

Overall Risk Rating **Moderate**Completed by: **Neil Pullen**Version: **1** Date: **31/01/2019**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Contact with moving blade	Operators	<p>Operators should follow manufacturers' guidance regarding the required standard of PPE which should be worn.</p> <p>Snug fitting clothing must be worn and long hair tied back when operating brushcutters / trimmers.</p> <p>Safety features must be checked prior to starting.</p> <p>The engine must be stopped and allowed to cool down before any maintenance or refuelling is done.</p> <p>Machinery must be maintained according to the manufacturers' instructions by a competent individual, serviced at regular intervals and records kept.</p> <p>Operators should not cut close to objects which may damage the cutting head, e.g. wire fences.</p> <p>Brushcutters / trimmers must be operated using two hands.</p> <p>Signs should be displayed at work or site entrances to inform the public about the risks or a lookout posted if public approach is expected.</p> <p>Gloves must be worn when cleaning the blade guard to minimise the risks associated with tetanus and risk of personal injury.</p> <p>Trimmer never to be left unattended.</p> <p>Be aware of the general public.</p> <p>Stop trimming if members of the public approach the working area.</p>	M
Ignition of fuel	Staff and Volunteers	<p>Allow machine to cool before refuelling. Set the refuelling site well away from (i.e. 30 metres) from work area and away from sources of ignition.</p> <p>Wear goggles when filling unless non-spill nozzles are attached.</p>	L
Exhaust fumes	Staff and Volunteers	<p>Do not work in confined spaces. Use in line with manufacturer instructions.</p> <p>Ensure exhaust system is uncovered and facing away from operator.</p> <p>Machinery should not be run indoors to prevent noise and exhaust fume build up.</p>	L
Training and newly qualified operators	Staff and Volunteers	<p>New operatives should be supervised by a qualified operator until competent and a record of their training kept.</p> <p>Regular refresher training should be given – every three years (if irregular user), regular users (weekly use) every 5 years. Or as per certification.</p> <p>No children or adults with learning difficulties (SEN) should operate machinery.</p>	M
Wet, slippery or unstable ground	Staff and Volunteers	<p>Brushcutters / trimmers must not be used on steep slopes where a stable footing cannot be maintained. Do not operate uneven ground where footing could be compromised or in conditions that would impede escape.</p> <p>Brushcutters / trimmers must not be used in strong winds or heavy rain.</p>	M
Flying debris	Staff and Volunteers	<p>Brushcutters / trimmers will not be operated if there is anybody within a 15m radius.</p> <p>Ensure PPE worn and safe working distances maintained. Clear debris well away from escape routes in all directions.</p> <p>Close footpaths and post lookouts when felling on or near to footpaths. Erect safety signage on all public sites.</p> <p>The ground must be cleared of debris e.g. bottles and cans and checked for dog fouling before work commences.</p> <p>Visual check of area for any stones, raised manhole covers, old posts etc.</p> <p>Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate company immediately.</p> <p>Trimming to be carried with back toward traffic where and when it is safe to do so.</p>	M
Manual Handling	Staff and Volunteers	<p>Provide carrying aids to transport equipment to site. Ensure all members of team are aware of safe lifting practices and aid each other if lifting big logs. Log tongs, pulp hooks to be used for larger items.</p>	M

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Noise and Vibration	Staff and Volunteers	<p>Ear defenders must be worn by the operator at all times.</p> <p>Ear defenders will be worn by other workers authorised to be within 10 metres of the chainsaw operator. See HSE advice below.</p> <p>Take a 10-minute break after every tank of fuel and a 30-minute break after every 3rd tank.</p> <p>Be aware of arm-vibration limits.</p> <p>Adjust harness and handles for comfortable use before commencing work.</p> <p>Operators should be made aware of HAVS health risks and should report any feelings of numbness to the Trust immediately.</p> <p>Job rotation by trained operatives only.</p> <p>Use of brushcutter should be limited to:</p> <p>Normal brushcutters – 2 hours per day running time.</p> <p>Professional rated brushcutter – 3.5 hours per day running time.</p> <p>Ensure equipment is maintained as per manufacturers specification and records kept.</p>	
Spillages giving rise to inhalation of fumes, physical contact or fire and explosion.	Staff and Volunteers	<p>Saw to be stored in saw box and in locked store area. Fuel/oil to be stored in fume cabinet. Limit amount of fuel stored at any time.</p> <p>Hazards signs to be displayed.</p>	M
Record keeping	All users	<p>Ensure brushcutter / strimmer usage log is completed after every period of use.</p> <p>Ensure records are kept of any servicing / maintenance / checks of brushcutters / trimmers and PPE.</p> <p>Ensure PPE is in date and replace when needed.</p>	
Spillage giving rise to explosion, fire or pollution	Staff and Volunteers	<p>Machinery must not be used within 15m of a naked flame.</p> <p>No smoking is permitted in the work area or whilst refuelling, maintaining or operating equipment. Machinery and fuel must be stored in a locked and ventilated area and transported securely to avoid spillage or fume leak.</p> <p>Never refuel with engine running.</p> <p>Fuel-can must be labelled up with contents.</p> <p>Keep container at least 30 metres from working area and away from sources of ignition and sunlight.</p> <p>Observe COSHH assessment.</p> <p>Fuel must not be left unattended.</p> <p>Fuel to be stored appropriately and suitable fire extinguisher should be available, and spill kit. Preferred - use fuel can with auto fuel shut off to prevent spillage or over fill.</p> <p>Mop up spillages as they happen, including spills on clothing.</p>	L



Overall Risk Rating **Moderate**

Completed by: **Neil Pullen**

Version: **1** Date: **31/01/2019**

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

1. All operators to be trained and competent with brushcutter operation and to wear approved PPE.
2. NO Lone Working.
3. Operator to observe daily maximum time for 'Hand Arm Vibration Syndrome' – refer to the HSE guidance on Hand-arm vibration at work document - <http://www.hse.gov.uk/pubns/indg175.htm>.
4. Operator to assess the task and working area prior to commencement. Observing any other dangers, dog fouling, rocks etc.
5. Check Brushcutter is in a good working condition & maintained to manufactures specification.
6. Brief team 'task talk' to explain task, operational and emergency procedures.
7. Erect signage and mark off strimming zone (if required).
8. Designate fuel storage/ maintenance area.
9. Ensure 'spotters' are at locations prior to commencing task (if required).
10. During task, operator to be aware and observant of the surroundings and public.
11. Ensure appropriate first aid kit is carried along with method of communication i.e. radio / mobile phone for emergency contact.
12. Operator to Risk Assess the task on a daily basis prior to commencement. Observing any other dangers, weather conditions, terrain, overhead cables, other dangerous trees etc. This must be recorded and the task halted if HIGH RISK.
13. Undertake dynamic risk assessment throughout task, take time to think through outcomes, escape routes etc.

BEST PRACTICE

- Before starting work assess the work site. Remove all loose debris. Make note of large sites, old posts, manhole covers etc.
- If any exposed cables or wires are seen HALT WORK, seal off area and report immediately.
- Evaluate your escape route and safe direction of work.
- Make sure that working areas are secure and that there are no people present.
- Ensure First Aid kit is on site.

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with: 1
2
3

Approved by (Manager's name) _____

Assessor's signature: Neil Pullen

Initial date of Common Hazards Risk Assessment: 31/01/2019 Reviewed: _____ Next review: 01/2020 or following near miss; accident or significant changes

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **3** Date: **14/01/2019**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Contact with chain Impact with Kickback Falling trees and debris	Operators	<p>Only staff and registered volunteers who are both qualified and Wiltshire Wildlife Trust approved are permitted to use a chainsaw on Trust reserves. Users must operate within the levels of their competency and in accordance with training and manufacturers instruction. Full and compliant PPE MUST be worn See the HSE details at the end of this document.</p> <p>Please also note: Chainsaw PPE is classified as Class 0 – Will stop a maximum chain speed of 16 metres per second (36MPH) (3160 feet per minute). Class 1 = 20 metres per second (45mph) 3937 feet per minute. Class 2 = 24 metres per second (54mph) 4724 feet per minute. Class 3 = 28 metres per second (63 mph) 5512 feet per minute.</p> <p>PLEASE BASE YOUR PPE REQUIREMENTS ON THE STATED CHAIN SPEED GIVEN BY THE MANUFACTURER OF YOUR CHAINSAW.</p> <p>Chainsaw trousers. Trousers are also either TYPE A or TYPE C. Type A are chainsaw protected at the front only. These are the standard trousers worn by people working on the ground. Type C are protected all around the leg. These are recommended for climbers.</p> <p>Gloves – Some gloves only provide protection to the left hand (the right hand holds the chainsaw?)</p> <p>Combination helmet.</p> <p>Chain must be sharp and kept at correct tension; chainsaws MUST be maintained to manufacturer’s instructions and checked before use and appropriate records of servicing kept</p>	M
Ignition of fuel	Staff and Volunteers	<p>Allow machine to cool before refuelling. Set the refuelling site well away from (i.e. 30 metres) from work area and away from sources of ignition.</p> <p>Wear goggles when filling unless non-spill nozzles are attached.</p>	L
Felling activities (including hung up trees) and cutting activities	Staff and Volunteers	<p>Use safe saw techniques as per training and subsequent regular refresher training.</p> <p>Make a thorough assessment of where the weight is in the crown of the tree and the likely direction of fall and where tension or compression could occur. Clear escape routes before felling occurs. Maintain safe working distances of 2.5 times the tree being felled length or 5 metres if cross cutting. Only the operator will work within the danger areas with a spotter nearby. Ensure all members of the team know how to approach the operator – instructions to form part of “task talk”. Assessment of working area prior to work commencing, do not work under cables.</p> <p>No part of the chainsaw is to be used above shoulder height.</p>	M
Flying debris	Staff and Volunteers	<p>Ensure PPE worn and safe working distances maintained. Clear debris well away from escape routes in all directions.</p> <p>Close footpaths and post lookouts when felling on or near to footpaths. Erect safety signage on all public sites.</p>	M
Manual Handling	Staff and Volunteers	<p>Provide carrying aids to transport equipment to site. Ensure all members of team are aware of safe lifting practices and aid each other if lifting big logs. Log tongs, pulp hooks to be used for larger items.</p>	M

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **3** Date: **14/01/2019**

Noise and Vibration	Staff and Volunteers	<p>Ear defenders will be worn by other workers authorised to be within 10 metres of the chainsaw operator. See HSE advice below.</p> <p>Take a 10-minute break after every tank of fuel and a 30-minute break after every 3rd tank.</p> <p>Be aware of arm-vibration limits.</p> <p>Use of chainsaws should be limited to</p> <p>Normal chainsaws – 2 hours per day running time</p> <p>Professional rated saws – 3.5 hours per day running time.</p> <p>Ensure equipment is maintained as per manufacturers specification and records kept.</p>	
Wet, slippery or unstable ground	Staff and Volunteers	Do not operate chainsaw on slopes or uneven ground where footing could be compromised or in conditions that would impede escape.	M
Spillage giving rise to explosion, fire or pollution	Staff and Volunteers	<p>Never refuel with engine running. Fuel-can must be labelled up with contents. Keep container at least two tree lengths from felling area and away from sources of ignition and sunlight. Observe COSHH assessment. Fuel must not be left unattended. Fuel to be stored appropriately and suitable fire extinguisher should be available, and spill kit. Preferred - use fuel can with auto fuel shut off to prevent spillage or over fill. Mop up spillages as they happen, including spills on clothing.</p> <p>Use only bio-chain oil in sensitive areas.</p>	L
Spillages giving rise to inhalation of fumes, physical contact or fire and explosion.	Staff and Volunteers	<p>Saw to be stored in saw box and in locked store area. Fuel/oil to be stored in fume cabinet. Limit amount of fuel stored at any time.</p> <p>Hazards signs to be displayed.</p>	M

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

1. All operators to be fully trained and certified to level in chainsaw operation and authorised by Wiltshire Wildlife Trust to use a chainsaw on its reserves and records of training certificates and refresher training provided to the Trust.
2. Any user must wear approved PPE (check date of PPE issue and replace under manufacturers guidance).
3. No lone working and a minimum of two other people, one of which is first aid trained to a competent level and another competent in raising an alarm/directing the emergency services must be present.
4. Operator to observe daily maximum time for 'Hand Arm Vibration Syndrome' – refer to the HSE guidance on Hand-arm vibration at work document: <http://www.hse.gov.uk/pubns/indg175.htm>
5. Operator to Risk ASSESS the task on a daily basis prior to commencement. Observing any other dangers, weather conditions, terrain, overhead cables, other dangerous trees etc. This must be recorded and the task halted if HIGH RISK.
6. Undertake dynamic risk assessment of felling operations as they progress, take time to think through outcomes, escape routes etc.
7. Check Chainsaw is in a good working condition & maintained to manufactures specification – keeping records of all maintenance and servicing.
8. Brief team 'task talk' to explain task, operational and emergency procedures. Supervisors should make regular checks to ensure that all necessary PPE, safe working practices and procedures are being followed. Anyone refusing to wear PPE requested will be asked to step down from the task pending further investigation
9. Erect signage and mark off felling zone (if required).
10. Designate fuel storage/ maintenance area.
11. Ensure 'spotters' are at locations prior to commencing task (if required).
12. During task operator to be aware and observant of the surroundings and public.
13. Ensure a complete First Aid kit suitable for potential degree of injury is on site and operator carries a large sterile dressing/blood stopper on their person.



Overall Risk Rating **Nominal**

Completed by: **Neil Pullen**

Version: **3** Date: **14/01/2019**

BEST PRACTICE

- NO LONE WORKING
- Before starting work assess the tree to see if there are any problems with the limbs, the lean, the number of stems. Evaluate your escape route and the trees direction of fall. Make sure that working areas are secure and that there are no people present.
- Make an undercut which should match the direction of fell. Make a back cut which must be higher than the undercut.
- Carry a personal first aid kit containing:
 - An extra-large wound dressing
 - Plastic gloves
 - Resusciate
 - Emergency whistle.
- Celox granules or Granule impregnated gauze are recommend for a more general first aid box to be taken to site and placed where all members of the team are aware.

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with:

1

2

3

Approved by (Manager's name)

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

24/07/2015

Reviewed: 14/01/2019

Next review: 01/2020 or following near miss; accident or significant changes)

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **3** Date: **14/01/2019**The HSE website contains the following information on the 3/11/2017 <http://www.hse.gov.uk/treework/safety-topics/chainppe.htm>

Equipment	BS or EN standard	Using a chainsaw on the ground	Using a chainsaw off the ground	Comments
Safety helmet	BS EN 397 BS EN 14052 BS EN 12492	✓ ✓ ✓	✓	Helmets to BS EN 397 or BS EN 14052 are only recommended for ground work. For tree climbing operations AFAG recommends a mountaineering style helmet complying with BS EN 12492. A helmet to this standard is also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it. Helmets may be available which claim a BS EN 397 or BS EN 14052 shell and cradle but a BS EN 12492 chinstrap/retention system. Such hybrid helmets are also suitable for use on the ground where there is nothing in the task risk assessment to disqualify it.
Hearing protection	BS EN 352-1 BS EN 352-2 BS EN 352-3	✓ ✓ ✓	✓ ✓ ✓	
Eye protection mesh visor	BS EN 1731	✓	✓	Consider the need for eye and face protection from flying debris created by the chainsaw and other hazards such as branches. Also consider hazards caused by reduced quality vision when wearing the protection.
Safety glasses or goggles	BS EN 166	✓	✓	Consider the need for eye protection from flying debris created by the chainsaw and other hazards such as branches. Glasses may not stay on the head as well as goggles for working at height.
Gloves	BS EN 381-7	✓	✓	Suitable gloves for the task and subject to the operator's risk assessment. Consider the need for protection from cuts from the chainsaw, thorny material and cold/wet conditions. Where chainsaw protection is required this should be to BS EN 381-7
Leg and groin protection	BS EN 381-5	✓	✓	AFAG recommends Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. Where wearing Type C is impractical (e.g. because of the higher risk of heat stress), it may be appropriate to use Type A, where justified by risk assessment.
Chainsaw boots	BS EN ISO 17249	✓	✓	Protective boots with good grip and protective guarding at front vamp and instep.
Gaiters	BS EN 381-9			For occasional users working on even ground where there is little risk of tripping or snagging on undergrowth or brash, worn in combination with steel toe-capped safety boots.
Outer clothing				Should be non-snag.
High visibility clothing				Where justified by risk assessment.

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date:

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Bad Weather Cold and wet	Staff & Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event. Limit exposure time by using sheltered spots & not stopping too long when talking. Have regular checks on all participants. Abandon task if conditions worsen.	L
Bad weather – high winds	Staff and Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event Cancel event if in woodland or working near large trees. Limit exposure times by using shelter & not stopping for too long when talking. Abandon task if conditions worsen.	L
Bad weather - thunderstorm	Staff and Volunteers	If buildings or vehicles are on site then seek shelter until storm passes. If not then abandon activity and send people home.	M
Hot weather/sun Sunburn - due to excessive exposure to the sun. Heat/Sun Stroke – due to excessive exposure to the sun. De-hydration – due to excessive exposure to hot weather conditions.	Staff and Volunteers	Keep hydrated and take regular breaks in the shade. Ensure ALL staff are instructed not to work for prolonged periods of time in the sun (Max 1 hour) without regular breaks, preferably in an area of shade. Ensure ALL staff wear suitable protective clothing (sunhat, long sleeved, etc) to reduce risk. For areas of skin exposed to the sun a suitable high factor sun cream or sun block should be used (NOTE: not to be issued as part of kit – advise participants to supply themselves). Ensure a plentiful supply of water/other suitable fluids. Ensure ALL staff take regular breaks to take on water (other suitable fluids).	M
Lifting heavy objects i.e. cut wood Repetitive movements – sawing Bending to work Muscular Strains/Sprains – due to manual handling and hand digging.	Staff and Volunteers	Inform participants about safe lifting techniques. Ensure participants take regular breaks. Ensure participants vary activities. (A manual handling risk assessment form, to be completed before task begins) Ensure ALL staff are instructed in the correct manual handling technique before undertaking the task. Ensure participants are undertaking work within their physical capabilities (need to be aware of any medical conditions – heart, respiratory, bad back, etc) Share heavy and bulky loads. Materials to be carried by your side, not on shoulders and rolls of wire to be carried on a pinch bar or stake and between two people. Arrange delivery of materials to site and as near to work areas as is practicable. Use wheelbarrows and other mechanical aids to reduce all lifting and moving of material.	M
Losing people	Staff and Volunteers	Designate area to work in and check participants regularly. If group contains vulnerable people (see checklists), then pair up them with more experienced volunteers.	L
Risk of personal attack – to participants or leader	Staff and Volunteers	Leave no-one isolated during task. Never be out of sight of group with just one participant. Avoid aggressive body posture and language when dealing with group. Remind participants to lock valuables out of sight.	L
Terrain – trips, slips and falls – due to gradient and unevenness of ground	Staff and Volunteers	Take care not to over-balance when pulling ragwort on a slope especially if wet. Advise on appropriate footwear (in publicity and when booking). Advise participants of any trip/slip hazards to be encountered during task (stumps/brambles). Ensure ALL staff/volunteers are wearing suitable footwear – safety boots, sturdy walking boots, etc – good grip. DO NOT leave the work area in an unsafe condition. Ensure ALL materials and tools are correctly stored.	M
Climbing and getting through fences and locked gates	Staff and Volunteers	Locked gates are to be unlocked and opened and not climbed. Climb fences at the strongest points (main struts). Cover barbed wire with hessian sack or similar if regular visits are made. Consider cutting and repairing fence whilst work is undertaken.	L

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date:

Contact with contaminated soil/ water	Staff and Volunteers	Advise participants to wash hands before eating, drinking or smoking. Have gloves available for participants.	L
Contact with hazardous plants. Possibly brambles, thorns, nettles	Staff and Volunteers	Identify hazardous plants on site & avoid them when possible. Wear gloves when pulling ragwort. Identify hazardous plants on site & plan work to avoid them when possible. Advise participants (in publicity & when booking) to wear long sleeves and trousers. Avoid areas with bracken in Aug/Sept.	M
Bites from animals/insects. Ticks – Lyme Disease	Staff and Volunteers	Ask sufferers of anaphylactic shock to make themselves known to first aiders. Leave areas if bee swarms encountered. Participants asked to wear long sleeves and trousers in publicity. Ensure ALL staff/volunteers are made aware of 'Ticks' outlining preventative measures and actions to take if a Tick is found. Hand out wallet size "warning" cards for all participants to carry. Advise them to wear suitable clothing –light coloured clothing, long sleeves, trousers, boots and to check themselves over after the task. If they find a 'Tick' remove it if they feel confident to do so and keep it in a sealed container in case they develop 'Flu' like symptoms, so that the 'Tick' can be tested for Lyme Disease. If they experience 'Flu' like symptoms go to their GP.	M
Cuts, puncture wounds, abrasions, foreign bodies in the eye	Staff and Volunteers	Ensure ALL operators/staff to wear correct P.P.E gloves, safety glasses/goggles, safety helmets, etc.	L
Contact with hand tools. Bow saws, loppers, bill hooks	Staff and Volunteers	Demonstrate safe use, storage & transport of tools at start of task. Ensure all guards and sheaths are kept in place when transporting and carrying hand tools. Check on group regularly throughout task. Pair up new and experienced volunteers. Provide gloves and hard hats. Tools and site safety talk to include use and demonstration of Mell, Post Drivers, Chisels and Monkey Strainers. Hard hats MUST be worn when using Post drivers or Mells. Goggles to be worn when using a mallet & chisel. Mattocks and picks, (where handles are not fixed) are not to be swung above head height. Safe working distances extend from 3m to 10m. Examine all tools before use, remove and label faulty items 'do not use'.	M
Adders	Staff and Volunteers	Do not handle reptiles. Leave refugia alone. If bitten tell First Aider and head straight to A&E.	L
Livestock	Staff and Volunteers	Avoid livestock where possible. No dogs on site. Keep to field edges and walk quietly.	L
Barbed Wire	Staff and Volunteers	Wear gloves when handling. Cut and repair if you need to cross or take out rolls of hessian fibre and wrap barbed wire before attempting to climb.	L
Bonfires	Staff and Volunteers	Contact Wiltshire Fire Brigade prior to building a bonfire and let them know you are having a controlled burn. (01380) 723601 (provide a grid reference for the site). Ensure fire is situated in a safe place. Do not build larger than can be easily controlled and shut down if required. Appoint a look out. Ensure all material is placed onto the fire from one position and twigs, branches laid horizontally along the fire. Allow to burn put before leaving site.	M
Refreshments	Staff and Volunteers	Ensure all participants wash their hands before eating, drinking and smoking. Ensure that plenty of rest breaks are provided. Only eat, drink and smoke in designated areas. Ensure all food is fresh and kept in suitable containers and conditions. Take care with milk on site. Complete a separate risk assessment if cooking or BBQ are to be prepared. Ensure all food stuffs and drinks are kept away from possible sources of contaminates (petrol, oils etc.)	M



Overall Risk Rating **Nominal**

Completed by: **Neil Pullen**

Version: **1** Date: _____

Power tools – Brushcutters/ chainsaws/ Mowers/drills etc	Staff and Volunteers	Only trained competent and confident staff to use power tools. A separate Risk assessment to be conducted for each piece of equipment	M
Insert risk specific to the task, location or conditions below			

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

14. **A daily risk assessment should be undertaken alongside this generic risk assessment. The daily risk assessment should take account of specific conditions and task on that day. This includes a manual handling assessment.**

15. Supervisors should make regular checks to ensure that all necessary PPE, safe working practices and procedures are being followed. Anyone refusing to wear PPE requested will be asked to step down from the task pending further investigation.

Likelihood	Remote 1	Possible 2	Probable 3
Consequence			
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with: 1

2

3

Approved by (Manager's name) _____

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

07/06/2015

Reviewed: 29/01/2019

Next review: 01/2020 or following near miss; accident or significant changes)

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **3** Date: **16/01/2019**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Falls from ladder/ stepladder	Staff and volunteers using ladders	Ladders/ Stepladders to be thoroughly inspected annually and visually inspected prior to each occasion of use. Working at height regulations applied and follow the HSE guidelines GS 31 on safe use of ladders, steps and trestles. Only staff/volunteers trained in ladder use to be given and competency records kept. Ladder to be securely footed or tied during use. Stepladder to be opened fully & on even ground. Do not use in high winds. Do not use ladders to support trestles boards.	
Falling items		Carried items to be securely fastened e.g. on tool belt or shoulder bag. Footer to wear hard hat (PPE). Area below ladder to be cordoned off if in public area. Do not lift heavy/ awkward loads whilst on ladder/ stepladder.	L
Manual handling		Care should be taken when moving/ carrying ladder (2 persons required) or stepladder.	L
Slips		Suitable sturdy footwear (PPE) to be worn with clean soles for grip. Use outdoors prohibited in icy wet conditions.	M
Electrocution		Never work within 6 metres of live overhead electric cables. Avoid/ be aware of electrical appliances e.g. external lights.	M
Equipment Failure		Any defects on ladders/steps found must be reported and recorded and equipment should be labelled appropriately.	M

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

Use of Ladders

1. Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks;
2. Don't overreach – make sure your belt buckle (navel) stays within the stiles;
3. Make sure it is long enough or high enough for the task;
4. Don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the pictogram or label on the ladder for information;
5. Make sure the ladder angle is at 75° – you should use the "1 in 4" rule (i.e. 1 unit out for every 4 units up).
6. Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles;
7. Don't try to move or extend ladders while standing on the rungs;
8. Don't work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working;
9. Don't stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms;
10. Avoid holding items when climbing (consider using a tool belt);
11. Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (e.g. fibreglass or timber) for any electrical work;
12. Do not place ladder where it can be dislodged or struck by traffic or doors.
13. Carry light tools etc in a shoulder bag or holster attached to a tool belt.
14. Tie off ladders where possible.

Use of stepladders

1. Check all four stepladder feet are in contact with the ground and the steps are level;
2. Only carry light materials and tools;
3. Don't overreach;
4. Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
5. Ensure any locking devices are engaged;
6. Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, e.g. in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;
7. Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete);
8. Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment;
9. Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.



Overall Risk Rating **Nominal**

Completed by: **Neil Pullen**

Version: **3** Date: **16/01/2019**

BEST PRACTICE

- The HSE publish Safe use of ladders and stepladders: A brief guide <http://www.hse.gov.uk>
- Staff likely to work at height should also undertake the online training provided

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with:

1

2

3

Approved by (Manager's name)

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

16/01/2019

Reviewed:

Next review: 01/2020 or following near miss; accident or significant changes)

Overall Risk Rating **Nominal**Completed by: **Neil Pullen**Version: **2** Date: **31/01/2019**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Pedestrian controlled mowers	Operators	All mower operators must receive training, instruction and supervision from a competent operator	N
Contact with moving parts/blades	Staff and Volunteers	Engine must be stopped and spark lead disconnected before any maintenance or cleaning is undertaken. Always follow manufacturer's instructions and have "operators manual" available before any maintenance operations	M
Contact with hidden objects in grass and dog faeces		Ground must be cleared of debris and checked for dog fouling before work commences. Dog fouling could be removed before commencing work. Always wear protective gloves and wash hands before eating drinking and smoking.	N
Exhaust fumes	Staff and Volunteers	Do not work in confined spaces. Use in line with manufacturer instructions. Ensure exhaust system is uncovered and facing away from operator Mower must not be run indoors to avoid fume build up.	N
Fire	Staff and Volunteers	Machine must be allowed to cool before refuelling. Mower must be maintained as per manufacturer's instructions and serviced regularly. Mowers must not be used or refuelled within 10m of naked flames.	M
Flying debris	Staff and Volunteers	Operators must wear trousers and protective gloves to prevent Injury from flying debris. Maintain a safe working distance of 5 metres minimum from other workers and/or members of the public at all times. Ensure PPE is worn if stated in the operator's manual.	N
Over turning vehicle (crush injury)	Operators	Mowers must not be used by hand on slopes greater than 1:10. A rope must be used to control descent on steep slopes in order to prevent runaway – but not in cutting mode.	N
Manual Handling	Staff and Volunteers	Load and unload mowers from trailers running in 1st gear. Do not attempt to lift mower at any time. When moving cutting heads – two people minimum must lift using safe manual handling techniques. Provide carrying aids to transport equipment to site (straps etc).	M
Noise and Vibration	Staff and Volunteers	Ear defenders will be worn by the operator and other workers authorised to be within 10 metres of the mower operator. Gloves must be worn and a break must be taken every tank of fuel to reduce fatigue and vibration disorders (e.g. hand arm vibration syndrome). Ensure equipment is maintained as per manufacturers specification and records kept.	N
Wet, slippery or unstable ground	Staff and Volunteers	Do not operate mower on slopes or uneven ground where footing could be compromised or in conditions that would impede escape. Do not operate mower on slopes or uneven ground where footing could be compromised or in conditions that would impede escape. Always work across slopes not up and down.	N
Fuelling	Staff and Volunteers	Never refuel with engine running. Fuel-can must be labelled up with contents. Keep container at least 30metres from working area and away from sources of ignition and sunlight. Observe COSHH assessment. Fuel must not be left unattended. Fuel to be stored appropriately and suitable fire extinguisher should be available, and spill kit. Preferred - use fuel can with auto fuel shut off to prevent spillage or over fill. Mop up spillages as they happen, including spills on clothing. Use only bio-chain oil in sensitive areas.	N



Overall Risk Rating **Nominal**

Competed by: **Neil Pullen**

Version: **2**

Date: **31/01/2019**

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

1. All operators to be trained and competent with mowers operation and to wear approved PPE.
2. No Lone Working.
3. Operator to observe daily maximum time for 'Hand Arm Vibration Syndrome'.
4. Operator to assess the task and working area prior to commencement. Observing any other dangers, dog fouling, rocks etc.
5. Check mower is in a good working condition & maintained to manufactures specification – if faults found report to staff members.
6. Brief team 'task talk' to explain task, operational and emergency procedures.
7. Erect signage and mark off cutting zone (if required).
8. Designate fuel storage / maintenance area.
9. Ensure 'spotters' are at locations prior to commencing task (if required).
10. During task operator to be aware and observant of the surroundings and public.
11. Do not engage cutter above 2nd gear and above half revs and transporting the mower should be undertaken with the cutter disengaged and at walking speed.
12. Ensure appropriate first aid kit is carried along with method of communication i.e. radio/mobile phone for emergency contact.
13. Use correct manual handling techniques when loading/unloading or maintaining machinery.

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with:

- 1
- 2
- 3

Approved by (Manager's name)

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

03/08/2015

Reviewed: 31/01/2019

Next review: 01/2020 or following near miss; accident or significant changes)

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date: **29/01/2019**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Bad Weather Cold and wet	Staff & Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event. Limit exposure time by using sheltered spots & not stopping too long when talking. Have regular checks on all participants. Abandon task if conditions worsen.	L
Bad weather – high winds	Staff and Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event Cancel event if in woodland or working near large trees. Limit exposure times by using shelter & not stopping for too long when talking. Abandon task if conditions worsen.	L
Bad weather - thunderstorm	Staff and Volunteers	If buildings or vehicles are on site then seek shelter until storm passes. If not then abandon activity and send people home.	M
Hot weather/sun Sunburn - due to excessive exposure to the sun. Heat/Sun Stroke – due to excessive exposure to the sun. De-hydration – due to excessive exposure to hot weather conditions.	Staff and Volunteers	Keep hydrated and take regular breaks in the shade. Ensure ALL staff are instructed not to work for prolonged periods of time in the sun (Max 1 hour) without regular breaks, preferably in an area of shade. Ensure ALL staff wear suitable protective clothing (sunhat, long sleeved, etc) to reduce risk. For areas of skin exposed to the sun a suitable high factor sun cream or sun block should be used (NOTE: not to be issued as part of kit – advise participants to supply themselves). Ensure a plentiful supply of water/other suitable fluids. Ensure ALL staff take regular breaks to take on water (other suitable fluids).	M
Lifting heavy objects i.e. cut wood Repetitive movements – sawing Bending to work Muscular Strains/Sprains – due to manual handling and hand digging.	Staff and Volunteers	If ragwort is very hard to pull then cut it. Take frequent breaks. Kneel where possible. Inform participants about safe lifting techniques. Ensure participants take regular breaks. Ensure participants vary activities. (A manual handling risk assessment form, to be completed before task begins.) Ensure ALL staff are instructed in the correct manual handling technique before undertaking the task. Ensure participants are undertaking work within their physical capabilities (need to be aware of any medical conditions – heart, respiratory, bad back, etc). Share heavy and bulky loads. Materials to be carried by your side, not on shoulders and rolls of wire to be carried on a pinch bar or stake and between two people. Arrange delivery of materials to site and as near to work areas as is practicable. Use wheelbarrows and other mechanical aids to reduce all lifting and moving of material.	M
Losing people	Staff and Volunteers	Designate area to work in and check participants regularly. If group contains vulnerable people (see checklists), then pair up them with more experienced volunteers.	L
Risk of personal attack – to participants or leader	Staff and Volunteers	Leave no-one isolated during task. Never be out of sight of group with just one participant. Avoid aggressive body posture and language when dealing with group. Remind participants to lock valuables out of sight.	L
Terrain – trips, slips and falls – due to gradient and unevenness of ground	Staff and Volunteers	Take care not to over-balance when pulling ragwort on a slope especially if wet. Advise on appropriate footwear (in publicity and when booking). Advise participants of any trip/slip hazards to be encountered during task (stumps/brambles). Ensure ALL staff/volunteers are wearing suitable footwear – safety boots, sturdy walking boots, etc – good grip. DO NOT leave the work area in an unsafe condition. Ensure ALL materials and tools are correctly stored.	M
Climbing and getting through fences and locked gates	Staff and Volunteers	Locked gates are to be unlocked and opened and not climbed. Climb fences at the strongest points (main struts). Cover barbed wire with hessian sack or similar if regular visits are made. Consider cutting and repairing fence whilst work is undertaken.	L

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date: **29/01/2019**

Contact with contaminated soil/ water	Staff and Volunteers	Advise participants to wash hands before eating, drinking or smoking. Have gloves available for participants.	L
Contact with hazardous plants. Possibly brambles, thorns, nettles	Staff and Volunteers	Identify hazardous plants on site & avoid them when possible. Wear gloves when pulling ragwort. Identify hazardous plants on site & plan work to avoid them when possible. Advise participants (in publicity & when booking) to wear long sleeves and trousers. Avoid areas with bracken in Aug/Sept.	M
Cuts, puncture wounds, abrasions, foreign bodies in the eye	Staff and Volunteers	Ensure ALL operators/staff to wear correct P.P.E gloves, safety glasses/goggles, safety helmets, etc.	L
Contact with hand tools. Bow saws, loppers, bill hooks	Staff and Volunteers	Demonstrate safe use, storage & transport of tools at start of task. Ensure all guards and sheaths are kept in place when transporting and carrying hand tools. Check on group regularly throughout task. Pair up new and experienced volunteers. Provide gloves and hard hats. Tools and site safety talk to include use and demonstration of Mell, Post Drivers, Chisels and Monkey Strainers. Hard hats MUST be worn when using Post drivers or Mells. Goggles to be worn when using a mallet & chisel. Mattocks and picks, (where handles are not fixed) are not to be swung above head height. Safe working distances extend from 3m to 10m. Examine all tools before use, remove and label faulty items 'do not use'.	M
Adders	Staff and Volunteers	Do not handle reptiles. Leave refugia alone. If bitten tell First Aider and head straight to A&E.	L
Livestock	Staff and Volunteers	Avoid livestock where possible. No dogs on site. Keep to field edges and walk quietly.	L
Barbed Wire	Staff and Volunteers	Wear gloves when handling. Cut and repair if you need to cross or take out rolls of hessian fibre and wrap barbed wire before attempting to climb.	L
Bites from animals/insects. Ticks – Lyme Disease	Staff and Volunteers	Ask sufferers of anaphylactic shock to make themselves known to first aiders. Leave areas if bee swarms encountered. Participants asked to wear long sleeves and trousers in publicity. Ensure ALL staff/volunteers are made aware of 'Ticks' outlining preventative measures and actions to take if a Tick is found. Hand out wallet size "warning" cards for all participants to carry. Advise them to wear suitable clothing – light coloured clothing, long sleeves, trousers, boots and to check themselves over after the task. If they find a 'Tick' remove it if they feel confident to do so and keep it in a sealed container in case they develop 'Flu' like symptoms, so that the 'Tick' can be tested for Lyme Disease. If they experience 'Flu' like symptoms go to their GP.	M
Bonfires	Staff and Volunteers	DO NOT BURN RAGWORT	M
Refreshments	Staff and Volunteers	Ensure all participants wash their hands before eating, drinking and smoking. Ensure that plenty of rest breaks are provided. Only eat, drink and smoke in designated areas. Ensure all food is fresh and kept in suitable containers and conditions. Take care with milk on site. Complete a separate risk assessment if cooking or BBQ are to be prepared. Ensure all food stuffs and drinks are kept away from possible sources of contaminates (petrol, oils etc.)	M



Overall Risk Rating **Nominal**

Competed by: **Neil Pullen**

Version: **1**

Date: **29/01/2019**

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

1. **A daily risk assessment should be undertaken alongside this generic risk assessment. The daily risk assessment should take account of specific conditions and task on that day. This includes a manual handling assessment.**
2. Supervisors should make regular checks to ensure that all necessary PPE, safe working practices and procedures are being followed. Anyone refusing to wear PPE requested will be asked to step down from the task pending further investigation.
3. If chemical treatment is to be applied a Full COSHH assessment must be undertaken.

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with:

1

2

3

Approved by (Manager's name)

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

07/06/2015

Reviewed: 29/01/2019

Next review: 20/2020 or following near miss; accident or significant changes)

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date: **15/12/2018**

Significant hazard	Who might be harmed and how	Current control measures in place to eliminate hazards or reduce risks to an acceptable level	Residual risk rating
Bad Weather Cold and wet	Staff & Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event. Limit exposure time by using sheltered spots & not stopping too long when talking. Have regular checks on all participants. Abandon task if conditions worsen.	L
Bad weather – high winds	Staff and Volunteers	Ask participants (on publicity & when booking) to wear appropriate clothing & footwear for event Cancel event if in woodland or working near large trees. Limit exposure times by using shelter & not stopping for too long when talking. Abandon task if conditions worsen.	L
Bad weather - thunderstorm	Staff and Volunteers	If buildings or vehicles are on site then seek shelter until storm passes. If not then abandon activity and send people home.	M
Lifting heavy objects i.e. cut wood Repetitive movements – sawing Bending to work Muscular Strains/Sprains – due to manual handling and hand digging.	Staff and Volunteers	Inform participants about safe lifting techniques. Ensure participants take regular breaks. Ensure participants vary activities. (A manual handling risk assessment form, to be completed before task begins if the task contains a significant element of manual handling). Ensure ALL staff are instructed in the correct manual handling technique before undertaking the task. Ensure participants are undertaking work within their physical capabilities (need to be aware of any medical conditions – heart, respiratory, bad back, etc) Share heavy and bulky loads. Materials to be carried by your side, not on shoulders and rolls of wire to be carried on a pinch bar or stake and between two people. Arrange delivery of materials to site and as near to work areas as is practicable. Use wheelbarrows and other mechanical aids to reduce all lifting and moving of material.	M
Losing people	Staff and Volunteers	Designate area to work in and check participants regularly. If group contains vulnerable people (see checklists), then pair up them with more experienced vols.	L
Risk of personal attack – to participants or leader	Staff and Volunteers	Leave no-one isolated during task. Never be out of sight of group with just one participant. Avoid aggressive body posture and language when dealing with group. Remind participants to lock valuables out of sight.	L
Terrain – trips, slips and falls – due to gradient and unevenness of ground	Staff and Volunteers	Advise on appropriate footwear (in publicity and when booking). Advise participants of any trip/slip hazards to be encountered during task (stumps/brambles). Ensure ALL staff/volunteers are wearing suitable footwear – safety boots, sturdy walking boots, etc – good grip. DO NOT leave the work area in an unsafe condition. Ensure ALL materials and tools are correctly stored. Identify at start and inform everyone in tools and site safety talk hazards. Fence line to be kept clear of obstructions. Holes covered or back filled if site left unattended.	M
Climbing and getting through fences and locked gates	Staff and Volunteers	Locked gates are to be unlocked and opened and not climbed. Climb fences at the strongest points (main struts). Cover barbed wire with hessian sack or similar if regular visits are made. Consider cutting and repairing fence whilst work is undertaken.	L
Contact with contaminated soil/ water	Staff and Volunteers	Advise participants to wash hands before eating, drinking or smoking. Have gloves available for participants.	L
Contact with hazardous plants. Possibly brambles, thorns, nettles	Staff and Volunteers	Identify hazardous plants on site & plan work to avoid them when possible. Advise participants (in publicity & when booking) to wear long sleeves and trousers. Avoid areas with bracken in Aug/Sept.	M

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date: **15/12/2018**

Bites from animals/insects. Ticks – Lyme Disease	Staff and Volunteers	Ask sufferers of anaphylactic shock to make themselves known to first aiders. Leave areas if bee swarms encountered. Participants asked to wear long sleeves and trousers in publicity. Ensure ALL staff/volunteers are made aware of 'Ticks' outlining preventative measures and actions to take if a Tick is found. Advise them to wear suitable clothing – long sleeves, trousers, boots and to check themselves over after the task. If they find a 'Tick' remove it if they feel confident to do so and keep it in a sealed container in case they develop 'Flu' like symptoms, so that the 'Tick' can be tested for Lyme Disease. If they experience 'Flu' like symptoms go to their GP.	M
Cuts, puncture wounds, abrasions, foreign bodies in the eye	Staff and Volunteers	Ensure ALL operators/staff to wear correct P.P.E gloves, safety glasses/goggles, safety helmets, etc.	L
Contact with hand tools. Bow saws, loppers, bill hooks	Staff and Volunteers	Demonstrate safe use, storage & transport of tools at start of task. Ensure all guards and sheaths are kept in place when transporting and carrying hand tools. Check on group regularly throughout task. Pair up new and experienced volunteers. Provide gloves and hard hats. Tools and site safety talk to include use and demonstration of Mell, Post Drivers, Chisels and Monkey Strainers. Hard hats MUST be worn when using Post drivers or Mells. Goggles to be worn when using a mallet & chisel. Mattocks and picks, (where handles are not fixed) are not to be swung above head height. Safe working distances extend from 3m to 10m. Swinging hand tools will be used safely i.e. workers to be 2 tools or 2 arms lengths away from each other. Gloves must not be worn on the hand(s) Examine all tools before use, remove and label faulty items 'do not use'.	M
Adders	Staff and Volunteers	Do not handle reptiles. Leave refugia alone. If bitten tell First Aider and head straight to A&E.	L
Livestock	Staff and Volunteers	Avoid livestock where possible. No dogs on site. Keep to field edges and walk quietly.	L
Barbed Wire	Staff and Volunteers	Wear gloves when handling. Cut and repair if you need to cross or take out rolls of hessian fibre and wrap barbed wire before attempting to climb.	L
Hot weather/sun Sunburn - due to excessive exposure to the sun. Heat/Sun Stroke – due to excessive exposure to the sun. De-hydration – due to excessive exposure to hot weather conditions.	Staff and Volunteers	Keep hydrated and take regular breaks in the shade Ensure ALL staff are instructed not to work for prolonged periods of time in the sun (Max 1 hour) without regular breaks, preferably in an area of shade. Ensure ALL staff wear suitable protective clothing (sunhat, long sleeved, etc) to reduce risk. For areas of skin exposed to the sun a suitable high factor sun cream or sun block should be used (NOTE: not to be issued as part of kit – advise participants to supply themselves). Ensure a plentiful supply of water/other suitable fluids. Ensure ALL staff take regular breaks to take on water (other suitable fluids).	M
Bonfires	Staff and Volunteers	Contact Wiltshire Fire Brigade prior to building a bonfire and let them know you are having a controlled burn. (01380) 723601 (provide a grid reference for the site). Ensure fire is situated in a safe place. Do not build larger than can be easily controlled and shut down if required. Appoint a look out. Ensure all material is placed onto the fire from one position and twigs, branches laid horizontally along the fire. Allow to burn put before leaving site.	M

Overall Risk Rating **Nominal**Competed by: **Neil Pullen**Version: **1** Date: **15/12/2018**

Refreshments	Staff and Volunteers	<p>Ensure all participants wash their hands before eating, drinking and smoking. Ensure that plenty of rest breaks are provided. Only eat, drink and smoke in designated areas.</p> <p>Ensure all food is fresh and kept in suitable containers and conditions. Take care with milk on site. Complete a separate risk assessment if cooking or BBQ are to be prepared.</p> <p>Ensure all food stuffs and drinks are kept away from possible sources of contaminates (petrol, oils etc.)</p>	M
Power tools – Brushcutters/ chainsaws/ Mowers/drills etc	Staff and Volunteers	<p>Only trained competent and confident staff to use power tools.</p> <p>A separate Risk assessment to be conducted for each piece of equipment</p>	M
Straining wire	Staff and volunteers	<p>Hard hat and goggles must be worn. Only the person operating the strainers should be close to the wire/fence line, all others should be positioned opposite the direction of strain.</p> <p>Wire must be stapled before final strain is applied to prevent it springing free.</p> <p>Loose ends of coils of wire to be weighted or secured firmly before unrolling.</p> <p>Persons operating strainers be trained and competent in its use.</p>	M
Contact with Treated timber/timber treatments	Staff and Volunteers	<p>Posts should be received in a drip-free condition with no sign of preservative fluid on the surface. If this is not the case, the timber should be stored open stacked under ventilated conditions and protected from rain and snow to dry before use.</p> <p>When working with timber, wear gloves to protect the skin against abrasions and splinters. Any cuts and abrasions should be protected by a waterproof dressing.</p> <p>When power-sawing and machining, wear goggles to protect the eyes from flying particles. Wear a dust mask and, whenever possible, perform these operations outdoors to avoid accumulations of airborne sawdust or use a suitable dust extraction system around any mechanical saw or planing machine. Avoid frequent or prolonged inhalation of sawdust.</p> <p>After handling or working with treated timber, all exposed skin should be washed before commencing other activities, especially eating, drinking, smoking or going to the toilet.</p> <p>If sawdust accumulates on clothes, clean them before re-use.</p> <p>Launder heavily soiled clothes separately from other household wash items.</p> <p>TANALITH pressure treated timber is not classified as hazardous waste.</p> <p>TANALITH treated timber and post treatment processing wastes, such as sawdust and offcuts, must not be used for animal litter or bedding or for fuel in barbecues, cooking stoves or grates.</p> <p>Any waste timber, sawdust or redundant timber should preferably be recycled, re-used, or disposed of to an authorised landfill or to a correctly controlled and approved waste incinerator.</p>	L
Cement and mortar		COSHH assessments must be followed for using cement.	M
Underground services		<p>Before any digging work commences, the site must be checked for underground services. If any services are present in close proximity to area, a suitable survey must be undertaken to identify correct location of services.</p> <p>No mechanical excavation will take place and holes should be hand dug.</p>	M
Tetanus, Leptospirosis and soil borne organisms		<p>All participants should have current anti-tetanus immunisation.</p> <p>Cover all wounds before work and stress possibility of contamination by water and soil organisms. Clean wounds with antiseptic and cover immediately. Wash hands before eating, drinking or smoking.</p>	



Overall Risk Rating **Nominal**

Competed by: **Neil Pullen**

Version: **1**

Date: **15/12/2018**

Any further actions required to eliminate or reduce risks (e.g. training, monitoring, supervision, equipment, advice and guidance etc):

SAFE SYSTEM OF WORK

1. A daily risk assessment should be undertaken alongside this generic risk assessment. The daily risk assessment should take account of specific conditions and task on that day. This includes a manual handling assessment.
2. Supervisors should make regular checks to ensure that all necessary PPE, safe working practices and procedures are being followed. Anyone refusing to wear PPE requested will be asked to step down from the task pending further investigation.
3. Check work area for hazards before work commences i.e. underground services, dead trees, holes, water and check site risk assessment for task/area restrictions
4. Assign roles, what to do in an emergency, where to assemble and notify who are First Aiders.
5. Give full tool talk including, suitability of tool for job, how to use it correctly, safe storage, maintenance and what PPE must be worn when using i.e. safety goggles when fencing (include a demonstration of tool and take questions)
6. Ensure all staff and volunteers have correct PPE and run through the dangers of the day. Inform group of work area and any danger areas.
7. Ensure adequate first aid provision by having a qualified and competent first aider on site
8. Ensure all tools and equipment is in good condition and suited to the task
9. Make sure all COSHH assessments if relevant are read and understood
10. Fence off or demark area of safe working and signage for public
11. Structure day as planned, noting weather conditions and any changes in working arrangements and stop task if safety measures cannot be met
12. At end of task, ensure site is clear, safe and free from debris
13. Check all tools are collected in and any faulty or broken tools are marked and returned for fixing/disposal

Likelihood \ Consequence	Remote 1	Possible 2	Probable 3
Minor 1			
Significant 2	Nominal - 2	Moderate - 4	Substantial - 6
Serious 3	Moderate - 3	Substantial - 6	Extreme - 9

Completed in consultation with:

1

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3

Approved by (Manager's name)

Assessor's signature:

Neil Pullen

Initial date of Common Hazards Risk Assessment:

12/12/2018

Reviewed:

Next review: 12/2019 or following near miss; accident or significant changes)