



Risk Assessment

Name of activity / event: Annual maintenance work in Shotley Heritage Park and Lloyd Road Open Space				Risk Assessment No: 1	
Prepared by: Gary Richens				Last updated: 28th March 2017	
				Review Date: N/A	
				Page: 1 of 4	
Risk Assessment					
Task	Risks Arising from Task	Persons at Risk	Risk Rating (H,M,L)	Control Measures in Place	

<p>Grass mowing;</p> <p>Strimming;</p> <p>Hedge trimming;</p> <p>Remove trip Hazards;</p> <p>Cutting back Brambles;</p> <p>Removal of overhanging or dangerous Branches;</p> <p>Repairs to shingle footpaths;</p> <p>Repairs to access steps;</p> <p>Repairs to street furniture, signage, handrails and fencing;</p> <p>Maintaining bird boxes;</p> <p>Painting or wood preserving timber e.g. handrails and kickwall;</p> <p>Weed control around tennis court and 5-a-side court;</p> <p>Repairs to concrete around Bristol Hill picnic area and footpath support wall;</p>	<p>Injury from use of hand tools – back and limb injury, strains, puncture wounds, cuts.</p> <p>Injury to general public who have access to the area at all times.</p> <p>Animals could be spooked by noise from use of power tools. Overhanging branches could fall on to volunteers or public.</p> <p>Slips trips and falls.</p>	<p>Volunteers and general public</p>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>Wear appropriate Personal Protection Equipment (PPE) e.g. boots, goggles, head protection, ear protection, gloves when carrying out tasks;</p> <p>Use good manual handling techniques when carrying tools and any cut material. When lifting use correct lifting techniques – keep back straight, bend knees keep objects close and don't twist your back.</p> <p>With large heavy objects ask for help and use a wheelbarrow where appropriate.</p> <p>Volunteers who use power tools e.g. petrol trimmers, brushcutters, hedge trimmers etc should be competent in their use either with certified training or have sufficient experience and knowledge to avoid danger to themselves or others. All tools to be well maintained and fit for purpose. Safety and operating instructions supplied with the machinery should be followed at all times.</p> <p>Always ensure there is more than one person present when carrying out general maintenance.</p> <p>Carry tools safely below waist level with sharp points downwards and safety covers in place where possible.</p> <p>When using the minidumper always ensure two people are with it at all times when moving contents (tools or material).</p> <p>If necessary mark out the work area with signs and/or warning tape.</p> <p>Do not work if under the influence of alcohol or experiencing ill effects of any medication.</p> <p>Assess ground conditions prior to work and inform other volunteers of any identified hazards.</p> <p>Unless the task needs more than one person do not work too close to other volunteers, especially when using power tools. A rule of thumb safe distance apart when using power tools is 5 metres.</p> <p>Wear hi-vis vests.</p> <p>Mechanical weed control is the preferred option. However when herbicide spraying is necessary it should only be done by a certified operator.</p>
--	--	--------------------------------------	-------------------------------------	--

	Weather conditions	Volunteers and general public	L/M/H	<p>Check the forecast and wear suitable clothing. Monitor conditions and stop work if necessary.</p> <p>As the Heritage Park is adjacent to the river Stour there are particular hazards during storms and with high tides over-topping the concrete and sheet piles that support the coastal footpath. Whenever work is done in the vicinity of the coastal path always check the state of the tides and winds.</p> <p>Take adequate refreshments, clothing, sunblock, hats etc.</p> <p>Do not work after heavy rain when watercourses are likely to be in flood or after snow, when roads and paths will be covered and the ground conditions not visible.</p>
	<p>Environmental risks</p> <p>Ticks, snakes, plants (bracken, hogweed etc)</p>	Volunteers and general public	L	<p>There is little evidence of these environmental risks in the Heritage Park or the Lloyds Road Open Space. However it is good practice to be aware of the risks and to be vigilant at all times.</p> <p>Ticks can carry Lymes disease. Cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully (seek medical advice).</p> <p>Snakes. Be able to identify an adder and keep away. In the unlikely event of a bite, seek medical help.</p> <p>Be aware of the common poisonous plants such as giant hogweed and hemlock. If in doubt, leave alone.</p> <p>Bracken. Spores should not be breathed in. Do not cut back stands of bracken as a respirator must be used.</p>
	Working on public right of way, open to the public and where there may be livestock	Volunteers and general public	M	<p>Be vigilant and stop work if the public present. Be prepared to explain the work.</p> <p>As these areas are recreational places, check in particular that there are no children playing in the work area, nor climbing trees above the work area.</p> <p>Don't leave tools lying around unattended or in the line of the path</p> <p>Be careful of dogs and farm livestock. Stop work if necessary to avoid spooking animals.</p>

	Risk of splinters, infection, allergy, eye injury	Volunteers	M	<p>Use gloves and eye protection. Take handwash and eye wash to site.</p> <p>Be aware of blackthorn which can cause wounds to go septic.</p> <p>Do not cut anything above 4m in height and ensure your work area is clear of others when any taller vegetation is being cut.</p> <p>Do not use any cutting tools above your shoulder height.</p>
--	---	------------	---	--

Nearest Hospitals:

Ipswich Hospital, Heath Road Tel: 01473 712233

Bury St Edmunds, Hardwick Lane... .. Tel: 01284 713000

Colchester General, Turner Road... .. Tel: 01206 747474

Norwich & Norfolk, Colney Lane Tel: 01603 286286

Nearest Police Station: Suffolk Constabulary Police HQ at Martlesham: 01473 613500 (or 999) in an extreme emergency.