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| Asset | Hazard | Who might be at risk | Risk rating | Action required to reduce risk |
| Tetanus | Animal Bites, fencing and vegetation | Warden | H | Ensure regular 10 year booster is kept up-to-date |
| Dehydration | Fatigue, headaches, low productivity, greater risk of injury | Warden | M | Ensure adequate water is kept in close proximity to avoid dehydration |
| Lone working | Injury unattended | Warden | M | Call at regular intervals to ensure personal safety  Ensure your mobile is kept on your person at all times in case of emergency |
| Working at height | Falling and other injuries attained from falling | Warden | H | Use ladders provided by the Council  Always ensure equipment is in good working order and maintained and report any issues immediately to the Clerk  Up to date training provided |
| General hygiene | Infection or spreading of infection | Warden | M | Ensure all cuts are covered and wash hands before eating or drinking |
| Pesticides | Poisoning, burns, damaged clothing, damage to property | Warden | H | Ensure that at all time protective wear is used such as gloves and mask. Sensible clothing is worn  Only use approved pesticides which contain an approval number. Follow the instructions on the label carefully and accurately  Up to date training provided  Ensure adequate hazard warning signs are in place when appropriate. Should you feel ill after using a pesticide, contact a doctor immediately and make a note of the product, approval number and active ingredient to give to your doctor. If possible retain the container  Any such incidents or concerns should be reported to the Clerk |
| Injury from tools in use by yourself or others. | Personal injury | Warden, members of the public | H | Maintain a safe working distance when hedging in a group or members of the public are around. Ensure that people are aware of who is near them at all times before the commencement of work and are monitored by nominated leader of work  All tools must be in good condition and used safely. Report any issues or concerns to the Clerk immediately. Special attention should be paid to make sure that NOBODY wears a glove on the hand holding the swinging tool – losing your grip on a billhook for example is dangerous to all nearby  Helmets and protective gloves to be worn when driving stacks into support hedge.  No swinging tools to be used above chest height  Sensible clothing and foot wear to be worn at all times  Any jobs requiring more than one person must be reported to the Clerk to enable additional help to be found or the job ‘contracted out’. |
| Thorn injuries | Scratches, Puncture Wounds, Eye Wounds | Warden | H | Gloves to be worn when safe, (as detailed above) but personnel to be made aware that they will not protect from all wounds and care must be taken  Puncture wounds to the knee can be serious, so ground must be cleared before kneeling  Personnel should be aware of the danger to the eyes from thorns and twig ends and protective goggles used in areas of high risk |
| Tendonitis | Repetitive strain injury | Warden | M | Personnel should be made aware of risk and encouraged to take regular rests  Plan work according to vary repetitive action  PPE provided and to be used where necessary |
| Machine Hazards: Handles, kickback, compression, electric shock, vibration etc | Electrocution, cuts, muscles damage, joint damage | Warden | H | Ensure equipment is in good condition and regularly serviced and maintained. All issues or concerns to be reported to the Clerk immediately  Clear ground debris immediately. Strim right to left. Grip starter cord firmly  Do not touch starter plug / power cable. Ensure you are not working over cables as these are a trip hazard  All users should be adequately trained in the use of strimmers and how they operate before using one  PPE provided and to be used where necessary especially wear gloves at all times |
| Contact with moving blade | Serious cuts, severing of limb or major artery | Wardens, members of the public | H | Only trained personnel to use these machines  Switch off machine before changing, altering or repairing Stand firmly on both feet when operating  Hazard warning signs must be displayed at all times. Do not operate if there is anyone within 10m radius  If there is a risk of the public approaching unknowingly, post a lookout able to halt work |
| Flying debris | Personal injury | Wardens, members of the public | H | Always cut right to left and away from feet  Ensure all machine guards are fitted correctly  Always use long trousers, steel toe capped sturdy footwear and if any debris above waist height, wear a mask, goggles, and hard hat as necessary. PPE provided and to be used where necessary  Ensure the work is planned at off peak times of the day |
| Fire | Burns, smoke inhalation | Warden | H | Do not smoke or use a naked flame near equipment  Do not work close to a bonfire  Use the smoking area provided for cigarette breaks |
| Skin Conditions / cuts & scrapes | Skin Conditions / cuts & scrapes | Warden | H | Use gloves when mixing/filling with petrol/oil and when cleaning machine  Report any issues or concerns to the Clerk immediately |
| Noise | Injury to the ear | Warden, members of the public | H | PPE ear defenders must be worn at all times  To protect others do not operate if anyone not wearing ear defenders is within 10m radius  Plan work at off peak hours |
| Fatigue / Vibration | Personal injury | Warden | H | Do not use machine for extended periods, take regular breaks Adjust handles for comfortable use  Ensure clothing is comfortable and protects from the elements  PPE is provided and used where necessary |
| Fire / bonfire | Burns, smoke inhalation | Warden, members of the public | H | Ensure area is safe and cleared adequately  Only put items on the fire which burn easily. Do not put plastic or other substances on a fire as they may release toxic fumes  Do not light a fire in high winds  PPE provided: wear protective mask and goggles to protect for unnecessary smoke inhalation. Ensure a fire extinguisher is readily available in case of emergency and have a mobile to call the emergency services if required |
| Uneven Ground | Falling, tripping, bruising | Warden | M | Be vigilant of selected area’s topography  PPE is provided: wear sturdy footwear with a firm grip  Report any issues or concerns to the Clerk immediately |
| Operating hand tools | Personal injury | Warden, members of the public | H | Monitor that adequate working distances are maintained  All tools must be in good condition and used safely. Any issues or concerns report to the Clerk immediately  Place hazard warning signs for the public when necessary  Plan work at off peak times |
| Spores from Bracken / Bracken fungi when working near to or cutting bracken. | Inhalation, poisoning | Warden, members of the public | H | Warn people of the toxic nature of bracken and possible disease of inhaling spores  PPE provided: wear gloves, long sleeves and long trousers. If major clearance / disturbance of bracken is involved wear a fine pore mask |
| Lyme Disease | Lyme disease | Warden | H | Ensure knowledge of Lyme’s disease which can be caught from ticks present in bracken  PPE provided: always wear long trousers and sleeves and check for ticks at the end of the day. Seek doctor’s advice if bitten  Report any issues or concerns with the Clerk immediately |
| Inclement weather: Sun / Cold, Wet, Hot | Burn, heat stroke, colds, fatigue | Warden | M | Work on grassland can be exposed  PPE provided: ensure properly attired for weather conditions, adequate waterproofs for wet weather and use high factor sun block and hat in hot conditions  Always have adequate water for refreshment  Plan work accordingly to avoid over exposure |
| Falling Trees and Flying Wood | Crushing, head injuries, cuts, bruises | Warden and members of the public | H | Ensure good working practice especially safe working distances  PPE provided: wear hard hats when felling trees over 2m. Protect public by cordoning off work site, placing warning notices and lookouts on paths in work areas  Cease work in high winds  Report any concerns to the Clerk immediately |
| Injury from hand tools | Personal damage | Warden | M | Inspect tools before use, reporting any which are defective to the Clerk immediately  No gloves to be worn when swinging tools |
| Use of Chainsaw/Winch | Serious cuts, severing of limb or major artery | Warden | H | Must have appropriate and current qualification to use a chainsaw  Use of winch only by trained personnel  Regular checks of equipment and report any issues to the Clerk immediately |
| Danger from ground conditions | Slips, trips and falls | Warden | M | Work site should be assessed before work starts and kept tidy and free from obstructions  All equipment to be put away immediately and work space to be kept tidy and free from obstruction  Report an issues to the Clerk immediately  PPE provided: sensible footwear to be worn at all times |
| Injury from manual handling | Back injury, joint pain, muscles injury | Warden | M | Avoid lifting/carrying heavy weights  Plan a sensible route before lifting  Use mechanical aids  Instruct and training in correct kinetic handling  PPE provided: gloves to be worn, sensible shoes to be worn at all times |
| Electrocution: Overhead cables | Electrocution | Warden | H | Identify overhead cables on first visit to site and avoid working within distance from them of twice height of tallest tree  PPE provided and used at all times  In unsure cases consult local electricity authority |
| Chemical treatment of stumps | Poisoning, burns, damaged clothing, damage to property | Warden | H | Chemicals to be used only as last resort and only indirect supervision of those with a pesticide licence  COSHH procedure and guidance to be followed |
| Tripping over planted trees. tools etc | Slips, trips and falls | Warden and members of the public | M | Inspect site first to highlight inherent hazards and keep tidy thereafter ensure tools not in use are immediately stored safely  Report an issues to the Clerk immediately |
| Illness from Contact with soil | Poisoning, illness | Warden | M | Cover any broken skin before work and promptly wash and cover any cuts received  Wash hands before eating or drinking  Report an issues to the Clerk immediately |
| Manual handling: Bags of trees and tools etc | Back injury, joint pain, muscles injury | Warden | M | Use of barrows and other carrying aids  Plan a sensible route so lifting / carrying is kept to a minimum  Awareness and training provided for kinetic lifting  Report an issues to the Clerk immediately  PPE provided: gloves to be worn, sensible shoes to be worn at all times |
| Injury during staking of trees | Personal injury | Warden | M | Advice of safe use of tools eg, mell, stob twister hammer Any stake /post being driven in should normally be held with a stob twister  Where impractical, particular care must be taken to avoid blows glancing off/missing and hitting the person holding the stake  PPE provided: users must wear a hard hat  Provide a contractor where necessary |
| Damage from canes used to support tree guards | Puncture wounds, injury to eye, cuts, scrapes | Warden | M | Avoid use of canes, except where essential and make all participants aware to the risks, particularly to eyes  PPE provided where necessary |
| Back strain | Back injury | Warden | M | Minimise digging by individuals, instruct in and ensure safe kinetic digging/lifting techniques  Provide training for digging and kinetic lifting  Plan work to ensure that digging isn’t undertaken for long periods and take regular breaks  Report an issues to the Clerk immediately |
| Manual Handling | Back injury, joint pain, muscles injury | Warden | M | Have material delivered onto site, or as close to site as possible  Use wheelbarrows to transport materials/tools. Use tool bags to carry small tools  Plan in advance any avoidable lifting /carrying of heavy items  Awareness and training provided for kinetic lifting  Report an issues to the Clerk immediately  PPE provided: gloves to be worn, sensible shoes to be worn at all times |
| Wood preservative and other hazardous substances | Inhalation, cuts, skin damage | Warden | H | PPE provided: wear gloves when handling treated timber and sensible clothing  Use pre-treated timber whenever possible and do not drill or saw it without those nearby wearing a respiratory mask  Do not burn treated waste but plan disposal  If timber must be treated, follow full COSHH procedures |
| Injury form sharp tools/other tools/materials | Slips, trips and falls, cuts, bruising, burns | Warden | M | All tools to be inspected before use and to be well maintained. Any issues to be reported to the Clerk immediately  PPE provided: ensure steel toe capped boots are worn at all times. If trees or other materials have sharp or abrasive parts, wear gloves  Keep work stations and areas tidy at all times ensure tools not in use are immediately stored |
| Infection/skin disease | Infection/skin disease | Warden | H | All participants should have anti-tetanus injections  Treat all cuts etc, immediately with antiseptic and cover adequately and report to the Clerk  PPE provided: wear gloves when working with cement or concrete and a face mask if dry cement is being used |
| Slips, trips and debris hazards | Slips, trips and falls, cuts, bruising | Warden | M | Inspect site at start to identify and if necessary mark inherent hazards  Site should be kept tidy, particularly after works stops  PPE provided: sensible footwear to be worn at all times |
| Use of tools, mell, post drivers, mallet and chisel | Puncture wounds, injury to eye, cuts, scrapes, head injuries | Warden | H | PPE provided: wear hard hats when using post driver, wear goggles when using a mallet and chisel or when driving nails into treated timber  Post should normally be held by stob holder  Take particular care to avoid missing tote post and striking the holders hands/arms  Examine all tools before use and if faulty do not use, report immediately to the Clerk |
| Injury to feet/skin | Puncture wounds, cuts, scrapes, bruising | Warden | M | PPE provided: always wear steel toe capped boots, gloves must be used to protect hands from splinters |
| Foot and lower limb injury from tools or falling objects | Foot and lower limb injury | Warden | M | PPE provided: footwear to be steel toe capped giving protection to foot and ankles  Stacking of materials must be secure and minimised when close to ongoing work  Keep work stations and areas tidy at all times ensure tools not in use are immediately stored |
| Cement mortar and concrete | Skin irritation, inhalation, eye injury | Warden | H | When using set concrete mortar, there must be adequate precautions for prevent these materials contacting skin or eyes or being breathed in  PPE provided: wear goggles, mask, gloves and wash promptly if skin comes into contact |

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| Risk rating |  |
| L | Low |
| M | Medium |
| H | High |

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| **RISK ASSESSMENT FOR:** | **Parish Warden Risk Assessment for Hazlemere Parish** | | |  |
| **Establishment:**  Hazlemere Parish Council | **Assessment by:**  A Banham | **Signed:** | **Date:**  21st September 2018 |
| **1st Review Date Due :** | **Manager Approval:** | **Signed:** | **Date:** |