

This risk assessment relates only to the *generic* features of a common activity; it does not cover those *specific* to a location or group. It therefore must not be used without completing the local review, making additions as necessary to take account of local circumstances. However, such a local review need not be timeconsuming. Use the box at the bottom to create the local review, or add extra pages as necessary. **SEE ACCOMPANYING SAFETY NOTES**

ACTIVITY ASSESSED	ASSESSOR	ASSESSMENT DATE
14. TREE AND OTHER PLANTING	STEPHEN BOLSOVER	11 th May 2016
HAZARD	RISK LEVEL	PRECAUTIONS
Potential for harm		to remove hazard or reduce risk level. One precaution may tackle several hazards.
Injury from sharp tools, other tools and materials	L	Ensure that all participants are aware of good practice in safe digging, e.g not to use the instep to depress a spade. This will likely require training on the volunteer's first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.
Illness from contact with soil	M	Cover any broken skin before work. Promptly wash any cuts received or clean with a wet wipe, then cover with a bandage. If cuts are likely, e.g handling thorn trees, wear gloves. See Generic Risk Assessment General Site Safety, particularly concerning Tetanus. Avoid using hands to move and firm soil, rather, use a spade or a foot.
Hitting underground services	H	Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of "near" in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly.
Poisoning of children	M	Avoid planting poisonous plants where younger children play.
Injury during staking of trees	L	Explain and advise safe use of tools e.g melt, stob twister, hammer, etc. Any stake/post being driven in should normally be held with a stob. Where this is not practicable, particular care must be taken to avoid blows glancing off/missing the stake and hitting hands or arms and if another person is holding stake they must wear a hard hat.
Back strain from digging trenches, etc.	M	Minimise digging by individuals, instruct in and ensure safe digging/lifting techniques used. Monitor both the state of individuals digging, e.g rest them if they are rubbing back or pausing to stretch their backs, and the time for which they have been digging.
RISKS AND PRECAUTIONS SPECIFIC TO THE SITE OR DAY		
ASSESSOR		
ASSESSMENT DATE		
APPLICABLE DATES (This is likely either to be one specific day, or "until further notice".)		

Risk level: L = Low, M = Medium, H = High

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RESTRICTIONS Wardens should be aware of the location of any underground services on their sites. If any digging or other ground penetration is planned near the services then Harrow Council and the relevant utility companies must be consulted. The meaning of “near” in this context depends on how accurately the position of the utility is known: if its position is known precisely, then any ground more than 20m away can be considered distant. However, if there is a greater degree of uncertainty, then the region considered to be near the utility increases accordingly. Do not plant poisonous species where small children are likely to play.		
PREVENTATIVE MEASURES Use proper tool for job. Clean and cover all existing cuts and any received without delay. Wash hands well before eating, drinking or smoking. Strongly urge need for Tetanus jabs. Avoid using hands to move and firm soil, rather, use a spade or a foot. Minimise manual handling by prior planning, sharing of loads, use of vehicles and barrows. Use stob when driving stakes/posts but if this is truly not possible exercise great caution.		
PERSONAL PROTECTIVE EQUIPMENT Stout good grip footwear is essential. If any materials handles are rough/abrasive/ sharp, gloves are to be worn but not on hands holding tools.		
TRAINING Ensure that all participants are aware of good practice in safe digging. This will likely require training on the volunteer’s first time with the Forum and regular monitoring at subsequent working parties to ensure that the volunteer continues to follow safe practice.		
MONITORING Inspect site at first to find inherent hazards and keep clear of created hazards thereafter, e.g obstructions, debris, pitfalls. Examine tools for sharpness and good condition before use, rejecting for repair/replacement poor ones. Ask who has had Tetanus jabs in last ten years. Check actual practice when driving stakes etc. Monitor welfare/fatigue of participants. Ask if any have known susceptibility to relevant allergic reactions, e.g asthma and hayfever and monitor conditions and individuals accordingly.		
INFORMATION		

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