weather forecast if conditions demand.</li> <li>Give consideration to weather conditions, ensuring that appropriate clothing and footwear are worn.</li> <li>Abort activity in severe weather.</li> </ul>	1	3	3
As above	As above	The activities of other users (dog walkers, equestrians, anglers), may present hazards that could lead to injury.	3	3	9	<ul style="list-style-type: none"> <li>Pre-visit planning walk completed and any hazardous activities identified and avoided.</li> <li>Group fully briefed and aware of other users and their potential for conflict.</li> </ul>	1	3	3

As above	As above	Inappropriate or inadequate first aid attention could result in injuries being wrongly treated and made worse	3	4	12	<ul style="list-style-type: none"> <li>Ensure there is a working mobile telephone and a stocked first aid kit with each group.</li> <li>Ensure there is a bottle of clean cold water available.</li> <li>Identify vulnerable individuals and provide additional support if necessary.</li> </ul>	1	4	4
As above	As above	Accumulation of a large number of people in a small car park may lead to accidents resulting in injuries.	2	3	6	<ul style="list-style-type: none"> <li>Prepare for adequate parking and provision of marshals if necessary.</li> <li>Arrange for group to congregate off car park.</li> </ul>	1	3	3
As above	As above	Plants (nettles, brambles, fallen trees) and, animals (cattle, wasp nests) may cause injuries in the form of stings, scratches, bites etc.	2	3	6	<ul style="list-style-type: none"> <li>Plan route so as to avoid contacts with sources of injury.</li> <li>Ensure there is a working mobile telephone and a stocked first aid kit.</li> <li>Ensure participants are adequately clothed and have suitable footwear.</li> </ul>	1	3	3
As above	As above	Inadequate planning in the case of an emergency may lead to delay and condition / injuries made worse	2	5	10	<ul style="list-style-type: none"> <li>Leader to be aware of short cuts and emergency accesses and be equipped with mobile telephone.</li> <li>Walk route beforehand and be mindful of possibility of an emergency.</li> </ul>	1	5	5
As above	As above	Site-specific hazards that may result in serious injury or death (e.g. quarry, riverside)	3	5	15	<ul style="list-style-type: none"> <li>Leader to know site and potential hazard areas and to plan routes to avoid these if possible</li> </ul>	1	5	5

		LIKELIHOOD			SEVERITY
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5	Almost Certain/ Frequent	Absence of any management controls. Almost 100% certainty that an accident will happen. (e.g. live electrical conductor, faulty equipment, untrained staff).	5	Major	Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage).
4	High/ Probable	Serious failures in management controls. Effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor (e.g. equipment not used properly, oil spill on floor, poorly trained staff)	4	High	Causing permanent disability (e.g. loss of limb, sight or hearing).
3	Medium/ Occasional	Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions (e.g. keys left in vehicle, obstructed gangways, refresher training required)	3	Medium	Causing temporary disability (e.g. fractures).
2	Low/ Improbable	Situation generally well-managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect themselves but are well trained.	2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations).
1	Unlikely/ Remote	Loss, accident or illness could only occur under exceptional conditions. Situation is well-managed and all reasonable precautions have been taken.	1	Minor	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment.

**RISK RATING =LIKELIHOOD x SEVERITY**

**1-9 LOW      10-15 MEDIUM      16-25 HIGH**

### Safety Guidance Notes for Leaders of Outdoor Events and Walks

Responsibility for safety belongs to those attending Society events. It is clearly stated on Society programmes that those attending Society events do so at their own risk. However, it is possible that an emergency may occur during your event so it would be prudent to be prepared by arranging to:

- Carry a charged mobile telephone or arrange for a member of the group to do so.
- Ascertain who among the group (if any) holds a current first aid certificate.
- Ascertain who is carrying the first aid kit.
- Be familiar with the route by walking beforehand and be aware of emergency access points and short cuts.
- Inform of any known hazards (steep inclines, stiles, flooded or muddy ground, water bodies, brambles, road crossings, other user activities) at pre-event briefing.
- Be mindful that if an accident/emergency occurs, the services will require details of location and access.
- Should an accident or debilitating illness occur, keep the patient as comfortable as possible and move the group away whilst help is being summoned.