



nicenstripy Gardening Risk Assessment



[Company address]

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Introduction

This document provides an assessment of the health and safety risks for the Landscape Operations carried out by nicenstripy in accordance with the Management of Health and Safety at Work Regulations 1992 (MHSWR) and associated Regulations.

Our primary objectives in carrying out these risk assessments were: -

- To identify hazards with the potential to cause harm to staff or members of the public.
- to evaluate the nature and seriousness of injuries that may arise from specific hazards
- To critically examine the existing safety controls in place.
- to identify further action needed to improve safety standards

Definitions

The definition of hazard and risk in this context is shown below

Hazard = Anything with the potential to cause harm.

Risk The chance or likelihood that someone will be harmed by the hazard.

The method used in carrying out these assessments is explained in the Guidance Notes contained in Appendix (I).

Risk Ranking System

The risk ranking system shown below has been used to help determine priorities for further action. It is based on the likelihood of injury occurring from a hazard and the seriousness of the outcome, taking into account the number of people involved and measures already in place to control hazards and reduce the risk.

Likelihood	Score	Outcome / Severity	Score
Highly Improbable	1	Negligible Injuries	1
Remotely Possible	2	Minor Injuries	2
Occasional	3	Major Injuries	3
Fairly Frequent	4	Fatal Injuries	4
Frequent or Regular	5	Multiple Fatalities	5
Almost and Certainty	6	Catastrophic Fatalities	6

Risk Ranking Number (**R.R.N.**) = Likelihood x Outcome score

Interpretation of the Risk Ranking System

RRN 5 or less	=	Insignificant risk, no further action required
RRN between 6 and 12	=	Moderate risk, further control measures maybe needed
RRN greater than 12	=	Inadequate controls, urgent remedial action required

RISK ASSESSMENT Index				
Section 2 - Site Safety				
Date of Assessment		Next Review Date	Review Record	
Reference	Description	Date	Reviewed by	Amendment Details
SS01	Environmental Conditions			
SS02	Remote Sites/Lone Working			
SS03	Roadside Working			
SS04	Schools or Colleges			
SS05	Public open spaces			
SS06	Rivers, streams, waterways			
SS08	Residential / Homes			
SS09	Construction Sites			

RISK ASSESSMENT - DETAIL REVIEW

Site Safety

DESCRIPTION	REF.	HAZARD	RISK OF	Weather conditions	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Environmental Conditions Ground Conditions	SS01.1	Wet, uneven or slippery surfaces	Muscular injuries Slips/Falls Loss of control of machinery Contact with moving machinery	Operative Third Parties	Staff training/awareness Work instruction/Safety Code of Practice - SSWI01-General Site Safety Safety footwear Operatives instructed not continue work if ground conditions are considered dangerous.		2/3		
	SS01.2	Steep banks Insufficient standing space at top of bank	Muscular injury Slips/Falls Loss of control of machinery Contact with moving machinery	Operative Public	As above plus Safety footwear including spikes Ropes and harness Work only undertaken when sufficient footage at top of bank Prohibited task for trainees & under 18's unless directly supervised		2/4		
	SS01.3	Heat , sunshine	Discomfort, illness sunburn, skin cancer, eye damage	Operative	Comfortable clothing, Regular breaks and drinks available. Advice given on dangers of overexposure to sun and protection i.e. suncreams, head covering, work in the shade middle day if possible		2/4		

RISK ASSESSMENT - DETAIL REVIEW

Site Safety

DESCRIPTION	REF.	HAZARD	RISK OF	Weather conditions	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
	SS01.4	Cold, wet	Discomfort, illness		Appropriate outdoor clothing Regular breaks Hot drinks available		2/3		
Operating in Rural Areas / Remote Sites Lone working	SS 02.1	Remote location Lone working	Accident or injury whilst working alone. No immediate assistance available Over exertion More serious injury due to lack of help in an emergency	Operative	First aid kits on vehicles Radio or telephone contact Daily work schedule followed As above plus No lone working where practical Experienced staff only		2/3 2/3		Mobile Telephones provided for all employees
Roadside Working	SS.03.1	Moving traffic	Road Traffic Accident	Operatives Third parties	Trained staff , local knowledge High visibility clothing Hazard warning lights and signs on vehicle Work instruction / Safety Code of Practice SSWI01 Work scheduled to avoid peak periods		2/4		

RISK ASSESSMENT - DETAIL REVIEW

Site Safety

DESCRIPTION	REF.	HAZARD	RISK OF	Weather conditions	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Schools and colleges	SS 4.2	<p>Inquisitive children or other people in work area</p> <p>Vehicles & moving machinery</p> <p>Flying debris</p> <p>Unsuitable employees</p>	<p>Various injuries</p> <p>Operative distracted</p> <p>Unauthorised use of machinery / equipment</p> <p>Being struck by vehicles or moving machinery</p> <p>Injury from flying debris</p> <p>Assault/ abuse</p>	<p>Students</p> <p>Staff</p> <p>Operatives</p>	<p>Work programme agreed with school or college</p> <p>No lone working</p> <p>Operatives to report in / out of premises</p> <p>Trained operators</p> <p>Machinery & equipment never left unattended & put away after use</p> <p>Machinery guarded and used correctly</p> <p>Staff clearance procedures</p> <p>Identity cards.</p>		1/3		
Operating in Public Open Spaces	SS 05	<p>Children & other people in work area (dogs)</p> <p>Moving machinery & vehicles</p> <p>Flying debris from machinery</p>	<p>Various injuries</p> <p>Operative distracted</p> <p>Contact or entanglement with vehicles or machinery</p> <p>Being struck by flying debris</p>	<p>Children</p> <p>General Public</p> <p>Operatives</p> <p>Dogs</p>	<p>Work scheduled during least busy periods</p> <p>Machinery / equipment never left unattended & put away after use.</p> <p>Trained operators</p> <p>Local knowledge/awareness of hazards</p> <p>No lone working</p> <p>Correctly guarded / properly used machinery</p>		1/3		

RISK ASSESSMENT - DETAIL REVIEW

Site Safety

DESCRIPTION	REF.	HAZARD	RISK OF	Weather conditions	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Rivers, streams and Waterways	SS 06		Serious illness / infection Panic Drowning	Operative Third Parties	Work instruction/Safety Code of Practice SSWI01 Trained staff / local knowledge Operatives advised of dangers & issued with Weils Disease cards Protective clothing (gloves, wellingtons. waterproofs) No lone working Rescue equipment available Swimmers only Site specific risk assessment undertaken No under 18s or trainees unless directly supervised by a competent member of staff		2/4		Check all employees have been advised re. Hepatitis/tetanus vaccination.
Operating at Residential Homes for the Elderly or Special Needs Sites	SS07	Elderly / infirm people in work area Lack of awareness of dangers from machinery or work practices	Various injuries Contact or entanglement with vehicles or machinery	Residents Operatives Third Parties	Machinery / equipment never left unattended .& put away after use Staff trained and made aware of hazards No lone working Known staff as far as possible Reporting in / out of premises Identity cards Site specific assessment		2/3		Ensure that site specific risk assessments have been undertaken for individual sites

RISK ASSESSMENT INDEX

Section 3 - Grass Cutting Operations

Date of Assessment	December 2002	Next Review Date	February 2003	Review Record		
Reference	Description		Date	Reviewed by	Amendment Details	
GC 01	Strimming					
GC 02	Pedestrian Mowing					
GC 03	Ride on Mowing					
GC 04	Gang Mowing					
GC 05	Flail Mowing					

RISK ASSESSMENTS - DETAIL REVIEW

Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Strimming	GC 1.1	Moving machinery	Contact or entanglement with rotating blades	Operator Third Parties	No loose clothing to be worn Staff training/awareness Safety guards Deadmans handle operation Work instruction/Safety Code of Practice GMWI01 Safety Boots/Gloves		2/3		
	GC 1.2	Flying debris	Being struck by flying debris Property damage	Operator Third Parties	As above plus:- Eye & face protection Operators aware of hazards & advised to take care when working in public areas or on the roadside. Peak periods avoided where possible		1/3		
	GC 1.3	Noise	Hearing damage	Operator	Engine silencers Noise survey undertaken Ear defenders worn		2/3		Check correct ear defenders provided for noise levels identified in survey Medical Questionnaire.
	GC 1.4	Carrying / operating trimmer for long periods	Fatigue Muscular injury	Operator	Carry harness Trained staff Regular breaks		2/3		
		Damaged/defective equipment	Various personal injuries	Operator Third parties	Regular servicing Pre use inspection Defect reporting/responsive repairs		2/3		Check equipment records are up to date

RISK ASSESSMENTS - DETAIL REVIEW

Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Pedestrian Mowing (Cylinder/Rotary)	GC 02.1	Moving machinery	Contact/entanglement with moving parts	Operator, Third Parties	Work instruction/Safety Code of Practice GMWI01 No loose clothing, Correct guards fitted Staff training/awareness of dangers Care taken when operating in public areas Machinery immobilised when not in use Steel Toecap Safety boots.		2/3		
	GC 02.2	Flying debris (Rotary only)	Being struck by flying debris	Operator	As above plus;- Eye / face protection worn		1/3		
	GC 02.3	Damaged/defective equipment	Various personal injuries	Operator Third parties	Well maintained equipment Regular servicing Pre use inspection Defect reporting system & responsive repairs		2/3		
Ride on Mowing	GC 03.1	Moving machinery	Injury from contact or entanglement with moving machinery	Operator Third Parties	Work instruction/Safety Code of Practice GMWI01 Staff training/awareness of dangers Care taken when working in public areas or on roadside Machinery immobilised when not in use Safety boots		2/3		

RISK ASSESSMENTS - DETAIL REVIEW

Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Ride on Mowing (contd)	GC 03.2	Flying debris	Being struck by flying debris Property damage	Third Parties	As above plus:- Correct guards fitted		1/3		
	GC 03.3	Repetitive arm/shoulder movements	Fatigue Muscular injuries	Operator	Staff training/awareness Regular breaks		1/3		
	GC 03.4	Noise	Hearing damage	Operator	Noise survey Ear defenders		2/3		Check correct ear defenders provided Medical Questionnaire plus possible hearing tests for employees
	GC 03.5	Operating machine in adverse conditions e.g. wet, slopes/banks	Machine overturning Machine getting out of control	Operator Third Parties	Staff training/awareness Local risk assessments if necessary. Work stopped if conditions considered dangerous by operator		3/4		
	GC 3.6	Damaged/defective equipment	Various personal injuries	Operator Third parties	Well maintained equipment Pre use inspection Defect reporting/responsive repairs		2/3		
	GC 03.7	Failure to immobilise equipment before adjusting, clearing debris & when leaving cab	Contact/entanglement with moving parts. Leg / foot injuries when leaving cab	Operator	Work instruction/Safety Code of Practice GMWI01 Staff training/awareness		2/3		

RISK ASSESSMENTS - DETAIL REVIEW

Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Gang Mowing	GC 04.1	Moving machinery	Injury from contact or entanglement with equipment	Operator, Third Parties	Work instruction/Safety Code of Practice GMWI02 No loose clothing Staff training/awareness Machinery immobilised when not in use Safety boots.		3/4		
	GC04.2	Flying debris	Being struck by flying debris	Third Parties	Care taken when working in public areas. Busy periods avoided		1/3		
	GC 04.3	Noise	Hearing damage	Operator	Noise survey Enclosed cabs Ear defenders provided. Regular breaks		2/3		
	GC 04.3	Damaged/defective equipment	Various personal injuries	Operator Third Parties	Regular servicing Pre use inspection Defect reporting/responsive repairs		2/3		
	GC 04.4	Failure to immobilise equipment before adjusting, clearing debris & when leaving cab	Contact/entanglement with moving parts Leg / foot injuries when leaving cab	Operator	Work instruction/Safety Code of Practice GMWI02 Staff training/awareness		2/4		
	GC 04.5	Operating machinery for long periods Repeated rear view observations	Fatigue, discomfort Muscular disorders particularly back, neck and shoulders	Operator	Well designed seats to minimise back problems Regular breaks		1/3		Review driving positions and work methods.

RISK ASSESSMENTS - DETAIL REVIEW

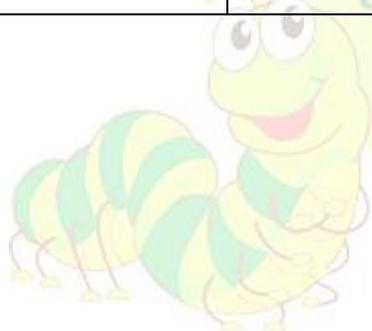
Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Flail Mowing	GC 05.1	Moving machinery	Injury from contact or entanglement with equipment,	Operator, Third Parties	Work instruction/Safety Code of Practice GMWI02 Trained operators aware of dangers Machinery immobilised when not in use No loose clothing, Safety boots,		3/4		
	GC 05.2	Noise	Hearing damage	Operator	As above Plus:- Ear defenders available		1/3		Carry out noise survey and check correct ear protection is being provided
	GC 05.3	Flying debris	Being struck by flying debris	Operator	As above Plus:- Eye / face protection		2/3		
	GC 05.4	Operating machinery for long periods Repeated rear view observations	Fatigue, discomfort Muscular disorders particularly neck, back, shoulder problems	Operator	Sprung seats designed to minimise back problems Regular breaks		1/3		Review driving positions and work methods.
	GC 5.5	Damaged/defective equipment	Various personal injuries	Operator Third Parties	Regular servicing Pre use inspection Defect reporting / responsive repairs		2/3		
	GC 5.6	Failure to immobilise equipment before adjusting, clearing debris or when leaving cab	Contact/entanglement with moving parts Leg / foot injuries when leaving cab	Operator	Work instruction/Safety Code of Practice GMWI02 Staff training/awareness		2/4		

RISK ASSESSMENTS - DETAIL REVIEW

Grass Cutting Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Chipper	GC 06.1								
	GC 06.2	Noise	Hearing damage	Operator	As above Plus:- Ear defenders		2/3		Carry out noise survey
	GC 06.3	Damaged/defective equipment	Various personal injuries	Operator Third Parties	Equipment regularly serviced Pre use inspection Defect reporting / responsive repair procedures		2/3		
	GC 06.4	Failure to immobilise equipment before adjusting, clearing debris	Contact/entanglement with moving parts	Operator	Work instruction/Safety Code of PracticeGMWIO2 Staff training/awareness		3/4		



RISK ASSESSMENT INDEX

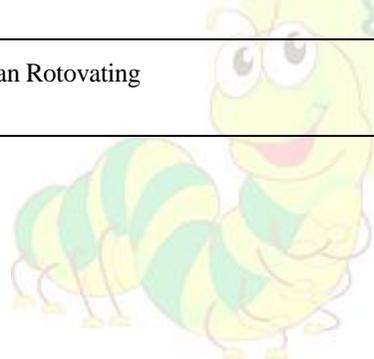
Section 4 - General Grounds Maintenance Operations

Date of Assessment	Next Review Date	Review Record			
		Reference	Description	Date	Reviewed by
GM 01	Pesticide Operations				
GM 02	Tractor Mounted Operations				
GM 03	Hedge trimming				
GM 04	Pruning				
GM 05	Driving Grounds Maintenance Vehicles				
GM 06	Litter Picking				
GM 7	Hand Tool Operations				
GM 8	Sports Pitch Maintenance				
GM 09	Fine Turf Maintenance				

RISK ASSESSMENT INDEX

Section 4 - General Grounds Maintenance Operations

Date of Assessment	Next Review Date	Review Record			
		Reference	Description	Date	Reviewed by
GM 010	Planting				
GM 011	Leaf clearance				
GM 012	Use of Ladders, Steps & Work Platforms				
GM 013	Maintenance Of Hanging Baskets And Planters				
GM 014	Pedestrian Rotovating				



RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Pesticide Operations	GM 01.1	Method of pesticide application Weather conditions e.g, high winds	Chemical related Illness Environmental damage	Staff, third parties	Trained / Certificated staff in accordance with Pesticide Regulations Work Instruction / Safety Code of Practice GMWI03 COSHH Assessments Low toxicity MAFF approved chemicals Appropriate protective clothing & equipment Disposable coveralls Spraying log Use of “closed in” systems where possible (C.D.A)		2/3		Re-issue Pesticides Manual Ensure COSHH Assessment s and training records are up to date Introduce standard Serco Spraying Log
Transport & storage of pesticides	GM 01.2	Accidental chemical spillage or leakage’s	Illness or injury due to exposure to chemicals Environmental damage	Staff, third parties	Trained / Certificated staff , COSHH Assessments, Transport and storage in accordance with manufactures instructions Minimum quantities stored in secure “Chemsafe Transported in secure, spill proof containers. Appropriate first aid and emergency arrangements.		2/3		

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
	GM 02.6	Operating machinery for long periods Loose objects in cab	Fatigue Muscular injuries Being struck by loose objects	Operator	Regular breaks Comfortable seats Secure storage - no loose objects in cab				
Hedge Trimming (Hand held)	GM 03.1	Cutter blades,	Cuts, Contact/entanglement with machinery	Operator	Staff training/awareness No loose clothing, Work instruction/Safety Code of PracticeGMWI04 Safety boots,		2/3		
	GM 03.2	Sharp hedge trimmings	Stabbing injuries	Operator	Gloves, Eye / face protection,		1/3		
	GM 03.3	Carrying / operating the equipment for long periods	Muscular disorders	Operator	As per GM03.1 Plus:- Correct handling techniques Regular breaks				
	GM 03.4	Noise	Ear damage	Operator	Ear defenders Regular breaks Noise survey		1/3		
	GM 03.5	Damaged/defective equipment	Various personal injuries	Operator Third parties	Equipment regularly serviced Pre use inspection Defect reporting/responsive repairs		2/3		
	GM 03.6	Working from ladders and steps	Falls Items falling onto others below Road traffic accident when working on roadside	Operator Third Parties	Staff training/awareness Well maintained equipment - Ladder Register Correct access equipment for task Tools & materials carried / stored		2/4		

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
					securely Public kept clear of work area below , warning signs, barriers High visibility clothing when working on roadside				
Pruning	GM 04	Contact with blades, Sharp or thorny trimmings Damage/defective/blunt equipment	Cuts and abrasions Stabbing injuries	Operator	Work instruction/Safety Code of Practice GMWI05 Protective gloves Face protection as necessary Well maintained tools		1/3		
Driving Grounds Maintenance Vehicles	GM 05	Adverse weather or road conditions	Road traffic accident Impact with other vehicles or structures (off road) Road rage incident Damage to vehicle	Staff, Third parties	Vehicle training/local knowledge Appropriately licensed drivers First aid kits on vehicles Drivers to park safely avoiding obstruction		2/4		
	GM05.1	Parking	As above		Radio/phone contact Well maintained vehicles Vehicle daily inspections and defect reporting system				
	GM05.2	Breakdown or mechanical failure	As above		Well placed mirrors Vehicle seen back by colleague in difficult conditions				

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
	GM05.3	Reversing	Various injuries		No loose objects in cab				
	GM05.4	Unsecured objects in cab	Being struck by unsecured items		Drivers advised to take care particularly when ground is slippery or uneven				
	GM05.5	Getting in / out of the vehicle	Leg/ foot injuries		Operatives trained in correct manual handling methods				
	GM05.6	Loading / unloading vehicles Unsecured loads	Muscular injuries Loads falling off vehicle Road traffic accident		Loads secured, netted or sheeted.				
Litter Picking	GM 06.1	Waste material	Infection Personal Injury e.g. cuts, grazes, skin punctures	Operative	Staff training/awareness Work Instruction / Safety Code of PracticeGMWI06 Litter picking tongs Protective workwear incl. Industrial gloves, safety boots, overalls Personal first aid kit Good personal hygiene encouraged Immunisation against Tetanus and		2/3		Check all employees have been advised re Tetanus / hepatitis vaccination

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
					Hepatitis B advised Good quality litter sacks to lessen risk of splitting Operatives advised to carry sack away from legs.				
	GM 06.2	Used Hypodermic Needles	Skin punctures Infections (H.I.V /Hepatitis)	Operative	As for GM 6.1 Plus:- Sharps reporting procedure Puncture proof "sharp's box" for collecting needles. Disposal via appropriately licensed Waste Carrier HSE Needlestick Injury Guidance Note issued		3/4		As for GM 6.1 Eye Protection
	GM 06.3	Contaminated workwear	Infection	Operative	Separate laundry arrangements and spare overall available.		1/2		Advise staff re laundry arrangements for contaminated overalls
	GM06.4	Lifting / carrying sacks	Muscular injuries	Operative	Manual handling instruction		1/3		
Use of Hand tools (spades/forks etc.)	GM 07.1	Unsuitable, defective or damaged tools	Stabbing injuries to feet and legs or other injuries	Operative	Staff training/awareness Work Instruction / safety Code of Practice GMWI010 Tools purchased from reputable supplier and maintained in good condition Correct tools for job Regular inspections & defect reporting system		1/3		
Use of Hand tools	GM07.2	Incorrect use / misuse of tools							

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
(spades/forks etc.) (cont.)					Defective items removed from use Safety boots/protective gloves				
Sports Pitch Maintenance <ul style="list-style-type: none"> • Marking out 	GM0 8.1	Pushing line marking machine for long periods	Fatigue Muscular injury	Operative	Staff training/awareness Work Instruction/ Safety Code of Practice GMWI011 Line marking compound used and stored in accordance with manufactures instructions Protective clothing - overalls/gloves/boots		1/2		
	GM08.2	Line marking compound	Chemical related illness/injury						
<ul style="list-style-type: none"> • Sports Pitch Equipment 	GM 08.3	Setting up / dismantling equipment	Muscular injuries Trips/Falls or other injuries	Operative Third Parties	Staff training/awareness in correct manual handling methods and correct assembly of equipment Safety boots Equipment regularly inspected and maintained in good condition		2/3		
	GM08.4	Incorrectly assembled or defective equipment	Crushing/trapping injuries due to collapse of equipment						
	GM08.5	Misuse / vandalism							
Fine Turf Maintenance	GM 09.1	Contact with fertilisers / dressings	Chemical related illness/injury	Operator	Low hazard fertilisers/top dressings		2/3		Carry out local Risk Assessment as necessary

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
	GM09.2 GM09.3	Moving machinery Repetitive Manual work:- raking sweeping luting	Injury from losing control of machinery or contact with moving parts Muscular injury		Well maintained machinery, Staff training/awareness Work instruction/Safety Code of Practice GMWI011 Regular breaks Safety boots / gloves/ overalls				
Planting (Bedding)	GM 010.1 GM010.2	Repetitive manual work Handling plants	Fatigue Muscular disorders Allergic reactions to plants	Operator	Staff training/awareness Well maintained tools & equipment Horticultural knowledge Work instruction/Safety Code of Practice GMWI07		3		
Planting (Trees)	GM 010.3	Contact with underground services Handling, planting trees	Electrocution /shock / burns Muscular injuries Cuts, abrasions, bruises or other injuries	Operator	As for GM010 plus Inspection of plans showing location of underground services. Scanning equipment (Cat & Jenny) Local knowledge Manual handling instruction		3/4		
Leaf Clearance (by hand)	GM 011.1	Unseen sharp objects Used hypodermic needles Dog excreta Repetitive manual work	Cuts/abrasions, Stabbing injuries Illness/infection or other injuries	Operator	Staff training/awareness and local knowledge Work instruction/Safety Code of Practice GMWI06 No leaf clearance by ungloved		3		Check Tetanus Hepatitis immunisation records and re-issue Needlestick injuries leaflet.

RISK ASSESSMENTS - DETAIL REVIEW

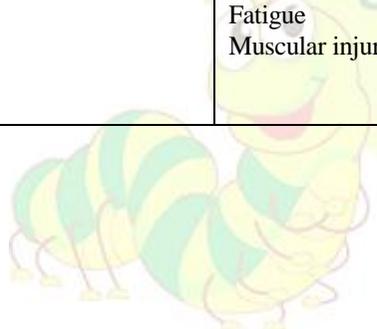
General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
			Contaminated work wear Muscular injuries		hands "Sharps" boxes. and puncture proof gloves available, location of sharps reported Guidance on Needlestick injuries Tetanus Hepatitis immunisation recommended Safety boots and protective work wear Spare overall and washing facilities available Manual handling instruction Regular breaks				
Use of Ladders, Steps & Work Platforms	GM 012	Unsuitable, damaged or defective equipment Incorrect use, Unsuitable footwear Adverse ground conditions Items falling onto others below Overhead power cables	Falling from height Being struck by falling objects As above Being struck by falling objects Electrocution / shock / burns	Operator Third Parties	Staff training/awareness, Work Instruction / Safety Code of Practice GS11 No lone working Regular inspection of equipment - Ladder Register Sufficient grip footwear Work area kept clear, warning signs & barriers as necessary Tools & materials secured No metal ladders used near power lines		2/4		
Hanging Baskets and Planters (Erection, dismantling and maintaining)	GM 013	Working at height Road traffic, Contact with fertilisers & plants	Falls Objects falling onto others below Being struck by moving vehicles	Operator Third Parties	Staff training/local knowledge Work instructions / Safety Codes of Practice GMWI012 & GS011 Tools , materials secured when working at height Local risk assessments as		3/4		Carry out local assessments as necessary

RISK ASSESSMENTS - DETAIL REVIEW

General Grounds Maintenance Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
		Lifting, carrying planters and baskets	(R.T.A) Allergic reactions Falls Muscular injuries		necessary Peak periods avoided High visibility clothing Warning signs Suitable, well maintained access equipment Working from ladders avoided if possible Protective gloves Manual handling instruction				
Pedestrian Rotovating	GM 014	Moving machinery Operating machinery for long periods	Contact/entanglement with moving parts Bumps/bruises or other injuries Fatigue Muscular injury	Operator	Well maintained equipment, No loose clothing, Staff training/awareness Work instruction/Safety Code of Practice GMWI013 Safety boots, gloves Manual handling instruction Regular breaks		2/3		



RISK ASSESSMENT INDEX				
Section 5 - Arboricultural Operations				
Date of Assessment		Next Review Date	Review Record	
Reference	Description	Date	Reviewed by	Amendment Details
AB01	Operating a chain saw at high level			
AB02	Operating a chain saw at ground level			
AB03	Arboricultural Equipment (General)			
AB 04	Winching			
AB 05	Chipper			
AB 06	Rigging Equipment			

RISK ASSESSMENTS - DETAIL REVIEW

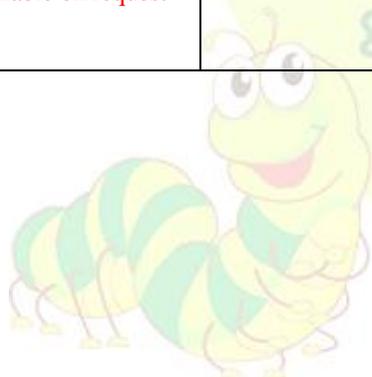
Arboricultural Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Operating a Chain Saw at high level	AB 01.1	Working at height Contact/entanglement with saw blades, Falling debris Machine vibration	Death/serious injury from falls or cuts Being struck by flying debris Vibration injuries	Operator Third Parties	Certificated operator only PPE - Chainsaw Trousers Chainsaw boots Suitable hand, eye & ear protection Suitable climbing ropes and harnesses regularly inspected. & tested Equipment secured to climber No lone working, Correct anti vibration chainsaw Worksite signage, Safety Code of Practice ABWI01		3/4		
	AB 01.2	Contact with power cables	Electrocution	Operator	As per AB 1.1 Plus:- Specific distances from cables agreed Consultations with electricity supplier prior to work commencing		3/4		
Operating a Chain Saw at Ground Level	AB 02.1	Contact/entanglement with saw blades, Heavy equipment Machine vibration	Death/serious injury from falls or cuts Muscular injuries "Whitefinger"	Operator, Third Parties	Certificated operator PPE - Kevlar Trousers Kevlar boots Suitable hand, eye & ear protection No lone working, Correct anti vibration chainsaw Work site warning signs Safety Code of Practice ABWI01		3/4		
Arboricultural Equipment (General)	AB 03	Unsuitable, damaged or defective equipment Incorrect use/	Various personal injuries from hand saws, axes, pruners	Operator Third Parties	Well maintained equipment Pre use inspection Defect reporting/responsive repairs Trained staff		2/3		

RISK ASSESSMENTS - DETAIL REVIEW

Arboricultural Operations

DESCRIPTION	REF.	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	LR	SR	RRN	FURTHER ACTION REQUIRED
Winching	AB 04	Handling winch cables Breaking cables	Cuts, abrasions & metal splinters Injury from cables breaking under strain	Operator	Staff training/awareness Protective gloves, safety boots, hard hats Well maintained and tested equipment, No lone working Work Instruction / Safety Code Practice ABWI01		2/3		
Chipper		Info available on request							
Rigging Equipment		Info available on request							



RISK ASSESSMENT INDEX

Section 6 - Manual Handling

Date of Assessment	December 2002	Next Review Date	February 2003	Review Record		
Reference	Description		Date	Reviewed by	Amendment Details	
MH 1	Grave digging		21/02/03			
MH 2	Loading / Unloading Vehicles		21/02/03			
MH 3	Hanging Baskets and Planters (Erection, dismantling)		21/02/03			
MH 4	Use of Ladders, Steps & work platforms		21/02/03			
MH 5	Leaf Clearance (by hand)		21/02/03			
MH 6	Planting Bedding and Trees		21/02/03			
MH 7	Fine Turf Maintenance		21/02/03			
MH 8	Sports Pitches (Setting up equipment)		21/02/03			
MH 9	Use of Hand tools (spades/forks.)		21/02/03			
MH 10	Litter Clearing		21/02/03			

RISK ASSESSMENT INDEX

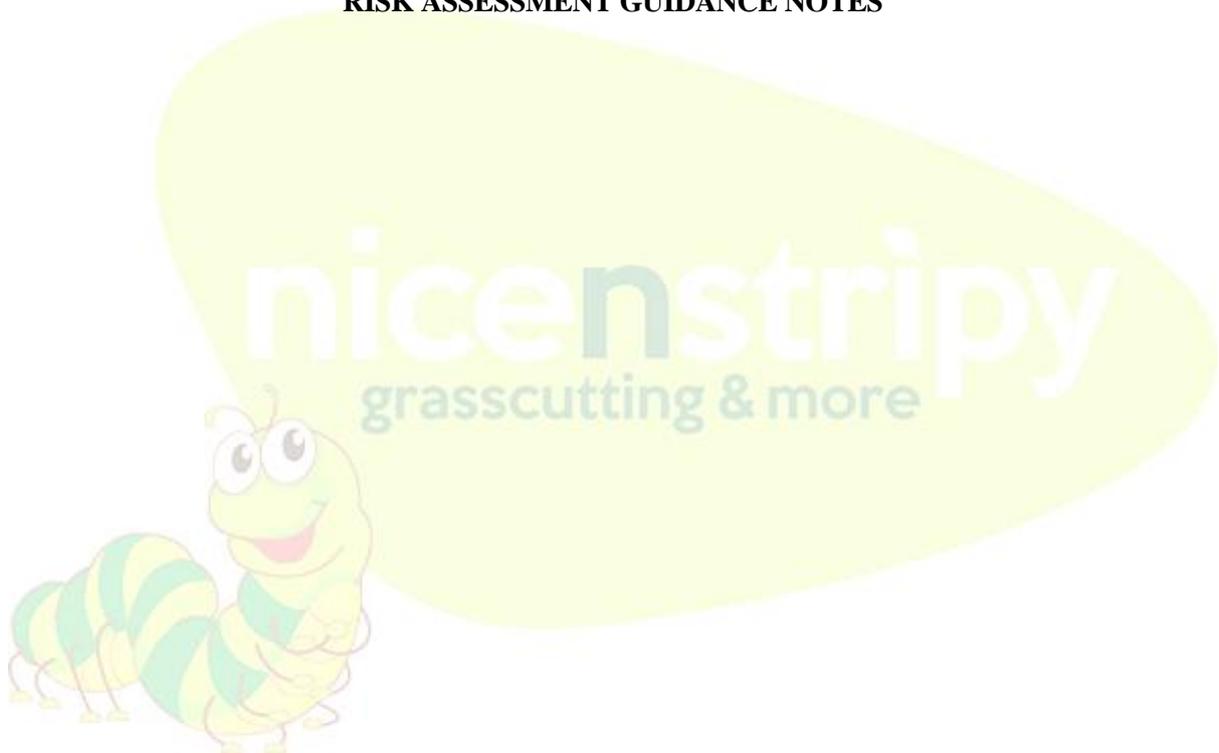
Section 6 - Manual Handling

Date of Assessment	December 2002	Next Review Date	February 2003	Review Record		
Reference	Description		Date	Reviewed by	Amendment Details	
MH 11	Tractor Mounted Operations (General)		21/02/03			
MH 12	Arboricultural work		21/02/03			



APPENDIX (1)

RISK ASSESSMENT GUIDANCE NOTES





APPENDIX (1)

Risk Assessment Guidance Notes

A. Introduction

The assessment and control of risk underpins the approach to the management of health and safety required by the new EEC Regulations.

The purpose of these notes is to provide guidance on carrying out the risk assessment process required under the Management of Health and Safety at Work Regulations and to supply additional information on the specific assessments necessary to comply with other applicable legislation.

B. Requirements of the Management of Health and Safety at Work Regulations 1992

The Management of Health and Safety at Work Regulations (MHSWR) which came into force in January 1993 State that every Employer must make a "suitable and sufficient" assessment of the risks within the workplace.

In brief, they require the Employer to: -

Carry out a suitable and sufficient assessment of the risks to both employees and other persons who may also be at risk within the workplace.

Take appropriate measures to prevent or reduce the risks.

Record the findings the assessment where five or more employees are employed

Provide suitable information and training

Establish emergency procedures.

Restrict access to "danger areas" where appropriate

Review the Assessment where there is reason to suspect it is no longer valid or if there has been a significant change in the circumstances to which it relates.

C. General Risk Assessment Methodology

Key Stages of the Risk Assessment Process

(a) Hazard Identification (Initial Review and Index)

This involves looking for hazards that could result in significant harm within the workplace. These may result from environmental conditions, work activities, or equipment for example.

A Schedule is then compiled from which a more in depth analysis of specific hazards can be made.

(b). Decide Who Maybe Harmed and How (Detail Review)

Each of the items on the Initial Review Schedule is assigned a reference number (these are subsequently reflected in the Safety Codes of Practice).

Specific hazards are noted on the Detail Review form and examined in greater depth. Both the **likelihood** of harm occurring and the **severity of the outcome** are considered, **taking into account measures already in place** to reduce the risk of injury.

A numerical ranking number (RRN) is then calculated from the Risk Ranking System shown in Section 3 to help determine priorities for further action.

(c). Produce an Action Plan for Risk Reduction

Having assessed the risk, the findings can then be used to produce an Action Plan for Risk Reduction, which clearly defines specific tasks, responsibilities and timescales.

Sample forms are enclosed at the end of this section.

(d) Tasks not covered by the general assessment

Where we are required to carry out one-off tasks not covered by the general assessment, the Supervisor or Manager concerned must make a simple assessment of the hazards and risks involved before starting work and record the findings see sample form in Appendix 5

APPENDIX (2)

Manual Handling Assessments

Manual Handling can be defined as:

"The transporting or supporting of a load by hand or by bodily force."

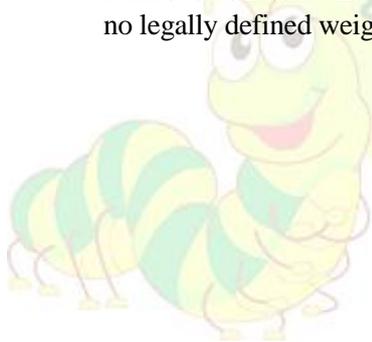
An assessment of manual handling operations as required under the Manual Handling Operations Regulations 1992, need only be undertaken for a task where a significant hazards are believed to be present. It need not be used for every manual-handling task.

Typical manual handling tasks in grounds maintenance include digging for long periods or lifting and carrying heavy equipment / machinery.

The general assessment referred to in the previous section should identify any significant manual handling tasks and the risk associated with these. The Manual Handling Regulations then require us to take the process a step further and examine each task in more detail and try to improve the methods used.

Many of the manual handling tasks can be assessed by simple observation, however the Guidelines For Assessment over the page may prove useful when examining specific lifting / carrying operations.

It must be stressed that these are average general approximations for information only, there are no legally defined weight limits.



APPENDIX (3)

BLANK RISK ASSESSMENT FORMS

