

**Strathkinness Community Trust
Bishops Wood
Preliminary Risk Assessment Conditions Report**

This is not a risk assessment

Bishops Wood – Magus Muir Inspector(s): Bob Bilson - James Tebbs Date 15th November 2023 Next Review May 2024		
Red comments Require Attention	Amber Comments require investigation	Green Comments Consider Change

Observations	Yes /No	Action	Comment
Are directions to the carpark adequately signed	Yes		
Is access to the carpark free of obstruction	Yes		
Is the surface of the carpark in satisfactory repair and are the boundaries suitably maintained	Yes		More could be done to ensure maximum use of parking spaces in the car park
Is drainage of the car park entrance clear of obstruction and flowing adequately into roadside drainage ditch	No	The culvert under carpark entrance requires clearing of obstructions Recut rain water run off ditches from roadside into main ditch to stop overflow across the road	This is an ongoing task and whilst it can be done by SCT volunteers it would need a risk assessment This problem has been reported to Strathkinness Community Council and Cllr Al Clarke is presently discussing the issue with Fife Council Some of the cobbles which define the carpark entrance are missing allowing gravel to wash off the carpark
Are there facilities for the disposal of dog waste and other waste and are they regularly emptied	Yes		Some concerns regarding responsibility to empty the bin
Is the area of the woodland managed by Strathkinness Community Trust clearly defined for volunteers and users	Yes	A map of the area showing the boundary is displayed in the carpark notice board	SCT do not own all of Magus Muir and a boundary running between the old south carpark entrance and the field boundary needs to be identified on information given to volunteers and user groups
Is there a sign advising that Overnight camping is not		To be considered	See Appendix 1

permitted			
Is access to the main woodland paths clearly defined	Yes		
Is access to the pedestrian entrance at the north end of the wood clearly defined	No	Requires Foot Path sign and Welcome sign	
Is access from the village suitable for pedestrians	No	Report to Strathkinness Community Council	On the south side of B939 there is no roadside walkway from the village to Bishops Wood Poor maintenance of the rain water run off ditches is causing water and gravel to cascade down LHS of road On north side of B939 there is an on-going need to keep hedges and field boundary growth, clear of pavement and walkway.
Is the pedestrian access woodland footpath in suitable condition and free from obstruction	Yes		This is a woodland path and is lightly marked and uneven in places
Is the footbridge on the pedestrian access footpath in good repair and is the handrail secure	Yes		May be slippery when wet A handrail is in place and is stable
Are the main woodland footpaths in suitable condition	Yes		
Are the main woodland footpaths free from obstructions such as fallen trees or low and over hanging branches	Yes		
Is there evidence of fly tipping or hazardous waste	No		This is a minor problem and needs reporting to SCT when incidents occur
Is there evidence of persistent dog fouling	Yes	More signage required	
Have the woods been inspected by a competent person to identify diseased or damaged trees	Yes	3 Trees close to north pedestrian entrance to be assessed for safety and clearance from power lines	See attached map Mark-up any identified hazard and please mark-up attached map with areas of concern
Have the woods been inspected by a competent person to identify trees or branches in danger of collapse	Yes	Leaning willow tree on southern side main path	See attached map Mark-up any identified hazard and please mark-up attached map with areas of concern
Has the roadside been inspected by a competent person to identify overhanging or damaged trees.	Yes	One tree has fallen across roadside boundary wall towards south end of the wood but	See attached map Mark-up any identified hazard and please mark-up attached map with areas of concern

		not impacting on the road	
Are main woodland drainage ditches free from obstruction and allowing the free runoff of surface water	No		Work to be planned in Winter 23-24 to clear ditch along main woodland path At the time of the inspection water was not flowing freely through the culvert from the dam into the main drainage ditch, This was allowing overflow from the dam across the path and into the woods Flood prevention dam above main dam requires maintenance
Are the footpath protection drainage ditches free from obstruction and allowing the free runoff of surface water	Yes	Recently cleared and maintained One culvert close to the monument and one culvert on lower path require attention	This is an area of continuous observation and maintenance Include in the Winter ditch clearing session
Is the boundary of the Children's education area clearly identified	No	Provide a map to be available to volunteers and user groups with boundary lines defined	SCT do not own all of Magus Muir and a boundary running between the old south carpark entrance and the field needs to be identified on information provided on the notice board and given to volunteers and user groups
Is the auxiliary footpath to the children's education area clearly identified and in good repair	Yes		This is a woodland path and is lightly marked and uneven in places
Is the footbridge to the children's education area in good repair and is the handrail secure	Yes		May be slippery when wet A handrail is in place and is stable
Is the drainage ditch along the access path to the education area free from obstruction and allowing the free runoff of surface water	No	Some obstructions deliberately left in place to delay runoff heavy rainfall	This is an area of continuous observation and maintenance
Is the surface in the children's education seating area in good repair and free from standing water	Yes		
Are the bench seats in the children's education area, sound and in good repair	Yes		
Is the woodland tool store secure and is there adequate access	Yes		Some concerns about lack of available space for SRUC and wood fuel group equipment and consideration for an additional container to be proposed
Is the "What Three Words" location identifier included in advice to users in case of	No	To be recorded and added to booking form	Education Area "GROWER YARN HONEYBEES" Car Park "COMPILED DUPLICATE SPUN"

emergency			
Is an up-to-date Generic Visitors Risk Assessment available from SCT	Yes		Held by the Trust Review March 2024
Is an up-to-date Magus Muir Wood Fuel day and Woodland Management Risk Assessment available from SCT	Yes		Held by the trust Review March 2024
Is there An up-to-date Magus Muir Fire Risk Assessment	Yes		Held by Elmwood College
Is there an up-to-date Magus Muir Fire Management Plan	Yes		Held by Elmwood College
Is there an up-to-date Magus Muir Woodland Management Plan	Yes		Held by Elmwood College

Signage	Yes	No	Comment
Are Sign Boards adequate		No	<p>Main information sign boards in the woodland are deteriorating and becoming unstable</p> <p>Welcome signs with additional user information to be added to both the carpark notice board and the North pedestrian entrance</p> <p>Signs identifying projects and objectives taking place in the woods to be added to the main carpark entrance</p> <p>More H&S signage to be added to main notice board</p>
Are visitors advised that vehicles are parked entirely at the owners risk	Yes		See appendix 1
Are there signs to advise visitors about the limitation of access to the woods	No		See appendix 1
Are there signs to advise visitors about the hazards of consuming or touching plant and fungal material	No		See appendix 1
Are there signs to advise visitors about the possibility of fly tipped or other waste	No		See appendix 1

Are there signs to warn visitors about hazards associated with Ticks biting insects and illness from soil borne diseases	Yes		See appendix 1
Are there signs to warn visitors of the hazard of falling in to open water	No		See appendix 1
Is there evidence of fires being lit within the woods	No		Some authorised fires are used in the Education area Also See appendix 1
Are visitors advised about the restrictions to lighting fires anywhere within the woods	Yes		See appendix 1

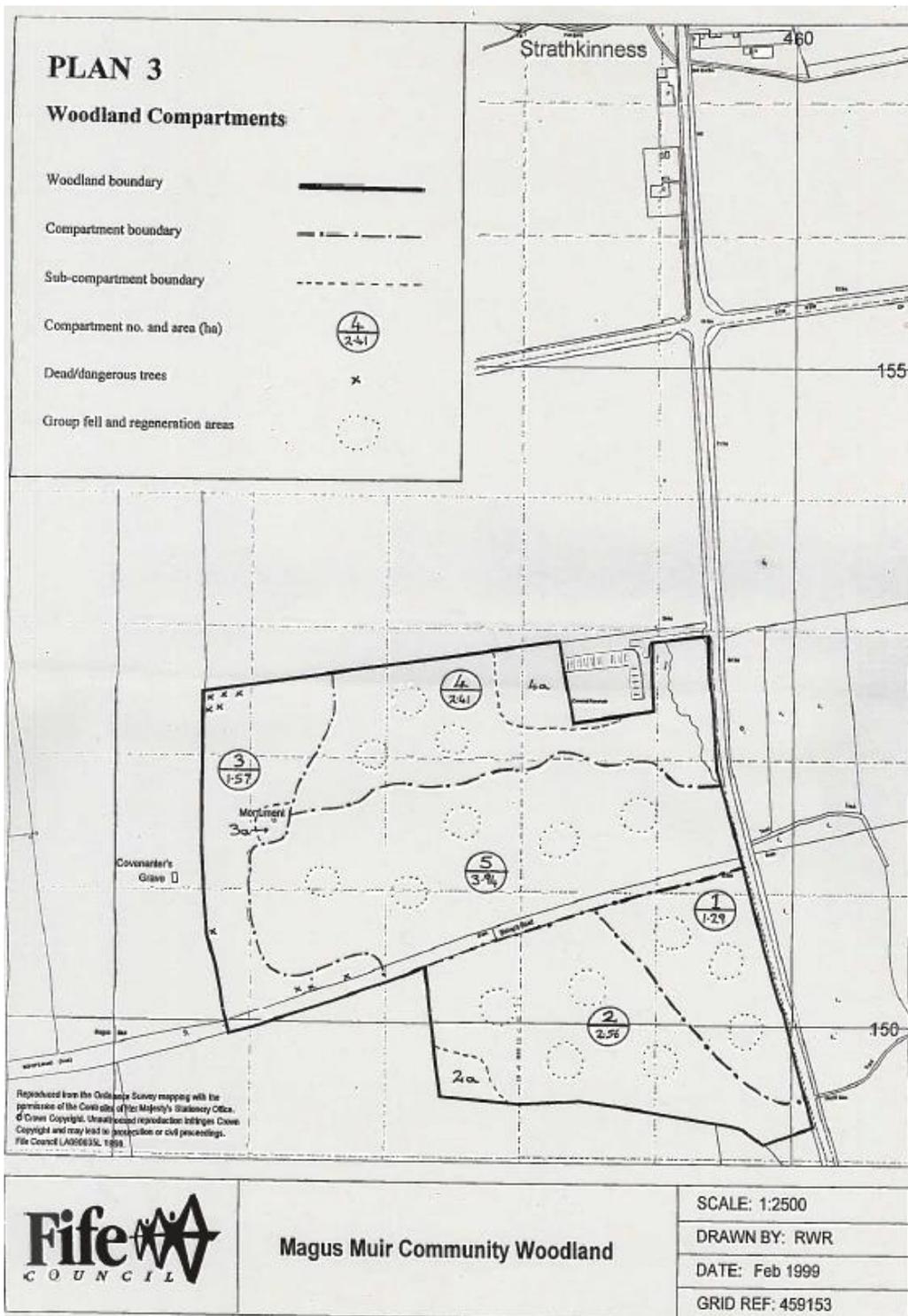
Community Trust Responsibility	Frequency	Comment
Maintain a generic visitor risk assessment and hold copies of the Fire Management Plan the Fire Risk Assessment and the Woodland Management Plan	Review 6 monthly	Reassess as required but at least after every woodland inspection survey
Maintain adequate third party insurance		
Maintain independent risk assessments for specific woodland working party events such as wood fuel day and woodland management	Review 6 monthly	
Advise groups that formal children's groups should be supervised at all times and that they should apply the Local Authority recommended adult/child ratio for events involving minors		
Maintain a booking and conditions of use form for formal groups Advise any group that wishes to carry out formal activities within the woods that bookings should be made through Stathkinness Community Trust who will refer the		Booking form may already exist at Elmwood College All formal applications to carry out activities within the wood should be forwarded to Tony Wilson at Elmwood College to ensure that proper management of the event can be maintained

booking onto Elmwood College		
<p>Advise groups who intend to use the woodland for recreational or educational activity that they should submit a risk assessment to the SCT</p> <p>Formal groups should also be supplied via Elmwood College with the latest copies of the Fire Management Plan the Fire Risk Assessment and The Woodland Management Plan</p>		Group Risk assessments to be forwarded to Elmwood College
Employ competent contractors to carry out work in the woods which requires specialist skills		<p>Maintain register of contractors and ensure that they have the following</p> <p>A risk assessment for the task involved</p> <p>Competency and licences to use the equipment required</p> <p>Adequate insurance for the job involved</p>
Ensure volunteers have competency to operate the tools and the machinery they intend to use to fulfil the activity		<p>Ensure Volunteers</p> <p>Are familiar with or have received Induction training on the activity to be performed</p> <p>Have read the Risk Assessment for the activity</p> <p>Have competency and licences to operate the equipment they intend to use</p> <p>Have adequate insurance for the job involved if not covered by SCT</p>
Carry out woodland inspection survey and carry out actions from the survey	6 monthly	Provide Inspection report

Users Responsibility	Frequency	Comment
Observe the signage and guidance displayed in the woodland		
Respect other users and remove all litter		
Clear and remove any dog fouling		
Respect the fauna and fauna of the woodland		

Formal groups must complete and submit a group booking application to Strathkinness Community Trust		All bookings to be referred to Tony Wilson at Elmwood College to ensure correct management of event is carried out in a safe manner
Formal groups of children and young people should provide risk assessment for the defined activity they intend to carry out Formal groups must also read and obey the conditions in the Fire Management Plan and understand the objectives in the Woodland Management Plan		

Appendix 1 Signage	
Vehicle Parking	<p>VEHICLES PARKED HERE ARE ENTIRELY AT OWNERS RISK</p> <p>Strathkinness Community Trust Enter correct contact email</p>
WELCOME	<p>WELCOME TO BISHOPS WOOD WE HOPE YOU ENJOY YOUR VISIT</p> <p>Please observe the signs which are there for your safety Respect the fauna, flora and other users of this tranquil place, remove all litter and report any observations to</p> <p>Strathkinness Community Trust Enter correct contact email</p>
Visitor Access	<i>Provide a map of the layout of the wood in the notice board</i>
Hazard from lighting fires	<p>WARNING FOREST FIRE</p> <p>Unauthorised lighting of fires is strictly forbidden</p> <p>Strathkinness Community Trust Enter correct contact email</p>
No Overnight Camping	NO OVERNIGHT CAMPING
Dog Fouling	PLEASE CLEAN UP AFTER YOUR DOG REMOVE AND BIN ANY WASTE



Strathkinness Community Council do not manage the whole of Bishops Wood
 The boundary of the area managed is outlined in the map above with the boundary roughly along a line from the South access gate heading west to the field fence

What Three Words location for Safety Purposes are
 Education Area “Grower Yarn Honeybees”
 Car Park “Compiled duplicate s

Appendix 2

Marked up with hazard identified during inspection survey on 17th October 2022

