

Sparsholt PC Minutes 18 September 2014 Annex J Risk Assessment

Activity/ Operation Generic Risk Assessment Form

Activity/operation: Scrub Clearance & Coppicing

Date of latest revision:
March 2008

Ham Green

Typical groups at risk**

Volunteers; members of the public

Hazards	Risk	Risk control measures
Uneven ground	Trips/slips/falls	Take regular breaks to avoid fatigue. Ensure correct footwear worn.
Use of hand tools	Injury	Carry out tool talk before start. Ensure tools in good condition before use. Wear appropriate PPE. Maintain safe working distances.
Cut scrub and stumps	Tripping Injury	Grip hand tool with ungloved hand. Verbal warning. Keep site tidy. Ensure safe working practices.
Falling Timber	Injury	Verbal warning. Safe working practice. Wear Appropriate PPE.
Heavy or cumbersome items	Back injury	Verbal warning. Manual handling procedures.
Brambles, Blackthorn and other thorny scrub	Trips, cuts puncture wounds, tetanus	Verbal warning, Wear gloves, goggles. Keep paths/work areas clear from overhanging scrub. Ensure vaccinations up to date.
Inexperienced volunteers	Injury to themselves or others	Give health and safety talk immediately before task. Take regular communal breaks.
Weather conditions	Hypothermia Falling branches/trees	Check weather conditions. Wear suitable clothing. Stop work in severe weather conditions.
General Public	Injury	Warning Signs. Post lookouts if necessary.
Use of machinery		

<p>Fuel</p> <p>Poisonous Plants</p> <p>Barb Wire</p> <p>Heavy or cumbersome items</p> <p>Bonfires</p>	<p>Injury</p>	<p>Stop work for horses and dogs.</p> <p>Machinery operators to be trained and/or experienced in the use of brushcutters/ hedgetrimmers & chainsaws.</p> <p>Supervising Officer to observe use to satisfy him/herself that operator is competent in safe use of machine.</p> <p>Ensure machinery is in good condition before use.</p> <p>Appropriate PPE to be worn by operator and staff/volunteers working within immediate vicinity.</p> <p>Check work area for hidden obstructions, hazards.</p> <p>Safe working distances to be observed.</p>
	<p>Injury/Explosion</p>	<p>Regular breaks to be taken to prevent prolonged exposure to possible vibration.</p>
	<p>Wild Parsnip, hogweed, bracken, ragwort etc</p>	<p>Fuel stored in correct containers away from sources of ignition.</p> <p>Refuel away from sources of ignition.</p> <p>Start machinery away from refuelling site.</p>
	<p>Cuts, scratches, tetanus</p>	<p>Avoid contact with plants. If brushcutting near wild parsnip/hogweed wear visor and cover bare skin to avoid phytotoxic burns.</p>
	<p>Back injury</p>	<p>If pulling ragwort wear gloves. Keep out of bracken when in spore. Wear dust mask if appropriate.</p>
	<p>Burns Uncontrolled fire</p>	<p>Verbal warning, wear gloves, ensure vaccinations up to date.</p> <p>Verbal warning. Manual handling procedures.</p> <p>Safe site and weather.</p> <p>Ignite with paper kindling and firelighters.</p> <p>Avoid smoke.</p> <p>Control burn – keep fire small –</p>

		<p>have one loader – cut material to manageable size. Quench fire before leaving. Fence hot ashes.</p>
<p>Please write in additional Local Hazards/Risks and control measures NOT included in the generic Site Risk Assessment.</p>		
		Are any special groups at risk? No
		First aid cover: Qualified first aider:
<p>PPE needed Safety boots <input checked="" type="checkbox"/> Safety Wellingtons <input checked="" type="checkbox"/> Goggles <input checked="" type="checkbox"/> Leather gloves <input checked="" type="checkbox"/> PVC/rubber gloves <input type="checkbox"/> Hard hat <input checked="" type="checkbox"/> Ear defenders <input checked="" type="checkbox"/> Dust mask <input type="checkbox"/></p> <p>Other (please specify) Wellingtons</p>		
Form completed by:		Approved by (if appropriate):
Position:		Position:

Ham Green Conservation Group

Health & Safety Guidelines

Ham Green Conservation Group sponsored by Sparsholt Parish Council

“Ham Green Volunteers are committed to providing a safe and healthy working environment for all its members and the General Public. They will take, as far as is practicable, every precaution to ensure that all activities are carried out in a safe and enjoyable manner.”

Guidelines

- These Health and Safety Guidelines will be provided for all Volunteers.
- Those leading working parties will ensure Volunteers are aware of potential risks and remind Volunteers of safe practise.
- Every Volunteer has a responsibility to work safely and consider the health and safety of other Volunteers and members of the Public.
- They should be alert for potential hazards that may cause accidents (eg. slippery and uneven ground, thorns, trips, insects)
- Equipment must be checked to ensure it is safe to use.
- Volunteers must wear appropriate clothing and protective equipment.

First Aid

- A First Aid Box must be available during each work activity.
- At least one member of the work group should be trained to at least Basic First Aid at work Standard.
- Each work group must have at least one mobile phone to call emergency services (999) if necessary.
- Volunteers should be aware of infections that can arise from bites, cuts and dirty water (eg. **Lyme Disease, Weil’s Disease, Tetanus, Dermatitis**). Volunteers should treat minor wounds, clean hands before eating and are advised to get inoculated against Tetanus.
- Accidents should be reported to group leader and recorded.

Machinery and Tools

- Volunteers must use sharp tools safely, cutting away from the body, passing tools on handle first and using a tool for the task it was intended.
- If the tool is to be wielded, then no glove should be worn on the operating hand as a better grip can then be achieved.
- A safe distance must be maintained between each volunteer (minimum of two arm lengths plus the length of the tools).
- Volunteers should always use a ladder in pairs ensuring it is securely placed to prevent it from slipping or swaying and is at a safe angle.
- Machinery such as **chain saws** must only be used by qualified volunteers who have an approved and up-to-date Certificate of Competence.

- The **chainsaw** operator must wear the approved safety clothing including an approved hard hat with ear defenders and visor, chainsawing gloves, chainsawing boots and anti-ballistic trousers.
- They must warn others of tree felling and ensure the public are safe.
- Volunteers should keep a safe working distance from chainsaw users (10 metres) especially when trees are being felled (2 tree lengths).
- Volunteers using **brushcutters** must wear Safety equipment including safety hard hat with ear defenders and visor and boots with steel toe-caps and receive appropriate training.
- Volunteers should keep a safe working distance from **brushcutter** users. (10 metres).

Bonfires

- Select a clear, safe site – consider wind direction, public paths and other combustible material.
- Start fires with paper, kindling and fire lighters only.
- Maintain control of the fire.
 - Keep fire compact;
 - Cut material for burning to reasonable size.
- Leave fire safe at end of working session.

Lifting

- Do not try to carry too much; ask for help, split a load and make two or more journeys.
- Take extra care on slippery uneven surfaces.
- Ensure that you can see over the top of your load and that your path is unobstructed.
- When lifting heavy weights, take a firm grip, keep the back straight, bend the knees and lift with the legs. Never bend your back.
- Do not change a grip once carrying a load; rest it on a firm support and then change.
- Do not carry a load in one arm or support it by the hips, this can cause localised strain.
- Lifting whilst twisting around is an added strain and should be avoided.

Protective Clothing and Equipment

- Strong gloves and footwear must be worn when working in the woods or using machinery.
- Where there is an identified risk hard hats, safety glasses (goggles), and/or ear defenders must be worn.

Public Safety

- Notices should be displayed to warn the public that work is in progress.
- When hazardous work (tree felling, brushcutting) is in progress lookouts should warn the public and stop them wandering into dangerous areas.
- Be aware that dog walkers, horse riders and cyclists use the paths.