

RISK ASSESSMENT FORM

Sheet of

ASSESSOR'S NAME	DATE	PERSONS AT RISK	SIGNATURE
A N Other		Staff, Volunteers and General Public	

ACTIVITY: Ladders	LOCATION:
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HAZARD, POTENTIAL FOR HARM	RISK LEVEL	PRECAUTIONS TO REDUCE RISK LEVEL
Carrying materials/tools up and down the ladder	Low	Mark/cordon off the area to prevent people from approaching. Minimise tools/materials kept above ground level and secure them. There must be a second person footing the ladder who must wear a safety helmet Tools and materials must be hoisted using rope and/or tool belt.
Contact with overhead power lines	Low	Ladders must not be used within 5 metres of an overhead power line. Ladders must be carried between two people, down by their sides.
Defective ladder	Low	Check rungs and stiles are in sound condition before each day's use.
Stability	Low	Do not use in high winds. Tops of ladder to be tied off if it is to stay in position. Ladder must face the work. Ladder to be placed on firm ground at 75 degrees to the horizontal. Do not lean over or load the side of the ladder. Where practical, use proprietary ladder stabilisers. Operative should wear safety harness and hard hat.

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ACTIVITY: Tree and other planting tasks/ Cutting back foliage	LOCATION:
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HAZARD, POTENTIAL FOR HARM	RISK LEVEL	PRECAUTIONS TO REDUCE RISK LEVEL
Contact with branches twigs	Low	Advise of risk to eyes of contact with twigs and thorns, particularly blackthorn which infect easily.
Contact with soil borne organisms	Low	Wash hands before eating, drinking or smoking. Participants must be advised of Tetanus inoculation. Cover any broken skin. Any cut/scratch received must be promptly washed and covered. Anti bacterial wipes will be available. Use tools, feet, not hands to move and firm soil. Wear leather or PVC gloves to prevent contact with soil.
Muscle strain from heavy digging. General manual handling.	Low	Plan in advance any heavy or awkward lifting. Advice on safe lifting, carrying and moving techniques. Provide carrying aides, eg wheelbarrows. Heavy items carried between two people.
Slips, trips and falls	Low	Inspect site and clear/mark inherent trip hazards Always leave tools in clear safe place.
Disposal of twigs, branches	Low	Advise that trimmed twigs, branches must be disposed of safely – in skip or stacked away from possible trip danger.

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ACTIVITY: Stream Clearing	LOCATION:
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HAZARD, POTENTIAL FOR HARM	RISK LEVEL	PRECAUTIONS TO REDUCE RISK LEVEL
Slips, trips and falls	Low	Inspect site and clear/mark trip hazards. Keep site , tools and materials tidy.
Slope down to water/mud	Low	Advice on safe practice. Persons on hand on bank. Appropriate footwear. First Aid kit.
Open stream water. Very shallow.	Low	Adults only. Appropriate footwear.
Litter, glass, debris, needles	Low	Litter pickers. Gauntlet gloves. 'Sin Bin'
Wet weather	Low	Opportunity not to participate. Appropriate footwear and clothing.
Lifting	Low	Advice on safe practice. Heavy items carried between two people. Provide carrying aids, eg wheelbarrow. Advise wet materials much heavier.

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ACTIVITY: Stream Clearing	LOCATION:
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HAZARD, POTENTIAL FOR HARM	RISK LEVEL	PRECAUTIONS TO REDUCE RISK LEVEL
Contact with micro organisms, ie Leptospirosis, Weils Disease	Low	Advise participants to have Tetanus inoculation. Do not drink or wash hands in stream or pond water. Use clean water and antibacterial wash/soap. Wear strong rubber gloves. Any cuts must be covered. Wash hands before eating, drinking, smoking. Anti bacterial wipes will be provided.
Contact with plant sap	Low	Identify hazardous plants on site and plan work to avoid contact. Wear long sleeves, trousers and gloves. Wash exposed skin thoroughly.
Traffic	Low	Loading and unloading to be arranged so people are clear of passing traffic. Leave vehicle parked on site able to leave quickly in case of emergency.
Personal vulnerability	Low	No one to be working alone.