**Colwall Orchard Group: Activity Risk Assessment: Tree Planting**

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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 |

**Prepared by:** Andy Ball 9th November 2019

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

**Reviewed by:**

Next review: by 22nd March 2020

**Notes:**

This activity based Risk Assessment should be read in conjunction with relevant site based Risk Assessments and Safe Ways of Working.

All pruning tasks will be led by a competent Lead Volunteer who should be:

* familiar with the relevant Safe Ways of Working and Checklists
* familiar with Site and Activity based Risk Assessments
* able to instruct, supervise and monitor volunteers engaged on the task.

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| **Step1**  *List significant hazards and harm here* | **Step 2**  *Assess risk (likelihood x severity)* | **Step 3**  *Mitigation: List existing controls* | **Step 4**  *Residual risk (likelihood x severity)* | **Step 5**  *Further action needed (by whom and when)* |
| Injury from misuse of hand tools – cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains | 9 (3x3) | All tools to be maintained in good condition and checked prior to use.  Appropriate risk and H&S briefings and demonstrations to be given to all groups using tools on site.  Ensure tools are used in appropriately, within their design capabilities.  Check participants for any snag hazards etc including baggy clothes or loose long hair and correct as needed.  Supervise all groups whilst using tools and make regular checks to ensure tools are being used appropriately. | 4 (2x2) |  |
| Terrain – the work area is uneven or tussocky leading to risk of trips, slips, falls | 9 (3x3) | Warn participants of uneven surface and ensure all participants have suitable footwear. | 4 (2x2) |  |
| Broken glass and rubble in the soil leading to risk of cuts and grazes. | 6 (3x2) | Wear thick gloves when working in the soil. (Remove any shards uncovered with care and dispose of these safely). | 4 (2x2) |  |
| Use of digging tools (spades, forks, etc) leading to risk of accidental damage to feet when digging. Danger of losing balance when using the tools. | 9 (3x3) | Wear sturdy footwear when using spades and forks. Keep one foot on the ground at all times when using spades or forks (do not jump on the spade or fork). | 4 (2x2) |  |
| Moving and lifting heavy objects leading to fractures, sprains, back injury or crush injury | 4 (2x2) | Avoid designing activities which involve lifting heavy objects  Where heavy objects must be moved, provide appropriate instruction and use wheel barrows wherever possible. | 2 (1x1) |  |
| Tree planting leading to risk of accidental damage (scratches, grazes and poking injuries) from branches and twigs. | 4 (2x2) | Carry trees with roots forward but check the extent of the branches, etc, behind and to the side and ensure that you maintain a working corridor sufficient to avoid twigs and branches from hitting anyone. | 1 (1x1) |  |
| Tree staking – using of swinging tools (mauls / mells / sledgehammers) leading to risk of accidental damage (cuts, abrasions, bangs, crush injuries, etc). | 9 (3x3) | Tree stakes to only be installed by adult who have had appropriate H & S briefing. Carry tools to site with care (preferably in wheelbarrow). Stack it safely at an agreed site when not required for use. Do not use gloves with swinging tools. Keep a working radius of 2 x tool length plus 2 x arm length around your working area. If working with a partner to hold stakes steady, ensure that you have agreed a method of working before commencing work (the person holding the stake should stand at right angles to the person swinging the tool). | 4 (2x2) |  |
| Tree staking – using of ramming tools (post rammers) leading to risk of accidental damage (cuts, abrasions, bangs, crush injuries, etc). | 9 (3x3) | Tree stakes to only be installed by adult who have had appropriate H & S briefing. Carry tools to site with care (preferably in wheelbarrow). Stack it safely at an agreed site when not required for use. Do not use gloves with ramming tools. If working with a partner to hold stakes steady, ensure that you have agreed a method of working before commencing work and ensure that the person holding the stake has their hands below the level where the rammer will impact upon the stake. | 4 (2x2) |  |
| Installing wire tree guards leading to risks of eye injury, or accidental damage (cuts, abrasions, bangs, crush injuries). | 4 (2x2) | Beware risk of damage to eyes from wire and wear safety glass as protection.  Beware risk of impact from hammers when hammering in staples and wear gloves to protect hands. | 2 (1x2) |  |