

**Wolvey
Environmental
Group
Health & Safety
Procedures**

Wolvey Environmental Group

Health & Safety Procedures

RISK ASSESSMENTS

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WOLVEY ENVIRONMENTAL GROUP

Risk Assessments – General Working Practices

1. One volunteer will be nominated as lead worker for a task and will be responsible for paperwork and ensuring health and safety is observed.
2. Lone working is not permitted.
3. Protective clothing must be worn appropriate to the task. See Risk Assessment sheets for specific tasks. If no specific Risk Assessment applies suitable personal protection eg boots, gloves, visor, ear defenders, must be worn as necessary.
4. Hi Vis jackets must be worn at all times.
5. Volunteers will be required to certify that they are fit for the task proposed.
6. A volunteer bringing their own tools on site will be required to certify that the tools are in good condition.
7. All electrical equipment used on site must be used by named volunteers only and have an up to date PAT test certificate.
8. The lead worker will ensure work areas are closed as necessary to protect the public whilst works are in progress.

PPE: Waders, PVC/rubber waterproof gloves, hi vis jackets, safety shoes

Risk

Assessment Wolvey Wetland & Woodland Ref: RA5

<p>Wolvey Wetland & Woodland - Assessment Summary: Pond, stream, wetland & woodland work. March 2017</p>	
<p>Typical uncontrolled Outcomes: Drowning; cuts, grazes and bruises; trips and falls, back and other muscle strains; Leptospirosis; Hepatitis; ill health; Cercarial dermatitis</p>	<p>Typical groups at risk Volunteers; other site users; general public</p>
<p>Insurance considerations: The following statement should be considered when working in water: <i>Minimum of two volunteers would participate in any such activity. Maximum depth of water would be in the region of 50 - 60cm. We would not knowingly participate in such an activity at a hazardous location.</i> - No task should be undertaken which contravenes this statement.</p>	
<p>Hazards: Pond, stream & wetland</p> <ul style="list-style-type: none"> • Contact with hand tools • Slips, trips and falls • Deep or fast flowing water • Contact with harmful substances • Manual handling wet materials 	<p>Controls</p> <ul style="list-style-type: none"> • Tools: See hand tools risk assessment • Do not work in or above deep or fast flowing water. • Avoid lone working when working in or next to water. • Identify escape routes which must be kept clear at all at all times to ensure volunteers can get out of water quickly and safely. • Provide lifebouy or throw lines if appropriate. • When working in water movement should be slow and measured. Check for hidden or buried objects, sudden changes in depth and that bottom is

<p>Hazards: Illness</p> <ul style="list-style-type: none"> • Contact with rats urine, faeces and other bio-hazards • Contact with dead animals, or water polluted by them. 	<p>stable and will bear volunteers weight.</p> <ul style="list-style-type: none"> • When working on soft ground check that it will bear volunteers weight. Use duckboards if available. • Sharp or swinging tools not to be used when wet. • Volunteers must have a firm stable stance before using tools or handling wet material. • Do not overreach when working from bank. • Only work at the water's edge if that edge is clearly visible, e.g. is not obscured by vegetation, and has not undermined. • Advise volunteers that wet material is heavier than its dry counterpart. • Demonstrate safe lifting and handling techniques. • If available, use wheelbarrows and other handling aids to move heavier items. • Ensure routes for transporting tools and materials are kept clear. • Store tools and debris away from walkways and banks <ul style="list-style-type: none"> • Do not work in water contaminated with sewage. • Strong waterproof gloves must be worn to handle debris and rubbish from water. <p>In deeper water wear pond gloves to protect arms.</p> <ul style="list-style-type: none"> • Dead animals must not be touched inform the site owner or manager. • Always wash hands or use cleansing wipes or gel before eating, drinking or smoking.
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Hazards: Woodland

- Fallen trees
- Slips, trips and falls
- Uneven surfaces
- Exposed tree roots
- Grazes, cuts
- Muscle strains and back injury
- Poor light conditions

- Ensure area is clear of fallen branches, trees before work starts.
- Cordon off work area with cones or tape.
- Carry out regular tree surveys and act upon recommendations in a timely manner.
- Keep regular checks of condition of trees.
- Remove branches that overhang walkways.
- Check for exposed roots and raised Geo grids.
- Clear paths of wet slippery leaves.
- Ensure Geo Grid path is kept clear of overgrowing vegetation.
- Use hand tools and saws safely - see hand tool assessment.
- Do not overstretch when removing branches.
- Use barrows and sack trucks to remove heavier items.
- Check there is sufficient day light to work safely.

Additional notes:

Check local weather forecast for suitability before any work commences.
Ensure working tasks are distributed to suit volunteers skills and ability.

Background Information

Cercarial dermatitis

Swimmer's itch, also called cercarial dermatitis, appears as a skin rash caused by an allergic reaction to certain microscopic parasites. The parasites are occasionally found in pond water and when they come into contact with a person will burrow into the skin. They are destroyed by the body's immune system but this gives rise to an allergic reaction and rash which is intensely itchy and lasts for about one week.

It can be avoided by preventing skin contact with the pond water by wearing strong waterproof gloves, wellingtons, etc.

Further information can be found at www.cdc.gov/parasites

Leptospirosis

Bacterial infection carried by rats, cattle and other animals and passed to humans either by direct contact with the tissues, urine or other secretions of an infected animal, or from water contaminated with infected urine. The infection enters the body through cuts and abrasions and the lining of the eyes and mouth. To avoid infection always cover open wounds and keep from contact with pond and river water. When working in ponds and rivers always wear strong waterproof gloves and wellington or waders.

Symptoms include mild flu-like illness. In its most severe form known as Weil's Disease, it can lead to a number of serious conditions such as jaundice and kidney failure. Symptoms usually develop 7-21 days after initial infection although rarely the incubation period can be as short as two to three days or as long as 30 days. Treatment for the illness is with antibiotics but recovery may take several weeks and in some cases months. If you are concerned you may have contracted this disease you should seek medical assistance immediately, in its most severe form untreated it can result in death.

Further information can be found on the NHS Choices website, www.nhs.uk

Last Updated:
March 2017

Risk Assessment: Use of Hand Tools

Ref: RA1

Assessment date: March 2017

Persons at Risk: Volunteers

Location: Wolvey Village Square & Wetland

Hazard	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re Assessment		
	S	L	R		S	L	R
Sprains & strains				Always use the correct tool for the task in hand. During repetitive work (hammering, sawing) share the task or take regular breaks to do alternative work.			
Lacerations				Ensure sharp edges of tools are protected when carried or stored. Always keep hands behind the cutting edge. Wear suitable PPE boots gloves etc where required. Ensure you have adequate working space. Do not work close to others.			
Tools falling from height				Hand tools used at a height where there is a risk of them falling must be retained in a tool belt. With adequate protection installed to prevent tools & materials falling.			
Slips, trips & falls				Before commencing work check and remove any obstacles or trip hazards in the working area. After work / use all tools must be cleared from site and correctly stored away safely in the allocated area.			
Noise				Ear protection is to be worn where required.			
Injury from damaged equipment				Only well maintained tools that conform to British Standards are to be used. Prior to use check all tools are fit for purpose, and not worn or damaged. All damaged tools must be withdrawn from site and disposed of immediately.			
Involvement in road traffic accident				Wear high visibility jackets when working in and around village square & wetland. Keep away from kerb. Ensure you have adequate working space. Use cones to secure a safe working area if necessary.			

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Rating (R)		
Catastrophic = 5		Likely = 5	Risk Ratings =	20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Risk Assessment: Use of Portable Electrical Equipment

Ref: RA2

Assessment date: March 2017

Location: Wolvey Village Square & Wetland

Persons at Risk: **Volunteers**

Hazard	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re Assessment		
	S	L	R		S	L	R
Operator error				Only competent authorised personnel are to use electrical equipment. Manufactures instructions to be followed at all times. PPE: Hi Vis jacket, boots, gloves, safety glasses.			
Electrocution				Only equipment with current PAT test is to be used. Before use check equipment for damage. If unsure about safety of electrical equipment do not use it. Only competent persons are allowed to repair electrical equipment. If any defect is found the item must be taken out of use and replaced or repaired. Never stand on damp or wet surfaces when using electrical equipment and keep the equipment clean and dry.			
Slips, trips & falls				Check and remove any obstacles or trip hazards in the working area. Check for sufficient working light. After use all electrical equipment and tools must be cleared from site including drill bits screws etc. Ensure items are stored safely in the agreed allocated storage area.			
Flying particles				Safety glasses / face visor and masks to prevent inhalation of dust must be worn when required.			
Noise				Most processes generate noise so ear protection is to be worn where required.			
Vibration				When using vibrating electrical equipment take regular breaks from the task. Keep your hands warm and report any problems immediately.			
Involvement in road traffic accident				Wear high visibility jackets when working in and around village square & Wetland. Keep away from kerb. Ensure you have adequate working space. Use cones to secure a safe working area if necessary.			

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Ratings =	Risk Rating (R)	
Catastrophic = 5		Likely = 5		20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Risk Assessment: Use of Portable Electrical Equipment

Ref: RA2

Assessment date: March 2017

Location: Wolvey Village Square & Wetland

Persons at Risk: Volunteers

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Ratings =	Risk Rating (R)	
Catastrophic = 5		Likely = 5		20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Risk Assessment: Use of Petrol equipment

Ref: RA3

Assessment date: March 2017

Persons at Risk: **Volunteers**

Location: Wolvey Village Square & Wetland

Hazard	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re Assessment		
	S	L	R		S	L	R
Operator error				Only competent authorised personnel are to use petrol equipment. Manufactures instructions to be followed at all times.			
Injury from damaged or worn parts				Only equipment with current safety check is to be used. Before use check equipment for damage. If unsure about safety of petrol equipment do not use it. Only competent persons are allowed to repair petrol equipment. If any defect is found the item must be taken out of use and replaced or repaired. Check strimmer cord is at required length and secure. Check the equipment has adequate oil and fuel.			
Slips, trips & falls				Prior to work commencing check and remove any obstacles or trip hazards in the working area. After use, the work area must be cleared of all grass / hedge trimmings immediately. Ensure items are stored safely in the agreed allocated storage area.			
Fuel spillage / fire risk				Use correct fuel and fuel containers, follow manufactures instructions. Clear and dispose of any fuel spillage immediately. Store fuel in a secure can in a safe designated area away from naked flames or sparks. Ensure that power and/or fuel stop taps are switched off after use. Do not refill fuel tank if engine is hot, wait until engine has cooled.			
Flying particles / injury to public or other volunteers.				PPE to be worn including safety boots, safety glasses / face visor and masks to prevent inhalation of dust / fumes must be worn when required. Check guard is secure on strimmer. Use signage to make public aware of work in progress to avoid injury to public. Close working area off until work is finished.			
Noise				Most processes generate noise so ear protection is to be worn where required.			
Vibration				When using vibrating petrol equipment take regular breaks from the task. Keep your hands warm and report any problems immediately.			
Involvement in road traffic accident				Wear high visibility jackets when working in and around village square & wetland. Keep away from kerb. Ensure you have adequate working space. Use cones to secure a safe working area if necessary.			

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Ratings =	Risk Rating (R)	
Catastrophic = 5		Likely = 5		20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Risk Assessment: Use of Petrol equipment

Ref: RA3

Assessment date: March 2017

Location: Wolvey Village Square & Wetland

Persons at Risk: Volunteers

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Ratings =	Risk Rating (R)	
Catastrophic = 5		Likely = 5		20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Risk Assessment: Watering of planters and hanging baskets

Ref: RA4

Assessment date: March 2017

Persons at Risk: Volunteers

Location: Wolvey Village Square & Wetland

Hazard	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re Assessment		
	S	L	R		S	L	R
Sprains & strains				Only fill water bowser to a manageable level. Work in pairs and share the load. Do not over stretch when watering baskets, make sure you lengthen the hose. Tyre condition & pressures should be checked prior to use.			
Falling from height				The person hanging the basket is to ensure that the bracket is secure before hanging. Volunteers must report any concerns about fixings immediately to Chair of WEG and/or WEC and the Parish Clerk.			
Slips, trips & falls				Before commencing work check and remove any obstacles or trip hazards in the watering area. Check that watering arm is secured to bowser using strap provided when being manoeuvred. Ensure hose is securely wrapped round whilst bowser is being manoeuvred. When operating the bowser make sure hose is not twisted or close to feet. After watering return bowser to its agreed allocated storage area.			
Injury from damaged equipment				The bowser should undergo an annual safety check before the watering season commences. Any fault or damage should be reported immediately to the Chair of WEG and/or WEC and the Parish Clerk and the bowser withdrawn from use until repaired.			
Involvement in road traffic accident				Wear high visibility jackets when watering in and around village square. Keep away from kerb. Ensure you have adequate time to cross road with bowser.			

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Rating (R)	
Catastrophic = 5		Likely = 5	20-25	Very High Risk
Death = 4		Probable = 4	12-19	High Risk
Major injury = 3		Possible = 3	8-11	Medium Risk
Minor injury = 2		Unlikely = 2	1-7	Low Risk
No injury = 1		Very unlikely = 1		

Risk Ratings =

Risk Assessment: Using step ladders

Ref: RA6

Assessment date: March 2017

Persons at Risk: Volunteers

Location: Wolvey Village Square & Wetland

Hazard	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re Assessment		
	S	L	R		S	L	R
Falling from height, strains				<p>Check all four stepladder feet are in contact with the ground and the steps are level; Only carry light materials and tools. Wear a tool belt if needed.</p> <p>Don't overreach, work alone, stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold.</p> <p>Ensure any locking devices are engaged. Try to position the stepladder to face the work activity and not side on.</p> <p>Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder. Second person to foot and stabilise ladder.</p> <p>Wear appropriate footwear (low heeled, non slip soles)</p>			
Slips, trips & falls				<p>Before commencing work check and remove any obstacles or trip hazards in the working area. Use signage to let people know work is in progress. Check there is sufficient light to work in.</p>			
Injury from damaged equipment				<p>Check equipment suitable for purpose, check before use and that they are maintained in good condition.</p> <p>Frequent documented checks on stepladder to ensure safe working condition (6 monthly)</p> <p>Report identified defect immediately and remove from use.</p>			
Inappropriate use and storage				<p>Securely store when not in use to avoid unauthorised use. When working / moving / storing ladders check you have a clear pathway and someone is at either end when carrying.</p>			

Severity (S)	Multiply likelihood and severity	Likelihood (L)	Risk Ratings =	Risk Rating (R)	
Catastrophic = 5		Likely = 5		20-25	Very High Risk
Death = 4		Probable = 4		12-19	High Risk
Major injury = 3		Possible = 3		8-11	Medium Risk
Minor injury = 2		Unlikely = 2		1-7	Low Risk
No injury = 1		Very unlikely = 1			

Task Sheet - Date

Task/s to be carried out.			
Members present:	Supervisor:	Has safety briefing been given?	YES NO
Tools to be used.	List: 1 Are you physically fit to carry out the above task? Please sign below:	Are your tools safe and fit for purpose? Please sign below:	
Additional comments / future works to be carried out.			

Time started:

Time finished