

EVENT / TASK RISK ASSESSMENT for and on behalf of
Event Organizer WALBERTON PARISH COUNCIL

Risk Assessment by: Mike Tristram

Advance Risk Assessment Date/Version: 2nd March / v2

WHAT, WHERE, WHEN

Description of Task: Hedge planting and planting of primroses at BN18 0LJ, and several small young trees nearby at BN18 0LQ.

Site Name: New hedge on FP354, Oakleys Cottages to Morleys Croft, Binsted

Grid Reference: SU 98793 05438

Ambulance Access: site entrance is opposite Oakleys Cottages BN18 0LJ

Site Owner: Luke Wishart, Church Farm Binsted

Who is at risk from the activity? Volunteers taking part / general public

Date of Event: 19th March 2016

SAFETY CONTACTS

Task Leader: Mike Tristram Mobile 07771 897613

Nearest Accident and Emergency Dept:
St Richard's Hospital, Spitalfield Lane, Chichester PO19 6SE 01243 788122

CHECKS ON THE DAY

Review of this Risk Assessment carried out on site on the day? Y / N

Key points:

- Raise everyone's awareness of risks.
- Give a tools talk.

First Aider(s) present: Jackie Thompson Y / N John Knight Y / N

First Aid Kit? Y / N

*Risk: L = Low; M = Medium; H = High

To check	Risk*	Description of risk	Control measures (ie possible action taken to reduce risk)
Weather	M	Forecast @1.3.16: 2-8deg; clouds not rain; wind 22-41km/h ENE. Cold weather – chill risk; torn/pulled muscles. Cold affecting dexterity and grip when using hand tools.	Recommended wellies waterproofs and gardening gloves on poster. Stop work and warm hands if becoming cold. Gloves recommended except if using swinging tools.
Access and parking	L	Little parking room on lane so vehicles on side of lane might increase pedestrian/ vehicle conflict.	Advised on poster to walk if poss or share cars. Requested permission to park cars if necessary in neighbouring private drive/yard.
Ground conditions & Surroundings	M	Damp and muddy therefore slippery. Trip Hazards eg tussocks, holes, branches.	Make volunteers aware of conditions. Wellingtons recommended on publicity poster.
Task specific operations and tools	M	Volunteers bringing own hand tools eg spade trowel possibly mattock and protective equipment. Risk of injury to selves or to others working or standing by close at hand – esp if mattock action.	Ensure aware of good practice and safe use of their tools in this context eg do not jump on spade. Safety talk at start of task. Ongoing monitoring. Children under family supervision at all times. Involvement of experienced volunteers. Safe working distance for swinging tools (2x tool length + 2x arm length).
Plants and canes	M	Puncture wounds or scratches from thorny plants; damage to eyes or face from canes.	Remind everyone of risk. Advise gardening gloves on publicity poster (done). Ensure aware of good practice and safe method for planting caning and applying spiral protectors in this context eg keep face away from top of the plants and canes. Safety talk at start of task. Ongoing monitoring. Children under family supervision at all times. Involvement of experienced volunteers.
Other workers	L	Awareness of others using swinging tools such as mattocks (if any).	Safety talk at start of task. Ongoing monitoring
Bending and lifting	M	Lots of bending required. Lifting and carrying of planting material (though not heavy loads).	Remind volunteers how to bend safely and to stretch regularly.
Water	L	No water on site	Bottled drinking water to be used for any necessary washing of hands.
Members of the public	L	Site is open to members of the public (PROW). Actions of volunteers eg mattocks could cause injury; tools or materials on path could form trip hazard.	Remind volunteers to watch for people and dogs. Keep path clear. Do not leave tools unattended. Monitor
Diseases	L	Dog mess a possibility throughout site. Tick bites could lead to lyme disease but risk low as ticks generally inactive in early spring and volunteers will be well clothed in cool weather.	Warn volunteers to be careful. Advise to use gloves when working and to wash hands before eating. Check for ticks.
Animals	L	Dogs but should be on leads. Insect stings and bites but unlikely this early. Sheep might be in adjacent field with electric fencing.	Warn volunteers to take care. Warn of electric fencing if present.

Participant Register

- I am taking part as a Walberton Parish Council volunteer in the Hedge Planting for Nature events
- I am aware of the risks of the activity and will use tools and equipment and have regard for safety of others and myself accordingly as appropriate.

Name	Home Phone	Other information	Signature



Mid Arun Valley Environmental Survey

Name	Home Phone	Other information	Signature