

Reviewed by: Maria Gill

Approved by: Jonathan Dent

Hazards	Risks	Who might be harmed	Risk level	Control measure already in use	Effectiveness of those control measures
Sharp metal, broken glass, splinters	<ul style="list-style-type: none"> - Cuts, punctures - Injury to eyes 	Staff Volunteers Public	Moderate	<ul style="list-style-type: none"> - Inspect planting site prior to carrying out task - Use litter-pickers to remove broken glass etc. - Exercise care when tipping broken glass and other landfill waste into waste bin - Always wear gloves when working in nature reserve (except when using swinging tools) 	High
Hypodermic needles	<ul style="list-style-type: none"> - Cuts - Punctures - AIDS and Hepatitis 	Staff Volunteers Public	Low	<ul style="list-style-type: none"> - Inspect planting site prior to carrying out task - Volunteers to be told not to touch hypodermic needles but report finding to member of staff or trained volunteers. It must be removed safely into sharps bin 	High
Paths, uneven paths, steep paths, steps, ground	<ul style="list-style-type: none"> - Slips, trips and falls - Injury from collision with passing bicycles 	Staff Volunteers Public	Low	<ul style="list-style-type: none"> - Inspect site and clear/mark potential trip hazards - Warn about potential trip hazards - Ensure sturdy footwear is worn (normally steel toe-capped boots) - Keep to right hand side of main path to allow bicycles to pass - Ensure volunteers do not walk on steep sloped paths - For volunteers with physical impairments that effect walking i.e. those with walking sticks, wheelchairs, walkers, mobility scooters etc., ensure they know which paths are accessible for them and which aren't. Not all paths are wheelchair accessible. 	High
Manual handling	<ul style="list-style-type: none"> - Back pain and damage in other muscles 	Staff Volunteers Public	Moderate	<ul style="list-style-type: none"> - Plan in advance any lifting of heavy or awkward items - Train all in safe lifting, carrying and moving techniques - Designate people to load and unload tools - Provide carrying aids i.e. wheelbarrows - Heavy items to be carried between two people - Limit number of tools any one individual carries 	High
Personal attack	<ul style="list-style-type: none"> - Theft, injury, distress 	Staff Volunteers Public	Low	<ul style="list-style-type: none"> - Leave no-one isolated on site - Lock personal valuables out of site - If lone working is expected, a separate risk assessment and safe system of work will be drawn up and implemented 	High

Reviewed by: Maria Gill

Approved by: Jonathan Dent

Contact with underground services: electricity, gas, water	- Damage to services - Electrocutation	Staff Volunteers Public	Low	- Obtain services maps from utilities companies and check Environment Centre plans, to avoid digging within 1m of service - If digging within 5m of line, use only wooden handled spades - Watch for buried marker tape indicating pipe or cable and then dig to side not over marked area	High
Medical problems	- Volunteer falling ill - Volunteer with injury	Volunteers	Moderate	- First aider to be present - First aid kit to be taken out to area where working	High
<u>Animals</u> Dogs , Dog faeces	- Toxocariasis - Bites, distress	Staff Volunteers Public	Moderate	- Inspect site regularly (especially play area) - Inspect planting site prior to carrying out task - Use gloves and a plastic bag to pick up faeces to prevent contact with skin - If dog faeces come into contact with skin or clothes, wash with soap and water without delay - Signs erected "No dogs allowed in play area" - Anyone seen with dog in play area to be asked to remove their dog - Gates fitted with self-closing mechanisms to keep out stray dogs	High
Bee and other insect stings	- Allergic reaction	Staff Volunteers Public	Moderate	- LNR manager/Group supervisor to be aware of potential problem - In case of severe reaction, seek immediate medical aid	High
Rats	- Infection - Weil's disease from contact with infected rat urine	Staff Volunteers Public	Moderate	- Wear gloves when collecting litter or handling compost - Wash hands well after work and before eating	High

Reviewed by: Maria Gill

Approved by: Jonathan Dent

<p><u>Weather conditions</u> Adverse weather; extremes of hot, cold, wet, blizzard</p>	<ul style="list-style-type: none"> - Sunstroke - Exposure/hypothermia - Slipping or falls on wet mud frostbite cause injury - Inability to feel cuts grazes etc. - Inability to use tools correctly due to loss of feeling - Disorientation; getting lost 	<p>Staff Volunteers Public</p>	<p>Moderate</p>	<ul style="list-style-type: none"> - Staff and volunteers, visitors to wear suitable clothing and sturdy footwear in the likelihood of adverse weather - Sun block to be used when necessary - Stop work promptly if people are ill attired for conditions, in discomfort or the work is increasing in risk - Provide plenty of drinking water in hot conditions - Group supervisor to be notified if any participants are returning to centre - Make sure all participants know way back to the centre - Stick to clearly defined paths - Avoid working in areas with snowdrifts - Do not work close to the frozen beck or pond areas - Avoid periods of inactivity in cold weather - Regular breaks at centre – fire and warm drinks available during cold periods 	<p>High</p>
---	---	--	-----------------	---	-------------

Reviewed by: Maria Gill

Approved by: Jonathan Dent

<p><u>Use of hand tools</u></p>	<ul style="list-style-type: none"> - Cuts, splinters and other injuries - Damage to tools - Injury to person carrying tools and others - Theft of tools, trips and falls - Damage to back and other muscles - Injury to feet - Injury to other participants 	<p>Staff Volunteers</p>	<p>Moderate</p>	<ul style="list-style-type: none"> - Tools must be maintained in good condition and kept sharp - Inspect tools before use and do not use any that are damaged or have loose handles - Check handles are smooth and free from splinters - Check blades and prongs not split - Train all in correct use of tools - No regular gloves to be worn when using swinging tools, unless other hazards, eg. plant sap, are greater, or extra grip gloves are worn - Ensure correct tool is used for each job - Sturdy footwear with a firm grip must be worn - Instruction given in use of tools - Assessment of each volunteer on how they use tools - Brief all at start on safe carriage of tools - Carry tools at their point of balance, down by your side and with blades or tines pointing forward - Designate people to load and unload tools - Provide carrying aids eg. wheelbarrows - Keep all tools within sight - Return all tools to centre when leaving site, and keep site tidy - Ensure unused tools are stored safely in designated areas - Always lay spades, forks or shovels flat with blade or tines pointing downwards - Use leg muscles when digging and keep back straight - Make sure there is two handle lengths distance between you and any other participant 	<p>High</p>
--	--	-----------------------------	-----------------	---	-------------

Reviewed by: Maria Gill

Approved by: Jonathan Dent

<p><u>Contact with plant</u> Plant sap <i>Japanese knotweed</i> Nettles Hemlock <i>Giant hogweed</i></p>	<ul style="list-style-type: none"> - Poisoning - Blistering - Irritation - Scratches - Splinters - Nettle stings - Toxins in plant are harmful to humans - Eye injuries 	<p>Staff Volunteers Public</p>	<p>Moderate</p>	<ul style="list-style-type: none"> - Identify presence and location of hazardous plants including hogweed, hemlock, nettles - Plan work to avoid contact with hazardous plants - Identification of plants provided for all participants - Instructions given for handling - Information provided about the identified risks - Wear protective thick long sleeves and trousers when working close to hazardous plants - Wear protective gloves - Wash exposed skin thoroughly in warm soapy water, rinse and dry after any skin contact and before eating, drinking or smoking - Dispose of plant debris carefully. Pile Giant hogweed /hemlock cuttings in specified area - Exercise caution when carrying Giant hogweed - To reduce the spread of Japanese knotweed care should be given when handling the rhizomes (underground stem) and all cuttings should be piled in a specified area 	<p>High</p>
---	---	--	-----------------	---	-------------