



Appendix to PCG Health and Safety Policy: Risk Assessment

General Information

Special groups at risk	Children - Disabled - Elderly - Pregnant workers and Nursing Mothers - Public - Schoolchildren - Young workers
PPE needed	Leather gloves
First aid cover	First aid box on site
Emergency access	Via Mousehold Avenue and Silver Road
Nearest 24 hr A&E dept	NNUH
Mobile phone reception	good
Nearest telephone	Silver Road
Nearest toilets	Magdalene Street
4wd or air ambulance needed	No

Activity: Gardening work

Typical Uncontrolled outcomes	Typical groups at risk	Hazards	Controls
Cuts and sprains crush injuries	Practical workers; supervisors	Injury from using hand tools	All garden tools must be maintained Safe use of tools must be demonstrated.
Cuts and sprains puncture wounds	Practical workers; supervisors	Injury from thorny materials	Thorny plants must be identified, and all workers advised on careful working Leather gloves must be worn when working with thorny plants Keep work areas clear and tidy, removing clippings frequently Check and clear ground before kneeling for work
Cuts and sprains puncture wounds	Practical workers; supervisors	Handling rubbish and waste material	Bags of rubbish must not be held close to the body, use handling aids, or carry between two people

			<p>Protective gloves must be worn when handling or clearing rubbish</p> <p>Sharps must not be touched, report to site manager / activity lead</p> <p>Site manager / activity lead to follow NCC reporting and safety guidance</p>
Risk of injury from heavy items	Practical workers; supervisors	Handling rubbish and waste material	<p>Advise good manual handling techniques.</p> <p>Use handling aids, or carry between two people</p>
Risk of injury or muscle strain.	Practical workers; supervisors	Strains from repetitive work	Alternate digging and other work to avoid strains
Risk of infection and illness	Practical workers; supervisors	Risk of bacteria (toxocariasis)	<p>Dog faeces must be removed before starting work using bags and containers.</p> <p>Protective gloves must be worn when handling or clearing rubbish</p> <p>Wash hands before eating, drinking, or smoking</p>
Risk of infection and illness	Practical workers; supervisors	Risk of toxic reactions from plant contact (phytophotodermatitis)	<p>Protective gloves must be worn.</p> <p>Avoid skin contact must wherever possible.</p> <p>Identify / avoid working on toxic plants with the general public</p> <p>Wash hands before eating, drinking, or smoking</p>

Activity: Tree and other planting tasks

Typical Uncontrolled outcomes	Typical groups at risk	Hazards	Controls
Cuts, strains and injury	Practical workers; supervisors	<p>Contact with branches and twigs</p> <p>slips, trips and falls</p>	<p>All workers will be warned of risk of scratches,</p> <p>Keep safe working distance between workers</p> <p>Cuts received will be washed and treated immediately</p> <p>Tools will be left in clear view and in safe position,</p> <p>site tripping hazards will be notified to all workers</p>
Risk of injection and illness	Practical workers; supervisors	Contact with soil borne organisms and toxocariasis	Wear protective gloves if working in or moving soil by hand

			Broken skin must be covered with waterproof plaster before work starts Cuts received will be washed and treated immediately Wash hands before eating, drinking, and smoking
Risk of injury and strain from heavy items and work	Practical workers; supervisors	Digging and moving earth Manual handling of bags of plants Staking of trees	Use tools and feet to move soils, and to firm soils around plants Work must be rotated to allow rest from more strenuous tasks All workers will be trained in safe lifting and handling techniques
Risk of Illness	Practical workers; supervisors	Use of fertilisers and other chemicals	A COSHH assessment will be followed for all chemical use

Activity: Wire Fencing Removal

Typical Uncontrolled outcomes	Typical groups at risk	Hazards	Controls
Cuts, crushes, sprains, and strains	Practical workers; supervisors	Handling of heavy rolls of wire	Short periods of work with adequate breaks Manual handling training given to all volunteers Task rotation of the 'heavier' roles between staff Assessments carried out for specific manual handling task
Cuts and sprains puncture wounds	Practical workers; supervisors	Sharp objects, barbed wire, cut end of plain wire	All volunteers have up to date vaccinations Protective gloves to be worn when handling all wire
Slips and trips	Practical workers; supervisors	Post holes	All post holes to be back-filled at the end of the task Post holes to be covered if site is left unattended during the task Fence line to be kept clear of trip hazards. Volunteers to wear sturdy footwear with a good grip

Confirmation of risks from heavy, sustained, or repetitive manual handling involved

Category	Risk	Possible problems	Possible remedial action
Tasks - do they involve twisting?	L	muscle strain	move feet not body
Tasks - do they involve stooping?	M	back pain	take frequent breaks
Tasks - do they involve reaching upwards?	L	muscle strain	don't do it for long

Activity: Working with the public

Typical Uncontrolled outcomes	Typical groups at risk	Hazards	Controls
Aggression, mental trauma or violence	Staff and volunteers	Verbal abuse Aggressive dogs	<p>When meeting people identify themselves and explain reason for contact.</p> <p>Respect the privacy of people who do not wish to engage in conversation</p> <p>Do not engage in conversation about politics, race, religion, or any other inflammatory subject as this could cause agitation.</p> <p>If a person gets agitated or aggressive worker to change the subject and/or walk away</p> <p>Remain calm with people that express controversial or discriminatory views, explain you do not share their views and exit the situation</p> <p>Report to committee all acts of aggression and intimidation including aggressive animals</p> <p>Safety critical issues such as crime rates, gang related violence, or social tension must be considered when planning meetings.</p> <p>Take advice from police or community workers.</p> <p>Areas of strong concern must be avoided</p>
Aggression, mental trauma or violence	Staff and volunteers	Lone working	<p>Lone workers to follow HS-P6 and make use of accompanying SIGN</p> <p>Lone workers must have suitable skills and knowledge to enable safe working in predicted work area</p> <p>Worker must be familiar with location before starting work.</p>
Aggression, mental trauma or violence	Staff and volunteers	Risk of theft	<p>Keep valuables out of sight</p> <p>Do not carry unnecessary amounts of cash.</p>
Working with minors	Staff and volunteers		<p>Never approach minors unless a responsible adult is with them.</p> <p>Never allow yourself to be left alone with a minor or other vulnerable person</p>

Notes on Vulnerability and Lone Working

Vulnerability and Lone Working

Staff, volunteers or learners working alone must avoid compromising situations that may leave them vulnerable to allegations of inappropriate behaviour, e.g. lone member of staff meeting a client in quiet location or transporting in own car.

Where these situations arise, the risks must be assessed and suitable precautions put in place, e.g., meet in well-populated areas or drive only on main roads during daylight hours.

See HS SIGN 4 – Personal Safety for further guidance.

If interacting with young people, the requirements of HS – P 17 – Working Safely with Children and Other Vulnerable Groups must also be followed and complied with.

Situations Where Lone Working is Not Permitted

Due to the level of risk a lone worker must never conduct certain types of work:

- Work on a ladder that cannot be secured and which requires footing (GRA E02).
- Tree climbing and tree surgery.
- Work with learners or volunteers known (or suspected) to have a recent history of violence or abusive behaviour.
- Any other activity that is risk assessed as potentially high risk.

Signed



(Secretary)

Approved by Executive Committee: 1 February 2022

To be reviewed annually by the committee.