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| --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK** | | **Increasing likelihood →** | | |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and Safe Ways of Working (SWOW) |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

**COG Orchard Risk Assessment: Sunfold**

**Prepared by:** Helen Stace: 19th May 2017

**Review:** Annually (or in the event of an incident)

**Reviewed by:** Helen Stace: 22nd March 2019

**Next Review:** by 22nd March 2020

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| --- | --- | --- | --- | --- |
| **Step1**  *List significant hazards and harm here* | **Step 2**  *Assess risk (likelihood x severity)* | **Step 3**  *Mitigation:*   * *issues relevant to this site and* | **Step 4**  *Residual risk (likelihood x severity)* | **Step 5**  *Further action needed (by whom and when)* |
| * *general and site specific controls required* |
| Accidents or collisions causing damage to vehicles and possibly to participants and other motorists and pedestrians, due to car parking availability, layout and accessibility | 4 (2x2) | Access can be obtained through Sunfold bungalow, in negotiation with a COG member. There is space for at least 4 cars on the drive, and further space on the adjacent access road. From the south, the site can be accessed through Maybole orchard from the access drive to Hunter’s Lodge, but car parking is by pulling onto the verge. Both access route have good visibility for leaving and re-joining Walwyn Road. | 2 (2x1) |  |
| Care is required when parking along Hunter’s Lodge Drive. |
| Loss or dispersal of group members in large or complex sites leading to lack of appropriates supervision and H&S procedures | 2 (2x1) | The site itself is small, with good visibility throughout, but the routes to the site are unclear to new visitors. | 1 (1x1) |  |
| Establish an 'assembly point' or base  Ensure instructions/demonstrations are given as a group  Exchange mobile phone numbers  Take and use an emergency whistle |
| Inconvenience to participants due to absence of toilet facilities on site, or nearby. | 6 (3x2) | There are no toilets on the site, although a COG member lives in the adjacent bungalow. | 2 (1x2) |  |
| Where possible arrange access to nearby toilets with COG member.  If this is not possible, notify volunteers in advance that there are no toilet facilities, and structure the session length to accommodate this.  Carry a folding shovel, toilet paper and hand wipes in the HH&W box in case of emergencies. |
| Trips and falls (due to rough terrain, steep slopes and vegetation) leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains. | 6 (3x2) | The site is relatively level, but the sward is under-grazed with frequent low growing brambles presenting trip hazards. The hedges have not been managed since our last visit and are encroaching the orchard. There are also large ‘free standing’ bramble patches. | 2 (1x2) |  |
| Visitors are briefed on trip hazards via this Risk Assessment, and advised to wear sturdy footwear with good grips and beware of trip hazards. Clear low lying brambles prior to working under trees, along regular routes. |
| Trees and deadwood | 9 (3x3) | There are large trees in the orchard and several large trees in the boundary hedges and on adjacent land. These have not been managed for some years and are in poor condition, liable to fall and/or drop branches. | 3 (1x3) |  |
| Do not work under trees in windy condition. |
| Trips and falls (due to man-made hazards) leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains. | 4 (2x2) | There are fences around the site. The fences and gate have not been managed since our last visit and are in a moderate state of repair.  If accessing Sunfold via Maybole orchard, note that Maybole has various man made hazards including remnants of old fences and farm machinery, drinking troughs, tanks and other ironwork | 2 (1x2) |  |
| Warn visitors of on-site hazards if they are likely to encounter them. |
| Danger of electrocution burns or death due to electricity arcing from overhead electricity cables | NA | There are no electricity lines crossing the site. | NA |  |
| Do not use pole saws, ladders etc. within 15m of live electricity cables |
| Drainage ditches, ponds and wet areas Drowning (in ponds or water tanks) | NA | There are no wetland features | NA |  |
| Advise any visitors with children on safety around water features. |
| Risk of stings from nettles and snags and cuts from thorny plants. Possible allergic reaction e.g. to ivy  Potential blood-poisoning from blackthorn spines | 3 (1x2) | There are nettles, extensive patches of brambles, ivy and thorny plants in and around the site. | 2 (1x2) | If snagged by blackthorn spines, keep a close eye on the puncture wounds and seek medical advice if the wound swells, weeps or appears infected. |
| Volunteers are requested to inform COG of any pre-existing allergies to nettle stings, ivy etc. and advise on appropriate emergency measures which may be required. Such participants should be warned not to handle plants if known to be allergic to them.  Participants advised to exercise care when working near nettles, ivy and brambles.  Wear gloves when handling cleared vegetation, particularly thorny shrubs. |
| Farm animals (sheep and cows) causing bites or possible physical damage leading to falls, cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains | 4 (2x2) | The orchard is intermittently grazed and rabbit poo is present on site. | 2 (1x2) |  |
| Participants will not be allowed in the orchard if there are mature, grazing male livestock or female livestock with young.  Brief participants on how to behave around animals:   * approach and handle animals quietly and gently * do not chase, frighten or torment the animals. |
| Bee stings – causing standard discomfort, possible allergic reaction or anaphylactic shock. | NA | There are no hives on site | NA | Our advice note on bee stings and how to treat them can be supplied on request. |
| Volunteers are requested to inform COG if they have a pre-existing allergy to bee stings.  Any such participants to carry relevant EpiPen, and make group leader aware of the location and use of the pen. |
| Stings from wasps, hornets, mosquitoes etc. and bites from insects on site causing discomfort and possible allergic reaction | 6 (2x3) | There are no known wasp or hornet nests on site at present. | 2 (1x2) |  |
| Volunteers are requested to inform COG if they have a pre-existing allergy to other insect stings or bites.  Work parties briefed on potential risks of insect bites and stings. |
| Infection with toxicara from dog faeces  Infection with E. coli, Salmonella and other zoonoses transferred from farm animals and wild mammals.  Risk of infection from Weil’s disease, Tetanus and other zoonoses in the soil, untreated water and general environment  NB We have not had any reported incidents of ticks or tick bites here (so there is no known risk of Lyme disease). | 6 (2x3) | The site is visited by neighbours with dogs.  Badgers, foxes, muntjac deer, moles, rats and other small mammals are likely to be present. | 2 (1x2) | If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals. |
| Wash hands after work and before eating or drinking to minimise risk of food poisoning and Weil’s disease etc. Keep tetanus injections up to date.  The introduction to the site should cover stock and related H&S and hygiene procedures for participants, including:   * do not kiss animals. * always wash hands thoroughly before and after eating, after any contact with animals or soil, and again before leaving. * eat only food that they have brought with them, in designated areas, and **never eat food which has fallen to the ground**. * clean or change their footwear before leaving, and wash their hands after any contact with animal faeces on their footwear. |
| Confrontation with other reserve visitors resulting in verbal or physical assault  Bites from dogs.  Stress arising from confrontations with people or animals | 1 (1x1) | The site is secluded, so visitors with dogs are unlikely to be encountered. | 1 (1x1) |  |
| Apply lone working procedures if appropriate.  Avoid confrontational situations and walk away  Alert police if necessary. |
| Adverse weather  Cold and wet weather - leading to potential hypothermia  Wet weather – leading to increased risk of slips on wet ground.  Hot weather increasing potential for sun burn, heat stroke and heat exhaustion) | 4 (2x2) | There is no shelter on site, but the neighbouring bungalow is owned by a COG member. | 1 (1x1) | Our advice note on ‘health concerns and emergency procedures’, including weather related issues, can be supplied to party leaders on request. |
| Negotiate poor weather shelter with COG member if relevant.  Working parties are advised to bring appropriate outdoor clothing for adverse weather conditions:   * waterproof and wellies for rain or snowy weather * warm jackets for cold weather * wellies or stout footwear for every visit   sunhats, sun cream and drinks bottles for hot weather. |