

RISK ASSESSMENT														
Activity	Planting Works – including annual bedding, containerised and hedges – (To be read in conjunction with use of hand tools & specific equipment risk assessment as applicable)				Location(s):	SWANCC area			South Willesborough and Newtown and Orbital Park					
Assessor	SWANCC-				Assessment date	04/11/2022		Review date	05/11/2023					
Step 1	Step 2	Initial degree of risk (prior to controls)			Step 3	With Existing Controls Measures		Step 4	With additional control measures		Step 5			
Identify the hazard	Who might be harmed and how?	L'hood	Severity	Risk rating A	What are we doing already?	L'hood	Severity	Risk rating B	Is anything further needed?	L'hood	Severity	Risk rating C	Action by Whom?	Action date ?

Disturbance of wildlife and small animal sets including Hibernaculas	Hedgehogs, small mammals and wildlife				To be considered				Considering the area before planting, considering methods to use as little disturbance as possible, avoiding hibernacula and habitat of vulnerable species.				All	Constantly
Safety of Tools	Lockable shed on allotments				6 x 4 Shed on Allotment agreed with locks for Litter Picker equipment				Increase storage unit agreed for litter picker on allotments to at least 8' x 6'				Community Council Manager	ASAP
Manual Handling	Operatives or volunteers suffering muscular skeletal injury from manual handling tasks	3	3	9	Manual handling risk assessment. SWANCC Policy in place Training on use of equipment by qualified and insured Contractor Laminated Signs explaining risk and good practice. Purchase of bulb planters and necessary hand tools for all users.	2	3	6		1	3	3	Community Council Manager with employed Contractor or qualified SWANCC member	Before planting project commences at start of community event
Member of the public entering work area	Operatives General Public Collision / Slips Trips and Falls	3	3	9	Volunteers and Operatives to secure the working area as appropriate to control the risks. Especially relevant to parks and highways areas where high footfall is expected. Volunteers will be advised in safe working distances 5m, working safely, and keeping tools close by so they present no additional hazards.	1	3	2	-	-	-	-	Community Council Manager with employed Contractor or qualified SWANCC member	- Before planting project commences at start of community event
Services in the work area (excavation)	Operatives Bystanders & general Public Electrocution	3	4	12	Underground works are subject to CAT scan. Only operatives trained in CAT scan operations to undertake assessment. To review for overhead cables or any other cables and avoid	2	4	8	Unlikely to present a risk in existing borders. Unlikely to meet overhead cables but to scan all areas before planting or scarifying.	1	4	4	Management team (competent person)	-

Likelihood of the hazard happening	Severity of the potential injury/damage				
	0-5 = Low risk	6-10 = Moderate risk	11 - 15 = High risk	16 - 25 = Extremely high unacceptable risk	
	Insignificant damage to property, equipment or minor injury	Non-reportable injury, minor loss of process or slight damage to property	Reportable injury moderate loss of process or limited damage to property	Major Injury, single fatality critical loss of process/damage to property	Multiple fatalities catastrophic loss of business
	1	2	3	4	5
Almost Certain = 5	5	10	15	20	25
Will probably occur = 4	4	8	12	16	20
Possible occur = 3	3	6	9	12	15
Remote possibility = 2	2	4	6	8	10
Extremely unlikely = 1	1	2	3	4	5

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					Cat Scan to recently serviced or an item hired at approx. £30 per day to ensure maximum effectiveness.									
Loading and Unloading	Site Users Operatives Collision / Slips Trips and Falls/ falling objects	3	3	9	Operatives to assess the access and egress, for loading and unloading suitability including the context of manual handling. Manual handling and dynamic risk assessment training given to staff.	1	3	3	-	-	-	-	-	-
Contact with needle sticks	ALL Cuts / Lacerations and Blood borne Pathogens	3	3	9	To carry out pre start check prior to the commencement of operation. Volunteers to avoid the use of hands when undertaking border works and the use tools such as rakes and hoes for clearance of surfaces. Gloves will be issued for further preventions	1	3	3	Any found to be photographed and reported immediately to Street Scene and area avoided. -	-	-	-	-	-
Exposure to animal excrement	Operatives Toxocara egg of leptospira bacteria Trough cuts and lacerations / scratches and ingestion	3	3	9	Operatives issued with PPE gloves and instructed to wear at all times when undertaking works. Operatives supplied with anti-bacterial hand wipes for hand washing and instructed to wash hands before eating or smoking. First aid kit to be available at all times and a qualified first aider to be present for a community day above working group size.	1	3	3	-	-	-	-	-	-

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6-10 = Moderate risk		Insignificant damage to property, equipment or minor injury	Non-reportable injury, minor loss of process or slight damage to property	Reportable injury moderate loss of process or limited damage to property	Major Injury, single fatality critical loss of process/damage to property	Multiple fatalities catastrophic loss of business
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16 – 25 = Extremely high unacceptable risk		5	10	15	20	25
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Contact with plant materials when Pruning Weeding Clearing	ALL Alkaloid saps and narcotic irritants through cuts, scratches and ingestion	2	2	4	ALL issued with PPE gloves and instructed to wear at all times when undertaking works. All to supplied with anti-bacterial hand wipes for hand washing and instructed to wash hands before eating or smoking.	1	2	2	-	-	-	-	-	-
Contact with soil borne bacteria	ALL Contact with pathogenic bacteria such as <i>Clostridium tentani</i>	2	4	8	All issued with PPE gloves and instructed to wear at all times when undertaking works. All are supplied with anti-bacterial hand wipes for hand washing and instructed to wash hands before eating or smoking.	1	2	2	-	-	-	-	-	-
Risk Assessor (print)					SWANCC Sarah Evans SWANCC Authorised to sign							04/11/2022		
Risk Assessor by (sign)					<i>S E Evans</i>									

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