

# HARROW NATURE CONSERVATION FORUM

## GENERIC RISK ASSESSMENTS

In general these consist of a **risk assessment** as a table listing hazard, risk level and precautions for a series of risks, followed by a set of **safety notes** that describe how the supervisor should organize the event.

For some activities the document that I generated in May 2014 does not have a set of safety notes, I guess because I thought that the “Precautions” component of the risk assessment covered the points adequately. However it would probably be good to try and conform to the standard style of risk assessment and safety notes for all activities.

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# HARROW NATURE CONSERVATION FORUM

## GENERIC RISK ASSESSMENTS

These risk assessments and safety plans are based on those of the London Wildlife Trust which are in turn based on those of the British Trust for Conservation Volunteers. However, the Harrow Nature Conservation Forum takes full responsibility for these generic assessments.

In the risk assessments below “Risk level” means the potential for harm were the risk not to be controlled. The risk level for each hazard can be assessed as either high, medium or low.

### **HIGH**

Causing death or major life threatening injury e.g. loss of limb, major fractures, penetrating eye injury, exposure or hypothermia. Note that death or serious injury must be reported to the Harrow Council as the regulating authority under the terms of Regulation 3 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

#### Hazard examples

Work on exposed sites, use of scrub cutters, power mowers, chain saws, working in boats, working at heights over 2m or in confined spaces.

### **MEDIUM**

Causing major non-life threatening injury e.g. fractures, dislocations, cuts/burns needing medical treatment

#### Hazard examples

Hand tool maintenance and use e.g. bill hooks, slashers, small tree felling and scrub clearance using hand tools, hedge laying, fires, bio-hazards eg leptospirosis, Lyme disease

### **LOW**

Causing minor injury such as cuts, bruises, sprains, minor burns etc

#### Hazard examples

Tree planting, trips, use of small or blunt edged hand tools e.g. spades, hammers.

### **ADEQUATE PRECAUTIONS - A SAFETY PLAN**

Protection from harm entails

- Eliminating or avoiding the hazard
- Lessening the likelihood of harm occurring
- Reducing the severity of harm

Adequate precautions must therefore meet one or more of these criteria, removing significant hazards or lowering the level of risk shown on the Risk Assessment Record form.

It can be helpful to translate the listed precautions into a safety plan which categorises the types of safety measures required. The safety plan must complement not replace the risk assessment.

The categories for the safety plan are as follows:

Restrictions	actions, places or items that are not allowed
Preventative Measures	positive action to lessen the risk
Personal Protective Equipment	clothing, goggles, masks, ear muffs etc
Training	to learn safer working methods and practices
Monitoring	of the risks and hazard to ensure safety measures are effective of occupational health factors e.g. stress, repetitive strain, back and limb problems
Information	relevant information about hazards, precautions etc

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
1. GENERAL SAFETY ON SITE FOR CONSERVATION ACTIVITIES	STEPHEN BOLSOVER	24 <sup>th</sup> March 2019
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
<p>Inclement weather: Sun, Cold, Wet, Hot</p> <p>Uneven ground and obstacles on ground</p> <p>Underground services: Electricity/Gas/Water</p> <p>Manual handling, lifting and back strain</p>	<p>L</p> <p>M</p> <p>H</p> <p>L</p>	<p>Avoid exposing skin for extended periods to even seemingly overcast sun and on bright days use high factor sunblock. Do not visit site unprepared for possible downpours or great heat/cold or strong sunshine. Stop work if people are clearly ill attired for conditions, in discomfort or weather is significantly raising the risks.</p> <p>Many of our sites have uneven ground and fallen tree limbs on the ground. These can be a trip hazard and a fall could cause injury especially to old or infirm people. The warden or other volunteer in charge of the activity will usually be familiar with the site, but if they are not they should inspect the site for hazards before the planned activity, pointing out and if necessary marking these. At the start of an activity the warden or other volunteer in charge will judge the membership of the group and warn as necessary; in an extreme case (such as a elderly person turning up for a guided walk whose planned route was through uneven ground) the activity will be modified to reflect the abilities of the membership of the party. At all working parties, the site and tools should be kept tidy. Participants at working parties should wear sturdy footwear with a firm ground grip.</p> <p>Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.</p> <p>Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items. Check whether volunteers are familiar with the techniques of safe lifting, carrying, digging and work techniques using arms/legs rather than the back to exert force and instruct any volunteers who are not familiar with these techniques. Don't rush and take regular breaks. Monitor activity and state of participants to prevent</p>

Operating hand tools	M	<p>individuals being in prolonged single activity i.e. digging, lifting etc or getting dangerously tired. Volunteers must know how to use each type of tool correctly and safely. Instruct any who are not. Inspect all tools before use for loose handles, damage and bluntness. Faulty tools should not be used but marked for repair/disposal. Ensure stout footwear is worn. Ensure nobody wears gloves on the hand holding the tool as this weakens the grip. Ensure adequate working distances are maintained.</p>
Chemical hazards and treated timber	L	<p>When using chemicals appropriate protective clothing must be worn, open wounds must be covered and hands must be washed straight after work and before eating, drinking or smoking. Wear gloves when handling timber and use pre-treated timber whenever possible. Follow instructions supplied with timber and other materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. Any hazardous substances in use or likely to be encountered must be considered according to COSHH procedures.</p>
Tetanus	M	<p>This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.</p>
Leptospirosis	M	<p>This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.</p>
Lyme disease from ticks	M	<p>The risk of contracting Lyme disease from ticks on our reserves is low. Nevertheless visitors and workers on the sites should always be aware of the possibility of ticks when back home after time on a reserve: ticks prefer warm, moist places on the body, especially the groin area, waist, arm pits, behind the knee and along hair lines, so look out for anything as tiny as a freckle or a speck of dirt. In particular note unusual rashes since a characteristic expanding rash, <i>erythema migrans</i>, follows most but not all cases of tick bite. If a tick is detected, either while on site or afterwards, it can be removed with tick tweezers - all HNCf first aid kits should include one.</p> <p>Contact your GP if you feel unwell and tell the all history of tick bites / working in nature reserves, raising the possibility of Lyme disease.</p>

Bee/wasp stings	L	When working in areas where the risk of ticks is especially high - grassland areas where deer are known to be present - wear long trousers and long socks.
Personal attack	L	Check if any member of work team has allergy to stings. Inspect vegetation before cutting or removing for presence of bee or wasp nests. Ensure foodstuffs are kept in sealed containers to limit attractiveness to wasps.
Falling trees or tree limbs	L	General advice is to leave no-one isolated on site. During guided walks and other activities this will be the case. During working parties it may be appropriate for some volunteers to work alone; if they are confident doing so and know the site's geography this is fine. However, people working alone should only perform tasks of low risk ("L" in the central column"). The woods on our reserves contain old and veteran trees with limbs that may fall unexpectedly injuring those underneath. These trees enhance the biodiversity and attractiveness of the sites and we will preserve them as is unless they pose a significant danger. Experienced members of volunteer working parties will recognize dangerous trees and tree limbs and avoid walking or working underneath them. Nevertheless when we work in areas with old trees the volunteers will be warned to keep a look out for potential problems. When new volunteers who have not worked with us before join a working party the warden or other volunteer in charge of the working party will survey the site beforehand and mark dangerous tree limbs with warning tape. In the safety talk at the start of the working party volunteers will be told not to walk or work under marked trees, and to keep a look out for other potential dangerous tree limbs.

**RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY**

**ASSESSOR**

**ASSESSMENT DATE**

**APPLICABLE DATES**  
(This is likely either to be one specific day, or "until further notice".)

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
1. GENERAL SAFETY ON SITE FOR CONSERVATION ACTIVITIES	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> Do not begin any work on site unless fully stocked first aid kits are readily available. Do not use faulty tools. Do not unload/load passengers or materials from vehicles in the path of traffic, cordon off if necessary. Do not allow to participate in work or to drive anyone under the influence of drink or mind-altering drugs.</p>		
<p><b>PREVENTATIVE MEASURES</b> Keep the site and in particular tools safe and tidy. When working in water or using chemicals or treated timbers, open wounds should be covered and hands must be washed before smoking, drinking or eating.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> When using chemicals appropriate protective clothing must be worn. Wear gloves when handling timber or handling sharp or abrasive materials. Follow instructions supplied with timber and other materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks.</p>		
<p><b>TRAINING</b> Wardens must confirm that volunteers are familiar with, and follow, the protocols laid out in the risk assessments and safety plans. This will require instruction the first time a tool or procedure is performed by the volunteer. At succeeding working parties wardens should keep an eye on volunteers to confirm that they are continuing to observe good practise.</p>		
<p><b>MONITORING</b> Anticipate and monitor weather conditions and don't go on site unprepared if downpours, strong sunshine, freezing cold etc, are possible. Inspect the site for hazards, pointing out or marking these as appropriate to warn participants and/or the public. Include in this hazards resulting from your work like uneven surfaces, falling timber, debris. Regularly inspect equipment and check its condition before each use. Ask if all have had Tetanus injections in the last decade; ensure all cuts have waterproof dressing and if soil/pondwater etc, touches skin emphasize to volunteers that they must wash thoroughly on returning home and before any food or drink is consumed.</p> <p>Warn everyone of the dangers of Lyme disease. Advise them to check for ticks when they get home and to raise the possibility of Lyme disease with their GP if they fall ill in the days after the event.</p>		
<p><b>INFORMATION</b> Keep this Safety Plan, its associated Risk Assessment Record and those for the intended task(s) on site and inform all they are there for them to be read and assimilated. Inform all who the first aiders are, where the first aid kit is and the location of the nearest phone. If appropriate erect safety signs to warn passers by of hazard areas.</p>		

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<b>ACTIVITY ASSESSED</b> 2. USE OF VOLUNTEERS AGED 16-17 YEARS	<b>ASSESSOR</b> STEPHEN BOLSOVER	<b>ASSESSMENT DATE</b> 11 <sup>th</sup> May 2016
<b>HAZARD</b> potential for harm	<b>RISK LEVEL</b>	<b>PRECAUTIONS</b> to remove hazard or reduce risk level. One precaution may tackle several hazards.
There are no additional hazards for this group of volunteers, rather, they may be less likely to follow the safety procedures explained to the group and may be prone to act foolishly or show off while using dangerous equipment.	M	Volunteers in this age group should never be left working out of view of the warden. Unless circumstances make this impossible, each volunteer in the 16-17 year age group should work in a group with two or more adults, that is, adults should always outnumber 16-17 year olds. In the event that the only volunteers in a working party are 16-17 year olds, the warden should supervise them very closely, essentially doing no work themselves but simply supervising the volunteers.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>  <b>ASSESSOR</b>  <b>ASSESSMENT DATE</b>  <b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)		

Risk level: L = Low, M = Medium, H = High



ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
2. VOLUNTEERS AGED 16-17 YEARS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<b>RESTRICTIONS</b>		
Volunteers in this age group should never be left working out of view of the warden.		
<b>PREVENTATIVE MEASURES</b>		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
<b>TRAINING</b>		
<b>MONITORING</b>		
As noted above, volunteers in this age group should never be left working out of view of the warden, who should be even more observant for possible deviations from safe operating procedures than when supervising a group of adults.		
<b>INFORMATION</b>		
From “Who is allowed to volunteer” from “VolunteerEngland”, dated October 2008 (Volunteering England Information Service Email: <a href="mailto:Information@volunteeringengland.org">Information@volunteeringengland.org</a> Freephone Information Line: 0800 028 3304)		
People under the age of 18 are legally classed as vulnerable and organisations should take this into account when involving them as volunteers*. But, people over the age of 16 are free to undertake paid work, so your child protection measures should be stronger for the pre-16 age group and could arguably be less rigid for post-16s.		
A risk assessment needs to be made, in order to decide whether placing a young person in a volunteer role would put them, or the people with whom they were working, at risk. However, by adhering to some basic principles most organisations can involve young people in their work:		
<ul style="list-style-type: none"> <li>• Young people should not be left unattended</li> <li>• It is safer if young volunteers are supervised by two or more adults</li> <li>• Any potentially dangerous activity should have constant adult supervision.</li> </ul>		
It is a very good idea to obtain parental/guardian consent for volunteers under 16. When giving a consent form to a volunteer, also consider providing a volunteer role description and publicity leaflets for your organisation. This would help to ensure that the volunteer’s parent/guardian understands what your organisation does, what the young person will be doing, when and where they will be working and consents to this. If the volunteer will be working away from the premises where they normally volunteer, then additional permission should be sought.		
Parental responsibility extends to the age of 18, unless the person marries or is adopted before that age. In view of the fact that young people can seek paid employment from the age of 16, it may not be appropriate to obtain parental/guardian consent for volunteering at this age. Instead, volunteer co-ordinators could strongly encourage volunteers in this age group to discuss their activities with their parents or guardians and highlight that they can be a good source of support.		
Further information The Children's Legal Centre (CLC) Advice Line: 0845 120 2948 CLC “frequently asked question” and answer on parental responsibility: <a href="http://www.childrenslegalcentre.com/Legal+Advice/Child+law/ParentalResponsibility/Whendoesparentalresponsibilityterminate.htm">http://www.childrenslegalcentre.com/Legal+Advice/Child+law/ParentalResponsibility/Whendoesparentalresponsibilityterminate.htm</a>		
Volunteering England Good Practice Bank Includes a section on “Youth volunteering” <a href="http://www.volunteering.org.uk/goodpractice">http://www.volunteering.org.uk/goodpractice</a>		
*John Hollingdale wrote on 24 <sup>th</sup> November 2009 “It seems clear from this afternoon's seminar that unless one of us has regular contact (at least once a month) with a vulnerable adult or a child then we do not have to register with this new body, the Independent Safeguarding Authority (ISA).” Only Stanmore Common has working parties or other events at this frequency. In the unlikely event that a young person aged 16 or 17 attends three monthly working parties or other events in a row we should act to make sure this cannot be considered as falling within the remit of the ISA legislation by varying the warden who leads the working parties.		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
3. CHILDREN AGED UNDER 16 YEARS AT WORKING PARTIES	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<b>RESTRICTIONS</b> Children under 16 years of age are allowed on working parties only if accompanied by a parent or person acting <i>in loco parentis</i> . It must be made clear to the accompanying adult that the children remain their responsibility.		
<b>PREVENTATIVE MEASURES</b>		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
<b>TRAINING</b>		
<b>MONITORING</b> At the start of the working party, when the safe procedures for working and the safe use of tools is explained, the warden should check that any adults accompanying children are paying attention and can therefore be reasonably expected to supervise and control the activity of the children, deciding which equipment is safe for each child to use.		
<b>INFORMATION</b> This page is <i>not</i> a risk assessment. The Forum does not take responsibility for the safety of children under 16 years old at its working parties, this remains the responsibility of the accompanying adult.		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
5. TREE FELLING, CROSSCUTTING AND DEBRANCHING, AND SCRUB CUTTING	STEPHEN BOLSOVER	24 <sup>th</sup> May 2017
<p>For this activity a tree is defined as a woody plant over 2m tall with a diameter of 75 mm or more at breast height. As a quick rule of thumb, if the main stem can be cut with loppers the plant is a sapling, not a tree. We follow <a href="http://www.woodlands.co.uk">www.woodlands.co.uk</a> in defining a small tree as one of diameter 18” (45 cm) or less.</p> <p>We are often called upon to debranch, crosscut and otherwise clear up trees that have already fallen. All the restrictions and precautions herein apply equally to fallen trees as to standing trees felled by volunteers.</p>		
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Falling trees and flying wood	M	Only small trees (up to 45cm diameter) may be felled by HNCF volunteers. Crosscutting is limited to trunks up to 45 cm in diameter. All workers to be briefed on safe practices. Wear hard hats when felling trees and make all aware of danger from deadwood in the canopy loosened by falling tree. Protect public by placing warning notices on all access routes and have one or more members of the party act as a lookout in case these signs are ignored or bypassed. Cease work in high winds.
Trip hazards	L	Assess area before working and remind volunteers to be aware.
Electrocution by overhead cables	H	Identify overhead cables on the first visit to the site and avoid working within distance from them of twice height of tallest tree. If unsure liaise with the local electricity authority.
Chemical treatment of stumps	L	Chemicals are to be used only by volunteers who hold current PA1 pesticide certificates. COSHH procedure and any guidance on the product are to be followed.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>  <b>ASSESSOR</b>  <b>ASSESSMENT DATE</b>  <b>APPLICABLE DATES</b>  (This is likely either to be one specific day, or “until further notice”.)		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
5. TREE FELLING AND SCRUB CUTTING	STEPHEN BOLSOVER	24 <sup>th</sup> May 2017
<p>For this activity a tree is defined as a woody plant over 2m tall with a diameter of 75 mm or more at breast height. As a quick rule of thumb, if the main stem can be cut with loppers the plant is a sapling, not a tree.</p>		
<p style="text-align: center;"><b>RESTRICTIONS</b></p> <p>Only small trees (up to 45cm diameter) may be felled by HNCf volunteers. Crosscutting is limited to trunks up to 45 cm in diameter. Felling, crosscutting, branch removal and all other steps in clearing up a felled or fallen tree must be by hand tools only unless the volunteer holds a current NPTC chainsaw certificate and is registered as a chainsaw user with our insurer (see activity 6 below).</p> <p>No work in high winds. Appoint lookouts able to warn members of the public and halt work if the public approach too close. Any chemical treatment of stumps must be carried out by a volunteer with a current PA1 pesticide certificate and must comply with COSHH procedures.</p>		
<p style="text-align: center;"><b>PREVENTATIVE MEASURES</b></p> <p>Avoid working within distance of twice height of tallest tree from overhead cables, but if this is unavoidable liaise prior with landowner/client and electricity company.</p>		
<p style="text-align: center;"><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Hard hats must be worn when felling trees.</p>		
<p style="text-align: center;"><b>TRAINING</b></p> <p>All work to be preceded by a safety and techniques talk. No felling by those who have not been fully briefed on safe practice.</p>		
<p style="text-align: center;"><b>MONITORING</b></p> <p>Inspect site before work for inherent hazards on the ground and for overhead cables, erecting warning signs and cordoning off as appropriate. Check that site is kept free of obstructions and waste is safely stored/ disposed of. Maintain safe working distances between participants.</p>		
<p style="text-align: center;"><b>INFORMATION</b></p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
6. CHAINSAW USE	STEPHEN BOLSOVER	24 <sup>th</sup> May 2017
<p>Even in professional hands, chainsaws are extremely dangerous. As well as identifying and guarding against specific risks, the equipment needs to be rigorously maintained in line with the manufacturers guidelines.</p> <p>In addition to the risk assessment and safety notes specific to chainsaw use the risk assessment and safety notes for tree felling additionally apply when a chain saw is used for tree felling.</p>		
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Contact of a running chainsaw with unprotected flesh – and this includes flesh covered by even multiple layers of conventional clothing – will cause serious, traumatic injury.	H	<p>Workers must have a current NPTC chainsaw certificate and be registered as a chainsaw user with our insurer. Of the Forum members only Steve Bolsover and Sue Kabel have such a qualification at present (May 2017).</p> <p>A chainsaw must never be held above shoulder height while cutting and should never be carried with the motor running.</p> <p>Fuel should be kept away from the felling area and in the shade. Fuel spills should be dealt with immediately. There must be no smoking within 20 metres of a fuel spill or while the chain saw is being refueled.</p> <p>Chains must be changed and sharpened according to the manufacturers instructions.</p>
<p style="text-align: center;"><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b></p> <p style="text-align: center;"><b>ASSESSOR</b></p> <p style="text-align: center;"><b>ASSESSMENT DATE</b></p> <p style="text-align: center;"><b>APPLICABLE DATES</b></p> <p>(This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
6. CHAINSAW USE	STEPHEN BOLSOVER	24 <sup>th</sup> May 2017
<b>RESTRICTIONS</b>		
<p>The operator should always be standing on the ground – use of chain saws in trees is not sanctioned by the Forum.</p> <p>Loose brushwood should be cleared by hand, not with a chainsaw. At such times the chainsaw should be on the ground with the motor stopped.</p>		
<b>PREVENTATIVE MEASURES</b>		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
<p>A first aid kit should be readily available and the appropriate personal protective equipment worn (goggles/visor, ear defenders, helmet, protective trousers or leggings, suitable gloves, and boots with steel toecaps).</p>		
<b>TRAINING</b>		
<p>Workers must have a current NPTC chainsaw certificate and be registered as a chainsaw user with our insurer. Of the Forum members only Steve Bolsover and Sue Kabel have such a qualification at present (May 2017).</p>		
<b>MONITORING</b>		
<b>INFORMATION</b>		

Risk level: L = Low, M = Medium, H = High

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
7. POLLARDING (NOT USING POWER TOOLS)	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Falling from tree  Tree splitting Branches falling from tree  Dropping tools  Ladder breaking or moving  Severe weather: strong wind or rain etc.	H  M M  L  H  H	Do not climb up or about within the tree while pollarding. Rather, use a ladder securely attached to the tree and at base by a colleague or pegged down; refer to separate Generic Risk Assessment on ladder use. Delimb the tree evenly, keeping in mind the weight distribution. Saw a bottom cut first. Inspect tree thoroughly before cutting and wear a hard hat. Either cordon off a no-go zone beneath tree using suitable signs and hazard warning tape, or post a lookout at ground level to keep other workers and members of the public away. As necessary, secure branches with rope if they overhang a river or inaccessible area and to allow branches to be lowered safely. Check condition and grip of tool before use. Only take one tool up at a time. Keep other people away from base of tree. Fully check placement and condition of ladder before use, especially if made of wood: all rungs sound and attached to stiles securely? Well footed and attached to tree? Don't pollard in very windy conditions or when rain interferes with visibility or grip on tools or branches.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>		
<b>ASSESSMENT DATE</b>		
<b>APPLICABLE DATES</b>		
<p>(This is likely either to be one specific day, or “until further notice”.)</p>		

Risk level: L = Low, M = Medium, H = High



ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
7. POLLARDING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<b>RESTRICTIONS</b>		
Restrict other people from entering site. Use a ladder and don't climb into the tree while pollarding. No chainsaws. No more than one person and a single tool at a time up a tree. Always wear hard hats.		
<b>PREVENTATIVE MEASURES</b>		
Used secured ladders. Check ladders before use for damage and good positioning/footing. Keep participants 2 x length of boughs away. Use hand tools. Hazard warning signs to be used. Inspect tree thoroughly before working on it, removing/securing branches etc as necessary. Stop work if weather becomes severe.		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
Hard hats, sturdy footwear with steel toe-caps if heavy materials are handled.		
<b>TRAINING</b>		
Untrained and inexperienced people should not attempt pollarding. All workers performing pollarding should have attended a course on advanced tree felling.		
<b>MONITORING</b>		
Always have someone watching for dangers who is able to halt work and head off passers-by.		
<b>INFORMATION</b>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
8. USE OF LADDERS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016	
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Falls due to ladder set on uneven ground or at the wrong angle	H	Ladders to be placed on firm level ground at an angle of about 75° to the horizontal. The stiles (ladder sides) must stand firmly on a level support, eg. a stout board, if ground is soft or uneven. (Reference: Safe Use of Ladders, Step Ladders and Trestles, Guidance GS31, HSE Books 01787 881165, £2.50).	
Falls due to ladder not being secured	H	Ladders over 5m high must <i>either</i> have the top secured to the wall or tree <i>or</i> if this is not possible then the base must be secured eg. staked to the ground. Shorter ladders should be similarly secured at the discretion of the team leader. Alternatively, shorter ladders may be secured by a second person who “foots” the ladder: this means that the second person faces the ladder with a hand on each stile and one foot on bottom rung.	
Carrying tools or materials up or down the ladder and injuries from these falling	H	Tools/materials to be hoisted using rope and/or tool belt. Both hands must be free when climbing. Mark/ cordon off area to stop people approaching or post a lookout at ground level to keep other workers and members of the public away. Minimise and secure tools/materials kept above ground level.	
Overreaching or unbalanced ladder	H	Ladder to extend at least 1.05m above the highest rung to be stood on unless there is a secure handhold to give equivalent support. Place ladder facing the work. Do not lean over or load the side of the ladder.	
High winds or vehicle impact	H	Do not use in high winds. Site ladder to avoid vehicle impact and if necessary cordon off.	
Defective ladder	H	Check correct length for the job and all rungs/both stiles in sound condition - no splits, damage or loose connections - do not use if not. Never let any rung take any load except weight of person on ladder, eg. don't use to support a walkboard.	
Electrical shock: contact with overhead power lines	H	Inspect site each time ladder is used to prevent it, person or tools/materials in use from coming close, eg. under 3m, to power lines.	
Electrical shock from local equipment	H	Place and use ladders and tools to prevent contact with electrical equipment on site and damage to its supply cables.	
<p><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b></p> <p><b>ASSESSOR</b></p> <p><b>ASSESSMENT DATE</b></p> <p><b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)</p>			

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
8. USE OF LADDERS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> Do not use in high winds. Do not use if not long enough for the job (ladder to extend 1.05m above rung being used). Do not use if unsound. Do not use where there is a possibility of touching power lines. Use wooden ladders for electrical work. Do not lean out from, or side load, the ladder.</p>		
<p><b>PREVENTATIVE MEASURES</b> Ladders to be placed on firm level ground at angle of 75° to the horizontal and facing the work. Ladders must be located and protected from vehicle impact. The top of the ladder to be secured if possible and if not practical then the base to be secured. If neither can be done a second person must face the ladder with a hand on each stile and one foot on bottom rung. A ladder must be similarly 'footed' whilst it is being secured at the top. Footing is unsuitable for ladders over 5m. Both hands must be free while climbing. Tools and materials must be hoisted using a rope or in a tool belt. Tools and materials must be secured while up ladders. The area underneath must be either be marked to prevent people approaching, or a lookout must be posted at ground level to keep other workers and members of the public away.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> Hard hats for persons up ladder and people on ground to be provided if specified by risk assessment for the specific job. Rope for hauling tools and materials to be provided. Tool belts to be used if necessary.</p>		
<p><b>TRAINING</b> Instruction in location, securing and use of ladders satisfied by the compulsory reading of this safety plan.</p>		
<p><b>MONITORING</b> All ladders to be checked before each use and at least annually; they must be removed or repaired if not sound and scrapped if satisfactory repair not possible. Check that ladder rests on the bottom of its stiles and that nothing other than the weight of the person using it is supported by the rungs. Ensure ladder does not contact electrical equipment on site or damage electrical supply cables.</p>		
<p><b>INFORMATION</b> Safe Use of Ladders, Step Ladders and Trestles, Guidance GS31, HSE Books 01787 881165, £2.50</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
9. TREE CLIMBING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016	
HAZARD  potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Person falling    Electrical shock	M    H	Anyone intending to climb a tree should be experienced and confident in their ability to do so. Volunteers or wardens should not climb trees above heights at which a fall could cause significant injury (4m over earth and grass, 1m over hard surfaces).  Thoroughly inspect site before work starts and do not climb trees in contact with or close (under 3m) to power lines.	
<p><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b></p> <p><b>ASSESSOR</b></p> <p><b>ASSESSMENT DATE</b></p> <p><b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)</p>			

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
10. USE OF STRIMMERS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016	
<b>HAZARD</b> potential for harm	<b>RISK LEVEL</b>	<b>PRECAUTIONS</b> to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Operator: Contact with moving parts	H	Only competent persons familiar with their operation to use these machines. Switch off machine before changing, altering or repairing. Stand firmly on both feet when operating to avoid falling over.	
Operator: Flying debris	M	Always cut from right to left and away from feet. Always wear long trousers to protect the legs and goggles or a face mask to protect the eyes. Wear a hard hat as necessary.	
Exhaust fumes	L	Never run the machine indoors. Ensure equipment is in good condition.	
Fire	L	Ensure the exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.	
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning the machine.	
Fatigue and vibration	H	Do not use the machine for extended periods, take regular breaks. Adjust harness and handles for comfortable use before beginning work. Wear clothing that protects from the element and allows easy movement but will not obstruct or get entangled.	
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10M radius of the machine.	
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Strim right to left. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.	
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>			
<b>ASSESSMENT DATE</b>			
<b>APPLICABLE DATES</b>			
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Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
10. USE OF STRIMMERS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> A strimmer is a hand held motor driven device that cuts grass and herbs with a rotating string or hinged plastic blade no larger than a lolly stick. Machines that use a rotating metal blade, or a substantial plastic blade, are brush cutters and are not covered by this risk assessment – see the next one.</p> <p>Do not repair or alter machine, including replacing the cutting string, with the engine running and never run it indoors or near naked flames/someone smoking. Do not operate a petrol driven machine with a faulty/ damaged muffler. Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous so that volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially on windy days) and heat exhaustion.</p>		
<p><b>PREVENTATIVE MEASURES</b> First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p> <p>Loose clothing, eg. flapping sleeves should be avoided. Wear overalls if possible. Use any harness the machine has with it.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> Long trousers, ear defenders and goggles or a face mask are required. Use gloves when operating, filling or cleaning the machine.</p>		
<p><b>TRAINING</b> These machines must only be used by people familiar with their safe use, either through reading the manual or after appropriate training has been given either by the hire company or by a qualified person with a comprehensive knowledge of how they work and how to work safely with them. Do not carry out repairs unless you have been properly trained to do so.</p>		
<p><b>MONITORING</b> Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks.</p>		
<p><b>INFORMATION</b> Manufacturer's operating instructions.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
11. USE OF D R TRIMMERS AND OTHER ENCLOSED STRIMMER DEVICES	STEPHEN BOLSOVER	25 <sup>th</sup> March 2018
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving parts	H	Only competent persons familiar with their operation to use these machines. Turn off machine, allow to cool for five minutes and disconnect spark plug lead before changing, altering or repairing.
Operator: Flying debris	M	Always wear long trousers to protect the legs. Since the strimmer unit is enclosed, less debris is thrown up than with an open strimmer so wearing goggles or a face mask is not essential. However consider wearing goggles or a face mask to protect the eyes if unusual ground conditions mean that significant amounts of material are being thrown up.
Exhaust fumes	L	Never run the machine indoors. Ensure equipment is in good condition.
Fire	L	Ensure the exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning the machine.
Fatigue and vibration	H	Do not use the machine for extended periods, take regular breaks.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10M radius of the machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable while machine is running. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>		
<b>ASSESSMENT DATE</b>		
<b>APPLICABLE DATES</b>		
(This is likely either to be one specific day, or “until further notice”.)		

Risk level: L = Low, M = Medium, H = High

<b>ACTIVITY ASSESSED</b>	<b>ASSESSOR</b>	<b>ASSESSMENT DATE</b>
11. USE OF D R TRIMMERS AND OTHER ENCLOSED STRIMMER DEVICES	STEPHEN BOLSOVER	14 <sup>th</sup> December 2016
<p><b>RESTRICTIONS</b></p> <p>The D R Trimmer is a strimmer system (that is, a motor driven device that cuts grass and herbs with a rotating cord) mounted on a wheeled frame that can be easily pushed over the ground. A metal cowl shields the strimmer head and reduces the probability that stones or cut material will be thrown up.</p> <p>A short manual is kept with the machine and must be fully read before the machine is used. All the procedures and safety protocols described in that manual must be observed by all operators.</p>		
<p><b>PREVENTATIVE MEASURES</b></p> <p>First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Long trousers, ear defenders and goggles or a face mask are required. Use gloves when operating, filling or cleaning the machine.</p>		
<p><b>TRAINING</b></p> <p>New users will usually be given a brief introduction to the machine by an experienced user, but this is not essential. However the rule that all users must read and understand the short manual must be adhered to.</p>		
<p><b>MONITORING</b></p> <p>Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks.</p>		
<p><b>INFORMATION</b></p> <p>The full manual for the D R Trimmer is held in paper form by Steve Bolsover and can also be sent as a PDF to prospective users. A separate manual for the Briggs and Stratton engine on the D R Trimmer is also available.</p>		



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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
12. USE OF BRUSH CUTTERS	STEPHEN BOLSOVER	20 <sup>th</sup> May 2021
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving blade	H	Only trained competent persons to use these machines: see restrictions on next page. Switch off machine before changing, altering or repairing, or before clearing debris from the blade. Stand firmly on both feet when operating to avoid falling over. If you do stumble, fall onto your knees. A natural response is to fall at length with hands outstretched, you must not do this since this brings the hands close to the blades.
Operator: Flying debris If the blades contact bricks, large stones or masonry there is a small chance either that these items are thrown back towards the operator or that the blade breaks and fragments fly back towards the operator. This is an unlikely event but a potential risk of fatal or serious injury. Others: Contact with moving blade or flying debris	H	Check the ground for bricks, large stones and masonry before beginning work and be alert for these while working; do not allow the blades to touch these items. Always cut from right to left and away from feet. Ensure all machines guards are properly fitted and in good condition. Always wear long trousers, sturdy footwear, mesh mask and hard hat.
Exhaust fumes	H	If possible place hazard warning signs at all points at which the public could enter the work area. Unless the site is unusually remote and additionally all possible access routes have warning signs, post a lookout able to halt work. Do not operate if there is anybody within a 10m radius of the machine.
Fire	L	Never run machine indoors. Ensure equipment is in good condition. Ensure exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning machine.
Fatigue and vibration	H	Do not use machine for extended periods, take regular breaks. Adjust harness and handles for comfortable use before beginning work. Wear clothing that protects from the element and allows easy movement but will not obstruct or get entangled.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a 10m radius of machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Cut right to left. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.

**RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY**

**ASSESSOR**

**ASSESSMENT DATE**

**APPLICABLE DATES**

(This is likely either to be one specific day, or “until further notice”.)

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
12. USE OF BRUSH CUTTERS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b></p> <p>A brush cutter is a motor driven device that cuts not only grass and herbs but also substantial brush and small trees using a rotating metal or plastic blade. Strimmers that use rotating string or hinged plastic blades no larger than a lolly stick are covered by the previous risk assessment.</p> <p>Not for use by untrained volunteers. Volunteers who are to use a brush cutter are to be trained in its use by an experienced user, which we take to mean someone who has used the machine for at least 4 occasions over a year. At present (September 2013) that means Claire Abbott or Stephen Bolsover. The volunteer must convince the experienced user that they are able to use the machine safely. Notice of this training and informal assessment should be recorded.</p> <p style="margin-left: 100px;">Experienced users:  Claire Abbott  Stephen Bolsover  Nick Smith (volunteer at Roxbourne Park and Rough)</p> <p style="margin-left: 100px;">Persons trained:  Neville Day 27<sup>th</sup> November 2013  Simon Braidman 27<sup>th</sup> November 2013  John Winter 27<sup>th</sup> November 2013  Moe Farhand 27<sup>th</sup> November 2013  Maya Dodwell 14<sup>th</sup> May 2014  Roshan Tailor 20<sup>th</sup> May 2021</p> <p>Do not clean, repair or alter machine, including changing the cutting head, with the engine running. In particular, if the head is clogged with vegetation, the motor must be turned off before manually clearing the vegetation. The motor must not be left idling while the blades are cleared. Never run the machine indoors or near naked flames/someone smoking. Do not operate a petrol driven machine with a faulty/ damaged muffler. Do not use blunt or defective blades. Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous so that volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially on windy days) and heat exhaustion.</p>		
<p><b>PREVENTATIVE MEASURES</b></p> <p>First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.</p> <p>If the machine is the type that can be used for all types of clearing and cutting, make sure it is fitted with the correct head: a) Shrub Blade for brambles and undergrowth; b) Nylon Cord Cutter for trimming grass around obstacles. HNCF personnel will not use brushcutters with saw blades fitted.</p> <p>Check that all persons and animals are clear of work area. Loose clothing, eg. flapping sleeves should be avoided. Wear overalls if possible. Use any harness the machine has with it. Check the cutting head or blade is tightened properly before use. Check guards are secure and never operate the machine with missing or defective guards. Stand firmly on both feet whilst operating machine and always cut away from your feet. Use a stick to remove grass rather than using the hand.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Face shield, hard hat, stout footwear and ear defenders are required. It is advisable to wear overalls. Use gloves when operating, filling or cleaning machine.</p>		
<p><b>TRAINING</b></p> <p>These machines must only be used after appropriate training has been given either by the hire company or by a qualified person with a comprehensive knowledge of how they work and how to work safely with them. Of the Forum members only Claire Abbott and Steve Bolsover are so trained at present (May 2021). Do not carry out repairs unless you have been properly trained to do so.</p>		
<p><b>MONITORING</b></p> <p>Nearest point of contact for emergency services must be known and approximate time for services to attend be established: the implications of a long response time must be specifically considered. Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks. Check that hazard signs erected/lookout posted to warn public or halt work.</p>		
<p><b>INFORMATION</b></p> <p>Manufacturer's operating instructions. SETT Safety Instructions: ref 11.5 clearing saws, brush cutters and grass strimmers, ref E electrical equipment and tools, ref O petrol and diesel engines.</p>		

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
13. Use of petrol driven hedge trimmers	John Hollingdale / Stephen Bolsover	29 <sup>th</sup> January 2019
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS To remove hazard or reduce risk level. One precaution may tackle several hazards.
Operator: Contact with moving blade	H	Always wear heavy duty work gloves while handling the running machine. Keep hands away from blades; never try to remove clogging vegetation or twigs from the blades while the motor is running, even if the blades are not moving. Switch off machine before clearing such debris or before and other repair or manipulation. Stand firmly on both feet when operating to avoid falling over.
Operator: Flying debris	M	Always wear sturdy footwear, mesh mask or goggles and heavy duty gloves.
Others: Contact with moving blade or flying debris	H	Be aware of others approaching. Stop the cutting action if anyone, whether a colleague or a member of the public, approaches within five metres. If there is a risk of the public approaching unknowingly, e.g. young children, post a lookout able to halt work.
Exhaust fumes	L	Never run machine indoors. Ensure equipment is in good condition.
Fire	L	Ensure exhaust muffler is in good condition. Do not smoke or use naked flame near equipment. Use a quick release harness. Do not work near to a bonfire.
Skin conditions, cuts, scrapes	L	Use gloves when mixing/filling with petrol/oil and when cleaning machine.
Fatigue and vibration	H	Do not use machine for extended periods, take regular breaks. Adjust harness and handles for comfortable use before beginning work. Wear clothing that protects from the element and allows easy movement but will not obstruct or get entangled.
Noise	L	Ear defenders must be worn at all times. To protect others from noise, do not operate if there is anyone within a five metre radius of machine.
Machine hazards: handles, kickback, compression, electric shock, vibration etc.	M	Ensure equipment is in good condition, check nuts/ bolts/screws before use. Cut right to left. Clear ground of debris before beginning work. Grip starter cord firmly. Do not touch starter plug/power cable. Wear gloves at all times.
Skin irritation or dermatitis from plant sap	L	Some plant materials, eg. Giant Hogweed, become hazardous only in association with the UV of sunlight, causing phytophotodermatitis; but others like Euphorbia can be nasty just on their own. Therefore, skin/eye contact with sap and other plant materials is to be avoided by wearing suitable clothing, gloves and goggles. If contact does occur, wash off skin and/or irrigate eyes with clean water thoroughly: at the site if water is available, otherwise emphasize to the worker that this should be done as soon as possible on return home.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>		
<b>ASSESSMENT DATE</b>		
<b>APPLICABLE DATES</b>		
(This is likely either to be one specific day, or “until further notice”.)		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
13. Use of petrol driven hedge trimmers	John Hollingdale / Stephen Bolsover	29th January 2019
<p><b>GENERAL COMMENTS</b></p> <p>A hedge trimmer is a motor driven device that cuts vegetation using a reciprocating action of a series of blades. The design of the cutting bar makes contact with the cutting teeth difficult, nevertheless serious injury, including severing of fingers, is possible if fingers come up against a running cutting bar. This risk is reduced significantly by wearing thick gloves, not only through the inherent protection of the glove material, but also because the gaps through which fingers can get access to the blades are quite narrow.</p> <p>The HNCF hedge trimmer is powered by a two stroke engine producing damaging levels of noise. Ear protectors must always be worn while the motor is running.</p>		
<p><b>PREVENTATIVE MEASURES</b></p> <p>Always wear ear protectors while the motor is running. Always wear sturdy footwear, mesh mask or goggles and heavy duty gloves.</p> <p>First aid kits must always be on site and in a location near to and known to everyone. The machine must be used according to the manufacturer's operating instructions.(Read the manual first)</p> <p>Check that all persons and animals are clear of work area. Loose clothing, e.g. flapping sleeves should be avoided. Wear overalls if possible. Stand firmly on both feet whilst operating machine and always cut away from your body. Always walk forward while the machine is running since stepping backwards can lead to trips.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>Face shield, hard hat, stout footwear and ear protectors are required. Use gloves when operating, filling or cleaning machine.</p>		
<p><b>MONITORING</b></p> <p>Nearest point of contact for emergency services must be known and approximate time for services to attend be established: the implications of a long response time must be specifically considered. Avoid contact with plant sap/materials and wash off thoroughly if this occurs. Ensure operators take regular breaks. Check that hazard signs erected/lookout posted to warn public or halt work.</p>		

Risk level: L = Low, M = Medium, H = High

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
14. TREE AND OTHER PLANTING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD Potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury from sharp tools, other tools and materials	L	Ensure that all participants are aware of good practice in safe digging, e.g not to use the instep to depress a spade. This will likely require training on the volunteer's first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.
Illness from contact with soil	M	Cover any broken skin before work. Promptly wash any cuts received or clean with a wet wipe, then cover with a bandage. If cuts are likely, e.g handling thorn trees, wear gloves. See Generic Risk Assessment General Site Safety, particularly concerning Tetanus. Avoid using hands to move and firm soil, rather, use a spade or a foot.
Hitting underground services	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.
Poisoning of children	M	Avoid planting poisonous plants where younger children play.
Injury during staking of trees	L	Explain and advise safe use of tools e.g melt, stob twister, hammer, etc. Any stake/post being driven in should normally be held with a stob. Where this is not practicable, particular care must be taken to avoid blows glancing off/missing the stake and hitting hands or arms and if another person is holding stake they must wear a hard hat.
Back strain from digging trenches, etc.	M	Minimise digging by individuals, instruct in and ensure safe digging/lifting techniques used. Monitor both the state of individuals digging, e.g rest them if they are rubbing back or pausing to stretch their backs, and the time for which they have been digging.
<p><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b></p> <p><b>ASSESSOR</b></p> <p><b>ASSESSMENT DATE</b></p> <p><b>APPLICABLE DATES</b> (This is likely either to be one specific day, or "until further notice".)</p>		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
14. TREE AND OTHER PLANTING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b>  Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.</p> <p>Do not plant poisonous species where small children are likely to play.</p>		
<p><b>PREVENTATIVE MEASURES</b>  Use proper tool for job. Clean and cover all existing cuts and any received without delay. Wash hands well before eating, drinking or smoking. Strongly urge need for Tetanus jabs. Avoid using hands to move and firm soil, rather, use a spade or a foot. Minimise manual handling by prior planning, sharing of loads, use of vehicles and barrows. Use stob when driving stakes/posts but if this is truly not possible exercise great caution.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b>  Stout good grip footwear is essential. If any materials handles are rough/abrasive/ sharp, gloves are to be worn but not on hands holding tools.</p>		
<p><b>TRAINING</b>  Ensure that all participants are aware of good practice in safe digging. This will likely require training on the volunteer’s first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.</p>		
<p><b>MONITORING</b>  Inspect site at first to find inherent hazards and keep clear of created hazards thereafter, e.g obstructions, debris, pitfalls. Examine tools for sharpness and good condition before use, rejecting for repair/replacement poor ones. Ask who has had Tetanus jabs in last ten years. Check actual practice when driving stakes etc. Monitor welfare/fatigue of participants. Ask if any have known susceptibility to relevant allergic reactions, e.g asthma and hayfever and monitor conditions and individuals accordingly.</p>		
<p><b>INFORMATION</b></p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
15. HEDGELAYING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016	
<b>HAZARD</b> Potential for harm	<b>RISK LEVEL</b>	<b>PRECAUTIONS</b> to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Injury from sharp tools being used by yourself or others  Injury or disease from hedge or soil materials  Thorn injuries: scratches  Thorn injuries: puncture wounds  Thorn injuries: eye wounds	M  M  L  L  H	Although safe working distances are difficult to maintain when hedging in a group, the need for this and for people to be aware of who is near them at all times when working must be stressed at the start and monitored by the leader during the work. All tools must be in good condition and used safely. Special attention should be paid to make sure that nobody wears gloves on the hand holding the tool: losing your grip on a billhook for example is dangerous to all nearby. Gloves should be worn when holding/handling hedging materials, especially if in, on or soiled with earth, but not to hold a tool. See generic assessment General Safety on Site for Conservation Activities, particularly concerning the need to get and maintain anti-tetanus protection. All personnel should have had a tetanus jab. Gloves to be worn when safe but personnel to be made aware that they will not protect from all wounds and care must be taken. Puncture wounds to the knee can be serious so the ground should be cleared of material before kneeling. If available, protective kneelers should be worn. Personnel should be aware of the danger to the eyes from thorns and twig ends and protective goggles used in areas of high risk.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>  <b>ASSESSMENT DATE</b>  <b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)			

Risk level: L = Low, M = Medium, H = High



ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
15. HEDGELAYING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> Don't use tools that are not sharp, if edged, or otherwise not in good condition. Work should not start until first aid kit is readily available and first aid arrangements are known to all present.</p>		
<p><b>PREVENTATIVE MEASURES</b> Hand tools must not be held by a gloved hand as the grip is then unreliable. Erect hazard warning/access prohibition signs at approaches to work area, plus cordoning off and posting of lookouts if higher risks present, e.g children in vicinity.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> Wear gloves on hands handling materials. Wear protective kneelers if available but always clear ground of materials, including thorns, before kneeling. If there is a likelihood of thorn/twig end injury to eyes, e.g clearing face height dense brash, wear goggles. Hard hats to be worn if cutting material above shoulder height. All to wear sturdy good grip footwear.</p>		
<p><b>TRAINING</b> Adequate briefing at start of work on safe and effective use of tools and hedging techniques. All present to be warned of danger of injury from thorns and twigs, of tendonitis from not taking suitable rest breaks and of need to keep a good working distance from others: 1 1/2 times the combined length of your arm and the tool in use is a good minimum.</p>		
<p><b>MONITORING</b> Check that site is kept clear of obstructions and created hazards like tools left on ground. Regularly resharpen blunted edged tools. Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up to date.</p>		
<p><b>INFORMATION</b></p>		

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ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
16. FENCING		STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD Potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Underground services: electricity and gas	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.	
Manual handling	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items.	
Treated timber, wood preservative and other hazardous substances	L	Use pre-treated timber whenever possible. Follow instructions supplied with materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. If timber must be treated, follow full COSHH procedures. Wear gloves when handling timber.	
Infection and skin disease	M	Wear gloves when handling rough or treated timber. All participants should have had anti-tetanus injections. (A full course lasts ten years. Ask who has not had injections and stress importance of getting these, particularly if the skin is broken or cut.) Treat all cuts etc., immediately with antiseptic and cover adequately.	
Debris hazards	L	Collect nails, wood chippings, etc., (do not leave any materials or debris lying around which could be a danger to humans and livestock). Do not leave holes dug out and not refilled, but cover with a large block of piece of wood.	
Injuries from use of tools: mallet, post drivers, mallet and chisel	L	Use hard hats when using post driver. Post being driven in should normally be held by a stob holder, but if this is truly not practicable, the person holding the post must wear a hard hat and particular care should be taken to avoid blows missing or glancing off the post and striking the holder’s hands/arms. Wear goggles when using a mallet and chisel. Be careful of fingers when using a hammer. Examine all tools before use and if faulty - rough or loose handles etc - reject and mark for repair/disposal. All others who could be affected, including passers by, to be warned of risks, placing hazard signs as necessary.	
Monkey strainers	L	Only the person operating the strainers should be close to the wire, all others should stand well clear, e.g. over 3m away. Wire should be stapled before final strain is put on it to prevent it springing free. Persons operating strainers must have received adequate training in their use.	
Handling materials: unwinding and using barbed wire, stock netting and high tensile netting	L	Should be carried on a stake or crowbar, one person holding either end and wearing leather gloves. When using stock netting (particularly high tensile), take great care as it can unravel at high speed with enough force to knock people over. Always firmly anchor the free ends of unrolled wire, netting or barbed wire. Wear goggles and gloves to work with high tensile wire, rolls of wire and stock netting mesh. Do not hammer staples fully in if fastening high tensile material, due to possible brittleness/breakage.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>			
<b>ASSESSMENT DATE</b>			
<b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)			

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
16. FENCING	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b>  Restrict other people from entering site, displaying hazard/no access signs and having someone acting as lookout. Do not attempt to carry too much at once, use a barrow/other aid/get help to carry large or heavy items.</p> <p>Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly. Do not allow others to stand near someone using a monkey strainer or wire being strained and don’t exert final strain until wire is stapled. Do not use tools found in initial inspection to be faulty. Do not hammer staples fully in if fastening high tensile material, due to possible brittleness/breakage.</p>		
<p><b>PREVENTATIVE MEASURES</b>  Wardens should be aware of the location of any underground services on their sites.</p> <p>Don't leave holes dug out and not refilled or covered. Part staple the fence before straining to catch broken wires. Use high tensile wire only if it is more advantageous than steel.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b>  All to wear sturdy footwear with good grip, preferably steel toe-capped - latter essential if higher risks like moving heavy items that could strike feet. Gloves to be worn when handling rough or treated timber. Goggles to be worn when using a mallet and chisel. If holding a post to be driven by a post driver a hard hat is required though a stob holder must be used unless truly impracticable.</p>		
<p><b>TRAINING</b>  All leaders and as many as possible of the other participants should have taken a Fencing course.</p>		
<p><b>MONITORING</b>  Regularly sharpen edged tools that are blunted. Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up to date.</p>		
<p><b>INFORMATION</b></p>		

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ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
17. CONSTRUCTION OF FOOTPATH FURNITURE		STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Danger to public on worksite or footpath	L	If appropriate place hazard warning signs/tape to warn public or prohibit access. Beware of creating a slipping/tripping hazard through piles of stored stone: sign or flag these as necessary.	
Manual handling	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items.	
Treated timber, wood preservative and other hazardous substances	L	Use pre-treated timber whenever possible. Follow instructions supplied with materials: this may require, during drilling or sawing, the operator to wear gloves and may require the operator and those nearby to wear respiratory marks. Do not burn treated waste but plan safe disposal. If timber must be treated, follow full COSHH procedures. Wear gloves when handling timber.	
Infection and skin disease	M	Wear gloves when handling rough or treated timber. All participants should have had anti-tetanus injections. (A full course lasts ten years. Ask who has not had injections and stress importance of getting these, particularly if the skin is broken or cut.) Treat all cuts etc., immediately with antiseptic and cover adequately.	
Debris hazards	L	Collect nails, wood chippings, etc., (do not leave any materials or debris lying around which could be a danger to humans and livestock). Do not leave holes dug out and not refilled, but cover with a large block of piece of wood.	
Underground services: electricity and gas	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.	
Injury to the public or to participants from site materials or from the work	L	Warn in initial an initial safety talk of the site's inherent hazards and those created by the work. Monitor the work continually. Wear gloves to handle materials and maintain safe working distances. Display hazard signs if appropriate. Ensure materials/waste are stored or disposed of safely, presenting no unseen or unavoidable hazards. Check that site is safe and/or access is restricted before leaving it, even if only temporarily.	
Working at height	L	Use hard hats, prevent overcrowding and use scaffolding erected by trained, competent personnel.	
Use of concrete	L	If using wet concrete or dry cement -as for any hazardous substance - full COSHH procedures to be followed.	
Power tools and equipment	L	Power tools/equipment likely to be used in this activity include drills and cement mixers. If electric, they should be on batteries or on a 110 volt transformer, centre-tapped to earth. If 240 volt operation unavoidable, an RCD (this is not a fuse but a device to stop current leaking to earth through your body) must be used. No power tool to be used by those not trained in its safe use.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>			
<b>ASSESSMENT DATE</b>			
<b>APPLICABLE DATES</b> (This is likely either to be one specific day, or "until further notice".)			

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
18. FOOTPATH DRAINAGE	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Manual handling, lifting and back strain	L	Have materials/tools delivered to site, or as close to site as possible. Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools. Plan in advance any unavoidable lifting/carrying of heavy items. Consider use of machinery. Instruct in safe lifting, carrying, digging and work techniques using arms/legs not back to exert force. Don't rush and take regular breaks. Monitor activity and state of participants to prevent individuals being in prolonged single activity ie digging, lifting etc or getting dangerously tired.
Tetanus	M	This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut.). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.
Leptospirosis	M	This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.
Underground services: electricity, gas and water	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.
Harards to and from traffic or public	H	Plan unloading and reloading of vehicle so people and materials/tools not facing and preferably well clear of passing traffic. If roadside unloading is unavoidable place cones or tape and signs as necessary to forewarn. Erect signs warning of work hazards/ preventing access on approaches to site. If necessary post a lookout able to halt work if signs might be ignored, eg. children nearby. Leave vehicle parked on site able to leave quickly in case of emergency.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
19. CLEARANCE OF PONDS, RIVERS AND STREAMS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Tetanus	M	This disease may not be very common but can have severe effects, in rarer cases death. If earth gets into cuts, open wounds or sores tetanus can be contracted. All participants should have had anti-tetanus injections. (A full course lasts 10 years. Ask if any of the team have not had injections and stress importance of getting these, particularly if the skin is broken/cut.). Clean all cuts etc., immediately with clean water or a wet wipe and cover adequately.
Leptospirosis	M	This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result. All workers in areas likely to be soiled by rat/cow urine, eg. urban stream banks/ farms should avoid water contact and wash thoroughly as soon as possible after visiting the site. They must not eat, drink or smoke until they have washed.
Sharp or swinging tools	M	Use with extreme care or not at all as handles are liable to become wet and slippery. Ensure you are standing firmly. Do not wear gloves and keep guards and covers on tools when not in use.
Boats	H	Only trained persons to be in charge of a boat and only competent swimmers to work from boats. Do not overload boat and work from opposite sides of boat to prevent it tipping over. Carry spare oars, bailer, rope etc. Prevent any larking around in the water or in boats.
Drowning	H	Always wear lifejackets when working on, in or above water deeper than waist high. For such deep water, work out rescue systems well in advance. Have ropes, poles, lifebelts readily to hand to avoid others having to enter water. Have someone in group with lifeguard training and knowledge of CPR. Assign someone to be out of the water, acting as monitor and able to effect agreed emergency procedures, in case those in water get into difficulties. Swiftly moving deep water - certainly over 1 m and less if other factors raise risks - should not be worked in.
Chest waders	H	These can be used only in small ponds where the operator remains less than two metres from the bank and only where a companion on the bank remains in close supervision ready to pull the operator out if they stumble.
Thigh waders	H	Never work alone. Never work in water that is

		nearly at wader height. The operator should <i>either</i> remain less than two metres from the bank with a companion on the bank who remains in close supervision ready to pull the operator out if they stumble <i>or</i> , where two or more operators are in the water without close supervision from the bank, all operators should wear buoyancy aids and ropes, carry a whistle to attract attention, and have spares available. Instruct in removal of waders that become water filled. Don't fasten waders to belt.
Trips, slips and falls	H	Mud or underwater stones can be extremely slippery and by gripping boots mud can cause slips, so take particular care, do not rush, move carefully. Use safe access points to water, avoid steep banks, tread carefully on gravel banks. Provide grab lines - ropes - and non-slip planks.
Manual handling	L	Wet materials are much heavier than their equivalent dry ones, particularly carpets, mattresses and bin bags of rubbish. Get help if necessary. Instruct on and monitor safe manual handling techniques, using legs and arms not back to lift, pull or push. Use several people and/or machinery like ropes/block and tackle to move heavy or awkward items.
Exposure to harmful substances	L	If in doubt and if possible have water tested before working in it. If hazardous substances are found, a proper COSHH procedure must be followed.
Unseen or submerged hazards	H	Carry out a survey of the work area. Probe river/pond bed with a pole and mark out soft spots, sudden drops etc. (Do not carry out this survey alone!) Wear suitable footwear, never bare feet, to protect against sharp objects. Use corrugated iron 'duckboards' to prevent sinking into mud. Be aware of other river users. Be aware of strong currents.
Weirs	H	Weirs have considerable and often unseen risks. Work on or near weirs with volunteers or without a specific risk assessment should not occur.

**RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY**

**ASSESSOR**

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
19. CLEARANCE OF PONDS, RIVERS AND STREAMS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> Do not work in unsuitable inclement conditions: cold, wet and windy weather, particularly on exposed sites is unpleasant and dangerous. Volunteers will be less careful and have less concentration thus increasing risk of accident under these conditions. The body is more at risk when cold. Very hot, sunny: be aware of sun burn, sunstroke (especially windy days) and heat exhaustion. Nearest point of contact for emergency services must be known and the approximate time for services to attend established: the implications of a long response time must be specifically considered. Do not work on weirs with volunteers or without a specific risk assessment. Don't wear gloves to hold sharp/swinging tools. Do not allow horseplay in boats or in the water. Do not work in swiftly moving deep water: over 1 m or less if other factors raise risks. No lone working.</p>		
<p><b>PREVENTATIVE MEASURES</b> First aid kits must always be on site and in a location near to and known to everyone. Work in teams or within sight of one another. Work out a rescue plan before starting work (whistles etc). Have emergency equipment close at hand (eg. lifejackets, ropes etc). Wash hands thoroughly after the task and before eating. Move carefully at all times, never run. Do not overfill rubbish bags or over strain yourself moving large or heavy objects. Wear appropriate warm clothing but not too much as becomes a hindrance. If possible, someone should have lifeguard training. Survey work area for unseen/submerged hazards at start, probing with a pole to find soft or deep spots or debris. Don't drink or wash with pond/river water or touch face/mouth with such water. If in doubt of water hazardous substances, have it tested first: if not possible and significant concerns remain don't work there. Plan bankside monitoring and rescue systems in advance.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> Wellington boots or waders are essential, steel toe-capped if handling heavy items: never work barefoot. Suitable clothing against cold/rain needed, eg. waterproofs. Wear lifejackets when working on or in water deeper than waist high.</p>		
<p><b>TRAINING</b> A comprehensive safety and techniques talk must be given to all participants before work commences, including safe manual handling methods. Training for those in charge of a boat is essential as is swimming competence for those working from a boat. Include in team someone trained in cardiopulmonary resuscitation and in deeper water with lifeguard training.</p>		
<p><b>MONITORING</b> Ask who has had Tetanus jabs in last ten years and strongly urge these are acquired/kept up. Check weather and work conditions and welfare of each individual in team regularly.</p>		
<p><b>INFORMATION</b> BTCV <i>Waterways</i> handbook, BTCV <i>Hand Tools: A guide for safe use and care</i> booklet. HSE <i>Getting to Grips with Manual Handling</i> booklet. Generic risk assessment <i>General Site Safety</i>. If any exposure to hazardous substances is likely, <i>Control of Substances Hazardous to Health</i>. Always offer this Plan and associated RA to participants.</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
20. WORK IN GRASSLAND AND HEATHLAND	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Fire  Uneven ground  Operating hand tools  Spores from bracken or associated fungi when working near or cutting bracken  Inclement weather: sun, cold, wet, hot  Adder bite	H  L  M  M  M  M	If any form of fire is intended see Generic RA <i>Fires on Site</i> .  Inspect site for hazards, pointing out and if necessary marking these. Wear sturdy footwear with a firm grip.  Ensure adequate working distances are maintained. All tools must be in good condition and used safely. If necessary place hazard warning signs for the public and/or post a lookout to prevent public access.  Wear gloves, long sleeves and long trousers. If any major disturbance of bracken is involved, wear a fine pore mask. Clearance of bracken with machinery creates a fog of spores and dust; it thus needs a separate assessment and is mostly unsuitable for work with volunteers. (Any machinery, eg. brush cutter, to be used only by trained, competent people.)  Work on heathland/grassland can be exposed and the leader must monitor the conditions. Do not visit site unprepared for possible downpours, great heat/cold or strong sunshine. Avoid exposing skin to even seemingly overcast sun and on bright days use a high factor sunblock. Stop work promptly if people are clearly ill-attired for conditions, in discomfort or the weather is significantly raising the risks from the work.  Adders have not been seen on Harrow Nature Conservation Forum sites for a number of years while adder toxin is less dangerous than that of bees and wasps. Nevertheless, any person bitten by a snake should be accompanied to a hospital emergency room.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>  <b>ASSESSMENT DATE</b>  <b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)		

Risk level: L = Low, M = Medium, H = High

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
20. WORK IN GRASSLAND AND HEATHLAND	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p><b>RESTRICTIONS</b> Restrict access to work site if heavy felling is being done. No burning if site is dry. Machinery such as brush cutters not to be used by those not trained/competent in its use: also separate specific risk assessment needed if clearing bracken with machinery. Do not visit site unprepared - suitable clothing, shelter, drinking water, etc. - for inclement and exposed conditions.</p>		
<p><b>PREVENTATIVE MEASURES</b> Keep cut stumps low and flat to prevent tripping and/or causing injury. Remove or otherwise leave safe all waste materials. If necessary place hazard warning signs for the public and/or post a lookout to prevent public access.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b> Waterproof clothing for wet weather. Stout footwear with good grip. Gloves for handling cut materials and pulling bracken, also long sleeves/trousers for bracken work. If much disturbance of bracken is likely, wear a fine pore mask.</p>		
<p><b>TRAINING</b> Make members of the party aware of the toxic nature of bracken and need to avoid breathing spores whenever possible. Ensure that all participants are aware of good practise in use of hand tools. This will likely require training on the volunteer's first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practise.</p>		
<p><b>MONITORING</b> Inspect all tools before and regularly during work for good condition, not using any failures. Monitor site/weather conditions and welfare of each participant. Maintain safe working distances amongst those at work twice the length of arm plus tool is a good minimum if actively swinging a tool like a grasshook.</p>		
<p><b>INFORMATION</b> <i>Hand Tools - a guide to safe use and care, Generic RA General Site Safety.</i></p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
21. FIRES ON SITE	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Underground services	H	Before even piling material for a fire - others may light it unknowingly - carry out a full services check, ensuring there are none close by, within 50m, especially gas! Despite plans and intentions, underground services can sometimes be very close to the surface See item in RA General Site Safety.
Smoke inhalation	L	Site the fire as far as is practical from where people are working, taking in to account wind direction.
Smoke blowing over roads	H	Don't set fires near roads, check wind conditions and if very strong or gusty postpone the fire.
Smoke blowing over buildings	L	Don't set fires near occupied buildings, check wind conditions and if very strong or gusty postpone the fire.
Irritation to eyes from smoke	L	Light fire wherever possible downwind from the working party. Have a named person in charge of the fire.
Burns and singses	M	People with long hair to keep it tied back. Advise people to wear hats, caps and long sleeves when working near fire. Keep away from the fire unless absolutely necessary. Only add material to existing fire in small handleable amounts with no risk of sudden flaring.
Burning embers and flying debris	L	Sort material before adding it to fire to exclude dangerous items like bottles/aerosols or material that will burn/smoulder after you have left the site. Ensure no material that could spontaneously reignite is left at risk. Before leaving the site damp the fire down well using hose/buckets unless impracticable, in which case the fire site should be monitored for at least an hour after the fire is ostensibly out to check for reignition.
Spread of fire through adjacent flammables	L	Make sure the area around the fire is clear of flammable material. Never light fires under trees. Have water and/or spades etc at hand in case of spread. One person to be in charge of the fire at all times. Before leaving the site damp the fire down well using hose/buckets unless impracticable, in which case the fire site should be monitored for at least an hour after the fire is ostensibly out to check for reignition.
Spread of fire through the soil	L	Do not light fires directly over peat soil. Ensure you burn on a non-organic surface.
Explosion	M	Never use petrol or methylated spirits on a fire and never add an inflammable liquid to a fire that is alight or smouldering. Keep vehicles and any flammable liquid or gas in any form of container at least 30m from the fire.
Injury from hand tools	L	Any hand tools used to prepare or tend the fire must be carefully stored in a clear, obvious location at all times when not in use.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>		
<b>ASSESSMENT DATE</b>		
<b>APPLICABLE DATES</b> (This is likely either to be one specific day, or "until further notice".)		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
22. SAFETY WITH WILD ANIMALS AND LIVESTOCK	STEPHEN BOLSOVER	111 <sup>th</sup> May 2016
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
Bee and wasp stings  Lymes disease from ticks associated with deer Kicks, bites and butts from livestock  Handling injured birds and mammals  Adder bite	L  M M  L  M	Check if any member of work team has allergy to stings. If they do get them to explain the severity of their condition and the procedure to be followed if they are stung (e.g., are they carrying an agent to be injected in the case of a sting?) and on the basis of this make a decisions as to whether they can continue to work. When working in grassland areas where deer are present wear long trousers and long socks. Check exposed skin for ticks. The only livestock on Harrow Nature Conservation Forum sites are the cows roaming free on Bentley Priory. Do not feed, or otherwise encourage or attract this livestock to approach the work area. Injured animals will defend themselves. Even small birds can draw blood with their beaks. Wear gloves and keep animal away from face - eyes are particularly vulnerable. Do not handle owls, birds or prey or swans unless properly trained. The talons of owls or birds of prey can cause serious injury. Do not handle injured mammals - seek advice from Local Authority animal warden or a vet. Adders have not been seen on Harrow Nature Conservation Forum sites for a number of years while adder toxin is less dangerous than that of bees and wasps. Nevertheless, any person bitten by a snake should be accompanied to a hospital emergency room.
<p><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b> Injured animals will defend themselves. Even small birds can draw blood with their beaks. Wear gloves and keep animal away from face - eyes are particularly vulnerable. Do not handle owls, birds or prey or swans unless properly trained. The talons of owls or birds of prey can cause serious injury. Do not handle injured mammals - seek advice from Local Authority animal warden or a vet.</p>		
ASSESSOR		
ASSESSMENT DATE		
<p><b>APPLICABLE DATES</b> (This is likely either to be one specific day, or “until further notice”.)</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
23. GUIDED WALKS	STEPHEN BOLSOVER	11 <sup>th</sup> May 2016
<p>In a guided walk the HNCf volunteer(s) are acting as guides only. Their responsibility for the safety of the party relates only to the sites visited and the possible dangers posed by them to a normal healthy adult. The visitors who have attended the walk retain the primary responsibility for their own safety and for assessing the terrain and possible dangers. For example, a visitor who is unsteady on their feet should make their own decision as to whether an uneven path is safe for them to walk along. The safety of children remains primarily the responsibility of the parent or other person who brought the child to the event.</p> <p>All our reserves are small, so that parties can rapidly return to inhabited streets if problems arise.</p>		
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.
<p>Guided walks represent a potential threat to the safety of those taking part. Some walkers may have health conditions or disabilities. Children in the party may behave inappropriately and put themselves and others of the party in danger.</p>	L	<p>The route should be planned in advance and those attending warned if conditions to be encountered differ from those one would normally expect in reserves of our type – for example if a stream has to be forded, deep mud crossed that required footwear more substantial than walking shoes, or bramble thickets penetrated that could scratch unprotected skin.</p> <p>If the sun is shining and the walk involves significant periods in the open, the guide should suggest to the group that skin is protected by clothing or sun screen. However, this can only be a suggestion – the wellbeing of the visitors remains their own responsibility.</p>
<p style="text-align: center;"><b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b></p> <p style="text-align: center;"><b>ASSESSOR</b></p> <p style="text-align: center;"><b>ASSESSMENT DATE</b></p> <p style="text-align: center;"><b>APPLICABLE DATES</b></p> <p>(This is likely either to be one specific day, or “until further notice”.)</p>		

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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE	
24. Manning stands at shows	Steve Bolsover	5 <sup>th</sup> June 2016	
HAZARD potential for harm	RISK LEVEL	PRECAUTIONS to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Volunteers may injure themselves while setting up and dismantling gazebos, folding tables, display boards etc.	L	Volunteers to work together to set up and dismantle all equipment and furniture. Heavy items should be lifted using NHS approved techniques (keep the load close to the waist; don't bend the back while lifting).	
Visitors, especially young children, may catch a stomach bug from handling items in our object collection such as animal skulls.	L	Visitors will be advised to wash their hands after handling collection items.	
Visitors, especially children, may receive minor injuries when creating bug houses, headdresses and other items from natural and household materials as part of our fun activities at shows	L	Adults will be monitored to make sure they are using tools sensibly. Children will be closely supervised by the exhibitor	
Visitors, especially children, may get their fingers caught when handling small animal traps that we are displaying	L	Adults will be monitored to make sure they are handling the traps appropriately. Children will be closely supervised by the exhibitor.	
Where live small animals are brought to display at events, they might carry diseases that can be passed on through handling or a bite	M	Only pet animals that are known to be free of disease will be brought to public displays.	
Where live small animals are brought to display at events, they could cause minor injury through biting their handlers or members of the public	L	Only the designated handler should handle the live small animal. They should wear gloves while doing so.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>			
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ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE
25. Pond dipping with children		Steve Bolsover	12 <sup>th</sup> June 2016
HAZARD	RISK LEVEL	PRECAUTIONS	
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.	
Falling in and getting wet and uncomfortable	L	The person leading the event must supervise children closely and prevent risky behaviour that might cause them to fall in.	
Drowning	H	The person leading the event must supervise children closely and prevent risky behaviour that might cause them to fall in. We will never pond dip in ponds or lakes with deep water (on our reserves, this excludes Summerhouse Lake only, which is already excluded because of the presence of cows). If a child falls in the person leading the event will if possible pull them out while remaining on the bank; if this is not possible they will get in the water to aid the child.	
Other diseases caught from unclean water	M	Pond dipping will only be carried out in watercourses we believe to be clean.  All participants either should wash thoroughly, or wipe hands thoroughly with antiseptic hand wipes, as soon as possible after the pond dipping. They must not eat, drink or smoke until they have done this.	
Leptospirosis	M	This disease may not be very common but can have severe effects, in rarer cases death. If water contaminated with rats or cows urine gets into cuts, open wounds or sores the Weills or Hardjo varieties of Leptospirosis can result.  Pond dipping should not be carried out in areas with cattle. At present this means Bentley Priory only.  If the presence of rats is suspected, pond dipping should not be carried out.  Adults should be informed that they should not participate in the pond dipping if they have open wounds or sores on their hands. The person leading the event should themselves check children's hands for open wounds or sores and prevent them from pond dipping if any are found.  All participants either should wash thoroughly, or wipe hands thoroughly with antiseptic hand wipes, as soon as possible after the pond dipping. They must not eat, drink or smoke until they have done this.	
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>			
<b>ASSESSOR</b>			
<b>ASSESSMENT DATE</b>			
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ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
26. Use of Wood Farm visitor centre	Stephen Bolsover	14 <sup>th</sup> August 2016
HAZARD	RISK LEVEL	PRECAUTIONS
potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury or death due to fire	H	The protocols in the accompanying fire safety notes must be followed.
Fingers could be caught in the sash windows	L	The meadow grassland immediately adjacent to the visitor centre should be cut periodically to reduce the risk that grass fires can propagate to the building.
Fingers or other body parts could be caught in the metal security shutters	L	The fire extinguisher (new in June 2016) should be checked and maintained as per the manufacturer's instructions.
Visitors, especially children, could be locked inside the building	L	The windows should only be opened and closed by adults.
Emergency vehicles might not find the building	M	The manually operated shutters should only be opened and closed by adults.
		Care should be taken when closing the electrically operated shutters on the north side of the building (facing the road) to ensure that there is no one leaning against the door or windows or standing with their feet or hand on a sill. The operator should do a visual check that there is no one on the north side of the building before going inside to close the shutters. This can be done conveniently during the process of closing the manually operated shutters.
		A competent adult could always escape through the inner door or a window. However a child might panic if left behind - and even if they did escape, would then be alone in a novel location.
		All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked .
		A laminated notice "What to do in case of fire or emergency" to be fixed to the wall by the entrance door.
<b>RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY</b>		
<b>ASSESSOR</b>		
<b>ASSESSMENT DATE</b>		
<b>APPLICABLE DATES</b> (This is likely either to be one specific day, or "until further notice".)		

Risk level: L = Low, M = Medium, H = High



## **Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG**

### **Fire safety notes**

The visitor centre is a small three room building comprising two main rooms and a toilet/washroom.

Whenever the centre is occupied, the security shutters on both doors, and on both windows in the toilet/washroom, must be raised. It may often be convenient to leave others down to give a dark space, for example when projecting images, but these four shutters must be raised.

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required. The nominated person should make themselves familiar with the location of the exits from the centre, the position of the fire extinguisher, and the position of the main electrical switch on the wall by the main entrance.

The exit doors, including the door in the inner room that is usually kept bolted shut, must be kept clear at all times so that everyone can escape unimpeded in the event of an emergency. The nominated person should make all other users aware of the inner door and that it is closed only by bolts, and point out the sash windows in the toilet/washroom as an alternative exit route.

In the event of fire the nominated person should shout to make everyone in the centre aware. Everyone should leave the building by the nearest available door. Under almost all circumstances the nominated person should be the last to leave the centre. If there is someone in the toilet/washroom the nominated person should bang on the door to alert them. Depending on the severity of the fire (bearing in mind that fires can accelerate rapidly) and the age and competence of the group using the centre, the nominated person may decide to open the toilet/washroom door using the coin kept above the toilet/washroom door and either accompany the other person out through the main visitor centre room, or close the toilet/washroom door behind them and exit through a window.

Only attempt to extinguish the fire using the fire extinguisher provided if is considered safe to do so without taking any personal risks. If electrical equipment (this includes the water heater in the toilet/washroom) is burning the electricity supply to that equipment should be if feasible turned off, either locally by pulling the plug out of the wall, or at the main switch above the door inside the toilet/washroom. In many cases this will stop the fire with no further action being required. If the fire continues to burn, the fire extinguisher can be used.

Unless the fire has been fully extinguished, the nominated person should call the fire service by dialling 999, giving the address as Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the fire service when they arrive. If it is feasible, this second person should be asked to open the height barrier on the entrance gate to allow the fire engine into the parking lot. However, this is not critical - hoses from a fire engine parked at the roadside could easily reach the visitor centre, so do not waste time looking for keys in an emergency situation. The nominated person should remain with the main group to ensure that none try to re-enter the building.

Any event requiring use of the fire extinguisher or calling of the emergency services should be reported to the volunteer education and outreach warden, Santoshi Padhiar (email [tosh@ligphotography.com](mailto:tosh@ligphotography.com), phone 07976 304 333).

## **Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG**

### **Other safety notes**

All groups using the centre must nominate a competent person to take charge of venue use and to take command in the event of a fire or other emergency. As there is no telephone in the centre, the nominated person must have a mobile phone if a call to the emergency services is required.

When a group vacates the building, the nominated person must check that all people have left. This includes checking the toilet/washroom. Only then should the front door be locked (and the security shutter lowered).

Smoking is not permitted in the visitor centre.

A first aid box is kept in the outer room. This must remain in the visitor centre; working parties or other groups visiting Wood Farm should have their own first aid kit with them. If any item, however minor, in the first aid box is used the volunteer education and outreach warden, Santoshi Padhiar (email [tosh@ligphotography.com](mailto:tosh@ligphotography.com), phone 07976 304 333) must be informed so that the kit can be topped up again.

In the case of an emergency requiring a call to the emergency services the nominated person should call 999, giving the address as Wood Farm Visitor Centre, Wood Lane, Stanmore HA7 4LG. If possible, a second competent person should be asked to stand by the road at the entrance gate to flag the emergency service when they arrive. The nominated person should remain with the main group.

Steve Bolsover 14<sup>th</sup> August 2016

Any accident/incident should be recorded in a First Aid book, noting time and date.

ACTIVITY ASSESSED		ASSESSOR	ASSESSMENT DATE	
27. Outdoor workshops for children		Caroline Nathanson	12 <sup>th</sup> November 2018	
Hazard	Harm	Action to manage	Level	Notes
Dog poo, leaf mold and dirt from the ground	Infection	Carry out sweep/check of the edge where we are going to work before hand - remove any dog pooh.  Warn of potential and ask participants to wash hands at the end.  Parents to support children where appropriate  Provide alcohol soap for the end	L	bowl water soap towel
Items left by adult antisocial behavior - drug use condoms etc	Infection or poisoning	As above	L	
Twigs trees and bushes	Scratches or Poking of eyes	Warn people to take care	M	
Uneven ground, roots, debris or vegetation	Trips, slips and falls  Bumps, grazes, bruises  Sprains, strains and broken bones	Remind people to take care of themselves and watch where they are going  One first aider present and first aid kit to hand	M	
Safeguarding	Lost children  Abuse	Parents are present and responsible  Ask parents to sign a disclaimer.  Organisers are DBS checked  Do not do anything alone with children	L	
In emergency	Death or serious incident	There must be at least two organisers from HNCF present of whom at least two must be first aid trained.	L	One first aider to make area safe; stay with incident and administer First Aid.  Second organizer to ask adult to call 999 and draw the participants to another safe area with the view to sending them homehome

<b>Hazard</b>	<b>Harm</b>	<b>Action to manage</b>	<b>Level</b>	<b>Notes</b>
Weather	Electrical storm high winds heavy rain Extreme cold	Cancel event	L	
Cold from being damp or low temperature	Cold or in extreme cases hypothermia	In cold weather ensure activities involve a lot of physical activity.  Staff to monitor clients to watch for signs of people struggling with the cold. If appropriate cut the event short.	L	
Injury from tools	Cuts, bash or bruise, break of skin or bones	Tools that can cause injury should be kept in a secure tool box when not being used.  Adult demonstrate how to use the tools - 'tool talk' before any use.  Activity highly supervised by staff	M	.



ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
28 Litter clearance	Steve Bolsover	24 <sup>th</sup> March 2019
<p><b>RESTRICTIONS</b></p> <p>Only volunteers whose tetanus inoculations are up to date will be allowed to take part in the activity.</p>		
<p><b>PREVENTATIVE MEASURES</b></p> <p>All volunteers will wear heavy gardening gloves. Litter pickers will be used for broken glass and hypodermic needles. Hypodermic needles will be placed immediately into sharps bins. Broken glass will be placed in a separate receptacle such as a bucket or trug, at the end of the activity the warden or other volunteer in charge of the working party will take this material for independent safe disposal with household rubbish or at the amenity site as appropriate.</p>		
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>All volunteers will wear heavy gardening gloves.</p>		
<p><b>TRAINING</b></p> <p>Volunteers will be given a safety talk before the activity emphasizing the points as above.</p>		
<p><b>MONITORING</b></p> <p>The notes at risk assessment 3 “Children aged under 16 years at working parties” are particularly pertinent here since children will tend to rush off after obvious rubbish and crawl into areas inaccessible to adults. The warden or other volunteer in charge of the working party must keep an eye on children and their parents and speak to parents if their children are acting dangerously. As noted in risk assessment 3, children under 16 years of age are allowed on working parties only if accompanied by a parent or person acting <i>in loco parentis</i>. It must be made clear to the accompanying adult that the children remain their responsibility.</p>		
<p><b>INFORMATION</b></p>		

Risk level: L = Low, M = Medium, H = High