Risk assessment

## Company name: SFRA LTD – off site activities Assessment carried out by: Paul Green

## Date of next review: 30/11/25 Date assessment was carried out: 24/11/2024

| 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 |
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| **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 staffMinor 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.No-one is to be “passed through” netter. | Netters supplied with full net. | Delivery driver / staff | On-going |  |
| **Trimming of trees** | Public and staffCuts – 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, staffTraffic collisionsLifting injuries.Risk of severe injury | Vehicles only to be loaded within their weight capabilities as to ensure braking and suspension systems are not overloaded or compromised.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. All loads will be strapped and secured where appropriate and it is the drivers responsibility to ensure they are safe and road legal.A minimum of 2 staff will load vehicles and share lifting of heavy products.Members of the public should not climb in or on vehicles to assist with loading or unloading. | Loads checked by driver before leaving.Staff aware of loading capabilities of vehicles | Drivers | On-going |       |
| **Erection of large trees for clients** | Falls of trees onto staff or the public | Trees will only be erected into suitable locations and secured at the base and with guy lines if required.Staff will conduct risk assessments for each tree ensuring it is safe, secure and will not topple in the wind.All erection operations will be supervised by a company director. | Site survey before erectionConsultation with customers prior to deliveryOn-going assessment of trees by customer | Company directors | On-going for each Large tree erection |  |
| **Application of lights / decorations** | Staff / customersFall from heightElectric shock | All light installs will be supervised by a qualified electricianUse of ladders will be in pairsNo solo working | Continuous dynamic risk assessment of install process.Site survey before installConsultation with customer prior to install | SupervisorsElectricianStaff | On-going |  |
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