
Mansel Park Management Plan 2020 - 2025

Produced by the Parks and Open Spaces
and key Mansel Park Stakeholders

Updated August 2020



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1 Vision

For Mansel Park to offer an inviting, attractive and interesting District Park. With the local community at its heart, working with the Park team to continually improve recreation, biodiversity, events and involvement to ensure the park continues to be clean, safe and accessible for all.

2 Introduction

2.1 Management Plan

- 2.1.1 The purpose of this management plan is to set out a framework to guide the development of Mansel Park for the future, ensuring that it meets the needs of the whole community, in line with a number of council policies. It should be considered as a “live”, workable document that sets out the terms to be applied over the next five years, including an action plan which is subject to annual review and goal setting. This plan covers 2020 to 2025 and will be reviewed at the end of this period.
- 2.1.2 The management plan has been put together by staff working in the park, Friends or Mansel Park (FORP), XXXXX XXXX XXXX and involvement from other community stakeholders.
- 2.1.3 Southampton City Parks department have adopted the Green Flag Award standard as the best way to manage the parks. This management plan is therefore written following the criteria set down by the green flag governing body. It has been split into nine sections, the eight green flag criteria and a ninth actions and recommendations section. This helps those who are reading and interpreting the plan to understand how the management of the park fits into the criteria.
- 2.1.4 This plan will inform the future running of Mansel Park, combining City Council Policy and legal requirements and the views of those who live, work and enjoy the area.

2.2 Aims

- 2.2.1 Mansel Park serves a wide range of functions for the local community and draws people in from further afield to use its facilities. It is a vital component to improving access to the natural environment. The overall character of the park should be recognised and enhanced whilst maintaining and improving the individual components that make it unique. There are four broad aims for the management, in partnership, of Mansel Park identified in accordance with the Green Space Strategy and other key city plans;
- Retain and enhance the distinctive quality of the park
 - Provide a park that meets and continues to meet user need, both locally and strategically through the objectives of the City Council
 - Interpret and promote the park to ensure the benefits it offers are maximised

- Ensure the park is accessible to all elements of the community.

2.3 Specific Objectives for 2019/20

2.3.1 The following key objectives have been derived from the Green Space Strategy, the draft Parks and Open Spaces business plan and customer feedback and provide a focus for management in 2020/21. Specific actions to address these objectives are identified in the action plan in section 9.2.

- Increase community involvement in the management and maintenance of the park by continuing to work closely with XXXXXX
- To maintain and improve the unique character of Mansel Park and enhance and interpret the varied biodiversity.
- To increase customer satisfaction in Mansel Park.
- To provide and promote key events in the park, raising environmental awareness and increasing community involvement.



3 A Welcoming Place

3.1 Description of Mansel Park

3.1.1 Mansel Park is a DESCRIPTION

3.1.2 Mansel Park is also

3.2 Recreation area

3.3.1 The recreation part of the park contains four football pitches.....XXXXXX

3.4 Facilities in Mansel Park include:

Something for everyone.....

4 Healthy, Safe and Secure

4.1 Health and Safety

- 4.1.1 All activities undertaken by the city council at Mansel Park are subject to risk assessment. The parks team has risk assessments in place covering the range of the team's work. The risk assessments are under regular review (at least annually) and are updated as necessary (and example is included at appendix 2). These risk assessments are included within induction training and can be accessed through the council's intranet site as well as through paper files held at operational depots. The **Friends of Mansel Park?** are trained to carry out risk assessments before undertaking any work and volunteers receive on-site briefings from qualified parks staff before commencing any maintenance task.

- 4.1.2 All play areas within the park are inspected on a regular basis to ensure that equipment is safe and that the immediate area is suitably clean. Play area surveys are carried out by the bin collectors/litter pickers on a daily basis, once they have been trained by the Working Supervisor – Play, any faults/issues are immediately reported back to the Working Supervisor - Play. The play areas are then fully inspected on a 6 week cycle by the Working Supervisor – Play and any faults are repaired using in-house Landscape Team. The play areas then have a six monthly detailed inspection carried out by an independent play area inspection company on behalf of the Council’s insurers, again any issues/faults raised are repaired by the in-house team.
- 4.1.3 Damage or maintenance issues regarding bins, seats and signs are reported during the daily check of the park by staff working in the East Area Team. Any health and safety issues are prioritised and dealt with based on their risk to the public.
- 4.1.4 Although there is not a dedicated staff presence on site, the park is visited every day by litter pickers/bin collectors, who also inspect for any damage or vandalism. All staff wear a clear orange uniform with Southampton City Council, City Services logo on it. All staff can be approached by the public and are happy to help with any issues.

5 Clean and Well Maintained

5.1 Service Commitments

- 5.1.5 The City Services department is responsible for managing, maintaining and developing Mansel Park. The department manages and maintains all Southampton’s parks and green spaces in line with a set of ‘service commitments’ that define baseline standards of service that customers can expect to see delivered consistently across the city. The ‘service commitments’ were developed in consultation with community groups and key stakeholders and are written in clear and non-technical language to enable all customers to easily recognise the standards of service they can expect to see delivered within their neighbourhood. The green spaces service commitments are published on the parks web page on the city council’s website. Service commitments are included within staff’s team appraisal targets, with local performance reported and reviewed at regular team meetings.

5.2 Litter and Waste Management

- 5.2.1 Litter bins throughout the park are emptied on a daily basis, seven days a week. All general waste, including dog waste, which is placed into the general waste bins, is collected on a daily basis and removed directly to the local waste transfer station at Netley. Where it is distributed to the waste collection contractors various recycling and waste disposal sites.
- 5.2.2 All other waste items, such as wood, metal, plastic etc, are collected by the local teams and removed to the Depot, where they are sorted into relevant piles and then directly taken to the relevant recycling depots at Marchwood and Otterbourne.
- 5.2.3 Equipment maintenance is undertaken as faults are reported.
- 5.2.4 Vandalism is prioritised based on its risk to the public, where possible immediate repairs are undertaken, but if beyond repair then either the broken item is removed or taken out of action i.e. we fence it off, until it can be replaced. For example if a bench had been vandalised beyond repair we would remove it and replace it as soon as one could be delivered (on average 8 weeks). This process would equally apply to play and fitness equipment. Where we have had to immobilise or cordon off equipment we ensure signage is used to let the public and staff know what is happening in their park.
- 5.2.5 Trees - Southampton's trees are regularly inspected following nationally recognised guidelines. Southampton's risk management system is called the Southampton Tree Operational Risk Management System or STORMS for short. Inspections under this policy look at hazard, based on the likelihood that a tree will fail and if it did what target there is under it. The city is sectioned according to hazard rating and trees surveyed on a timeframe relating to their hazard rating. Therefore trees are subject to an inspection at least every four years, with high risk trees inspected every one to two years dependant on the target.
- 5.2.6 Biodiversity value is also taken into consideration when assessing trees and wherever possible deadwood, broken branches and dead trees are left in situ to provide habitats. Where crown reductions are required, wherever possible we undertake final cuts using coronet cuts. This gives an impression of a broken branch end rather than a truncated stump and provides extra habitats for insects. We also wire pieces of hollow trunks back into trees to provide bird and bat roosts. Where standing deadwood is near to footpaths we regularly inspect them to ensure it is not a danger to parks users.

5.2.7 Enviro-crime and cleanliness - The Council has a proactive approach to the removal of graffiti and fly posters on land it manages. The District Teams have cleansing operatives and equipment that enables them to remove graffiti and fly posters at short notice. Protective coatings are applied to features regularly targeted, facilitating rapid removal and training and equipment is issued to partner organisations and volunteers to enable them to tackle graffiti quickly, safely and effectively. Any offensive material is removed within 24 hours of being reported.

5.2.8 Machinery and grounds maintenance equipment – daily check sheets are completed by the operatives using the equipment and as faults are found they are removed from service and sent to the Transport Team for repair in our in-house workshops. Each piece of machinery and equipment is annually serviced and any repairs undertaken. Where appropriate all staff are formally trained in the use of equipment and also competency tested by line managers every two years.

5.3 Maintenance schedule

5.3.1 A typical day for the team in Mansel Park involves a number of daily routine tasks;

- Early morning litter pick
- Emptying litter bins
- Play area inspection
- Skate park inspection
- General check of the park – including inspections of seats, bins and signs. Any damage identified and reported for follow up inspections / repair / maintenance as required
- Responding to queries from members of the public

5.3.2 In addition other maintenance tasks are;

- Mowing (at various frequencies as per maintenance map and according to performance standards)
- Sports pitch preparation, marking and renovation
- Seat and bin maintenance
- Flower and shrub bed maintenance.

5.3.3 Football pitch marking is carried out once per week from September to April and nets are put out up on Friday and removed on Monday to accommodate the weekend football leagues. Each football pitch is played twice a week.

5.3.4 During the winter when the amount of general maintenance is reduced the team are able to work on alterations and improvements to the park and surrounding woodland, and in particular works required under the park's Biodiversity Management Statement, which are generally best carried out during this season to cause minimal disturbance to wildlife.

5.3.5 Fleet and specialist equipment is maintained by the councils fleet transport team – there is a dedicated mower service section looking after the larger grass cutting equipment and minor maintenance is undertaken by the Mansel staff as part of the daily equipment checking routines.

5.4 Active Nation - Service Level Agreement

5.4.1 The sports pitches are leased to Active Nation to manage the booking of their use. The Council has a Service Level Agreement (SLA) with them to maintain the pitches and report any damages. The car parks within the Active Nation demise are also maintained by them, with the exception of the shrub beds which fall under the SLA.

5.4.2 Under the SLA the Council carry out the day to day maintenance of the sports pitches including:

- Mowing
- Line marking
- Football post and net installation
- Goal mouth renovation
- Bin emptying and litter clearance

5.5 Car Parks

5.5.1 The car parks not within the Active Nation lease area are maintained by the Parks service. They are inspected on an adhoc basis and repaired when necessary. This is an ongoing process.

6 Environmental Management

6.1 Waste Management

6.1.1 The Parks and Street Cleansing team recycles all green waste produced, via its waste disposal contractor, and this applies to waste from Mansel Park. Green waste from the park and surrounding areas is collected and removed to the Depot at Mansel Park

where it is collected and taken to **Petersfield**? for conversion into compost and mulch products.

6.2 Pesticides

6.2.1 The city council has in place safe working procedures to ensure that all pesticides, herbicides and fertilisers are properly applied and their use minimised. These procedures ensure that all relevant legislation is followed and that records are properly kept and maintained. The council aims to minimise the use of chemical products and actively seeks alternative approaches where possible. Should there be no alternative to chemical usage then products are selected from an approved list, preventing the use of the most environmentally unfriendly products.

6.3 Peat

6.3.1 Peat use is kept to a minimum and is only present in the bedding plants as delivered by the supplier. Wherever possible when new shrubs and trees are bought for the park they are sourced to be supplied peat free.

6.4 Sustainability

6.4.1 The Parks team are currently trialling battery operated hand held equipment, such as leaf blowers, hedge cutters and strimmers. The staff have been providing good reports and we are reviewing replacements as existing equipment fails.

6.4.2 All vans under 3.5 tonnes are currently being replaced with an all-electric fleet. An electric charging point has been installed at the depot at Mansel and the vehicles are expected later in 2020.

6.4.3 The Council has also invested in a pilot to provide compactor bins across the city. The pilot will be undertaken in spring/summer time and if successful will then be rolled out to areas such as Mansel over the following two to three years. Compactor bins will help to reduce the amount of visits required for rubbish collection, reduce the numbers of bins required and reduce the numbers of vehicles having to drive through the parks – thus improving carbon footprint and reducing pollution.

6.5 Trees

6.5.1 Tree surveys show the park to have a number of large mature trees and these provide a positive contribution to the landscape. There has been a new orchard/wildlife tree planting undertaken by the Friends group to enhance the tree stock in the park.

7 Conservation and Heritage

7.1 General

7.1.1 It is important that the unique characteristics Mansel Park are maintained and that the local history is preserved where possible. The park also has rich and varied wildlife interest that should be conserved;

7.1.2

7.1.3 There are also numerous natural bat boxes in the recreation area of the park and woodpecker poles.

7.1.4 Mansel Park is also an important area for those interested in southern Hampshire's history and heritage.....XXXXXX.

7.2 Biodiversity

7.2.1 Mansel Park.....XXXXXX.

7.2.2 Mansel Park's Biodiversity Management Statement is at Appendix 6 and is used to undertake regular habitat management at Mansel Park

7.3 Heritage - Brief History of the Park

7.3.1 The area now known as Mansel Park wasXXXXXX

7.3.2 year.

7.4.1 .

8 Community Involvement

8.1 Friends of Mansel Park

8.1.1 The Friends of Mansel Park (FORP) have been constituted for ...XXX

8.1.2 Their aims are:

- maintain and improve the physical and natural environment of the park in liaison with Southampton City Council
- promote wider use of Mansel Park across the whole community
- protect and promote the natural beauty and wildlife of the Park
- help make the Park a clean, safe and healthy place to be
- secure funds to improve amenities
- ensure community-based involvement in the future of the Park

8.1.3 There are many different types of user groups that enjoy Mansel Park. Consultation with the now, well established Friends group shows a wide range of uses including dog walking, wildlife watching, football, skating, cycling, and of course children and young adults' play. All in all, a wide and inclusive range of people using the park from a wide area up to and including...XXX

8.2 User Feedback

8 Marketing

9.1 Mansel Park can be found on the Council website, with basic information being given about what facilities there are there.

9.2 Events

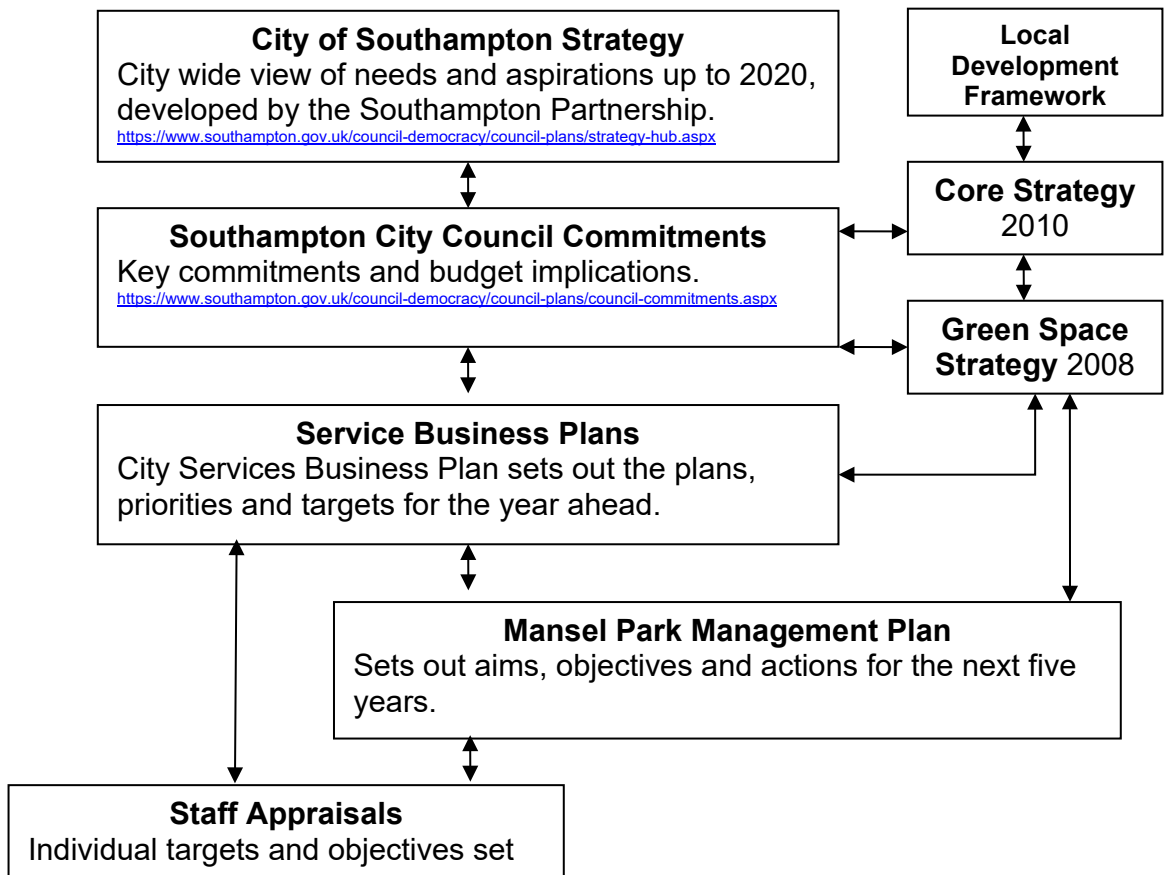
9.2.1 Events are advertised in local press and in posters, leaflets and newsletters. Events in Mansel Park will be used to promote the park more widely

9.2.2 All events are publicised through the Discover Southampton web site which is set up through a partnership with the Council and local businesses

<http://www.discoversouthampton.co.uk/visit/whats-on> They are also locally advertised in the information boards in the park.

10 Management

10.1 Policy context



10.1.1 Figure 1: The 'golden thread' of performance management

10.1.2 Figure 1 shows the golden thread of plans and strategies for Southampton City Council and shows how the Mansel Park management plan fits into this. Southampton's Green Space Strategy was approved in October 2008 and the full document can be found here <http://www.southampton.gov.uk/people-places/parks-open-spaces/parks/park-management/green-space-strategy.aspx>.

10.2 Council Priorities

10.2.1 Mansel Park supports the Council's four priorities in the following ways;



Southampton has strong and sustainable economic growth

10.2.2 Good quality parks are shown to increase the economic value of the area in which they are situated. Mansel Park is a good example of how a large area of historic, well maintained green space enhances residential areas encouraging ongoing investment in the area.

10.2.3 In addition to the three play areas which offer children a place to explore, meet friends and experience risk in a controlled environment, the park also provides a learning resource for the local residents and schools and has been used for school trips to support the curriculum. The park also runs the very popular junior Park run given children an opportunity to keep fit and reduce obesity which is a priority for the city



Children and young people get a good start in life



People in Southampton live safe, healthy, independent lives

10.2.4 A network of footpaths encourage people to walk and run in an otherwise built up urban area. The national cycle network runs through the park encouraging people to use other forms of transport than cars to get to work. There are plenty of quieter areas within the park to relax and aid mental wellbeing.

10.2.5 The park has received the green flag for a number of years and therefore provides a high quality standard of green space for people to use and enjoy, making the city a more attractive place to live and work.



Southampton is an attractive modern city, where people are proud to live and work

10.3 Finance and budget

10.3.1 In common with many local authorities, our services have come under increasing pressure and reduction. We are trying to mitigate the effects of this as well as we can.

10.3.2 The P&SC department no longer collects detailed data on individual parks. This decision was made following an analysis of what data was important for the business compared to the staff resource and ability to collect that data. It was decided that the time and effort taken to collect such data was not cost efficient.

10.3.3 In 2019/20 the estimated East Area Parks budget for Mansel Park was circa £70k, this includes grass maintenance, sports pitch maintenance (football and cricket), play area maintenance, conservation management, tree maintenance, shrub maintenance, sweeping and bin emptying.

10.3.4 Capital funding for Mansel Park is currently funded predominantly from historic S106 developer contributions, although this is enhanced with grant funding wherever possible. There is currently circa £10k? available for ongoing capital projects and we will be working with the local community to assess the best way to spend this on further improvements to Mansel Park. The friends bids for external funding have enabled the capital available to be stretched further and have included the installation of a £100,000 worth of MUGA.

10.3.5 The Parks team will be provided with the 2020/21 detail budget information in March.

10.4 Management structures

10.4.1 The management and maintenance of Mansel Park is the responsibility of the Parks and Street Cleansing team which is part of City Services, under the Place Directorate. The service also includes Waste, Transport and Commercial and Service Development. The Parks and Street Cleansing team combines street cleansing and parks and open spaces.

10.4.2 Managers within the section undertake management by walking about which includes visits to Mansel Park. The Team Leader is the main link between staff on the ground and operations management. The action plan in section 11 will be reviewed quarterly by the park management team to ensure progress.

10.5 Quality Audit

10.5.1 Park development needs and priorities are informed by user consultation and standards set out in Southampton's green space strategy. This promotes audits to be undertaken to assess the parks current status and to give a baseline for future improvement and required investment. A quality audit of all of Southampton's parks was undertaken by an independent consultant in autumn 2009 and then again internally in 2015. The data collected was based on green flag criteria and indicates park strengths and where quality needs to be improved. The audit is now due for renewal and will be undertaken during 2020.

10.6 Resources

10.6.1 The day to day management and maintenance of Mansel Park is undertaken principally by the East District Team within the City Services section. Mike McSorley is the Team Leader responsible for the park and the team working within it. Supporting Mike is Martin Willcox – Operations Manager, Dave Tyrie – Head of City Services, Nick Yeats – Service Manager – Commercial and Service Development assist with policy and strategic development of the park. Currently there are **nine** permanent full-time staff within the East Teams who can be involved in the maintenance of the park at any one time. There is also a Working Supervisor supporting Mike. Generally two members of the team will carry out maintenance within the park on a daily basis.

10.6.2 All staff have an annual appraisal, where the objectives set out in the management plan as well as their personal objectives are agreed and any training needs are identified. On top of this, the park team has a monthly area team meeting to set out objectives and to monitor progress. Staff are encouraged to contribute ideas which might help improve the service.

11 Actions and Recommendations

11.1 Measuring success and progress towards Green Flag criteria

11.1.1 The following action plan provides targets and goals to work to ensuring continual improvement of the park. It includes actions for all stakeholders and our successes are recognised within the “Progress/Comments” section of the plan.

11.2 Action plan for 2014/20

11.2.1 This action plan is a dynamic working document that is reviewed and updated annually. Some proposed actions are inspirational and will depend upon sourcing adequate funding, in collaboration with the Friends of Mansel Park. Although the plan has been ordered according to Green Flag criteria, several of the actions fall under more than one heading.

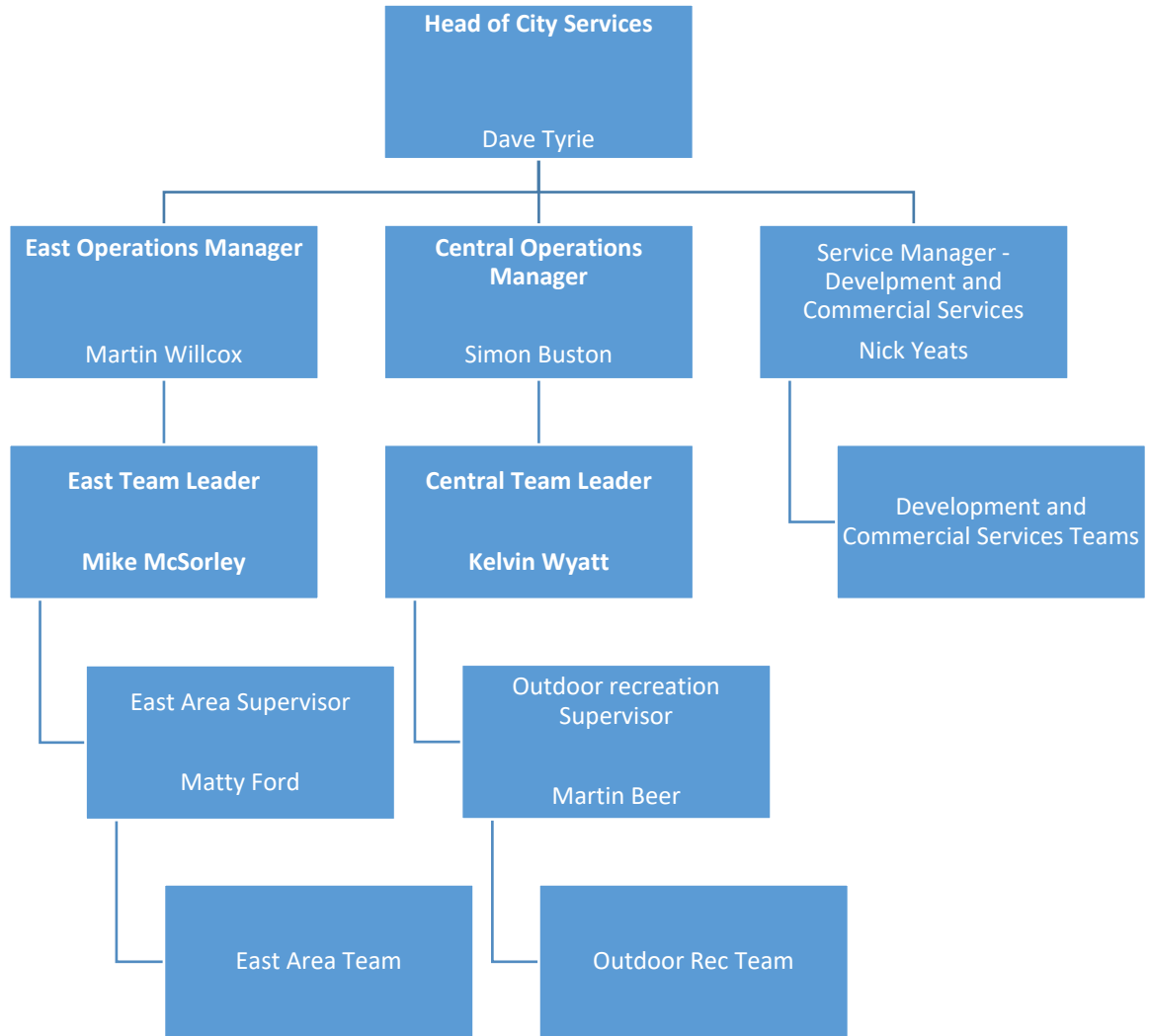
Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
<i>Welcoming Place</i>					
Make sure info cabinets are kept on subject and refer only to actions and news about Mansel Park.	Chair FORP	SCC Engagement Officer	NA	None	On-going
Complete Cobden Brodge entrance to allow better access for cycling onto the highway.	Greg Churcher	Parks Officers	£30,000	December 2019	Complete
Install traffic lights on Woodmill Bridge and improve crossing between park sites (Recreation are and former Pitch and putt)	Bukola Olaniyan	Parks Officers	£100,000	February 2020	Works have started
Improved cycling signage at Woodmill Entrances	Greg Churcher	Parks Officers	£5000	Summer 2020	Initial site visits undertaken
<i>Healthy, safe and secure</i>					
Review of CCTV and Lighting at Woodmill Lane	Chris Brown	Parks Officers	£5000	Autumn 2020	Initial meetings held following assault in Woodmill Lane.
Install fencing along car park to prevent free access into depot work area.	Martin Willcox	Building Operations Parks Team	£5000	October 2019	Complete
Undertake line marking of working areas to prevent parking and obstruction of work areas.	Martin Willcox	Park Officers	£2000	October 2019	Complete
Upgrade intruder alarm to depot	Nick Yeats	Martin Willcox	£500	Summer 2019	Complete

Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
Replace logs with more permanent bunding at Dimond Road Car Park	Matthew Lovell	Cliff Brown Martin Willcox	£2000	Winter 2019	Complete
Replace damaged barrier at River View	Martin Willcox	Cliff Brown	£2,000	Summer 2019	Complete
<i>Clean and well maintained</i>					
Monthly Friends Group litterpick	FORP		NA	On going from March 2020	On-going
Clearance of ditch along River Walk/back of former pitch and putt	Matthew Lovell	Martin Willcox, Gary Claydon-Bone Colin Perris	£5,000	February 2020	
Hedge renovation	FORP	Martin Willcox Cliff Brown	£500	March 2020	
Bulb planting	FORP	Martin Willcox Cliff Brown	£200	October 2019	Complete
Replace broken and old wooden benches with new metal style	Cliff Brown	FORP Martin Willcox	£15,000		
<i>Sustainability</i>					
Install electric car point	Transport Team	Martin Willcox	£1000	January 2020	On track
Implement electric vehicles	Fleet Transport	Martin Willcox	£40000	Autumn 2020	
Implement compactor bins	Dave Tyrie	Martin Willcox	£10000	Winter 2022	If pilot is successful


Action	Lead officer	Key partners and consultees	Estimated resource required and source of funding	Target Completion date	Progress/Comments
<i>Conservation and heritage</i>					
<i>Plant fruit trees for wildlife/orchard</i>	FORP	Cliff Brown Hilary Bradley Matty Ford	£540	Winter 2019	Complete
<i>Convert former pitch and putt to conservation habitat area</i>	Lindsay McCulloch	Cliff Brown Andy Welch Martin Willcox Nick Yeats	£2000	Summer 2020	
<i>Install a Tree Trail – place QR codes onto trees to provide details and encourage people to find them whilst out for a walk</i>	FORP	Trees Team, Nick Yeats, Cliff Brown	£500	Summer 2020	Trees identified and awaiting Friends to organise QR codes
<i>Community involvement</i>					
<i>Continue to support Friends group and be guided by them to prioritise spending of Section 106 money.</i>	Cliff Brown	Hilary Bradley Martin Willcox	??	Ongoing	
<i>Work with Friends Group to install a new MUGA near to the skatepark</i>	Cliff Brown	Groundwork South, FORP, Local Cllrs	£100k, S106, CIL and grants	September 2019	Complete.
<i>Marketing</i>					
<i>Ensure the council website is kept up to date with Mansel Park information and event updates</i>	Hilary Bradley	Cliff Brown	Officer time	Ongoing	Includes making use of what's on pages
<i>Management</i>					
<i>Implement restructure for City Services</i>	Martin Willcox	East Team	Officer Time	October 2019	Complete

Appendix 1 – Staff Structure

Staff Structure



Appendix 2 – Sample Risk Assessment

General Risk Assessment									
Description of Job/Task being assessed:		Manual Handling Lifting, Loading, Transporting, Placing and Laying Paving Slabs, Kerb Stones, Straw bales, Nottscarpet, Bags of Fertiliser, Grass Seed, Fly tipped material, Litter bags, Railway Sleepers, Seat Bins & Benches, Lifting Gully / Manhole Covers							
Directorate	Transactions & Universal Services		Division	City Services	Section	Grounds Maintenance	Risk Assessor(s)	Safety Hub	
Ref no	RA 007 Grounds Maintenance	Location/Site	Various	In consultation with	Simon Buston Brian Kneller Martin Wilcox Graham Pugh Dave Vowles (Union Safety Rep)			Date	October 2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	RAG
Manual Handling	Employees: Musculoskeletal and work related upper	All employees trained in manual handling at induction with refresher carried out by trained RoSPA Manual Handling Trainers at induction and two to three year regular intervals. See SWP Manual Handling of	Line managers to record all formal training and tool box talks. All evidence to be placed in individuals training folder.	Line Managers	Dec 2020	X	Med	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	RAG
	and lower limb disorders.	<p>Loads. No staff to work without appropriate PPE to include:</p> <ul style="list-style-type: none"> • Safety footwear to EN ISO 20345 Class SBP, 200 Joule toe protection, oil resistant outer sole and mid sole penetration resistance. • High visibility jacket or tabard • Protective gloves 						
Loading / unloading of materials for transfer to site	<p>Employees:</p> <p>Musculoskeletal and work related upper and lower limb disorders. Crushed by vehicle / trailer</p>	<ul style="list-style-type: none"> • Drivers are to ensure that the hand break is applied and vehicle in gear. • Vehicle parked on firm level ground. • Driver to remove keys from ignition and kept secure when loading / unloading vehicle / trailer • Manual handling training provided at induction with refresher at two to three year intervals. 	<p>None</p> <p>Line managers to record all formal training and tool box talks. All evidence to be placed in individuals training folder.</p>	Line Managers	Dec 2020	X	Med	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	RAG
		<ul style="list-style-type: none"> • Tool box talks on annual basis to heighten awareness and reinforce correct principles. • Ramps and tail lift used on vehicles and trailers where the weight, size or nature of the equipment dictate. • Use of mechanical aids e.g. fork lift truck, sack truck 						
Placing material into place	Employees: Musculoskeletal and work related upper and lower limb disorders	<ul style="list-style-type: none"> • All employees trained in manual handling at induction with refresher carried out by trained RoSPA Manual Handling Trainers at induction and two to three year regular intervals. • Use of mechanical aids e.g. fork lift truck, sack truck 						
Slips, Trips, Falls	Employees: Cuts, grazes, bruising and fractures.	<ul style="list-style-type: none"> • Safety footwear to EN ISO 20345 Class SBP, 200 Joule toe protection, oil resistant outer sole and mid sole penetration resistance to be worn at all times. 	None	None	N/A		Low	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	R A G
		<ul style="list-style-type: none"> Kept clear of mud and debris, with good sole pattern. 						
Burns Cuts and other Injuries	Employees: Moving hazardous items	<ul style="list-style-type: none"> Wearing the correct PPE including: Gloves, Goggles, Ballistic Trousers, Safety Footwear, High visibility Jacket or Tabard 	None	None	N/A		Low	
Lifting Gully / Inspection Covers next to or on the Public Highway	Employees and Others: Struck by a vehicle	<ul style="list-style-type: none"> Wearing of Hi vis Jacket tabard Class 3 EN-ISO-20471 Use appropriate signage in accordance with the Safety at Street Works and Road Works A Code of Practice October 2013 Safety footwear to EN ISO 20345 Class SBP, 200 Joule toe protection, oil resistant outer sole and mid sole penetration resistance to be worn at all times 	None	None	N/A		Low	
Dropping Inspection Cover / Gully Cover on foot	Employees: Inspection cover falling on foot	<ul style="list-style-type: none"> Use tools for lifting manhole covers. Safety footwear to EN ISO 20345 Class SBP, 200 Joule toe 	None	None	N/A		Low	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	R A G
		protection, oil resistant outer sole and mid sole penetration resistance to be worn at all times						
Line manager (print/sign):	Simon Buston Brian Kneller Martin Wilcox Graham Pugh Dave Vowles (Union Safety Rep)	Date	October 2019	Next Review Date	October 2020			
Line manager (print/sign):		Date		Next Review Date				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done	Residual Risk	RAG
Line manager (print/sign):		Date		Next Review Date				

Appendix 3 – Key Stakeholders

List of Key Stakeholders in Mansel Park

Local Councillors

Friends of Mansel Park

Southampton Commons and Parks Protection Society

Hampshire & Isle of Wight Wildlife Trust

The Police

Southampton parks department (part of City Services)

Appendix 4 - Map of Mansel Park

Appendix 5 - Biodiversity Maintenance Map of Mansel Park

Appendix 6 - Biodiversity Management Statement

Site name: Mansel Park

Boundary: between...XXX

Area:

Neighbourhood area: East

Designation:

Nationally Protected species:

Hampshire BAP species:

Species Special in Southampton context / Community favourites:

Other noteworthy species regularly recorded:

Species recorded as occasional visitors/vagrants:

Important habitats: Overgrown pond/fen, remnant reed bed, river shingle shore

Notes on Public use:

Mansel Park's lack of major lighting (although it has considerable night-glow from surrounding areas) enables bats to feed and roost in the park.

Community group stakeholders: Friends of Mansel Park

Major concerns for management:

Management change opportunities:

Community involvement opportunities:

Clean up events under Environment and Ecology team supervision to keep reed beds free of contaminants.

Participation in wildlife species surveys.

Biodiversity Statement

In order to improve the biodiversity on this site the following actions are recommended:

Improving adjacent street lighting so that it spreads less into the park would improve the area for its protected bat species

Green Flag Feedback

If you would like to make any comments about this park or green space or would like to make specific suggestions and recommendations for the management plan, please complete this form or email comments to

parksandstreetcleansing.services@southampton.gov.uk

Name of Park _____

Comments

If you would like to be involved in the ongoing development of this management plan and the park then please provide your contact details, which will be used solely for the purpose of contact with regards to your input into this park.

Your Name: _____





Please return this form FAO Nick Yeats, Parks and Street Cleansing, Civic Centre, Southampton, SO14 7LY