FRIENDS OF TRENDLEWOOD PARK

VOLUNTEER RISK ASSESSMENTS AND ACCIDENT REPORTING

Issue 2, January 2026

Document Change Record

Issue No.	Date	Detail of Changes	Author
1	July 2025	Record of processes used and collation of updated risk assessments into a single document. Agreed at Committee Meeting 1st July 2025.	S J Stannard
2	January 2026	Addition of changes requested by North Somerset Council. **Section 4** Adds the use of the NSC Accident and Incident form in Appendix C. **Section 4** States that a sign in sheet be use to record that volunteers are aware of the risks. **New Section 5** Personal Safety added. **Old Section 5 renumber as Section 6** and the following changes made: RA01 More detail on water borne risks, hazardous materials and dangerous plants. RA02 Added dangerous plant. RA05 More details on checks before working and safe storage of fuels. RA06 Safely storing and carriage of rakes added. **Appendix A** Dangerous plants hazard added. **Appendix B** Abbreviation NSC added. **Appendix C** added.	S J Stannard

Risk Assessment Revision Records

RA 01 Litter Picking

Revision No.	Details	Date	Author
1	Initial assessment of litter picking activity.	30/08/2011	Pat Gilbert & Clive Bradshaw
2	Review of risks.	9/02/2017	Charles Elliot
3	Review of risks.	23/05/2025	Simon Stannard
4	Addition of NSC comments.	30/09/2025	Simon Stannard

RA 02 Tree and Shrub Works

Revision No.	Details	Date	Author
1	Initial assessment under the heading of Pruning trees & hedge plants, cutting back, raking.	18/02/2011	Pat Gilbert & Clive Bradshaw
2	Updated.	29/02/2012	Pat Gilbert & Clive Bradshaw
3	Review of risks.	9/02/2017	Charles Elliot
4	Updated.	13/10/2020	Pat Gilbert
5	Title changed. Raking moved and covered under RA 06 (Meadow Cut) and risks reviewed.	10/06/2025	Simon Stannard
6	Addition of NSC comments.	30/09/2025	Simon Stannard

RA 03 Strimming, Brush Cutting T Park

Revision No.	Details	Date	Author
1	Initial assessment of activity.	28/08/2011	Pat Gilbert
2	Review of risks. ***Superseded by RA 05 in 2025.***	19/11/2016	Charles Elliot

RA 04 Strimming, Brush Cutting 7a/7b Park

Revision No.	Details	Date	Author
1	Initial assessment of activity.	03/09/2014	Pat Gilbert
2	Review of risks. ***Superseded by RA 05 in 2025.***	19/11/2016	Charles Elliot

RA 05 Use of Power Tools

Revision No.	Details	Date	Author
1	RA 03 and RA 04 combined and use of the leaf blower added.	23/05/2025	Simon Stannard
2	Addition of NSC comments.	30/09/2025	Simon Stannard

RA 06 Meadow Cut

Revision No.	Details	Date	Author
1	Initial assessment of activity.	08/09/2013	Pat Gilbert
2	Review of risks. Trendlewood Park meadow included.	07/05/2025	Simon Stannard
3	Addition of NSC comments.	30/09/2025	Simon Stannard

RA 07 Heavy Works

Revision No.	Details	Date	Author
1	Initial assessment of activity.	26/04/2025	Simon Stannard

RA 08 Ground Works

Revision No.	Details	Date	Author
1	Initial assessment of activity.	20/05/2025	Simon Stannard

RA 09 Water Works

Revision No.	Details	Date	Author
1	Initial assessment of activity.	10/06/2025	Simon Stannard

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1 Introduction

A risk assessment is a systematic process of evaluating potential hazards and their associated risks, aiming to identify and control risks to prevent harm. It involves identifying what could cause harm, deciding who might be harmed and how, assessing the risks and taking action can reduce or eliminate the risks.

Friends of Trendlewood Park (FoTP) maintain a series of risk assessments. This document outlines the risk assessment process and records the risk assessments carried out by FoTP.

Should a serious incident occur FoTP will record the event using guidance based on the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) process as outlined by the UK Health and Safety Executive. This document summarises the steps to take in such an event.

2 Overview - Key Steps in a Risk Assessment Process

2.1 Identify Hazards

Determine what could cause harm in the areas of concern. To do this it is necessary to understand what activities that FoTP volunteers undertake, the equipment they might use and the environment in which the activities occur.

2.2 Identify Who Might Be Harmed and How

Consider all individuals who could be affected by the identified hazards. This is typically FoTP volunteers (or other volunteers assisting), contractors and other people using Trendlewood Community Park and Golden Valley Playing Fields while the FoTP volunteers are carrying out their activities.

2.3 Assess the Risks

Evaluate the probability and severity of the hazards, determining which are the most significant. The determination uses a Risk Assessment Matrix, see Table 1 below, to categorise risks into one of five levels going from Low, the least significant to High the most significant.

The risk level determined is the level which exists before any mitigations are applied, it is the risk level if nothing is done to reduce it.

Risk assessment is a useful tool, not a precise science. It is, therefore, sensible to apply the following Precautionary Principle:

"Notwithstanding the results of the risk assessment, reasonably practicable mitigating actions should be taken however unlikely the hazard probability is deemed to be."

Probability / Likelihood	**Severity / Consequence**				
	Negligible (1)	**Minor** (2)	**Moderate** (3)	**Major** (4)	**Catastrophic** (5)
Improbable (1)	Low (2)	Low (3)	Low Med (4)	Low Med (5)	Medium (6)
Remote (2)	Low (3)	Low Med (4)	Low Med (5)	Medium (6)	Med High (7)
Occasional (3)	Low Med (4)	Low Med (5)	Medium (6)	Med High (7)	Med High (8)
Probable (4)	Low Med (5)	Medium (6)	Med High (7)	Med High (8)	High (9)
Frequent (5)	Medium (6)	Med High (7)	Med High (8)	High (9)	High (10)

Table 1 Risk Assessment Matrix

2.3.1 Definitions of Terms Used

2.3.1.1 Probability or Likelihood of the Hazard Occurring

Probabilities quoted are per workday year, this is the chance of an event occurring during a year of workdays. The number of volunteers is variable but is generally a value around 10 plus or minus 3. For this assessment it is assumed that the number volunteers is a constant of 10. There are 12 planned workdays in a year giving 120 volunteer workdays in a typical year. The probabilities have to be estimated, however, for FoTP the textual descriptions are more meaningful since there is no supporting database or safety analysis from which to generate the probabilities.

- Frequent - is expected to occur in most circumstances. (More than a one in ten chance over a year, but not certain i.e. $>10^{-1}$, <1).
- Probable - Will probably occur at least once in a year. (Between a one in ten and one in a hundred chance over a year i.e. 10^{-1} to 10^{-2}).
- Occasional - Might occur or should occur at some time. (Between one in a hundred and one in a thousand chance over a year i.e. 10^{-2} to 10^{-3}).
- Remote - Could occur at some time. (Between one in a thousand and one in ten thousand chance over a year i.e. 10^{-3} to 10^{-4}).
- Improbable - May occur only in exceptional circumstances. (Less than a one in ten thousand chance over a year i.e. $<10^{-4}$).

2.3.1.2 Severity or Consequence of the Hazard Occurring

Should a hazard occur the outcome of the event will vary depending on the nature of the hazard. This is the severity, or consequence, of the hazard and is categorised over five levels from virtually no consequence at all to deaths.

- Negligible – Event or minor injury not requiring medical attention.
- Minor – Injury requiring local or self-administered medical attention.
- Moderate – Serious injury requiring professional medical attention.
- Major – Life threating or life changing injury or single death.
- Catastrophic – Multiple deaths.

2.3.1.3 Risk Level

Risk Level is a measure of the seriousness of the risk. Risk Level is the combination of the probability of the hazard occurring and the severity should it occur. These are coloured in the Risk Assessment Matrix, Table 1 above. An arbitrary label has been attached to the resulting risk levels. These labels are used in the Risk Assessment Forms to describe the level of risk.

2.4 Record Your Findings

Document the identified hazards, risks, and control measures in a written format. FoTP records the assessments using a tabular format based one used by North Somerset Council. Section 5 of this document contains the Risk Assessments.

2.5 Review and Update

Regularly review and update the risk assessments to ensure they remain relevant and effective.

3 FoTP Approach to Risk Assessments

FoTP carry out numerous and varied activities during workdays to maintain Trendlewood Community Park and Golden Valley Meadows in good order. Many of these activities have common hazards but in different combinations. The approach used is to group FoTP volunteer activities under a number of generic headings. This limits the number of Risk Assessments needed but contains a large degree of repetition as some hazards are common across several of the activities. Table 2 below lists the generic headings used for the Risk Assessments.

Title	Activities Covered	Comments
RA 01 Litter Picking	All manual removal of small items of waste on the ground from general rubbish to animal faeces.	
RA 02 Tree and Shrub Work	Use of manual saws, axes, machetes, long handled pruners, loppers, secateurs, rakes and other manual tools for the purposes of cutting down of small trees, coppicing, pruning hedge laying, dead hedge creation, trimming hedges, bushes and spikey plants.	No power tools permitted for tree and shrub work by volunteers. Bigger works are done by contractors e.g. felling large trees, which are not covered by this Risk Assessment.
RA 05 Use of Power Tools	Strimming, Brush cutting, Leaf Blowing.	These are the only power tools used by volunteers.
RA 06 Meadow Cut	Cut of tall grass areas by contractors and rake off arisings by volunteers.	Includes risks for contractors.
RA 07 Heavy Works	Moving heavy or large objects such as large timbers, brash, loaded wheelbarrows, digging etc.	
RA 08 Ground Works	Trimming back vegetation, removing undergrowth, weeding, etc. as part of general grounds maintenance.	
RA 09 Water Works	Working in flowing water or flooded areas.	

Table 2 Risk Assessment Groupings

4 Accident Reporting

When volunteering, either as an individual or as part of a community group that has no employees, such as FoTP, employment-based health and safety law will not normally apply. However, you should still carry out your role safely and follow any local government guidelines.

Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. In some cases, people could sue for damages using the civil law if they are injured as a result of negligence, for example a volunteer injuring a passer-by with a falling branch while carrying out tree maintenance.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation) process is defined by the UK Health and Safety Executive and applies to employers and employees, not volunteers. However, FoTP uses a RIDDOR based Accident Book to record the most serious incidents where it has been necessary call for outside assistance, such as an ambulance or the fire brigade.

In the event of a serious incident the Workday Leader, or volunteer in charge, will record details of the person who had the accident and details about the accident including:

- Date.
- Time.
- Location.
- How accident occurred.
- Injury sustained.

The Workday Leader has access to the Accident Book in which the details of the incident will be formally recorded. The Accident Book is a confidential document and will only be shared with relevant organisations such as Health and Safety Executive or local authority inspectors on request.

In the event of an accident that needs reporting the North Somerset Council Accident and Incident Investigation form shown in Appendix C must be completed and submitted to North Somerset Council. North Somerset Council requires that volunteers are made aware of the risks and that written evidence can be provided to demonstrate this. It is necessary, therefore, that the Workday Leader to advise volunteers of the risk of their tasks and for the volunteers to sign to show that they have been made aware of the risks and have reviewed the Risk Assessment for the activity. A sign in sheet is available to record this.

5 Personal Safety

When volunteering, either as an individual or as part of a community group, it is important that you take your own safety into account at all times. You should not undertake any activities or actions that might seriously endanger your health or that of the people around you. Please make the work session leader aware if you have any medical conditions that you think a leader should be aware of, for example back issues, heart issues etc. This will help the session lead in case of an emergency but also to provide more information in regards to the task at hand if needed.

The Friends of Trendlewood Park will provide volunteers with some protective clothing such as gardening gloves, ear defenders, hard hats, safety visors etc. However, volunteers are expected to attend wearing suitable clothing and footwear. In addition, you should bring personal items that you might need appropriate to the weather conditions on the day. Depending on the time of year and the weather you should consider if need you have some of the following items with you:

- Strong footwear or boots.
- Hat.
- Sun hat.
- Water proof coat.
- Warm coat.
- Warm gloves.
- Water proof trousers.
- Sun cream.
- Sun glasses.
- Snack.
- Refreshment.

Personal hygiene must be kept in mind while working in the park. At the end of a Workday you should ensure that you wash your hands thoroughly. You should also make sure you have clean hands before eating. While working in the park you should limit touching your face. Finally, although we have not come across any ticks, deer, badgers and other wild creatures have been seen in the park. It is sensible to check yourself at the end of a Workday for ticks.

6 FoTP Risk Assessments

6.1 RA 01 Litter Picking

PROPOSED ACTIVITY / ENVIROMENT: **Litter picking**

LOCATION: **Trendlewood Community Park and Golden valley Meadows.**

RA 01 Hazards *List significant hazards that may result in harm or affect people in the party.*	**Risk** *Indicate the level of risk involved (Probability / Severity)*	**Who might be harmed?** *List groups of people who are especially at risk from the hazards identified.*	**Is the risk adequately controlled?** *List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	**What further actions are needed to control the risk?** *List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	**Tick if these actions are in place**
Slips/trips/ falls	Low Medium (Occasional / Moderate)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - New volunteers to be given guided tour of wood and environs, pointing out hazards prior to start of work session. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		

RA 01 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Sharp objects at eye level	Low Medium (Remote / Major)	Volunteers.	- Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - Volunteers to carry First Aid kit available during work session. Ensure First Aid materials are replaced if used. - Volunteers to use litter picking tongs.		
Lifting of weights/ bending/stretching	Low Medium (Occasional / Moderate)	Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water.		
Waterborne disease	Low Medium (Occasional / Moderate)	Volunteers	-Volunteers to be made aware of hand hygiene when working around water. -Volunteers are not to enter water bodies. -Volunteers are to remove litter from the banks of water bodies only, not from the water body itself. - Volunteers to wear protective gloves particularly when working around damp or wet areas. Antiseptic hand wash gel is supplied by leader. - Volunteers to use litter picking tongs.		
Falling trees and branches during high winds	Medium High (Occasional / Major)	Volunteers	- Leader to instruct volunteers not work in woodland or near trees during periods of high wind (forecasted wind gusts of F6, 25 to 31 mph, or above), or if there is a risk of lightning strikes.		

RA 01 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Dog faeces, risk of infection	Medium (Probable / Minor)	Volunteers	- Wear protective clothing/gloves & footwear. - Use litter tongs/pickers at all times to collect bagged faeces. Never handle un-bagged faeces. - Dispose of dog faeces in designated dog bins.		
Aggressive dogs	Medium High (Occasional / Major)	Volunteers	- Avoid confrontation with aggressive dogs or their owners. - Report any incidents with aggressive dogs to NSC/Police.		
Sharp objects: **-broken glass** **-needles** **-tin drink cans** **-other hazardous rubbish e.g. batteries, asbestos containing materials, refrigerator coolant and other chemicals**	Medium (Probable /Minor)	Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of injury. - Volunteers to be advised of safe working practices prior to first litter picking session. - Use litter picking tongs at all times. - Volunteers to use equipment provided i.e. suitable gloves/baggo + rubbish sacks. - Use adequate grade of plastic rubbish sack to avoid glass/needles cutting bags and causing injury. - Carry First Aid kit during work session. Ensure First Aid materials are replaced if used. - Do not remove hazardous rubbish but report location via 01934 888 888 to notify Glendale who will remove. -Seek medical attention, if necessary, take note of any information relating to product name, packaging etc.		

RA 01 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Dangerous plants and other irritants e.g. Giant Hogweed:	Medium (Occasional /Moderate)	Volunteers	- Wear protective clothing/gloves & footwear. - Volunteers to be aware of dangerous plants and potential adverse health effect.		

RA 01 Revision 4 Simon Stannard 30 September 2025

6.2 RA 02 Tree and Shrub Works

PROPOSED ACTIVITY / ENVIROMENT: **Pruning trees & hedge plants, coppicing, hedge laying, cutting back.**

LOCATION: **Trendlewood Community Park and Golden Valley Meadows.**

RA 02 Hazards *List significant hazards that may result in harm or affect people in the party.*	**Risk** *Indicate the level of risk involved (Probability / Severity)*	**Who might be harmed?** *List groups of people who are especially at risk from the hazards identified.*	**Is the risk adequately controlled?** *List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	**What further actions are needed to control the risk?** *List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	**Tick if these actions are in place**
Tools to be used -Secateurs -Loppers -Bow saws -Machetes -Long handled Pruners -Axes		Volunteers. Visitors to the park (adults and children). Dogs.	**Before work commence: Ensure:** 1) provision of suitable and well-maintained tools. 2) Volunteers to wear suitable protective clothing/ Steel toe capped footwear advisable /eye protection if needed. Provision of gloves/goggles/hard hats by Friends group when needed. 3) Volunteers to be given demonstration at commencement of task to show safe working practices. 4) When pruning fruit trees trained horticulturalist to provide instruction. 5) Volunteers to receive instruction in safe use of small hand tools e.g. loppers, secateurs, hand saws. 6) Volunteers to be given guided tour of area before commencing work pointing out hazards e.g. protruding roots/slopes etc. 7) Volunteers to cordon off work area or close it completely 8) Volunteers not to work alone. 9) Volunteers to carry mobile phone. 10) Check work area in advance and clear litter.		

RA 02 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Slips/trips/ falls	Low Medium (Occasional /Moderate)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - New volunteers to be given guided tour of wood and environs, pointing out hazards prior to start of work session. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Cuts from tools	Medium High (Probable / Moderate)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. -Volunteers to be trained in the use of tools. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		

RA 02 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Scratches	Medium (Probable / Minor)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Falling timber resulting from activity e.g. coppicing/felling small trees/removing large branches	Medium (Probable / Minor)	Volunteers. Members of the public (adults and children). Dogs.	- Volunteers to work in teams with a nominated team leader, who will assess conditions before work commences, ensure safe work practices & communicate to all volunteers. - Volunteers to cordon off work area or close it completely. using warning signs / tape to prevent park users entering work area. - Leader to ensure volunteers and park users /dogs are at a safe distance before felling /cutting takes place. - Volunteers to be vigilant for third parties or animals entering the cordoned off area. - Volunteers to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water.		

RA 02 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			- First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Trees and branches falling during strong wind	Medium High (Occasional / Major)	Volunteers	- Leader to instruct volunteers not work in woodland or near trees during periods of high wind (forecasted wind gusts of F6, 25 to 31 mph, or above) or if there is a risk of lightning strikes.		
Litter e.g. broken glass, sharps	Medium (Probable / Minor)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Waterborne disease	Low Medium (Occasional / Moderate)	Volunteers	- Volunteers to be made aware of hand hygiene when working around water. - Volunteers to wear protective gloves particularly when working around damp or wet areas. Antiseptic hand wash gel is supplied by leader.		
Wasp & Hornet nests and Bee Swarms	Low Medium (Probable / Minor)	Volunteers	- Volunteers are not to disturb nests or swarms and to keep their distance from any known locations. - If volunteers are attacked, they should immediately leave the area in a calm manner, avoid waving arms etc. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		

RA 02 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Dangerous plants and other irritants e.g. Giant Hogweed:	Medium (Occasional /Moderate)	Volunteers	- Wear protective clothing/gloves & footwear. - Volunteers to be aware of dangerous plants and potential adverse health effect.		

RA 02 Revision 6 Simon Stannard 30 September 2025

6.3 RA 05 Use of Power Tools

PROPOSED ACTIVITY / ENVIROMENT: **Use of corded strimmer, bladed brush cutter and leaf blower.**

LOCATION: **Trendlewood Community Park and Golden Valley Meadows.**

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
List significant hazards that may result in harm or affect people in the party.	*Indicate the level of risk involved (Probability / Severity)*	*List groups of people who are especially at risk from the hazards identified.*	*List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	*List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	
Tools to be used -Corded Strimmer -Bladed Brush Cutter -Leaf blower **STRIMMING / BRUSH CUTTING Hazards below**		FoTP volunteers. Users of the park, meadows and playing fields (adults and children). Other volunteers or contractors working nearby. Dogs – especially those off lead.	**General Safety Measures** **1.** Restrict use of strimmer/brush cutter to named FoTP volunteers who have successfully completed a LANTRA award strimmer /brush cutter training course. **2.** Ensure strimmer/brush cutters are in good, safe working order. **3.** Volunteers not to carry out strimming/brush cutting alone. **Before strimming/brush cutting commences:** **4.** Create exclusion zone of 15 metres minimum from strimming/brush cutting activity. **5.** Cordon off using hazard tape mounted on canes or warning signs. No one to enter this zone until advised **6.** Employ steward (volunteer)/banksman to stand at perimeter to ensure area clear and no one enters. Take particular note of children and dogs in surrounding area **7.** Check area for any hazards, e.g. fencing wire. **8.** Check area for any hidden obstacles before strimming/brush cutting. **During strimming/brush cutting** One volunteer wearing PPE to keep look out (banksman) for adults/children/dogs and alert strimmer/brush cutter to stop work when they venture into the work zone.	-Ensure volunteers are competent to use equipment. -Equipment to be correctly stored when not in use/regularly serviced/ routinely checked by trained volunteer before use Volunteers to work in pairs or larger group. Hazard tape and warning signs are purchased. Canes and hammer provided to put up around perimeter of area being strimmed/brush cut or secure warning signs in windy conditions. -Emergency Procedures & contact numbers to be supplied to volunteers. -First Aid/First Responder training to be up to date and cascaded to volunteers	✓ ✓ ✓ ✓ ✓ ✓

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			Following injury/First Aid **1.** Volunteers to carry mobile phones **2.** First Aid kit to be kept at agreed place near site **3.** Volunteers to be up to date in First Aid/Emergency contact numbers	-First Aid kit be regularly checked by trained volunteer.	
Cuts/injuries from strimmer /brush cutter blades	Low Medium (Remote / Moderate)	Users of the park, meadows and playing fields (adults and children). Other volunteers or contractors working nearby. Dogs – especially those off lead.	See measures above for 'before strimming/brush cutting commences' and 'during strimming/brush cutting'. Also, First Aid kit and communication mitigations above.		
Injuries from flying debris (debris flies in arc from left of machine)	Medium (Occasional/ Moderate)	Users of the park, meadows and playing fields (adults and children). Other volunteers or contractors working nearby. Dogs – especially those off lead.	See measures above for 'before strimming/brush cutting commences' and 'during strimming/brush cutting'. Also, First Aid kit and communication mitigations above.		
Cuts/injuries from strimmer cord /brush cutter blades to machine operators. Injury to feet/legs/arms and body when machine working	Low Medium (Remote / Moderate)	Volunteers carrying out strimming/brush cutting & steward/banksman.	Volunteers to wear suitable PPE (Personal Protective Equipment): - Wear steel toe capped working boots - Wear long trousers/long sleeved shirt - High Impact Safety spectacles - Wear mesh or solid visor - Wear hard hat Ensure machine starts i.a.w operation manual & that cord or blade is not moving when engine is idling.		
Injuries from flying debris (debris flies in arc from left of machine). Penetrating eye injuries, head and other injuries	Medium (Occasional/ Moderate)	Volunteers carrying out strimming/brush cutting & steward/banksman.	Volunteers to wear suitable PPE (Personal Protective Equipment): - Wear steel toe capped working boots - Wear long trousers/long sleeved shirt - High Impact Safety spectacles - Wear mesh or solid visor - Wear hard hat Ensure machine starts i.a.w operation manual & that cord or blade is not moving when engine is idling. Volunteers to carry out site assessment before carrying out work. Remove any stones, branches, wire etc.		

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Injuries from faulty or damaged machinery	Low Medium (Remote / Moderate)	Volunteers carrying out strimming/brush cutting.	Volunteers to carry out routine safety check on strimmer/brush cutter before every session.		
Scratches/cuts/ stings from vegetation	Low Medium (Probable / Negligible)	Volunteers carrying out strimming/brush cutting.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Back & shoulder strain, muscle strain	Low Medium (Probable / Negligible)	Volunteers carrying out strimming/brush cutting.	Volunteers to use harness if provided for heavier machines. Take frequent breaks.		
Damage to nerves & muscles from machine vibration	Medium (Occasional / Moderate)	Volunteers carrying out strimming/brush cutting.	Volunteers to take frequent breaks After 20 to 30 minutes operating equipment. Change duties with the banksman.		
Damage to hearing from machine noise	Medium (Occasional / Moderate)	Volunteers carrying out strimming/brush cutting. Other volunteer assisting.	Volunteers to wear ear defenders Remain at safe distance from machines.		
Dog faeces, risk of infection	Medium (Probable / Minor)	Volunteers carrying out strimming/brush cutting.	Volunteers to wear protective clothing, visor and safety spectacles.		
Drug equipment/ hazardous plants	Low Medium (Occasional / Minor)	Volunteers carrying out strimming/brush cutting.	Carry out site survey before session. Report drug equipment. Avoid hazardous plants.		

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Slips/trips/ falls	Low Medium (Occasional /Moderate)	Volunteers carrying out strimming/brush cutting.	-Avoid steep slopes, uneven sites Ensure cut out devices operate on machines - Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident or injury. - New volunteers to be given guided tour of wood and environs, pointing out hazards prior to start of work session. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including: Not to work close to trees in high winds or when there is a risk of lightning strike. Hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Effects of sun & heat exhaustion / dehydration	Low Medium (Occasional / Minor)	Volunteers carrying out strimming/brush cutting.	- Wear suitable protective clothing e.g. suitable headgear to avoid sunstroke. - Advise apply sunscreen/sun filter to exposed skin. - Provide water to reduce risk of dehydration.		
Breathing toxic vapours from fuel/ingesting fuel exhaust fumes. Safe storage and use of fuel	Low (Remote / Negligible)	Volunteers operating the machinery.	- Fuel and oils to be kept correctly rated containers. - Keep fuel and oil containers in safe place within area cordoned off supervised by volunteers. - Designated storage area must be well ventilated and away from the work area but safe from public. - No naked flames or ignition sources near to fuel storage area. - Mix fuel and fill tank in safe manner within area cordoned off Point machine exhaust away from operator.		

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			- Do not operate machinery in an enclosed space. - Wear gloves when handling fuel and wash hands if in contact with fuel.		
Fatigue/strain	Low Medium (Occasional / Negligible)	Volunteers operating the machinery.	Operate machine as advised by trainers in the LANTRA course to reduce back and arm strain. Stop working if fatigued Take regular breaks Work in pairs & swop duties with the banksman after 20 to 30 minutes operation.		
LEAF BLOWING **Hazards below**		Volunteers. Users of the park, meadows and playing fields (adults and children). Other volunteers or contractors working nearby. Dogs – especially those off lead.	**General Safety Measures** **1.** Volunteer to be briefed on the safe operation and use of the Leaf Blower. **2.** Ensure the Leaf Blower is in good, safe working order. **3.** Volunteer to wear PPE. **Before leaf blowing commences:** **4.** Ensure area clear and no one is nearby. Take particular note of children and dogs in surrounding area **During leaf blowing** **5.** Volunteer wearing PPE to keep look out for adults/children/dogs. If they approach the leafing blowing turn the leaf blower nozzle away from them and set the throttle to idle or turn off the leaf blower. **Following injury/First Aid** **1.** Volunteers to carry mobile phones **2.** First Aid kit to be kept at agreed place near site **3.** Volunteers to be up to date in First Aid/Emergency contact numbers		
Injuries from flying debris (debris flies away from the nozzle of the blower)	Medium (Occasional/ Moderate)	Users of the park, meadows and playing fields (adults and children). Other volunteers or contractors working nearby. Dogs – especially those off lead.	See measures above for 'before strimming or brush cutting commences' and 'during strimming/brush cutting'. Also, First Aid kit and communication mitigations above.		

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Injuries from faulty or damaged machinery	Low (Improbable / Minor)	Volunteers carrying out leaf blowing.	Volunteers to carry out routine safety check on leaf blower before every session.		
Back & shoulder strain, muscle strain	Low Medium (Probable / Negligible)	Volunteers carrying out leaf blowing.	Volunteers to take frequent breaks put down the leaf blower.		
Damage to nerves & muscles from machine vibration	Medium (Occasional / Moderate)	Volunteers carrying out strimming/brush cutting.	Volunteers to take frequent breaks after 20 to 30 minutes operating equipment.		
Damage to hearing from machine noise	Medium (Occasional / Moderate)	Volunteers carrying out strimming/brush cutting.	Volunteers to wear ear defenders. Other volunteers to keep a safe distance from machinery.		
Slips/trips/ falls	Low Medium (Occasional /Moderate)	Volunteers carrying out leaf blowing.	-Avoid steep slopes, uneven sites Ensure cut out devices operate on machines - Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident or injury. - New volunteers to be given guided tour of wood and environs, pointing out hazards prior to start of work session. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including: Not to work close to trees in high winds or if there is a risk of lightning strike. Hand hygiene when working around water. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		

RA 05 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Effects of sun & heat exhaustion / dehydration	Low Medium (Occasional / Minor)	Volunteers carrying out leaf blowing.	- Wear suitable protective clothing e.g. suitable headgear to avoid sunstroke. - Advise apply sunscreen/sun filter to exposed skin. - Provide water to reduce risk of dehydration.		
Breathing toxic vapours from fuel/ingesting fuel exhaust fumes. Safe storage and use of fuel	Low (Remote / Negligible)	Volunteers operating the machinery.	- Fuel and oils to be kept correctly rated containers. - Keep fuel and oil containers in safe place within area cordoned off supervised by volunteers. - Designated storage area must be well ventilated and away from the work area but safe from public. - No naked flames or ignition sources near to fuel storage area. - Mix fuel and fill tank in safe manner within area cordoned off Point machine exhaust away from operator. - Do not operate machinery in an enclosed space. - Wear gloves when handling fuel and wash hands if in contact with fuel.		

RA 05 Revision 2 Simon Stannard 30 September 2025

6.4 RA 06 Meadow Cut

PROPOSED ACTIVITY / ENVIROMENT: **Cut of tall grass areas and hedges by contracts and rake off arisings by volunteers.**

LOCATION: **Trendlewood Community Park and Golden Valley Meadows.**

RA 06 Hazards *List significant hazards that may result in harm or affect people in the party.*	**Risk** *Indicate the level of risk involved (Probability / Severity)*	**Who might be harmed?** *List groups of people who are especially at risk from the hazards identified.*	**Is the risk adequately controlled?** *List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	**What further actions are needed to control the risk?** *List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	**Tick if these actions are in place**
Injury from flail mower / flying debris	Low Medium (Remote/ Moderate)	Contractors. Volunteers. Users of the park, meadows and playing fields (adults and children). Dogs – especially those off lead.	Supervising volunteer/leader to: -Mobile phone available. -Wear PPE. -First Aid kit available. -Ensure area to be cut is vacated. -Employ steward (volunteer) to stand at perimeter to ensure area clear and no one enters. Take particular note of children and dogs in surrounding area. -Check area to be cut is free of people, dogs, obstructions, before giving go ahead to contractor. If possible cordon off area oft close it completely. -Ensure volunteers do not approach flail mower when operating.		
Effects of sun & heat exhaustion / dehydration	Low Medium (Occasional / Minor)	Volunteers.	Supervising volunteer/leader to: Provide advice about protective clothing & footwear. headwear and sun protection, adequate hydration. - Wear suitable protective clothing. - Advise wear suitable headgear to avoid sunstroke. - Advise apply sunscreen/sun filter to exposed skin. - Provide water to reduce risk of dehydration.		
Scratches, grazes, insect bites, stings and ticks	Low Medium (Probable / Minor)	Volunteers.	- Volunteers advised to use insect repellent. Supervising volunteer/leader to: - Provide first aid kit - Ensure volunteers wear suitable protective clothing and gloves - Treat minor injuries on site - Long trousers tucked into boots/long-sleeved shirts to reduce risk from ticks - Removal of ticks in approved manner.	First Aid Kit available First Aid training to be carried out by volunteers	

RA 06 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
Adder bite	Low Medium (Remote / Moderate)	Volunteers.	- Wear protective clothing & footwear. - Avoid contact with any snakes observed Supervising volunteer/leader to: - Minimize movement of casualty. - Seek medical assistance. - In the case of a child or elderly person, immediately dial 999 and call for an ambulance.		
Raking - Back & shoulder strain, muscle strain and blisters	Medium High (Frequent / Minor)	Volunteers.	- Raking only to be carried out when grass cutting has stopped in the meadow to be raked. - Volunteers to wear gloves. - Volunteers to take breaks putting down their rakes.		
Rake – storage and carrying	Medium (Probable/ Minor)	Volunteers.	- When not in use or being moved rakes must be positioned such that they cannot cause accidental injury.		
Dog faeces, risk of infection	Medium (Probable / Minor)	Volunteers	- Wear protective clothing/gloves & footwear. - Use litter picking tongs at all times to collect bagged faeces. Never handle un-bagged faeces. - Dispose of dog faeces in designated dog bins.		
Aggressive dogs	Medium High (Occasional / Major)	Volunteers	- Avoid confrontation with aggressive dogs and their owners. - Report any incidents with aggressive dogs to NSC or the Police.		

RA 06 Revision 3 Simon Stannard 30 September 2025

6.5 RA 07 Heavy Works

PROPOSED ACTIVITY / ENVIROMENT: **Moving heavy or large objects such as large timbers, brash, loaded wheelbarrows, digging etc.**

LOCATION: **Trendlewood Community Park and Golden Valley Meadows.**

RA 07 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
List significant hazards that may result in harm or affect people in the party.	*Indicate the level of risk involved (Probability / Severity)*	*List groups of people who are especially at risk from the hazards identified.*	*List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	*List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	
Lifting of weights/ bending/stretching	Low Medium (Occasional / Moderate)	Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - volunteers to be advised of safe working practices prior to work session including: Demonstration of safe lifting. Not to work close to trees in high winds. Hand hygiene when working around water.		
Dog faeces, risk of infection	Medium (Probable / Minor)	Volunteers	- Wear protective clothing/gloves & footwear. - Use litter picking tongs at all times to collect bagged faeces. Never handle un-bagged faeces. - Dispose of dog faeces in designated dog bins.		

RA 07 Revision 1 Simon Stannard 26 April 2025

6.6 RA 08 Ground Works

PROPOSED ACTIVITY / ENVIROMENT: **Trimming back vegetation, removing undergrowth, weeding, etc.**

LOCATION: **Trendlewood Community Park and Golden Valley Meadows.**

RA08 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
List significant hazards that may result in harm or affect people in the party.	*Indicate the level of risk involved (Probability / Severity)*	*List groups of people who are especially at risk from the hazards identified.*	*List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	*List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	
Lifting of weights/ bending/stretching	Low Medium (Occasional / Moderate)	Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water.		
Tool Use - Back & shoulder strain, muscle strain and blisters	Medium High (Frequent / Minor)	Volunteers.	- Volunteers to wear gloves. - Volunteers to take breaks putting down their tools.		
Effects of sun & heat exhaustion / dehydration	Low Medium (Occasional / Minor)	Volunteers.	Supervising volunteer/leader to: Provide advice about protective clothing & footwear. headwear and sun protection, adequate hydration. - Wear suitable protective clothing. - Advise wear suitable headgear to avoid sunstroke. -Advise apply sunscreen/sun filter to exposed skin. -Provide water to reduce risk of dehydration.		
Scratches, grazes, insect bites / ticks	Low Medium (Probable / Minor)	Volunteers.	-Supervising volunteer/leader to: -Provide first aid kit -ensure volunteers wear suitable protective clothing and gloves -Treat minor injuries on site	First Aid Kit available First Aid training to be carried out by volunteers	

RA08 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			- Long trousers tucked into boots/long-sleeved shirts to reduce risk from ticks -Removal of ticks in approved manner.		
Litter e.g. broken glass, sharps	Medium (Probable / Minor)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & safe footwear. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water. - ~~volunteers to carry~~ First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Waterborne disease	Low Medium (Occasional / Moderate)	Volunteers	-Volunteers not to work in or around water if they have any open wounds. -Volunteers to avoid ingesting water. -Volunteers to wear appropriate clothing including waterproof boots or waders. -Volunteers to avoid splashing water. -Volunteers to exercise caution, especially regarding hand hygiene. Antiseptic hand wash gel is supplied by leader.		
Dog faeces, risk of infection	Medium (Probable / Minor)	Volunteers	- Wear protective clothing/gloves & footwear. - Use litter tongs/pickers at all times to collect bagged faeces. Never handle un-bagged faeces. - Dispose of dog faeces in designated dog bins.		

RA 08 Revision 1 Simon Stannard 20 May 2025

6.7 RA 09 Water Works

PROPOSED ACTIVITY / ENVIROMENT: **Sampling water, removing aquatic vegetation, clearing out pond debris, etc.**

LOCATION: **Trendlewood Community Park and River Kenn.**

RA09 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
List significant hazards that may result in harm or affect people in the party.	*Indicate the level of risk involved (Probability / Severity)*	*List groups of people who are especially at risk from the hazards identified.*	*List existing controls or note where information may be found. (e.g. information, instruction training, systems or procedures)*	*List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.*	
Lifting of weights/ bending/stretching	Low Medium (Occasional / Moderate)	Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to be advised of safe working practices prior to work session including not to work close to trees in high winds & hand hygiene when working around water.		
Tool Use - Back & shoulder strain, muscle strain and blisters	Medium High (Frequent / Minor)	Volunteers.	- Volunteers to wear gloves. - Volunteers to take breaks putting down their tools.		
Effects of sun & heat exhaustion / dehydration	Low Medium (Occasional / Minor)	Volunteers.	Supervising volunteer/leader to: Provide advice about protective clothing & footwear. headwear and sun protection, adequate hydration. - Wear suitable protective clothing. - Advise wear suitable headgear to avoid sunstroke. -Advise apply sunscreen/sun filter to exposed skin. -Provide water to reduce risk of dehydration.		
Scratches, grazes, insect bites / ticks	Low Medium (Probable / Minor)	Volunteers.	-Supervising volunteer/leader to: -Provide first aid kit -ensure volunteers wear suitable protective clothing and gloves -Treat minor injuries on site	First Aid Kit available First Aid training to be carried out by volunteers	

RA09 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			- Long trousers tucked into boots/long-sleeved shirts to reduce risk from ticks -Removal of ticks in approved manner.		
Litter e.g. broken glass, sharps	Medium (Probable / Minor)	Volunteers.	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident / injury. - Volunteers to wear suitable protective clothing & waterproof boots or waders. - Volunteers to be advised of safe working practices prior to work session including hand hygiene when working around water and not to work close to trees in high winds. - First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Waterborne disease	Low Medium (Occasional / Moderate)	Volunteers	-Volunteers not to work in or around water if they have any open wounds. -Volunteers to avoid ingesting water. -Volunteers to wear appropriate clothing including waterproof boots or waders. -Volunteers to avoid splashing water. -Volunteers to exercise caution, especially regarding hand hygiene. Antiseptic hand wash gel is supplied by leader.		
Slips/trips/ falls	Low Medium (Occasional /Moderate)	Volunteers	-Volunteers to take extreme care as surfaces below the water may not be visible, have hidden objects (trip hazards or sharp objects), be unstable or have sinking mud. - Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident or injury. - Volunteers to wear suitable protective clothing & waterproof boots or waders. - Volunteers to be advised of safe working practices prior to work session including hand hygiene when working around water and not to work close to trees in high winds.		

RA09 Hazards	Risk	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if these actions are in place
			- First Aid kit available during work session. Ensure First Aid materials are replaced if used.		
Drowning		Volunteers	- Volunteers not to work alone. - At least one volunteer to carry mobile phone to contact emergency services in the event of incident or injury. - Volunteers to wear suitable protective clothing & waterproof boots or waders. - Volunteers to be advised of safe working practices prior to work session including hand hygiene when working around water and not to work close to trees in high winds.		

RA 09 Revision 1 Simon Stannard 10 June 2025

7 Highest Risk Assessment Mitigations

The tables below summarise the highest risk assessments in each of the activities with the mitigations in place to reduce and manage the risks.

Highest Risk Assessments RA01	Medium High	Falling trees and branches during high winds. Mitigated by not working in woodland or near trees during periods of high wind or risk of lightning. Aggressive dogs. Mitigated by Avoid confrontation with aggressive dogs or their owners. Reporting any incidents with aggressive dogs to NSC or the Police.

Highest Risk Assessments RA02	Medium High	Falling trees and branches during high winds. Mitigated by not work in woodland or near trees during periods of high wind or risk of lightning.

Highest Risk Assessments RA05	Medium	Injuries from flying debris. Mitigated by training in the use of the equipment. Wearing PPE. Checking equipment is in good order. Checking surrounding area of other people or animals. Use of banksman and safety cordons where appropriate. Damage to nerves & muscles from machine vibration. Mitigated by taking frequent breaks After 20 to 30 minutes operating the equipment. Damage to hearing from machine noise. Mitigated by use of ear defenders and others keeping a safe distance from the equipment. Dog faeces, risk of infection. Mitigated by use of protective clothing, visor and safety spectacles.

Highest Risk Assessments RA06	Medium High	Injuries from raking. Mitigated by only being carried out when the grass cutting has stopped. Wearing of gloves. Taking breaks and putting down the rakes.

Highest Risk Assessments RA07	Medium	Dog faeces, risk of infection. Mitigated by use of protective clothing, visor and safety spectacles. Use of litter picking tongs. Not handling unbagged faeces. Disposing of dog faeces in designated dog bins.

Highest Risk Assessments RA08 & RA09	Medium High	Back & shoulder strain, muscle strain and blisters from tool use. Mitigated by taking breaks and putting down the tools. Wearing of gloves.

Appendix A Summary of Hazards and Treatments

Hazards	Treatments	Hazard Treatments: Not to work alone.	One volunteer to carry make/move.	New volunteers shown hazards.	Wear protective clothing & safe footwear.	Advised of safe working practices.	Be aware of dangerous plants & health risks.	First Aid kit available.	Use of litter picking tongs.	Awareness of risk & hand hygiene.	Avoid confrontation with dogs / owners.	Report aggressive dogs to appropriate authorities.	Avoid woodland & trees in high winds.	Dispose of dog faeces in dog bins.	Use of equipment provided.	Use adequate grade of plastic rubbish sack.	Work in teams with a nominated team leader.	Caution off work area or close it completely.	Ensure area vacated before work starts.	Be vigilant for 3rd parties or animals entering area.	Don't disturb. Keep away from location.	Immediately leave the area in a calm manner.	Training in use of tool.	Routine safety checks before use	Correct use & frequent breaks. Put down tools	Safe distance from machines.	Carry out site survey before session.	Supply of water available.	Fuels in safe place, cordoned off area.	Fuel up in safe area. Point exhaust away from operator.	Do not operate machinery in an enclosed space.	Use sunscreen.	Treat minor injuries on site.	Removal of ticks in approved manner.	Avoid any snakes observed.	Seek medical assistance / 999.	Not to work in or around water if they have any open wounds.	Avoid ingesting water.	Avoid splashing water.	Risk Assessment
Slips/trips/ falls		×	×	×	×	×		×																															RA01, RA02, RA05, RA09
Sharp objects at eye level					×	×		×	×																															RA01
Lifting of weights / bending / stretching		×	×			×				×			×																										RA01, RA07, RA08, RA09
Waterborne disease					×					×																														RA01, RA02
Falling trees and branches during high winds													×																											RA01
Dog faeces, risk of infection					×				×					×																										RA01, RA05, RA07, RA08
Aggressive dogs											×	×																												RA01, RA06
Sharp objects: -broken glass -needles -other hazardous rubbish -tin drink cans		×	×		×	×		×	×						×	×																							RA01, RA02, RA08, RA09
Dangerous plants and other irritants e.g. Giant Hogweed					×		×																																RA01, RA02
Injury from tools & rakes		×	×		×	×		×																×															RA02, RA05, RA06
Scratches		×	×		×	×		×																															RA02, RA05
Scratches, grazes, insect bites, stings and ticks					×			×																										×	×				RA06, RA08, RA09
Adder bite					×																															×	×		RA06
Injuries from flying debris (various)			×		×			×									×	×	×					×															RA05, RA06
Injuries from faulty / damaged machine																									×															RA05
Falling timber resulting from activity e.g. coppicing / felling small trees / removing large branches			×		×	×		×									×	×	×	×																			RA02
Trees and branches falling during strong wind													×																											RA02
Wasp & Hornet nests and Bee Swarms								×														×	×																	RA02
Back & shoulder strain, muscle strain, blisters					×																				×															RA05, RA08, RA09
Damage to nerves & muscles from machine vibration																									×															RA05
Damage to hearing from machine noise					×																					×														RA05
Drug equipment / hazardous plants																											×													RA05
Sun / heat exhaustion / dehydaration					×																							×					×							RA05,RA06, RA08, RA09
Breathing toxic vapours from fuel/ingesting fuel exhaust fumes																													×	×	×									RA05
Waterborne disease					×					×																												×	×	×		RA08, RA09
Drowning		×	×		×	×							×																												RA09

Appendix B **Abbreviations List**

The following is a list of the abbreviations used within this document.

Abbreviation	Definition
F	Force in the Beaufort Wind Speed scale.
FoTP	Friends of Trendlewood Park.
LANTRA	A nationally recognized and regulated qualification, typically within land-based industries like agriculture, horticulture, and construction.
mph	Miles per Hour.
NSC	North Somerset Council
PPE	Personal Protective Equipment.
RA	Risk Assessment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation
UK	United Kingdom

Appendix C **North Somerset Council Accident and Incident Investigation Form**

In the event of an accident or incident that needs to be reported to North Somerset Council the form template illustrated on the following page is to be used.

A blank Word version of the template is available as a standalone document. Ask a FoTP Committee Member for a copy if required or download it from the FoTP website, look for the section on insurance under About Us > Join Us > Activities.

Accident and Incident Investigation Form

Investigated by:	
Position:	Date of Investigation

Date of accident/incident:	Time:
Exact location of accident/incident:	
Name of injured/affected person(s):	

Investigator's description of circumstances leading up to the accident/incident:

Names and contact details of witnesses: (Please attach written witness statements)

The immediate cause of the accident/incident:

The root or underlying cause(s) of the accident/incident: This is not always easy to identify but the root cause usually falls into one of the following categories: • **Organisation factors** e.g. lack of procedures, inadequate training or supervision. • **Job factors** e.g. poor design or layout of equipment, lack of maintenance. • **Human factors** e.g. competence and capability issues, lack of motivation or knowledge

Immediate actions taken subsequent to the accident/incident, to prevent it recurring:

Long term actions proposed:

Have revisions been made to risk assessments, safe working procedures etc?	Yes	No
If yes, please detail or attach:		