

VOLUNTEER ROLE DESCRIPTION

Role Title:	Honorary Bailiff and Task Force
Organisation:	Lee Valley Regional Park Authority
Location/Facility:	Open Spaces
Working with:	Fisheries Team
Time Commitment:	Regular time commitment

Purpose

As part of a team of volunteers you will be the eyes and ears of the Fisheries Team to help patrol, monitor and manage specific sites.

Details of Role Volunteer Honorary Bailiff	<ul style="list-style-type: none"> • Joining is by invite only from the existing membership of the individual venue/fishery where the applicant must have fished/held a permit for a minimum one full season • Undertake fisheries patrols. • Enforce fisheries rules. • Promote and encourage angling in the Lee Valley Regional Park. • Complete and return rota sheets. • Report and photograph catches. • Assist with LVRPA Fisheries marketing and promotion. • Collect other information and data relevant to monitoring of fish stocks as requested by fisheries department. • Liaise with Fishery Co-ordinator. • Full induction and training given.
Details of Role Task Force	<ul style="list-style-type: none"> • Joining this team is by invite only from the existing pool of Honorary Bailiffs (there is always a waiting list to get on to the task force). • Building and repair of swims. • Maintenance of paths walkways fencing bridges and signs. • Terrestrial and aquatic vegetation management. • Repair and maintenance of fishery tools and equipment. • Management of stock including electro fishing, netting and stock introduction including Habitat creation • Collection and delivery of materials. • Assistance with fisheries monitoring program.
Personal Attributes	<ul style="list-style-type: none"> • Should be physically fit and of an active nature. • Knowledge and experience of modern coarse Angling essential.
What's in it for you?	<ul style="list-style-type: none"> • An opportunity to help maintain the Park. • An opportunity to develop knowledge about the Fisheries. • An opportunity to keep fit, healthy and active.
General	<ul style="list-style-type: none"> • To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> ○ The Authority's Health and Safety Policy ○ The Authority's Volunteer Policy ○ Volunteer induction pack rules and regulations • Undertake induction and training and development consistent with your role.

For further details contact volunteers@leevalleypark.org.uk

Centre: LV Fisheries	Date: 04/10/18	Review Date: 04/10/19
Risk Assessment: Honorary Bailiffs Working In Or Near Water		
List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: Drowning		
Serious Injury/Death	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> ▪ Chest waders are only permitted to be worn in water no deeper than waist height ▪ A dry suit is to be worn in water deeper than waist height, where water flow is <1 knot. ▪ Wardens must be within reach of the bank by means of throwing line or rescue pole. ▪ A person on the bank must accompany the person working in the water at all times. ▪ All operatives onboard a boat MUST wear a buoyancy aid or life jacket that conforms to BS EN 396 or equivalent standards. ▪ Chest Waders are NEVER to be worn whilst on the boat. ▪ Suitable footwear should be waterproof with good grip. ▪ Boats should be of sufficient size to carry all required operatives and equipment ▪ All crew members should be familiar with the course of action taken with a 'Man overboard' situation. ▪ EAP (Emergency Action Plan) in place. ▪ First Aiders and first aid kits are available ▪ Safety & Rescue equipment is provided
Risk: Inhalation Of Boat Exhaust Fumes		
Asphyxiation	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> ▪ In the event that a petrol outboard is used on the boat adequate ventilation must be ensured. Operatives should try to keep upwind of exhausts wherever possible. ▪ See Use Of Boats On Inland Waters Risk Assessment

		<ul style="list-style-type: none"> EAP (Emergency Action Plan) in place.
Risk: Slips/Trips/Falls		
Work Equipment	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> All staff should arrange their work equipment so to minimise the risks to themselves, other volunteers or members of the public of tripping over such equipment. Care should also be taken not to block walkways with any such equipment.
Wet conditions	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Suitable footwear is to be worn by all staff.

Risk: Electric Fishing		
Serious Injury, Death	Staff Task Force Members	<ul style="list-style-type: none"> See Electric Fishing Risk Assessment See Use Of Boats On Inland Waters Risk Assessment
Risk: Weils Disease (Leptospirosis)		
Exposure To The Disease	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Control rat populations around the water body as much as feasibly possible. Anglers are to wash hands, or use a waterless skin cleaner, before eating, drinking or smoking whilst angling. Cuts and grazes should be treated immediately with antiseptic and covered in a waterproof dressing / plaster whilst fishing. Avoid the inhalation of, or contact with, water spray and wear eye protection to prevent infection. Anglers should inform their doctor that they might be at risk of contracting this disease.
Risk: Work Equipment		
Faulty Equipment	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Regular maintenance as per the manufacturers instructions and inspection of equipment Safety & Rescue equipment is inspected and maintained Pre-user checks are carried out before the commencement of work
Risk: Fatigue		
Personal Injury	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Breaks are taken regularly Suitable sun protection is used Water is to be made available to prevent dehydration
Risk: Blue-Green Algae		

Risk Of Eye Irritation, Asthma, Allergic Reactions & Gastric Problems.	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Sites that have a history of Blue-Green Algae outbreaks should be treated with extra care and monitored for 'scum' formation from May onwards. Any suspected outbreaks of Blue-Green Algae should be reported to the relevant Service Manager or the Fisheries and Angling Manager, who must alert the Environment Agency and decide on any further action. If the Environment Agency confirms an outbreak, the water body will be closed to activities that might place people at risk, including sailing and angling. Warning signs are to be erected stating the reason for closure and any licence holders must be informed of the closure in writing. If livestock are present on the site, the Farm Manager must be informed immediately so they can be removed.
Risk: Manual Handling		
Personal Injury, Serious Injury	Staff Honorary Wardens Contractors	<ul style="list-style-type: none"> Staff training, instruction and information. Manual handling techniques observed. Mechanical aids used where ever possible. Full time staff and Task Force Members receive Manual Handling Training and qualification
Risk: Hypothermia		
Exposure To Extreme Cold		<ul style="list-style-type: none"> Staff training, information and instruction Provision of adequate clothing

Review	Review Conducted by:	Name (Print)	Gary Smith
		Position	Fisheries & Angling Manager
		Date	31 October 2016
	Review Conducted by:	Name (Print)	Gary Smith
		Position	Fisheries & Angling Manager
		Date	4 October 2017
	Review Conducted by:	Name (Print)	Gary Smith
		Position	Fisheries & Angling Manager
		Date	4 October 2018
	Review Conducted by:	Name (Print)	
		Position	
		Date	