



Bristol City Council  
**Parks and Estates**

Procedures and Forms to  
be used for practical  
activities on Bristol's  
parks and green spaces  
**(Part 2)**



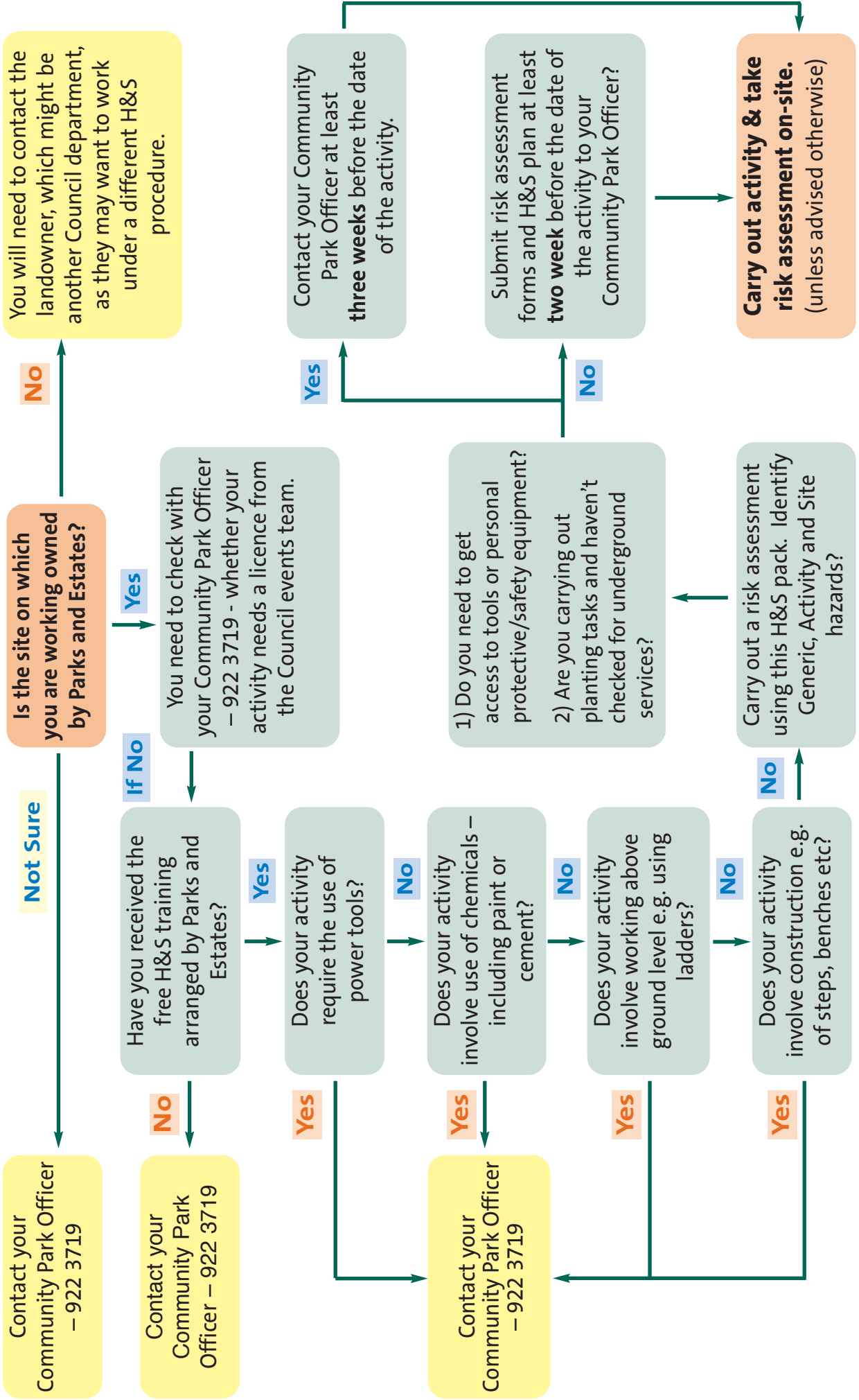
April 2010

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# PROCEDURE 1 - Health and Safety Procedure

## START



## PROCEDURE 2 - How to complete your risk assessment forms

### For your Activity.....

Small Park events (Attendance of less than 150 people)

#### START

Select the **GENERIC** HAZARDS risk assessment sheets appropriate to your activity **(on red headed paper)**.

Select from:

**GENERAL, MANUAL HANDLING and TOOLS USE.**

For most practical activities all three of these will apply.

Select the **ACTIVITY HAZARDS** risk assessment sheet appropriate to your activity **(on green headed paper)**

Select from:

- Litter clearance
- Stream litter clearance
- Scrub clearance
- Tree planting and other planting tasks
- Hedgelaying and tree pruning
- Guided walks and talks

If you are carrying out an activity that doesn't fit into one of these categories then you will need to consult your Community Park Officer.

Visit the site and complete a risk assessment of **SITE HAZARDS** using the blank form provided **(on black headed paper)**.

*(remember the '5 steps to risk assessment')*

*Refer to page 5 (Part 1)*

#### END

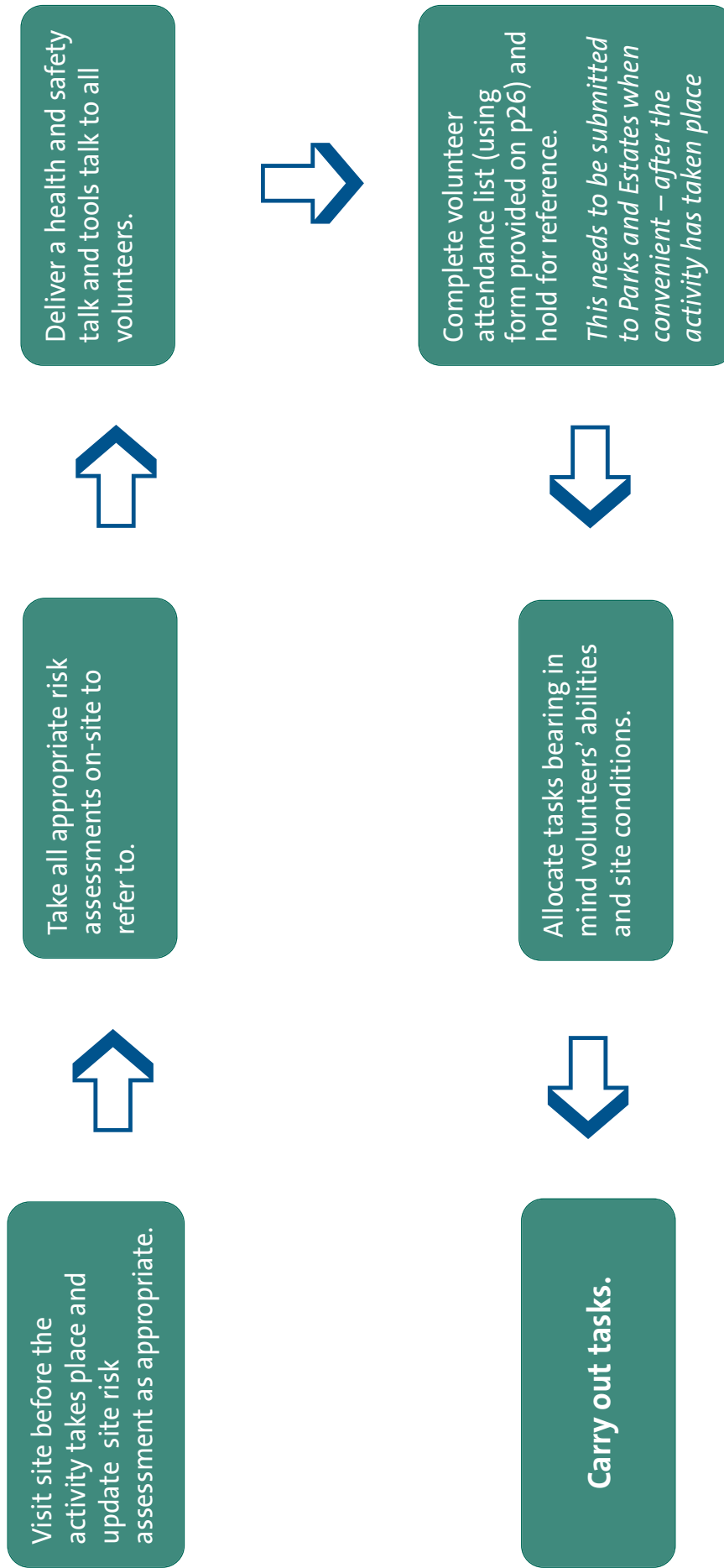
**Submit SITE risk assessment and Health and Safety Plan to your Community Park Officer.**

Complete the 'tools and equipment' and 'protective equipment' and safety equipment' form **(on blue headed paper)**. *Optional*

Complete the single page Health and Safety Plan **(on yellow headed paper)**

On the same form simply list which **Generic (red)** assessment sheets and **Activity (green)** assessment sheets you decided are appropriate to your activity.

## PROCEDURE 3 - What to do on the day of your activity



These models have been provided for use by volunteers and are a comprehensive guide to possible hazards and precautions to take to reduce risk when carrying out an outdoor practical activity.

For every hazard a risk rating or level of risk has been given. These have been calculated using the following:

**RISK RATING**

The RATING or LEVEL of any risk as High, Medium or Low is given while considering...  
...the *potential severity* of the harm the hazard may cause...  
**TOGETHER with**  
...the *likelihood* that a hazard can cause harm.

This allows us to work to the following formula:

	<b>High likelihood</b> Occurs repeatedly / event only to be expected	<b>Possible</b> Moderate chance/could occur sometimes	<b>Improbable</b> So unlikely that probability is close to zero
<b>Fatal/Major injury</b> Death, major injuries or ill health causing long- term disability/absence from work	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
<b>Serious injury</b> Injuries or ill health causing short-term disability/absence from work (over 3 days)	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>Minor injury</b> E.g. minor knocks, scrapes or splinters or plant/insect stings.	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>

All necessary Precautions / Control Measures must be taken to reduce the level of risk if possible.

**If the level of risk is HIGH then the activity  
MUST NOT GO AHEAD.**

# Generic risk assessment form – GENERAL (pages 5-6)

Prepared by:	Bristol City Council, Parks and Estates			Date:	
Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Volunteers being unaware of assessed hazards and risks	Accident and injury through incorrect practice, use of tools etc.	Volunteers and public	Medium	<b>All volunteers should be advised of hazards and control measures by appointed person(s) before work commences.</b>	Person identified as 'H&S Person' on Health and Safety Plan.
Working outdoors in semi-isolated sites	Emergency services are required / sharps team needs to be contacted / volunteer needs to contact home.	Volunteers and public	Medium	The session leader / appointed person should have access to a mobile phone at all times for emergencies or money for phone box if there is no signal.	
Drug and sex litter	Injury requiring First Aid attention.	Volunteers and public	Medium	A qualified First Aider should attend whenever possible.	
Dog fouling	Hypodermic needle is found and possible associated injury / used condoms found.	Volunteers and public	Medium	A visual survey of each work area should be carried out before work commences on the day. All drug & sex litter should be left alone. Locations must be accurately recorded for later collection by Bristol City Council's dedicated team – Tel: 922 2241. If a needle pricks anyone, take the needle with him or her to hospital.	
Lone working	Can result in accidental hand-to-mouth transfer of Toxocara parasite.	Volunteers	Low	Hand washing facilities must be available. These must be used before handling food or drink or smoking.	
Unsupervised children or young people	Unseen injury.	Volunteers	Medium	Warn volunteers before work commences.	
Over 75 years	Children / young people working with adults that are not police-checked.	Volunteers	Low	<b>Volunteers must not work alone.</b>	
		Volunteers and public		<b>All children under 16 yrs of age must be accompanied and supervised by a parent/guardian.</b>	
				Volunteers must be advised that those over 75 years are not insured against personal injury by Bristol City Council. Volunteers those over 75 years not being unaware of insurance coverage (not insured) under Hazard, unseen injury under Possible outcome, volunteers under persons at risk and keep as it is under control measures.	

# Generic risk assessment form – GENERAL

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Weather conditions: <ul style="list-style-type: none"> <li>• Long exposure to sun / hot weather</li> <li>• Rain</li> <li>• Wind</li> <li>• Cold</li> </ul>	Sunburn. Volunteers may tire more easily in hot weather. This changes their ability to communicate and use tools. Tools and equipment may become heavier when wet or blow down or become misdirected when windy. Tools may become more difficult to use or handles become slippery when wet.	Volunteers Volunteers Volunteers	Low Low Medium	Protective sunblock should be available. Work must not go ahead or be stopped if too hot / too wet / too windy / too cold and this is likely to increase risk to a level that cannot be controlled. Swinging tools should not be used when wet or stored where they may become wet.	Person identified as 'H&S Person' on Health and Safety Plan.
Access to the site and within it	Ground conditions may change significantly and introduce slip and fall hazards where before there were none. Clothing may become inappropriate. Emergency vehicles being unable to gain access to the work site.	Volunteers Volunteers Volunteers and public	Low Low Medium	All volunteers should be advised beforehand of local hazards. Grit/sand could be spread on slippery surfaces. Volunteers should be advised beforehand to wear suitable strong footwear and waterproof clothing if appropriate. <b>All volunteers should be advised beforehand of both formal and informal access routes and the access gate for use by emergency vehicles.</b> A key for access gates must be on site with an appointed person at all times. This is available from the appropriate Parks and Estates Community Park Officer – Tel: 922 3719.	<b>All access routes to and around the site must be kept clear from obstruction at all times.</b>
Members of the public having to walk off the path near the work site.	Members of the public having to walk off the path near the work site.	Public	Low		

# Generic risk assessment form – MANUAL HANDLING (pages 7-8)

Prepared by: Bristol City Council, Parks and Estates

Date:

<b>Hazard</b>	<b>Possible outcome</b>	<b>Persons at risk</b>	<b>Risk level</b> Low Med High	<b>Control measures</b>	<b>Who is responsible?</b>
Contaminants / skin irritants	Infection or inflammation.	Volunteers	Low	Gloves should be worn at all times when lifting.	As below
Holding loads away from the body		Volunteers	Medium	<b>All volunteers should be advised of correct lifting techniques before work commences (provided with training).</b>	Person identified as 'H&S Person' on Health and Safety Plan.
Twisting, stooping or reaching upwards	Back injury and/or loss of balance.		Medium	Amend working environment and layout to minimise risk e.g. to avoid reaching upwards.	
Long carrying distances	Foot injury from dropping object.		Medium	Reduce carrying distance or share tasks between volunteers.	
Strenuous pushing or pulling			Medium	Volunteers should be advised to take regular rest breaks.	
Repetitive handling	General injury / strain.		Medium		
Insufficient rest or recovery time			Medium		
Items are heavy, bulky or unwieldy	General injury / fatigue.	Volunteers	Medium	Use a carrying aid if possible— e.g. rope, wheelbarrow, sack truck.	Person identified as 'H&S Person' on Health and Safety Plan.
Items are difficult to grasp	General muscular injury.		Medium	Reduce carrying distance or share tasks between volunteers.	
Items are unstable or unpredictable	Losing grip. Hitting adjacent objects.		Medium		
Items are sharp or hot			Medium	Gloves should be worn at all times when lifting.	

# Generic risk assessment form – MANUAL HANDLING

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Poor ground conditions	Back injury and/or loss of balance.	Volunteers	Medium	Remove all ground obstructions. Avoid repetitive manual handling or carrying of heavy items in wet and/or slippery conditions. Use appropriate footwear.	Person identified as 'H&S Person' on Health and Safety Plan.
Variations in ground levels	Foot injury from dropping object.		Medium	Avoid slopes and steps wherever possible.	
Hot/cold conditions	General injury / strain.		Medium	Wear clothing appropriate for the task. Loose clothing may snag or become trapped.	
Restrictions on movement from clothing or equipment	General injury / fatigue.		Medium		
Volunteer has a restrictive health condition	General muscular injury. Losing grip. Hitting adjacent objects	Volunteers	Medium	<b>Tasks should be designated by an appointed person according to physical ability and be rotated between volunteers. Volunteers should be advised to work at their own pace and not to take on things they cannot manage.</b>  Health and safety appointee may ask volunteers discreetly if they have a health condition that may affect their ability to lift manually.	Person identified as 'H&S Person' on Health and Safety Plan.

# Generic risk assessment form – TOOLS USE (Not Powered Tools)

Prepared by: Bristol City Council, Parks and Estates		Date:			
Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Inexperienced volunteers	Tool being used incorrectly.	Volunteers and public.	Medium	Volunteers leaders should be trained in the correct use and storage of tools and a tools talk given to all volunteers before work commences. Training should also be received on the correct use of Personal Protective Equipment.	Person identified as 'H&S Person' on Health and Safety Plan.
Other volunteers working close by	Possible injury and possible obstruction.	Volunteers and public.	Medium	A safe working distance must be maintained between volunteers AT ALL TIMES. <i>With swinging tools this is 2 times the length of the tool and the swinging arm.</i>	
Broken and damaged tools	Tool may break suddenly when in use and volunteer may lose control.	Volunteers and public.	Medium	Inspect tools before use and do not use any that are damaged or have loose handles. Tools must be maintained in good condition and kept sharp.	
Swinging tools	Tool may slip from grasp.	Volunteers and public.	Medium	Gloves must not be worn when using swinging tools as this reduces grip. Swinging tools must not be used if handles are wet.	
Sharp tools	Cuts and abrasions while handling and in use.	Volunteers and public.	Medium	Move and store sharp-edged tools with their guards on.	
Storage of tools on-site while not in use	Tools may cause trip hazards, obstacles to walk into, be stolen and misused or lost.	Volunteers and public.	Medium	Only get out tools that are in immediate use. Store all unused tools in a clearly designated safe place and safe manner.	
Transporting tools to and from work area	A tool may be carried incorrectly revealing a sharp edge or a hazard to those working close by.	Volunteers and public.	Medium	Raise awareness of correct carrying methods and posture during tools talk.	

These models have been provided for use by volunteers and are a comprehensive guide to possible hazards and precautions to take to reduce risk when carrying out an outdoor practical activity.

For every hazard a risk rating or level of risk has been given. These have been calculated using the following:

**RISK RATING**

The RATING or LEVEL of any risk as High, Medium or Low is given while considering...

...the *potential severity* of the harm the hazard may cause...

**TOGETHER with**

...the *likelihood* that a hazard can cause harm.

This allows us to work to the following formula:

	<b>High likelihood</b> Occurs repeatedly / event only to be expected	<b>Possible</b> Moderate chance/could occur sometimes	<b>Improbable</b> So unlikely that probability is close to zero
<p><b>Fatal/Major injury</b> Death, major injuries or ill health causing long- term disability/absence from work</p>	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
<p><b>Serious injury</b> Injuries or ill health causing short-term disability/absence from work (over 3 days)</p>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<p><b>Minor injury</b> E.g. minor knocks, scrapes or splinters or plant/insect stings</p>	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>

All necessary Precautions / Control Measures must be taken to reduce the level of risk if possible.

**If the level of risk is HIGH then the activity  
MUST NOT GO AHEAD.**

# Activity Risk Assessment Form – LITTER CLEARANCE

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
<p>Drug and sex litter</p> <p>Hazardous / contaminated materials</p>	<p>Hypodermic needle is found and possible associated injury / used condoms found.</p> <p>Substances found that may be contaminated or difficult to identify.</p>	<p>Volunteers and public</p> <p>Volunteers and public</p>	<p>Low</p>	<p><b>Refer to Generic Risk Assessment Form GENERAL.</b></p> <p>Advise volunteers to use a stick / litter pick to check piles of litter before scooping it up.</p> <p>Objects thought to contain hazardous chemicals should not be disturbed and should be reported to Bristol City Council Tel: 922 2241.</p> <p>A sharps box (NOT for needles, see above) with appropriate gloves or handling equipment needs to be available OR if handling is not recommended, flags should be used to highlight the item found.</p>	<p>Person identified as 'H&amp;S Person' on Health and Safety Plan.</p>
<p>Handling of material</p>	<p>Cut injuries from broken glass.</p> <p>Possibility of infection.</p>	<p>Volunteers and public</p> <p>Volunteers</p>	<p>Low</p>	<p>Protective gloves must be worn if not using litter pickers.</p> <p>Hand washing facilities must be available. These must be used before handling food or drink or smoking.</p>	
<p>Storage of collected material</p>	<p>Back injury / general injury / strain / fatigue.</p> <p>Collected material may create new trip hazards or obstruct pathways.</p>	<p>Volunteers</p> <p>Volunteers and public</p>	<p>Low</p>	<p><b>Refer to Generic Risk Assessment Form MANUAL HANDLING.</b></p> <p><b>Collected material must be collected and piled in clearly designated areas away from footpaths or other access routes.</b></p> <p>Storage issue should be communicated to volunteers before work commences.</p>	

# Activity Risk Assessment Form – LITTER CLEARANCE IN STREAMS & WATERCOURSES (pages 12-13)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Drug and sex litter	Hypodermic needle is found and possible associated injury / used condoms found.	Volunteers and public	Medium	Refer to Generic Risk Assessment Form GENERAL. Advise volunteers to use a stick / litter pick to check piles of litter before scooping it up.	Person identified as 'H&S Person' on Health and Safety Plan.
Hazardous / contaminated materials	Substances found that may be contaminated or difficult to identify.	Volunteers and public	Low	Objects thought to contain hazardous chemicals should not be disturbed and should be reported Bristol City Council Tel: 922 2241. A sharps box (NOT for needles, see above) with appropriate gloves or handling equipment needs to be available OR if handling is not recommended, 'flags' should be used to highlight the item found.	
Handling of material	Possibility of infection.	Volunteers	Low	Protective gloves must be worn at all times if not using litter pickers. Hand washing facilities must be available. These must be used before handling food or drink or smoking.	
Storage of collected material	Back injury. General injury / strain / fatigue. Collected material may create new trip hazards or obstruct pathways.	Volunteers Volunteers Volunteers and public	Low	Refer to Generic Risk Assessment Form MANUAL HANDLING. Refer to Generic Risk Assessment Form MANUAL HANDLING. Collected material must be collected and piled in clearly designated areas away from footpaths or other access routes. Litter storage issue should be communicated to volunteers before work commences.	

# Activity Risk Assessment Form – LITTER CLEARANCE IN STREAMS & WATERCOURSES

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Contact with water	Possibility of infection. All watercourses must be presumed to carry infectious diseases e.g. Weil's disease.(see <i>information in support pack</i> )	Volunteers	Low	Existing and new wounds must be properly dressed before work commences. Waterproof gloves (also long-arm gloves) must be worn at all times when working in contact with water.	Person identified as 'H&S Person' on Health and Safety Plan.
Flowing water	A fast or deep flow can cause an easy loss of footing and consequent immersion in water.	Volunteers	Medium	<b>A rescue rope or pole should be available at all times.</b> Areas of deep water i.e. above boot height should be avoided. Volunteers entering water should be accompanied by a colleague on the bank in case of a loss of footing. Appropriate protective footwear should be worn.	
Steep banks	Streamside banks can be deceptively steep and also obscured by vegetation.	Volunteers	Medium	Ensure no volunteer works alone under any circumstances.	
Slippery and unstable surface below water	Watercourses can be extremely slippery and have hidden holes and loose stones etc.	Volunteers	Medium	If surface is too slippery then stop work or work elsewhere. Wear appropriate footwear.	

# Activity Risk Assessment Form – SCRUB & VEGETATION CLEARANCE (pages 14-15)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
<p>Tools and equipment</p> <p>Snags, litter and sharps</p> <p>Handling of cut material</p>	<p><b>Refer to Generic Risk Assessment Form TOOLS USE.</b></p> <p>Trip hazards or tool snags may be present or revealed by cutting back vegetation.</p> <p>Drug and sex litter may be present or revealed by cutting back vegetation.</p> <p>Cut material might have thorns or sharp edges.</p>	<p>Volunteers and public</p> <p>Volunteers</p> <p>Volunteers and public</p> <p>Volunteers</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p><b>Refer to Generic Risk Assessment Form TOOLS USE.</b></p> <p>A visual survey of each work area should be carried out before work commences on the day.</p> <p>Trees must be cut as close to ground level as practicable to avoid creating trip hazard.</p> <p><b>Refer to Generic Risk Assessment Form GENERAL.</b></p> <p>Gloves must be worn when handling all cut material. Thick leather gloves may be required for bramble and other thorny material.</p> <p><b>Advice on correct lifting techniques should be given before starting work.</b></p> <p>Volunteers advised to have an up-to-date tetanus inoculation.</p> <p>Volunteers must be made aware of the danger from Blackthorn thorns (Blackthorn thorns can hold infectious materials more than other thorns) and other hazardous plants.</p>	<p>Person identified as 'H&amp;S Person' on Health and Safety Plan.</p>

# Activity Risk Assessment Form – SCRUB & VEGETATION CLEARANCE

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Storage of cut material	Possibility of infection from cut material.	Volunteers	Low	Hand washing facilities must be available. These must be used before handling food or drink or smoking.	Person identified as 'H&S Person' on Health and Safety Plan.
Cutting scrub	Cut material may create new trip hazards. <b>Refer to Generic Risk Assessment Form TOOLS USE.</b>	Volunteers and public Volunteers	Low	Cuts and grazes must be properly dressed before and during work. <b>Cut material must be collected and piled in clearly designated areas away from footpaths or other access routes.</b> <b>Refer to Generic Risk Assessment Form TOOLS USE.</b>	
Working in a public area	Members of the public may be at risk from volunteers using swinging tools, handling material or slips, trips and falls.	Volunteers and public	Medium	Safety glasses should be worn if cutting tall, thorny material. Work areas should be properly highlighted with appropriate signage or hazard tape. Work area, including tools and materials, must be kept clear and tidy.	

# Activity Risk Assessment Form – TREE PLANTING AND OTHER PLANTING TASKS (pages 16-17)

Prepared by: Bristol City Council, Parks and Estates

Date:

**Note: Before carrying out planting tasks a check needs to be made that there are no underground services (water, electricity, gas, drainage) close to the planting area. Contact your Community Park Officer – 922 3719.**

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
<p>General work area</p> <p>Handling trees/plants/ bulbs and equipment</p>	<p>Slip and trip hazards may be present.</p> <p>Drug and sex litter may be present.</p> <p>Possibility of infection from micro-organisms.</p>	<p>Volunteers</p> <p>Volunteers and public</p> <p>Volunteers</p>	<p>Medium</p> <p>Low</p>	<p>A visual survey of each work area should be carried out before work commences.</p> <p><b>Refer to Generic Risk Assessment Form GENERAL.</b></p> <p>Gloves must be worn when handling plants, mulch and treated timber.</p> <p>Hand washing facilities must be available. These must be used before handling food or drink or smoking.</p> <p>Volunteers must be made aware of the danger from Blackthorn thorns (Blackthorn thorns can hold infectious materials more than other thorns).</p> <p>All cuts and grazes must be properly dressed before and during activity.</p> <p>Volunteers should have an up-to-date tetanus inoculation.</p> <p>Use tools and feet, not hands, to move and firm soil.</p>	<p>Person identified as 'H&amp;S Person' on Health and Safety Plan.</p>

# Activity Risk Assessment Form – TREE PLANTING AND OTHER PLANTING TASKS

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Planting method	Back injury / general injury / strain / fatigue. Holes may be made for a tree and the tree not planted.	Volunteers Volunteers and public	Medium Medium	<b>Refer to Generic Risk Assessment Form MANUAL HANDLING</b> Holes that have been dug for trees must not be left i.e. the tree must be planted immediately after digging the root hole or the hole filled in. <b>Steps should be taken to highlight planting (especially small trees - whips) if likely to create a new hazard to the public. Use temporary fencing, hazard tape, signposting etc.</b>	Person identified as 'H&S Person' on Health and Safety Plan.
New planting as obstruction	New planting may create a new hazard to the public.	Public	Low	Gloves should not be worn when using swinging tools. If another person has to hold the stake they must be protected by wearing a hard hat and leather gloves. The tasks should be designated by an appointed person according to physical ability and be rotated between volunteers if possible.	
Staking of trees	Injury through use of mallet/sledgehammer to drive in posts. Back injury / General injury / strain / fatigue.	Volunteers Volunteers	Medium Medium		

# Activity Risk Assessment Form – HEDGELAYING AND TREE PRUNING (pages 18-20)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Tools and equipment Handling of cut material	<p><b>Refer to Generic Risk Assessment Form TOOLS USE.</b></p> <p>Cut material might have thorns or sharp edges.</p> <p>Possibility of infection from cut material.</p> <p>Large branches may be heavy and/or awkward to move.</p>	<p>Volunteers and public</p> <p>Volunteers</p> <p>Volunteers</p> <p>Volunteers</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p><b>Refer to Generic Risk Assessment Form TOOLS USE.</b></p> <p>Gloves must be worn when handling all cut material. Thick leather gloves may be required for bramble and other thorny material.</p> <p><b>Advice on correct lifting techniques should be given before starting work.</b></p> <p>Volunteers advised to have an up-to-date tetanus inoculation.</p> <p>Volunteers must be made aware of the danger from Blackthorn thorns and other hazardous plants.</p> <p>Hand washing facilities must be available. These must be used before handling food or drink or smoking.</p> <p>Cuts and grazes must be properly dressed before and during work.</p> <p>Cut branches to a manageable size.</p> <p>Clear all extraction routes of tripping hazards prior to manual removal of timber.</p> <p>Provide carrying aids e.g. wheelbarrow.</p>	<p>Person identified as 'H&amp;S Person' on Health and Safety Plan.</p>

# Activity Risk Assessment Form – HEDGELAYING AND TREE PRUNING (pages 18-20)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Storage of cut material	Cut material may create new trip hazards.	Volunteers and public	Medium	Cut material must be collected and piled in clearly designated areas away from footpaths or other access routes.	Person identified as 'H&S Person' on Health and Safety Plan.
Contact with overhead powerlines.	Possibility of electrocution if pruning lower branches of taller trees.	Volunteers	Medium	Carry out a visual check for close powerlines. If a tree is touching electricity cables, call Parks and Estates or the electricity company immediately. B.Parks – 922 3717. Western Power – 0800 365 900.	
Falling timber	Head injury or other injury.	Volunteers or public	Medium	Heavier branches of diameter greater than 2 inches should not be cut. This work should be carried out by Parks and Estates.  Cordon off working area using hazard tape and create 'fall zones'. Warn the public with signs or 'look outs'.  Wear a hard hat while pruning overhead branches.  Cease work in high winds or when rain interferes with grip on tools or visibility.  Non-essential persons should be kept away from the work area.	
Working in a public area	Members of the public may be at risk from volunteers using swinging tools, handling material or slips, trips and falls.	Public	Medium	Work areas should be properly highlighted with appropriate signage or hazard tape.  Work area, including tools and materials, must be kept clear and tidy.	

# Activity Risk Assessment Form – HEDGELAYING AND TREE PRUNING (pages 18-20)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Cutting activities - pruning	Branches to be cut may be out of reach.	Volunteer	Medium	<p>A long-handled pruning saw should be used for out-of-reach branches. Ladders and stools should NOT be used. Safety goggles should be worn when using long-handled pruning saws.</p> <p>'Hanging' branches must NOT be left. If a branch left hanging is a strong possibility then DO NOT begin the cut. Seek assistance from Parks and Estates if branches cannot be brought down safely.</p> <p>Saw bottom cuts on each branch before sawing felling cut.</p> <p>Prune lower branches first and work upwards.</p> <p><b>A safe distance must be maintained between working volunteers – especially when using swinging tools (at least twice the length of the tool and the swinging arm).</b></p> <p>Clear ground of material before kneeling.</p> <p>Use protective kneelers or padded kneeling mat.</p>	Person identified as 'H&S Person' on Health and Safety Plan.
Cutting activities - hedgelaying	<p>Branch being pruned off may 'hang' in tree.</p> <p>An injury from a sharp tool may result from volunteers working too closely together.</p> <p>Thorny material may litter the ground around the work area.</p>	<p>Volunteers and public</p> <p>Volunteers</p> <p>Volunteers</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>		

# Activity Risk Assessment Form – GUIDED WALKS AND TALKS (pages 21-22)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Traffic / Roads	Risk of accident: * Un sighted crossing points * Poor visibility * Mobility of walkers may be poor	Volunteers/ Walkers	Medium	All volunteers should be advised of hazards and control measures by appointed person(s) before walk commences. Use crossing points e.g. Zebra crossing, central reservations. Keep walking group together at all times. Wear luminous tabards or brightly coloured clothing.	Person identified as 'H&S Person' on Health and Safety Plan.
Dogs	Dogs not on leads may approach walkers.	Volunteers/ Walkers	Low	Keep nervous walkers away from dogs and warn dog owner to keep dog away from group. If dogs are allowed on the walk they must be kept on short leads at all times.	
Other people / members of the public	Threatening behaviour / anti-social behaviour.	Volunteers/ Walkers	Low	Keep walking group together at all times. Move walking group past group avoiding eye contact if they look threatening.	
Stiles	Slips, trips and falls.	Volunteers/ Walkers	Low	Have mobile phone available or be aware of public phone boxes. Raise awareness among walking group before walk commences. Help walkers as necessary over stiles.	

# Activity Risk Assessment Form – GUIDED WALKS AND TALKS (pages 21-22)

Prepared by: Bristol City Council, Parks and Estates

Date:

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?
Overhanging branches	Risk of injury through collision.	Volunteers/ Walkers	Low	Warn in pre walk talk and as necessary along the route. Ask walkers to pass on the warning down the walking group.	Person identified as 'H&S Person' on Health and Safety Plan.
Poor ground conditions	Slips, trips and falls may occur from: * Uneven ground * Wet or muddy ground * Hidden trip hazards/objects * Steps * Snow or ice * Narrow paths/footing	Volunteers/ Walkers	Medium	<b>All volunteers should be advised of hazards and control measures by appointed person(s) before walk commences.</b> Help walkers around hazards. Abandon walk if paths/accessibility is poor. Wear appropriate footwear.	
Inclines	Walkers with certain health conditions and limited ability may have difficulty with slopes.  Inclines will increase risks from other ground condition hazards.	Volunteers/ Walkers	Medium	Try and be aware of any appropriate health problems within the walking group. Remind walkers to take and use medication if necessary. Rest at the top of hills and wait for group. Raise awareness among walking group before walk commences. Wear appropriate footwear.	
New walkers	New additions to a regular walking group may have mobility problems/health conditions that need to be catered for.	Volunteers/ Walkers	Medium	Try and be aware of any appropriate health problems within the walking group. Be extra vigilant whilst walking.	

This form has been provided for use by volunteers and is the forms that must be completed. They must be handed in to Community Parks Officer for the site before the activity is due to take place. Electronic versions of these forms are also available and upon completion, they can be approved by email.

For every hazard a risk rating or level of risk has been given. These have been calculated using the following:

## RISK RATING

The RATING or LEVEL of any risk as High, Medium or Low is given while considering...  
...the **potential severity** of the harm the hazard may cause....

## TOGETHER with

...the **likelihood** that a hazard can cause harm.

This allows us to work to the following formula:

	<b>High likelihood</b> Occurs repeatedly / event only to be expected	<b>Possible</b> Moderate chance/could occur sometimes	<b>Improbable</b> So unlikely that probability is close to zero
<b>Fatal/Major injury</b> Death, major injuries or ill health causing long- term disability/absence from work	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
<b>Serious injury</b> Injuries or ill health causing short-term disability/absence from work (over 3 days)	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>Minor injury</b> E.g. minor knocks, scrapes or splinters or plant/insect stings	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>

All necessary Precautions / Control Measures must be taken to reduce the level of risk if possible.

**If the level of risk is HIGH then the activity  
MUST NOT GO AHEAD.**

# Site Risk Assessment Form

Prepared by:

Date:

**LOCAL HAZARDS APPROPRIATE TO THE SITE ON WHICH ACTIVITY IS TAKING PLACE**  
 Refer to page 5 (Part 1) of H&S support pack. Also consider volunteer's abilities.

Hazard	Possible outcome	Persons at risk	Risk level Low Med High	Control measures	Who is responsible?

**THESE HAZARDS MUST BE REASSESSED JUST BEFORE THE ACTIVITY TAKES PLACE.**

Generic risk assessment forms applicable:

Activity risk assessment forms applicable:

*To Volunteer/Group Health and Safety Rep: - This form must be handed in to Community Parks Officer for the site before the activity takes place*

DATE

LOCATION ADDRESS (Be Accurate)

TASK COMMENCES (Time)

TASK FINISHES (Time)

TASK

METHOD STATEMENT (*Briefly state: What activity you are carrying out and how? Mention all activities*)

NUMBER OF VOLUNTEERS (*estimate*)

NEAREST HOSPITAL (with A&E)

**Appointed persons:**

HEALTH & SAFETY PERSON

FIRST AID PERSON (*if present*)

TOOLS & EQUIPMENT PERSON  
(*if appropriate*)

Risk Assessment and H&S Plan  
written by

Date Written

AUTHORISATION

Checked by (CPO)

*(to be completed by  
Bristol City Council  
Parks Officer)*

.....

Signed:.....

Date:.....

Risk Assessment Attached?

Yes

No

*To Volunteer/Group Health and Safety Rep: This form must be handed in to Community Parks Officer for the site before the activity takes place.*



## Protective Equipment & Safety Equipment Form

Personal protective equipment required:			Safety equipment required:		
	YES	NO		YES	NO
Gloves			First Aid kit and accident book		
Sharps gloves			Mobile Phone		
Hard hats			Hand washing facilities		
Toe-capped boots/shoes			Sun block		
Ear defenders			Hazard tape		
Safety glasses			'Work in progress' caution signs		
Waterproofs			Sharps box		
Wellies			Disposable bags		
			Safety rope		
			Vehicle		

## Tools and Equipment Required

	YES	NO		YES	NO
Spade			Hand saw		
Fork			Bow saw		
Hand fork			Pruning saw		
Trowel			Long-handled pruning saw		
Hammer			Billhook		
Mell			Slasher		
Sledge hammer			Wheelbarrow		
Mallett			Bucket		
Crow bar			Sweeping brush		
Wrecking bar			Litter picker		
Secateurs			Spirit level		
Loppers			Screwdriver		
Rake			Rubble sacks		

**Other materials required to suit task:** (e.g. tree stakes and ties, mulch, screws, nails etc.)