

Risk assessment

Company name: SFRA LTD – off site activities

Assessment carried out by: Paul Green

Date of next review: 30/11/24

Date assessment was carried out: 24/11/2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, Trips and Fall	All staff may suffer sprains or fractures if they trip over debris or slip on loose or slippery ground	Staff to be aware of surroundings, only to load / unload on level ground. Appropriate footwear (including protective toes)		All Staff	On-going	
Use of netting machine	Public and staff Minor cuts to hands.	Users of netting machines should wear gloves. Scissors or safety knife should be used to cut netting. Instructions sheet given to users. Instruction video available to users.	Netters supplied with full net.	Delivery driver / staff	On-going	

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		No-one is to be "passed through" netter.				
Trimming of trees	Public and staff Cuts – possibly severe	SFRA staff should not trim trees for customers unless competent and with correct equipment. Chainsaws are forbidden unless used by qualified personnel with appropriate safety equipment and safety area. RECIP saws are a safer option when available.	Supervisors to intervene if required. Staff to decline requests to trim trees.	Supervisors / Staff	On-going.	
Loading / unloading of vehicles	Public, staff Traffic collisions Lifting injuries. Risk of severe injury	Vehicles only to be loaded within their weight capabilities as to ensure braking and suspension systems are not	Loads checked by driver before leaving. Staff aware of loading capabilities of vehicles	Drivers	On-going	

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		<p>overloaded or compromised.</p> <p>Vehicles hired: maintenance and servicing is responsibility of hire company but drivers will conduct daily walk around checks of vehicles. Any “owned vehicles” will only be used if checked, serviced and legal.</p> <p>All loads will be strapped and secured where appropriate and it is the drivers responsibility to ensure they are safe and road legal.</p>				

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		<p>A minimum of 2 staff will load vehicles and share lifting of heavy products.</p> <p>Members of the public should not climb in or on vehicles to assist with loading or unloading.</p>				
<p>Erection of large trees for clients</p>	<p>Falls of trees onto staff or the public</p>	<p>Trees will only be erected into suitable locations and secured at the base and with guy lines if required.</p> <p>Staff will conduct risk assessments for each tree ensuring it is safe, secure and will not topple in the wind.</p>	<p>Site survey before erection Consultation with customers prior to delivery On-going assessment of trees by customer</p>	<p>Company directors</p>	<p>On-going for each Large tree erection</p>	

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		All erection operations will be supervised by a company director.				
Application of lights / decorations	Staff / customers Fall from height Electric shock	All light installs will be supervised by a qualified electrician Use of ladders will be in pairs No solo working	Continuous dynamic risk assessment of install process. Site survey before install Consultation with customer prior to install	Supervisors Electrician Staff	On-going	