

Keep Wales Tidy Risk Assessment – Planting with hand tools Generic Risk Assessment

(To be used with relevant power tool risk assessments as needed)

Name: _____ Assessment Number: _____ Date: _____

Location & Grid Ref: (<http://www.gridreferencefinder.com/>) Nearest A&E - Postcode & ☎: (<http://www.wales.nhs.uk/>) Mobile Coverage: Yes /No

Further Assessments Required:	✓	Persons Involved or Affected by the Task:	✓
Fire		KWT employees	✓
Control of Substances Hazardous to Health		Employees- other organisations	
Young people & children		Volunteers	✓
Nursing/Expectant Mothers		Members of the Public	
People with disabilities		Contractors	

Hazards Identified	Severity (S)	Control Measures Currently in Place	Likelihood (L)	Score (S x L)	Rating
Road traffic	5	High-vis vests worn by participants. No one to work close to fast-moving traffic or on sharp bends in road. Warning signs to be used as appropriate.	2	10	Medium
Delays in getting immediate assistance from First Aider and/or emergency services if required.	5	Officer to check for mobile phone coverage at location, have mobile telephone and be constantly alert for problems. Officer to note nearest road access point and be able to give directions. Volunteers to work within sight of others and must inform KWT officer if they leave early.	2	10	Medium
Slips, trips and falls on uneven or slippery ground	3	Officer to walk site prior to beginning activity to assess conditions and remove trip hazards. Warn volunteers about hazardous areas. Participants to wear suitable footwear.	3	9	Medium
Poisoning or skin damage from ingestion or contact with hazardous plant material eg toxic berries, giant hogweed, plant bulbs etc	4	Site to be walked prior to activity. Volunteers not to eat wild fruits of any kind on site. Officer to warn volunteers about hazardous plant material and all to avoid contact with any suspect plants even if not positively identified. Planting species list to be carried.	2	8	Medium
Dirty hands, cuts, splinters, foreign bodies in eye: risk of infection, including toxocariasis from dog fouling	3	Officer to check site for dog fouling before activity and remove faeces safely. Warn volunteers about risks associated with dog faeces. Participants to avoid touching eyes, mouth and food with unwashed hands or gloves. Cuts and splinters (especially from blackthorn) to be treated promptly to avoid infection. Hand cleansing gel, First Aid kit plus sterile water and eyebath to be available. Wash hands thoroughly with soap and water at end of task.	2	6	Medium

Dehydration, exhaustion OR hypothermia	3	Volunteers to wear suitable clothing for the time of year, including hats as appropriate. Participants not to work for long periods without a rest and a drink. KWT officer to have easy access to heat blanket and drinking water, first aid kit and mobile phone. Officer to stop activity if weather conditions deteriorate.	2	6	Medium
Illness from pre-existing medical condition	5	Officer to ask participants about medical conditions at start and check that people have inhalers/ medication where needed. Officer to carry mobile phone.	1	5	Medium
Injury from tools, materials and other equipment	4	Suitable clothing and PPE worn. Only trained or experienced people to use heavy or sharp-edged hand tools with adequate working space for safety. Tools and materials to be stored safely when not in use and never left unprotected on the ground or where they could fall and cause injury.	1	4	Low
Injury from sharp objects when kneeling, putting hands down or digging	2	KWT officer is First Aid trained and carries a first aid kit. Litter to be cleared from site before planting activity. Check ground before kneeling or putting hands down. Always wear gloves. Use a kneeler if possible.	2	4	Low
Animals - bites, stings, attacks. Beware of hidden wasp or ant nests in previously undisturbed ground	3	Participants not to approach animals. Consult with landowner about livestock when appropriate. Check that anyone allergic to stings is identified as such and has access to medication. Suitable clothing and footwear to be worn at all times. First Aid kit and clean water to be carried.	1	3	Low
Moving heavy items/ digging-risk of back or muscle injury	3	Participants to seek help to move heavy items. Take frequent rests when digging. Use a wheelbarrow to shift soil or heavier items. Use correct Manual Handling techniques.	1	3	Low

Severity (Worst Case Scenario)				
5	4	3	2	1
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood (Given Precautions in Place)				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating Table				
Very High	High	Medium	Low	Very Low
20-25	15-19	5-14	3-4	1-2

Action Required (Including Temporary Action and Control Measures)	Action Review Date	Action Completed (Name and Date)

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Further Actions which may Require Longer Term Consideration	Action Review Date	Action Completed (Name and Date)

If any Issues are Outstanding from the Action Review Date Please Detail the Reasons

Assessment Review Date:

New Risk Assessment Required?

Yes / No

Completed by:

Signature:

Event counter-signed:

Signature: