Method Statement

Description of the Task/Activity:	General landscape maintenance works (grass cutting, hedge trimming and general works)				
Site Address/ Location:			**Start Date/Time:**		
			Finish Date/Time:		
Personnel involved:	**Name**		**Role/Trade**		
Works Supervisor:		**Role:**	Works Supervisor	**Tel:**	
Key Plant and Tools Required:	• Petrol lawn mower • Petrol strimmer • Petrol hedge trimmer • Petrol blower • Shears • Yard brush • All electrical equipment must be 110v or less • Mini digger / dumper • Ride on mower • Tractor / gang mower				
Key Materials Required:	• Unleaded Petrol • Diesel • Herbicide				
Other Essential Equipment:	• First aid kit • Hearing protection • Gloves • Safety footwear with non-slip soles • Eye/face protection • Warning signage and road cones • Bulk bag (for the collection and disposal of waste cuttings etc)				

Specific Identified Residual Hazards:	Please refer to the attached risk assessments. However, the key hazards are: • Manual handling • Use of power tools • Slips, trips and falls • Interface with members of the public • Working adjacent to the public highway • Use of hazardous chemicals • Exposure to the sun/sunburn/heat stroke
Specific Staff Training Requirements:	All operatives are to be competent and experienced landscape maintenance operatives. All trainees and apprentices will work under the direct supervision of a competent senior operative. All staff are to receive information and instruction on the content of this method statement and the attached risk assessments. All staff are to receive a site safety induction prior to the commencement of works. All staff using power tools are to have received suitable and sufficient training in the use of the equipment. Only those considered competent to use such equipment shall be permitted to operate such tools. All staff are to receive training on safe manual handling techniques and highway safety training.

Sequence of Operations:	1. Contact the site manager/sales representative and where applicable the tenant(s)/owner(s) of the properties in advance of the start date to advise them of the works. 2. Ensure that your vehicle is safely parked, if necessary with the hazard warning lights and strobe lights flashing to warn others in the area. 3. Prior to the start of works, where applicable erect all necessary safety warning signs and road cones. 4. High Visibility Clothing conforming to BS EN471:1994, Table 1, Class 3, which must be worn at all times whilst working on or adjacent to the public highway. It will comply with the requirements of Clause 4.2.3(b) in all cases. Jackets with sleeves in accordance with Clause 4.2.4 and to Class 3 must be worn on dual carriageway roads with a speed limit of 40 mph or above. The colour of the background material should normally be fluorescent yellow from table 2 of BS EN471:1994, and the retroreflective material should comply with Table 5. 5. Off load all equipment needed, make all necessary checks to ensure that the equipment is not damaged and is safe to use. 6. All equipment and herbicides shall be used and applied in strict accordance with the manufacturer's instructions and recommendations. 7. Safely re-fuel equipment where needed, taking care to avoid spilling fuel onto hot exhausts or other ignition sources. 8. Put on all necessary safety/personal protective equipment as specified in the relevant risk assessment(s). 9. Lock away all unneeded equipment, including spare fuel and herbicides etc. 10. Move lawn mowers, Strimmers and hedge trimmers away from roads and footpaths and start their engines in accordance with the manufacturer's recommendations. **<u>Grass Cutting</u>** 11. All grass cutting will be carried out in a systematic and controlled manner. The area of grass to be cut will be checked as the works progress to ensure that there is no debris or other materials that cause a hazard to the operator or others in the area, examples of such materials include: stones; bottles; cans; sticks; bricks and other materials. All such debris should be clear away from the path of the lawn mower. 12. Small areas of grass around trees, fences, hedges and other features should be trimmed using a strimmer. 13. The operator should not at any time need to stand within the road whilst cutting the grass and he should not leave the lawn mower unattended at any time. 14. Do not operate the machinery in close proximity to members of the public.

Sequence of Operations:	15. Take care to ensure that children and animals are not scared by the equipment, or that they do not approach the equipment. 16. When refuelling the lawn mower, a proper fuel can and filler tube should be used to help avoid spillages and the lawn mower must be turned off. **<u>Ride on Mowers / Grass Cutting Tractor</u>** 17. Check that the mower is in good operating order. Make sure blades are sharp, all nuts and bolts are tight, safety guards are in place, the motor is running smoothly, the brakes are working and that all operator controls are working correctly. In addition, ensure that the Rollover Bar, seatbelt and any warning devices such as flashing lights and reversing sounders are operating. 18. Ensure all operations near to highways are adequately signed with the appropriate notices as specified in the DTLR Code of Practice Safety at street works and road works. The minimum acceptable signage "Caution, Grass cutting" should be placed at each end of the work area and must be moved along with the works. 19. Low hanging branches and similar obstacles can injure the operator or interfere with the mowing operation. Before mowing, identify potential obstacles such as low hanging branches and trim, remove or avoid those obstacles. 20. Study the area to be mown and establish a safe mowing pattern. Do not mow where traction or stability is doubtful. 21. Check colleagues and members of the public are at a safe distance away from you, which is more than 15m, (or as close to this as possible). 22. The drivers daily check sheet must be completed each time the mower is used. 23. Do not carry passengers. 24. Look out for pedestrians whilst operating the mower, stop the engine if any pedestrians approach the mower. 25. Guards and shields (PTO, belts etc) must be in place before operating the mower. 26. The cutting blade should always be switched off as soon as cutting is finished and before moving across any surface other than grass. 27. The mower should only be operated in daylight conditions or good artificial light. 28. Watch out for traffic when crossing or working near roadways. 29. Never direct discharge of material towards pedestrians or allow anyone near the machine while in operation.

30. Never alter the engine governor settings or allow the engine to over-rev, operating the engine at excessive speed can increase the potential for personal injury or mechanical damage.

31. Always mow up and down a slope, never across the face of the slope. Do not mow a slope with wet grass, tyres may lose traction on wet slopes even if your brakes are functioning correctly. Avoid starting, stopping or turning on a slope. If the tyres lose traction disengage the blades and proceed slowly, straight down the slope. Keep all movement on slopes slow and gradual. Do not make sudden changes in direction which could cause the machine to roll over.

32. The Roll Over Protection System fitted to the mower must be in the upright/ deployed position at all times. Do not drop the ROPs to cut around trees, if low branches restrict access with the mower then either remove the branches or cut around the tree utilising an alternative method of working. Make certain all parts of the ROPs are installed correctly, if the ROPs structure is loose or defective do not take the machine out and inform your Supervisor immediately. Always wear your seat belt when the ROPs is deployed.

33. When finished, clean debris from all attachments, either through the use of a blower or by jet washing. Clean air intake screen and radiator/oil cooler fins. Check for loose, missing or damaged parts.

Strimming

34. Only experienced trained operatives shall be permitted to use Strimmers/brush cutters.

35. Strimming is to be carried out in a systematic manner moving the head of the strimmer from side to side as the operative walks forward.

36. The head of the strimmer must be kept away from the body of the operative at all times and the cutting head must be fitted with a suitable rigid guard.

37. Never move the cutting head towards another person.

38. Do not use when in the vicinity of children or animals.

39. Care must be taken to ensure that no objects are hidden in the grass that can be hit by the cutting head and then ejected at high speed into the surrounding environment.

40. Always ensure that the strimmer if turned off when not in use and whenever adjustments need to be made to the cutting head/line

Hedge Cutting

41. Hedge trimmers must be used with great care and only experienced trained operatives shall be permitted to use them.

42. When using a hedge trimmer always start at one end and work your way along the hedge with the hedge trimmer always be in front of you at full arms length.

43. The hedge trimmer should be moved in an upward motion to reduce the risk of an uncontrolled movement bring the trimmer towards the operatives body unexpectedly.

44. Step ladders and trestles etc will not permitted be permitted for use whilst hedge cutting, if the hedge is too high to reach from the ground, a long reach pole based hedge trimmers will be used.

45. All hedge trimmings should be collected together and placed into a bulk bag for subsequent shredding/disposal off-site.

Hedge Cutting with Tractor Side Arm Flail

46. Operators should receive adequate instructions and training to enable them to use the machine safely.

47. Make sure the operator reads, understands and follows the instruction manual. Follow the manufacturer's instructions when hitching or unhitching the machine from the tractor. Do not stand in any position where you may be at risk of being crushed, eg in the area between the back of the tractor and the cutter.

48. Make sure the machine is left in a stable position when it is removed from the tractor, using any stands or props provided, and securing it further if necessary.

49. Do not carry out maintenance on the hedge cutter with the cutting arm/dipper arm raised, unless the arm is properly supported.

50. Check the tractor is at least the minimum weight recommended by the hedge cutter manufacturer. Use ballast as necessary.

51. Inspect the hedge before starting to cut and remove wire, bottles, cans and other debris. Check for any telegraph/electricity pole stays. Damaged stays should be reported to the relevant Telecoms Company/Distribution Network Operator.

52. Use appropriate warning signs to alert others to the hedge-cutting operation where necessary.

53. Work at a safe speed, taking account of the conditions (eg terrain, proximity to the highway, or obstacles).

54. Use safe practices when work needs to be done near OHPLs. Flailhead units on some dipper arms can reach over 5.2 metres, the minimum height of OHPLs above ground level.

55. Clear up debris after cutting if it could be a hazard to others.

Tree Surgery Works

56. All tree surgery works will be carried out by a suitably qualified and experienced tree surgeon. All works will be carried out to industry best practice and will be in accordance with BS3998.

57. No materials that are likely to have an adverse effect on tree health such as oil, bitumen or cement will be stored or discharged within 10 metres of the trunk of a tree that is to be retained.

58. No fires will be permitted on site and all arising's will be removed from the site as they are generated, or chipped to produce mulch which may be retained on site or removed from the site.

59. Assess tree for risks (e.g. phone lines, decay in tree, buildings, etc.)

60. All tree work should be carried out in accordance to British Standard 3998; latest arboricultural best practise and comply with all relevant statutory requirements. The work should be carried out by suitably qualified professional arborists. They should hold all relevant insurances and certificates of competence that will be required for the specified work. All debris generated by the tree work shall be removed from site and disposed of in an environmentally sustainable manner.

61. The weather conditions will then be assessed by the works supervisor to ensure that the works can be carried out safely. Observations based upon the Beaufort Scale will be employed to determine the approximate wind speed. Should the wind speed exceed the agreed maximum permissible level, the works supervisor will advise the client and no rope access work will be permitted to take place until the speed drops to acceptable levels. The works supervisor will be responsible for establish the maximum permissible wind speeds under which works may be carried out.

62. Pre-use checks will be made of all equipment before it is used. Chainsaws, winches and chippers shall only be used by qualified certificated tree surgeons/aborists and they shall only be used in accordance with the manufacturer's instructions and industry best practice guidance.

63. All tree surgeons/aborists must wear full chain saw protection including chain clogging trousers/leggings and jackets, plus hard hat, visor and hearing protection.

64. All anchor points are to be fully assessed prior to being used, all such anchor points shall generally consist of substantial branches of the tree which show no signs of disease or weakness.

65. All tree limbs that are to be removed are to be securely suspended using appropriately rated ropes and pulley's, this is to prevent the branches crashing to the floor, they can then be carefully lowered to the floor from where they can be cross cut into manageable sections for removal from the site.

66. An exclusion zone/drop zone shall be established in the area immediately below where the works are to be carried out. No members of the public will be permitted to pass beneath the tree during the works.

67. As each branch is lowered to the ground below, it will be cut into smaller manageable sections before being moved and being loaded on the pick-ups. Wheelbarrows and carts will be used to carry and manoeuvre the material to the company pick up trucks.

Working at Height:

68. All operatives, plant, equipment, tools and other persons must excluded and kept a safe distance away from the fall zone of any trees that are being felled or worked on.

69. All harness anchor points are to be fully assessed prior to being used, all such anchor points shall generally consist of substantial branches of the tree which show no signs of disease or weakness.

70. Once all equipment and tools are in place and the ropes are attached securely to the anchor point and the operative, then the operative can begin his ascent.

71. All tree limbs that are to be removed are to be securely suspended using appropriately rated ropes and pulley's, this is to prevent the braches crashing to the floor, they can then be carefully lowered to the floor.

72. An exclusion zone/drop zone shall be established in the area immediately below where the pruning/felling works are to be carried out.

73. The operative(s) undertaking work at height, shall be secured to the tree at all times.

74. All tree climbing operations to be carried out in accordance with industry best practice AFAG leaflets 401, 402 and 308. All tree work operations are to be completed with regard for BS3998 recommendations for tree work.

75. The harnesses and lanyards must be properly worn by the operatives at all times and securely fixed to a secure anchor point above the operative's head.

76. Under no circumstances must any members of the public, visitors or persons employed on the site be permitted within the working area unless accompanied and supervised. Safety helmets must be worn by all persons within this area whilst works are being carried out.

77. As each branch is lowered to the ground below, it will be cut into smaller manageable sections before being moved and being loaded on the pick-ups. Wheelbarrows and carts will be used to carry and manoeuvre the material to the company pickup trucks.

Fencing

78. Accurately set out the position of each post hole and carry out a services scan, using a cable avoidance tool to check the location of each proposed fence post, prior to it being excavated, also check with the client/site manager for any information relating to known buried services in the working area.

79. Post holes are to be excavated at by hand. If any buried services are encountered, they will be carefully exposed using hand tools to avoid any damage to the services or harm to the site operatives. All services should be assumed to be live, unless proved otherwise.

80. Once each hole has been excavated to the required depth, the pre-cast concrete or timber post is to be carefully lifted into position within the hole and held level. When using pre-cast concrete posts additional care must be taken when lifting them into position, due to the size and weight of the posts, under no circumstances should a single person attempt to lift a post. The fence posts will be carefully lifted into position within the hole and held level with the use of temporary stakes nailed into the ground and on to the post.

81. The hole will then be carefully backfilled around the post, with a concrete lean mix, care must be taken to ensure that the post is not accidentally moved from its intended position.

82. All concrete will be thoroughly compacted into position around the posts, with the posts being temporarily propped in the vertical position until the concrete has cured.

83. The concrete used for fixing the post in position, will be mixed on site by hand and placed by hand using shovels and wheelbarrows.

84. Once each post has been concreted into position, it will be left for a sufficient length of time to enable the concrete to fully cure, this time will depend on the concrete mix, the weather and the ambient temperature. However, as a minimum, no further work should be carried out on the post for at least 24 hours to avoid weakening the concrete.

85. Once the post has been securely fixed in position, the timber rails can be fitted to the posts, each of the rails will be nailed to the posts at each end in order to secure them.

86. The final stage is to fix the timber feather edge boards to the fence rails, each board will be evenly spaced and secured to the rails using a hammer and nails taking care to avoid hitting hands/fingers.

87. The above steps will be repeated until the entire fence is completed.

88. In addition to the fencing, gates are also to be incorporated into the fence where necessary.

89. At each gate location the two gate posts are to be accurately erected either side of the gate opening, the purpose of these are to both support the ends of the fence panels and to provide secure points onto which the gate hinges and latches may be fixed.

90. A services scan, using a cable avoidance tool should be carried out at each of the locations for the gate posts prior to any excavation works being carried out. The site manager will also be contacted for any information relating to known buried services in the working area.

91. Post holes are to be carefully excavated by hand using hand tools. Any services should be assumed to be live, unless proved otherwise.

92. Once the hole has been excavated to the required depth, the gate posts can be carefully lifted into position within the hole and held level with the use of temporary stakes secured to the post.

93. The hole should then be carefully backfilled around the post, with a lean mix concrete, care must be taken to ensure that the post is not accidentally moved from its intended position.

94. Once the concrete has cured, any additional fixings can be secured onto the new posts.

95. The gates can then be simply lifting onto the hinges and secured into position.

96. Care must be taken at all times when lifting and handling heavy materials such as bags of cement, concrete, fence/gate posts and fencing panels. Where necessary 2 man lifting techniques should be adopted with all materials and equipment being transported as close to the working area as possible using mechanical means.

97. Trellis will be secured via timber extensions screwed to the top rails.

98. On completion of the works, all fixings and bolts should be checked and if necessary, tightened.

Rotovating

99. Rotavators are available in different sizes for different applications. Tillers are smaller models, designed specifically for use in the garden and on small allotments. Larger models, such as our medium duty cultivator and our heavy duty hydraulic rotavator, are designed for use on larger plots of land, vegetable patches and fields. These are powerful pieces of professional equipment and they are better equipped for larger jobs.

100. Before deciding when to use a rotavator, it is important to take the moisture in the soil into consideration, especially if the soil is compacted, or if it has never been tilled before. Although a rotavator can be used on sandy soil at any time, soils high in clay behave differently when they are wet to when they are dry. When clay soil becomes dry it gets very hard. If the clay soil in your garden or allotment is too hard, using a tiller or rotavator to cultivate the land can be very difficult and the tiller / rotavator may not be able to do more than scrape away at the first couple of inches of soil. If the soil is too wet, it forms clods when tilled. Those clods become like rocks when they dry, and this can ruin the soil until the next winter's weather softens them again.

101. If your soil is compacted or has never been tilled before, water it for several hours, three or four days before tilling. Then check to see whether the soil has drained enough to be tilled. You can do this by picking up a handful of soil from the bottom of a 6-inch deep hole and squeezing it into a ball. The ball of soil should be easy to break apart with one finger. If it dents rather than breaks, the soil is still too moist to till.

102. Before rotavating new ground, you should remove any weeds a few days in advance. If you rotavate through weeds, they can get caught in the rotavator's tines and spread around the plot of land.

103. You should rotavate the land in strips, slightly overlapping with the previous strip as you move on to the next strip. Make two or three passes over each strip, and repeat the process at right angles to the original rotavated strips. Don't dig much deeper than two or three inches deep on the first pass. You can then set the rotavator to dig deeper on each pass after that.

Turfing

104. **Step 1:** Start from an outside edge – and lay the first strip widthways slightly overlapping the boundary (you can trim this back when you have finished). Press carefully to make good soil contact but without squashing the turf.

105. **Step 2:** Continue laying adjacent pieces until you have completed the first row of turf along an entire edge.

106. **Step 3:** Now start the next row. If you need to stand on laid turf, use a plank to avoid denting or squashing it. It is important to stagger successive rows so that the short edges do not line up (they should alternate like the vertical joins in brickwork).

107. **Step 4:** Continue like this, butting and pushing the edges for a tight join but being careful not to stretch the turf.

108. **Step 5:** Finally, you need to trim any untidy edges with an old woodsaw or sharp serrated knife – but remember to use the planks to avoid walking directly on the turf.

109. **Step 6:** Newly-laid turf must be watered well enough for the water to penetrate the soil but without turning it into a mud bath. You can gently pull back a piece to inspect the soil. In hot weather, be sure to water as soon as you have laid your lawn.

Hand Tools

110. When ever using hand tools, care must be taken to ensure that the correct tool is used for the job.

111. Tools such as sheers should always be well oiled and sharp if they are to be effective.

112. Never run whilst holding or using hand tools.

113. Never leave hand tools lying around, unsupervised.

Application of Weed Killer

114. All operatives are to ensure that they keep a good footing and balance at all times whilst using the applying the product, do not overreach or stretch out as this may result in you losing your balance and falling into the road.

115. Keep hands and exposed skin away from discharge point on the sprayer. Always wear protective gloves and footwear as well as coveralls.

116. Always wear PPE. Safety footwear EN345, goggles EN166, latex gloves EN388 Do not wear loose clothing. Wear long trousers of heavy material to protect your legs. Do not wear shorts.

117. Although the product is non-hazardous and safe to use around animals etc, do not operate or apply the product whilst people or animals are in the immediate vicinity.

118. Keep all safety guards in place.

119. If the behaviour of the equipment changes, stop work immediately and check the equipment for signs of damage or blockages.

120. Application will be made using hand held and push along type sprayers using an approved Herbicide. The handheld equipment uses ultra-low volume application method, which requires no water or oil based carriers. Application rates are as low as 2 litres per hectare of concentrated herbicide. This equipment has a rechargeable battery which will last the whole day and the operative can carry enough material for at least half a day's work at a time.

121. All areas will be walked in a methodical manner and the weeds will be treated as the operatives come across them.

122. Completion of Works

123. Upon completion of the works the area should be tidied up and all tools and equipment removed from the site and placed securely within the company vehicle.

124. Where necessary, the use of a power blower should be used to clean down paths, roads and other areas by blowing any cutting onto the grassed areas. The blower should never be used in the vicinity of any member of the public or animal.

125. Where weed killer needs to be applied, this will be done in accordance with the attached Risk/COSHH assessments and manufacturers recommendations.

126. Prior to leaving site, remove all signage and road cones and load them back onto the company vehicle.

127. Wash hands, clean off clothing and advise the site representative that your works are complete and that you will be leaving the site.

Temporary Supports and Props needed to facilitate the works:	Not applicable
Method of Access and Egress to the work area:	Access and egress to the working area will be via the public highway and any private site/estate roads.
Fall Protection Measures:	Working at height will not form a part of our works.

Hazardous Substances:

	Highly Flammable	**Oxidiser**	**Explosive**	**Toxic/ Very Toxic**	**Corrosive**	**Harmful / Irritant**	**Longer Term Health Hazard**	**Gas Under Pressure**	**Dangerous to the Environm't**
Applicable:	**Yes**	**No**	**No**	**No**	**No**	**No**	**No**	**No**	**No**

SWL's:	Not Applicable.

Required Personnel Protective Equip.:

						Other: 1. Hi-Visibility clothing 2. 3.
Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Respiratory Protection	Eye Protection	
Yes	**Yes**	**Yes**	**Yes**	**No**	**Yes**	
At all times	**When risk of head injuries present**					

Emergency Procedures:	Call 999 and advise the appropriate emergency services Isolate any plant, machinery or other equipment. Do **NOT** move the injured person unless it is absolutely necessary and they are in danger by remaining where they are. Keep the injured person warm and dry. Inform the site manager and head office.

First Aid Facilities:	**Name of On-Site First Aider:**	If medical attention is required dial 999 immediately.
	First Aid Box Location:	A first aid box is available within each of the company's vehicles.
	Location of Nearest Hospital:	If medical attention is required dial 999 immediately.
Other Information & Comments:	All plant, machinery, tools and equipment will be inspected on each occasion before it is used and in accordance with the manufacturers and statutory requirements. If any defects are identified, the equipment shall be taken out of use and replaced. Groundforce Landscape Ltd are very aware of the potential health hazards presented by hand arm vibration (HAV) and whole-body vibration (WBV), the use of tools such as circular saws which can be responsible for HAV will therefore be limited to reduce the effects of HAV, a limit of 15 minutes (max.) will be placed on the usage of such tools for each individual. There must then be a break of at least 20 minutes before the tool, or another similar tool is used again. The use of low vibration tools will be utilised where possible, only low vibration models will be purchased and when tools are being hired, consideration is to be given to lower vibration models. As with vibration, low noise tools will be selected where appropriate, consideration has been given to the selection of appropriate tools in this method statement and quieter methods of working are selected where appropriate.	

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy.

Reviewed by:

Position: **Works Supervisor** **Date:**

Method Statement Briefing Record

Briefing delivered by:

Position:

Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

GENERAL GARDENING & LANDSCAPING WORKS

RISK ASSESSMENTS

The steps to be taken during the risk assessment process are summarised below:

1. Review the task and activities which are to be carried out

2. Identify the hazards associated with each task

3. Where possible modify or redefine the tasks so as to eliminate the identified hazards

4. Where the hazards cannot be eliminated, assess the likelihood and severity of the hazards to give a risk score or risk rating (this is obtained by multiplying the 2 scores together)

5. Give further consideration to the management and control of the High and Very High Risks

6. Identify the persons affected by the hazards and wherever possible restrict access to those persons carrying out the task, so that others are not affected

7. Develop a safe system of work and ensure the appropriate control measures are identified

8. Personal Protective Equipment (PPE) should always be provided as the last line of defence

9. Ensure information about the hazards, risks and control measures are communicated to those undertaking the work (keep a record of all briefing sessions held with staff – see attached briefing record)

10. Ensure a safe system of work is implemented in accordance with the risk assessment and any method statements and permits to work etc

11. Ensure adequate supervision is provided to enforce and monitor the effectiveness of the control measures

Likelihood and Severity Scores

LIKELIHOOD			SEVERITY		
Title	**Description**	**Score**	**Title**	**Description**	**Score**
Probable	Likely to occur several times in the relevant period.	3	**Catastrophic**	Death or total systems loss	5
			Critical	"Major" injury or illness. Major damage Major environmental impact	4
Occasional	Likely to occur at least once in the relevant period	2	**Serious**	Loss of time/injury Illness or damage Environmental impact	3
			Marginal	First Aid Accident Routine maintenance repair	2
Remote	Unlikely to occur in the relevant period	1	**Negligible**	Very minor Little consequence	1

Risk Ratings

	Catastrophic	Critical	Serious	Marginal	Negligible
Frequent	15	12	9	6	3
Occasional	10	8	6	4	2
Rare	5	4	3	2	1

Score	Actions (All risks must be eliminated or reduced as far as is reasonably practicable)
10+	**High Risk** - Not acceptable. Apply mitigation to eliminate or to further reduce the risk.
5-9	**Medium Risk** - Apply mitigation to eliminate or reduce the risk, and if it remains a high risk, develop robust control measures to limit and manage the effects of any hazards.
1-4	**Low Risk** - May be accepted if all reasonably practicable control measures are in place, however, if more can be done to reduce or eliminate the risk, then it should be done.

Point of Work Risk Assessment

Project Title: General landscape maintenance works

Additional Point of Work Hazards Not Previously Identified

(To be completed on site)

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1										
2										
3										
4										
5										
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		

High and medium rated risks must have additional control measures incorporated to reduce the likelihood and/or severity of the identified hazards

Ref.	Additional Control measures
1	
2	
3	
4	
5	

RISK ASSESSMENTS

Task/Activity:	Applying Liquid Spray Weed Killer	Risk Assess. No.:	01

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Ingestion of chemicals			X		X				4
2	Breathing in vapour/fumes		X				X			6
3	Skin irritation		X				X			6
4	Pollution of water courses			X		X				4
5	Danger to pets and animals			X		X				4
6	Manual handling		X				X			6
7	Traffic interface	X				X				12
8	Failure of pressurised container			X			X			3
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures
- All operatives to be provided with appropriate PPE and trained in its use and application
- All staff to be instructed on the safe systems of work

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure appropriate safety equipment and PPE are made available
- Source product that is least hazardous and

Physical Controls

- Adequate hygiene facilities are to be provided including washbasins, soap, nail brushes and towels
- Ensure all waste materials are appropriately disposed of

Procedural Controls

- Ensure that a full COSHH Assessment is carried out on the product before use.
- Ensure all waste material is disposed at an appropriately licensed site

Physical Controls	Procedural Controls
➢ All cuts and scratches should be treated and covered immediately to prevent infection ➢ Other persons in the vicinity to be informed of the risks from noise, dust, fumes and flying debris etc ➢ Appropriate PPE to be worn at all times ➢ All equipment to be regularly inspected and maintained	➢ Determine if health surveillance/monitoring is required ➢

HSE & Other Guidance	Comments
➢ Chemicals (Hazard Information and Packaging for Supply) Regulations 2002	➢ The hazards associated with the use of weed killers depend largely on the nature of the chemicals being used

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Works in Proximity to the Public Highway/Traffic	Risk Assess. No.:	02

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Impact with plant and/or other traffic	X			X					15
2	Slips, trips and falls			X				X		2
3	Ejected particles/dust			X				X		2
4	Noise/Vibration		X				X			6
5	Mixing with members of the public	X					X			9
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operators should be trained experienced operatives
- A qualified Street Works supervisor should be in control of the works where the works impinge on the public highway
- All operatives to be informed of the hazards and risks associated with working in close proximity to the public highway
- All operatives to be advised of the necessary safety precautions to protect not only themselves, but also others who may be in the vicinity of the works

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure approval has been obtained from the local highways authority before commencing any work affecting the public highway (normally 7 days notice)

Physical Controls	Procedural Controls
➢ All works should be signed in accordance with Chapter 8 of the Traffic Signs Manual ➢ Ensure sufficient warning beacons are provided to warn motorists during periods of poor light ➢ All works should be separated from other road users and pedestrians wherever practical ➢ All equipment is to be inspected prior to it be used on each occasion ➢ High visibility clothing to be worn at all times	➢ All plant and equipment is to be properly maintained and serviced ➢ All defective equipment is to be immediately taken out of use and reported to the works supervisor ➢ All fuel and chemicals are to be kept securely locked away either within the works vehicle or within the site compound

HSE & Other Guidance	Comments
➢ Safety at Street Works and Road Works – A Code of Practice	➢

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Work Near Water	Risk Assess. No.:	03

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Drowning		X		X					10
2	Hyperthermia		X			X				8
3	Ingestion of contaminated water		X				X			6
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots	X	Buoyancy Aids	X

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives to be given specific training and information on the proposed safe systems of work
- Training in the specific rescue procedures to be given to all operatives
- Training in the use life jackets/buoyancy aids

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Workforce should be informed that disciplinary action will be taken against anyone interfering with safety/rescue equipment

Physical Controls

- Safe working platform to be provided wherever possible, though where this is not practical life lines and a harness will be required
- Workers should work in pairs at all times
- Safety boat to be used where practical

Procedural Controls

- Check weather forecasts before starting work
- Alarm to be raised immediately if anyone falls into the water

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Storage of Materials on Site	Risk Assess. No.:	04

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falling materials (as a result of poorly stacked materials)		X			X				8
2	Injury to unauthorised persons such as children		X			X				8
3	Manual handling	X					X			9
4	Mechanical handling		X					X		4
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others	X				

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- Site operatives should be instructed of the need for good housekeeping standards and in maintaining a tidy well organised storage area
- Operatives should be informed that all chemicals are potentially hazardous and should be handled with care – reference should also be made to the appropriate COSHH assessment before use

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Sufficient space should be provided for the safe storage of all materials
- All areas to be regularly inspected to ensure the stability and safety of such areas

Physical Controls

- Perishable goods should be stored within lockable containers
- Fence posts and other similar materials should be securely chocked
- Follow manufacturers/suppliers storage recommendations in all cases

Procedural Controls

-

Physical Controls	Procedural Controls
➢ Avoid stacking any materials more than 2m high ➢ All chemicals and fuel's shall be stored within bunded areas to reduce the risk of contamination	

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Electrical Hand Tools/Equipment	Risk Assess. No.:	05

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Electrocution			X	X					5
2	Noise/vibration		X				X			6
3	Flying particles from the material being worked		X					X		4
4	Flying particles from damaged tools			X			X			3
5	Trailing cables		X					X		4
6	Entanglement with moving parts			X			X			3
7	Sudden/unexpected movement of the tool		X					X		4
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives and others in the area should be advised when noise, dust and other flying particles are likely to be present
- All operatives should be instructed in how to inspect and check the equipment prior to using it
- All operatives to be trained in the use, selection and storage of the tools they use
- At least one person on site shall have received training in electric shock treatment

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls

- All electrical power tools to be 110v or less
- Power sockets shall not be overloaded
- The supply voltage shall always be within the operating range of the selected tool

Procedural Controls

- A planned preventative maintenance system shall b implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations

Physical Controls	Procedural Controls
➢ Trailing cables shall be managed to reduce the risk of slips, trips and falls ➢ All tools shall be earthed or double insulated ➢ Temporary and impromptu repairs shall not be allowed ➢ All tools and cables shall be inspected before use ➢ Transformers shall be centre tapped to earth ➢ When not in use, all tools shall be disconnected from its electrical supply ➢ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective	➢ Where equipment is to be used in damp or confined spaces, management shall be responsible for ensure the correctly rated equipment is made available

HSE & Other Guidance	Comments
➢ HSE Guidance Notes – Safe Use of Portable Electrical Equipment ➢ Electricity on Construction Sites ➢ HSE Information Sheet – Maintenance of Portable Electrical Equipment	➢

Residual Risk Rating Considering the above control measures	**Assessment Prepared by:**
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Other Hand Tools/Equipment	Risk Assess. No.:	06

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Splintering/shattering tools			X			X			3
2	Sharp blades/edges		X				X			6
3	Manual handling		X				X			6
4	Damaged tools		X					X		4
5	Incorrect tool for the job			X			X			3
6										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- General awareness training required, together with specific training for any unusual tools
- Operatives should be trained to clean, store and maintain all tools

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls

- Appropriate PPE to be work
- Damage tools to be returned to the supervisor
- All tools shall be regularly inspected and maintained
- Tools should only be used for their intended purpose

Procedural Controls

-

HSE & Other Guidance

-

Comments

-

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Grass Cutting (Mowers)	Risk Assess. No.:	07

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Amputation of toes from contact with mower blade		X			X				8
2	Noise/Vibration	X					X			9
3	Severe lacerations to feet from contact with mower blade		X				X			6
4	Flying debris and dust ejected from mower	X						X		6
5	Manual handling	X						X		6
6	Inhalation of toxic fumes		X					X		4
7	Fire (from fuel spilling onto hot exhaust)		X			X				8
8	Work on steep slopes		X				X			6
9	Work in adverse weather conditions (wet grass)		X				X			6
10	Working adjacent to the public highway	X				X				12

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection	X	Eye Protection	X	Head Protection	
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives to be instructed in the safe system of work for the proposed operation
- Training to be provided in the selection and use of the appropriate protective clothing and equipment
- All operatives to be trained and competent in the use of equipment including its maintenance, inspection, refuelling, starting and storage
- Other persons in the vicinity to be informed of the risks from noise, dust, fumes and flying debris etc

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- The use of petrol mowers shall not be permitted by persons under the age of 18 years

Physical Controls	Procedural Controls
➢ Hand washing facilities are to be made available to help maintain high standards of hygiene ➢ Care should be taken when refuelling to ensure no fuel is spilt on to the exhaust which may in turn cause a fire hazard ➢ Safety footwear to an appropriate standard with non-slip soles will be worn at all times ➢ No grass cutting to be allowed in rain and other adverse weather conditions ➢ Ensure all mowers are self powered to reduce the level and extent of manual handling undertaken ➢ Provide ramps for manoeuvring equipment into and out of company vehicles ➢ Work on steep slopes should be carried out across the gradient and not up and down ➢ The lawn mower should always be pushed in a forward motion and never pull backwards to cut the grass ➢ The lawn mower is to be turn off and the spark plug cap removed before clearing any trapped material or making any adjustments to the cutting blade ➢ Do not use the equipment when other are in close proximity ➢ High visibility clothing to be worn at all times	➢ All mowers shall be carefully checked prior to use ➢ Mowers shall be securely and safely stored within an appropriate storage area to protect them from damage ➢ Due to the risks of hand-arm-vibration (HAV) the duration of use should be limited and should not exceed that recommended by the manufacturer ➢ When purchasing/hiring new equipment, low vibration models must be sourced where these are available ➢ Erect appropriate warning signage and cones on the approaches to the working area

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Grass Cutting (Petrol Strimmer/Brush Cutter)	Risk Assess. No.:	08

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Amputation of toes from contact with Strimmer cord		X			X				8
2	Noise/Vibration	X					X			9
3	Lacerations to feet from contact with Strimmer cord		X				X			6
4	Flying debris and dust thrown out by Strimmer	X						X		6
5	Manual handling	X						X		6
6	Inhalation of toxic fumes		X					X		4
7	Fire (from fuel spilling onto hot exhaust)		X			X				8
8	Work on steep slopes		X				X			6
9	Work in adverse weather conditions (wet grass)		X				X			6
10	Working adjacent to the public highway	X				X				12

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection	X	Full Face Shield/ Visor	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives to be instructed in the safe system of work for the proposed operation
- Training to be provided in the selection and use of the appropriate protective clothing and equipment
- All operatives to be trained and competent in the use of equipment including its maintenance, inspection, refuelling, starting and storage
- Other persons in the vicinity to be informed of the risks from noise, dust, fumes and flying debris etc

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- The use of petrol Strimmers shall not be permitted by persons under the age of 18 years
- No lone working to be permitted

Physical Controls	Procedural Controls
➢ Hand washing facilities are to be made available to help maintain high standards of hygiene ➢ Care should be taken when refuelling to ensure no fuel is spilt on to the exhaust which may in turn cause a fire hazard ➢ Safety footwear to an appropriate standard with non-slip soles will be worn at all times ➢ No grass cutting to be allowed in rain and other adverse weather conditions ➢ Ensure that Strimmers are provided with a fully adjustable harness support system ➢ When Strimming grass on slopes always start from the bottom and work upwards ➢ Always release the throttle of the Strimmer when members of the public and others approach the working area ➢ Strimmer to be turn off and the spark plug cap removed before clearing any trapped material or making any adjustments or changes to the cutting accessories ➢ Do not use the equipment when other are in close proximity ➢ High visibility clothing to be worn at all times	➢ All Strimmers shall be carefully checked prior to use ➢ Strimmers shall be securely and safely stored within an appropriate storage area to protect them from damage ➢ Due to the risks of hand-arm-vibration (HAV) the duration of use should be limited and should not exceed that recommended by the manufacturer ➢ When purchasing/hiring new equipment, low vibration models must be sourced where these are available ➢ Erect appropriate warning signage and cones on the approaches to the working area

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Hedge Cutting (Petrol Hedge Trimmer)	Risk Assess. No.:	09

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Contact with cutting blades/teeth		X			X				8
2	Noise/Vibration	X					X			9
3	Working at height		X				X			6
4	Flying debris ejected by the hedge trimmer	X						X		6
5	Manual handling	X						X		6
6	Inhalation of toxic fumes		X					X		4
7	Fire (from fuel spilling onto hot exhaust)		X			X				8
8	Work on steep slopes		X				X			6
9	Working adjacent to the public highway	X				X				12
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives to be instructed in the safe system of work for the proposed operation
- Training to be provided in the selection and use of the appropriate protective clothing and equipment
- All operatives to be trained and competent in the use of equipment including its maintenance, inspection, refuelling, starting and storage
- Other persons in the vicinity to be informed of the risks from noise, dust, fumes and flying debris etc
- All operatives to be trained in the use, selection and storage of the tools they use

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- The use of petrol hedge trimmers shall not be permitted by persons under the age of 18 years
- No lone working to be permitted

Physical Controls	Procedural Controls
➢ Hand washing facilities are to be made available to help maintain high standards of hygiene ➢ Care should be taken when refuelling to ensure no fuel is spilt on to the exhaust which may in turn cause a fire hazard ➢ Safety footwear to an appropriate standard with non-slip soles will be worn at all times ➢ No work is to be carried out during adverse weather conditions ➢ Where work at height needs to be carried out along pole mounted trimmer should be used, or where this is not practical, a safe working platform should be erected, the use of ladders/step ladders will not be permitted as they do not provide a safe working platform from which to work ➢ Wherever possible alternatives to working at height will be used, such as long reach pole based hedge trimmers ➢ Hedge trimmer to be turn off and the spark plug cap removed before clearing any trapped material or making any adjustments to the hedge trimming equipment ➢ Do not use the equipment when other are in close proximity ➢ High visibility clothing to be worn at all times	➢ All equipment shall be carefully checked prior to use ➢ Hedge cutters shall be securely and safely stored within an appropriate storage area to protect them from damage ➢ Due to the risks of hand-arm-vibration (HAV) the duration of use should be limited and should not exceed that recommended by the manufacturer ➢ When purchasing/hiring new equipment, low vibration models must be sourced where these are available ➢ Erect appropriate warning signage and cones on the approaches to the working area ➢ Maintenance to be carried out by a competent person ➢ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective

HSE & Other Guidance	Comments
	➢

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Hand Tools/Equipment (Non-powered)	Risk Assess. No.:	10

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Splintering/shattering tools			X			X			3
2	Sharp blades/edges		X				X			6
3	Manual handling		X				X			6
4	Damaged tools		X					X		4
5	Incorrect tool for the job			X			X			3
6										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection		Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training	Managerial Controls
➢ General awareness training required, together with specific training for any unusual tools ➢ Operatives should be trained to clean, store and maintain all tools	➢ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
➢ Appropriate PPE to be work ➢ Damaged tools to be returned to the supervisor ➢ All tools shall be regularly inspected and maintained ➢ Tools should only be used for their intended purpose ➢ Operatives are to avoid any form of horseplay	➢ Ensure that those using the tools are competent and understand the risks and hazards associated with their use

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Clearing up Cuttings/Waste (Petrol Blower)	Risk Assess. No.:	11

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Working adjacent to the public highway	X				X				12
2	Noise/Vibration	X					X			9
3	Manual handling	X						X		6
4	Inhalation of toxic fumes		X					X		4
5	Fire (from fuel spilling onto hot exhaust)		X			X				8
6	Airborne dust and debris	X						X		6
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection	X	Full Face Shield/ Visor	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives to be instructed in the safe system of work for the proposed operation
- Training to be provided in the selection and use of the appropriate protective clothing and equipment
- All operatives to be trained and competent in the use of equipment including its maintenance, inspection, refuelling, starting and storage
- Other persons in the vicinity to be informed of the risks from noise, dust and fumes etc
- High visibility clothing to be worn at all times

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls	Procedural Controls
➢ Hand washing facilities are to be made available to help maintain high standards of hygiene ➢ Care should be taken when refuelling to ensure no fuel is spilt on to the exhaust which may in turn cause a fire hazard ➢ Safety footwear to an appropriate standard with non-slip soles will be worn at all times ➢ Care needs to be exercised when working in wet conditions, particularly on sloping ground ➢ Always release the throttle of the blower when members of the public and others approach the working area ➢ Blower to be turned off and the spark plug cap removed before clearing any trapped material or making any adjustments or changes to the equipment ➢ Never blow material towards any person	➢ All equipment shall be carefully checked prior to use ➢ Blowers shall be securely and safely stored within an appropriate storage area to protect them from damage ➢ Due to the risks of hand-arm-vibration (HAV) the duration of use should be limited and should not exceed that recommended by the manufacturer ➢ When purchasing/hiring new equipment, low vibration models must be sourced where these are available ➢ Erect appropriate warning signage and cones on the approaches to the working area

HSE & Other Guidance	Comments
➢	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	High Pressure Water Cleaners	Risk Assess. No.:	12

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Cuts and harm caused by high pressure water jets		X				X			6
2	Electrocution			X	X					5
3	Dermatitis/Irritations Caused by Cleaning Chemical		X					X		4
4	Electrocution			X	X					5
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection	X	Head Protection	X
Gloves	X	Boots	X	Waterproofs	X

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- Operatives to be trained in the use of the equipment, its maintenance and inspection prior to use
- Operatives to be instructed in the hazards and harm which can be caused by directing high pressure jets at other persons
- At least one person on site shall have received training in electric shock treatment

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls

- Electrical supply to be protected with a residual current device (RCD)
- Cables to be placed where they will not be subject to

Procedural Controls

- High pressure power washing equipment shall not be used where works on live electricity are being undertaken

Physical Controls	Procedural Controls
damage or abrasion from other equipment and site traffic ➢ Supply voltage to be 110v or less ➢ ➢ Equipment to be contained within a splash proof case and no element of the casing should be damaged or removed whilst in use ➢ All PPE to be worn at all times and warning signs to be erected in the area where the work is taking place ➢ All electrical power tools to be 110v or less ➢ Power sockets shall not be overloaded ➢ The supply voltage shall always be within the operating range of the selected tool ➢ Trailing cables shall be managed to reduce the risk of slips, trips and falls ➢ All tools shall be earthed or double insulated ➢ Temporary and impromptu repairs shall not be allowed ➢ All tools and cables shall be inspected before use ➢ Transformers shall be centre tapped to earth ➢ When not in use, all tools shall be disconnected from its electrical supply	

HSE & Other Guidance	Comments
➢ HSE Guidance Notes – Safe Use of Portable Electrical Equipment ➢ Electricity on Construction Sites ➢ HSE Information Sheet – Maintenance of Portable Electrical Equipment	➢

Residual Risk Rating Considering the above control measures	**Assessment Prepared by:**
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENT

Task/Activity:	Exposure to Noise	Risk Assess. No.:	13

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Distracting influence on staff		X					X		4
2	Continual noise below the first action level	X						X		6
3	Loud noises above the first action level	X					X			9
4	Loud noises above the second action level		X			X				8
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection	X	Eye Protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures
- All operatives to be provided with appropriate PPE and trained in its use and application
- Where the risk of hearing damage has been assessed as being high, all operatives should be trained and informed of the risks and irreversible damage that may be caused by exposure to noise
- Operatives to be informed of the requirement for mandatory hearing protection when using any equipment whose noise levels are above 85dB(A) and of the need to ensure the appropriate protection is worn at all times
- Where to obtain the appropriate PPE/hearing

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure appropriate safety equipment and PPE are made available
- Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used
- Where employees are regularly exposed to high levels of noise, consider the need for appropriate Health Surveillance measures

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	**Managerial Controls**
protection and how to use it correctly	

Physical Controls	Procedural Controls
➢ Mandatory hearing protection signs to be fixed to all equipment where noise levels are likely to exceed 85dB(A) ➢ Ensure that all equipment is regularly serviced, well lubricated and maintained to reduce the levels of noise generated ➢	➢ When selecting and procuring plant, tools and other equipment, consideration will be given to procurement of low noise equipment wherever possible ➢ Where individual operatives are exposed to high levels of noise, limit their exposure to the noise by restricting the duration of their exposure – rotate different the people used so that no one spends an excessive amount of time exposed to the noise ➢ Ensure all plant and machinery is properly maintained and serviced to help reduce the noise caused by poorly maintained and worn equipment ➢ Ensure that where applicable, silencers are fitted to plant and machinery

HSE & Other Guidance	Comments
➢ INDG362 Noise at Work ➢ The Control of Noise at Work Regulations 2005	➢ Most plant, power tools and machinery are likely to generate noise in excess of the second action level (85dB(A)), this therefore means that hearing protection must be provided and used whilst using such equipment

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENT

Task/Activity:	Exposure to Vibration	Risk Assess. No.:	14

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Hand arm vibration syndrome from use of lawn mowers, strimmers and hedge trimmers etc	X					X			9
2	Whole body vibration from operating vehicles, plant and equipment such as ride on mowers and tractors	X					X			9
3										
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection	X	Eye Protection		Head Protection	
Anti-Vibration Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures for the tools being used
- All operatives to be provided with appropriate PPE and trained in its use and application
- Operatives to receive full training in the use, storage, and general care of PPE, tools and other equipment
- Full manual handling training to be provided to all operatives

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure appropriate safety equipment and PPE are made available
- Select low vibration and low noise models when procuring plant and equipment

Physical Controls	Procedural Controls
➢ Limit duration of exposure to reduce the level of risks from exposure to high noise and vibration levels ➢ Keep hands warm ➢ Trailing cables shall be managed to reduce the risk of slips, trips and falls ➢ All electrical tools shall be earthed or double insulated ➢ Temporary and impromptu repairs to power cables shall not be allowed ➢ All tools and cables shall be inspected before use ➢ When not in use, all tools shall be disconnected from its electrical supply ➢ All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective	➢ A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations ➢ Where individual operatives are exposed to high levels of vibration, limit their exposure to the noise by restricting the duration of their exposure – rotate different the people used so that no one spends an excessive amount of time exposed to the noise ➢ Ensure all tools are properly maintained and lubricated to help reduce the extent of vibration ➢ Ensure correct tool for the job has been selected ➢ Manufacturers vibration monitoring details to be obtained for all tools ➢ Recommended maximum exposure limits/times set by the manufacturer/supplier shall not be exceeded

HSE & Other Guidance	Comments
➢ HSE Guidance Notes – Safe Use of Portable Electrical Equipment ➢ Electricity on Construction Sites ➢ HSE Information Sheet – Maintenance of Portable Electrical Equipment ➢ INDG296 Hand Arm Vibration – Advice for Employees ➢ Control of Vibration at Work Regulations 2005 ➢ INDG175 – Control the Risk From Hand-Arm Vibration, Advice for Employers	➢ Due to the nature of our work, the use of hand held power tools is not a regular activity and consideration must be given to limiting the duration of exposure

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Slips, Trips and Falls	Risk Assess. No.:	15

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uneven surfaces		X					X		4
2	Poor lighting along walkways		X					X		4
3	Unsuitable, poorly maintained surfaces			X			X			3
4	Trailing leads/cables		X					X		4
5	Spills		X				X			6
6	Poorly designed stairs/steps			X			X			3
7	Pedestrian routes clear of obstructions		X					X		4
8	Waste materials and debris scattered around the site	X					X			9
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures
- All operatives are to be instructed to walk calmly and not to run
- All operatives are to stick to the identified pedestrian walkways at all times
- The practice of 'A Tidy Site is a Safe Site' is to be promoted at all times

Managerial Controls

- Ensure the strict enforcement of waste collection and disposal around the site
- Office manager to carry out regular inspections to ensure adequate standards are maintained
- Supervisors given the responsibility of maintaining high housekeeping standards in their areas

Physical Controls	Procedural Controls
➢ Good housekeeping standards to be maintained at all times ➢ No trailing cables to be left across walkways ➢ All waste, debris, rubbish and off-cuts etc are to be cleared away as they are produced and disposed of within the appropriate waste containers ➢ Floors, staircases and doors cleaned on a regular basis by the cleaners ➢ Repairs and maintenance of doors, floors and walkways to be carried out when necessary ➢ Stairs and corridors to be well lit and handrail provided ➢ All holes, voids and edges are to be provided with edge protection in the form of rigid barriers or alternatively steel plates may be secured over open holes etc	➢ Carry out regular site safety inspections to ensure that the site is clean, tidy and free of waste/debris ➢ Ensure that sufficient waste skips and receptacles are provided

HSE & Other Guidance	Comments
➢ INDG225 Preventing Slips and Trips at Work ➢ HSG 155 Slips and Trips: Guidance for employers on identifying hazards and controlling risks	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Working with Hazardous Substances	Risk Assess. No.:	16

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Injury through inhalation		X			X				8
2	Injury through ingestion		X			X				8
3	Injury through injection			X		X				4
4	Injury through absorption		X			X				8
5	Explosion			X		X				4
6	Injury through skin contact		X				X			6
7										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures
- All operatives to be provided with appropriate PPE and trained in its use and application
- All staff to be informed of the potential hazards to their health from contact with hazardous substances
- All staff who are considered to be at risk should be provided with instruction on the precautions to be taken when using and handling such substances
- All staff who are considered to be at risk should be provided with instruction on how to safely clean up and dispose of any potentially hazardous substances
- All staff to be informed that a specific COSHH assessment must be completed for every potentially hazardous substance used in the workplace

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure appropriate safety equipment and PPE are made available
- Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used

Physical Controls	Procedural Controls
➢ Substitute any substance with an equally effective but less hazardous material wherever possible ➢ A written COSHH risk assessment must be completed for any hazardous substances retained or used in the workplace ➢ Staff must be made aware of, and adhere to the control measures on the specific COSHH/risk assessments ➢ The COSHH/risk assessments need to be reviewed on a regular basis ➢ Contractors must not be allowed to bring chemicals onto the premises unless they have undertaken an assessment of risk and have adequate control measures in place to reduce those risks ➢ Suitable PPE must be provided and worn where the COSHH assessment determines this to be necessary ➢ All substances must be adequately and securely stored	➢ All hazardous substances must be identified. ➢ Any substance that is no longer in use must be disposed of safely, and in accordance with information on the Material Safety Data Sheet (MSDS). ➢ A MSDS must be obtained for every hazardous material used in the workplace. ➢ The need to use hazardous substances must be eliminated wherever possible.

HSE & Other Guidance	Comments
➢ INDG136 COSHH: A Brief Guide to the Regulations ➢ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193 ➢ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations (as amended). Approved Code of Practice and guidance L5	➢ This assessment is not substance specific and a specific COSHH Assessment must be carried out for all hazardous substances used in the workplace.

Residual Risk Rating Considering the above control measures
Low

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

CONSTRUCTION RISK ASSESSMENTS

Task/Activity:	Use of Mobile Tower Scaffolds	Risk Assess. No.:	17
		Project No.:	
		Date Prepared:	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falls from height		X		X					10
2	Falling objects		X			X				8
3	Overturning of the tower			X	X					5
4	Collapse/failure of the tower			X	X					5
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- Only competent and experienced scaffolders shall be permitted to erect, modify or dismantle any scaffold tower
- Persons inspecting scaffold towers shall also be competent to do so and have the appropriate CSCS/PASMA certification
- All users of scaffold towers shall be trained to identify potential defects and inadequacies in the scaffold and the measures to be taken in such instances
- All users of scaffold towers shall be made aware of the dangers of making unauthorised modifications, such as the removal of guard rails and scaffold ties
- No worker shall be permitted to thrown any object of a scaffold tower

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- All scaffolds shall be erected in accordance with BSEN12811 by competent scaffold, certified scaffolders
- Where scaffold towers are to be erected on the public highway, suitable lighting and other protective measures shall be implemented to protect other road users and the scaffold itself

Physical Controls	Procedural Controls
➢ All scaffold towers shall be constructed with double guard rails and fixed toe boards ➢ Scaffold towers shall always be constructed on level, solid foundations ➢ All ladders shall be securely tied off and guarded to prevent accidental falls ➢ Where scaffold towers are fitted with wheels, they should be securely locked before use	➢ No scaffold tower will be put into use will be used until it is complete and has been fully inspected by a competent person ➢ All scaffolds, including mobile towers will be subject to additional inspections every 7 days, these inspections will be recorded in accordance with the Construction (Design and Management) Regulations ➢ Further inspections will be carried out after any adverse weather conditions and following any alterations

HSE & Other Guidance	Comments
➢ HSG 150 Health and Safety in Construction ➢ GS42 Tower Scaffolds ➢ PASMA Guidelines ➢ Work at Height Regulations 2005	➢

Residual Risk Rating Considering the above control measures	**Assessment Prepared by:**
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

CONSTRUCTION RISK ASSESSMENTS

Task/Activity:	Ride on Plant (Mowers, Tractors) / Dump Trucks / Diggers	Risk Assess. No.:	18
		Project No.:	
		Date Prepared:	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Overturning		X			X				8
2	Falls into excavations		X			X				8
3	Noise/vibration		X					X		4
4	Impact with pedestrians			X			X			3
5	Impact with other vehicles			X			X			3
6	Falls from the dump truck		X				X			6
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED

Operatives	X	Members of Public	X	Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS

Harness & Lanyard		Hi-Viz Clothing	X	Respiratory Protection	
Hearing Protection	X	Eye Protection		Head Protection	X
Gloves		Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All drivers to be competent trained
- All drivers to have full driving licence
- Drivers to be trained to carry out basic safety checks before use

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Only competent and appropriately trained drivers over the age of 18 years to be permitted to drive dump trucks

Physical Controls

- Driver to dismount the vehicle whilst it is being loaded
- Seat belts are to be secured at all times
- All dump trucks to be fitted with Roll Over Protection System (ROPS)

Procedural Controls

- Any driver suspected to be under the influence of alcohol shall not be permitted to drive a dump truck
- Passengers should never be carried on any dump truck
- Speed limits to be strictly enforced

Physical Controls	Procedural Controls
➢ Handbrake to be applied whenever stationary, tipping or being loaded ➢ Driver to ensure there are no projecting elements before proceeding ➢ Dump truck engines to be turned off, keys removed, hand brake applied and wheels chocked whenever it is left unattended ➢ A banksman shall be used for all reversing and tipping operations ➢ Extra care and caution should be exercised whenever working on slopes, especially when crossing the gradient	➢ Adequate site lighting shall be provided during periods of operation in poor light ➢ Clearly marked pedestrian routes shall be identified on site to ensure vehicular and pedestrian traffic are kept separate

HSE & Other Guidance	Comments
➢ HSE Guidance – Working with Small Dump Trucks ➢ HSG144 The Safe Use of Vehicles on Construction Sites	➢

Residual Risk Rating Considering the above control measures	Assessment Prepared by:
Low	**Name**: **Signature**: **Date**:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Ladders for assistance when climbing trees	Risk Assess. No.:	19

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falls from ladder		X		X					10
2	Ladder slipping		X			X				8
3	Falling objects		X				X			6
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All persons to be trained in basic ladder safety, including use, inspection and safety measures whilst working from ladders and at height

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work

Physical Controls

- Ladders to be securely tied off to prevent slippage and movement
- Where a ladder cannot be tied or secured in any other way, it will be securely footed by another operative
- If a ladder is being used to access a working platform the ladder shall extend 1.05m above the platform level

Procedural Controls

- Use of ladders will only ever be used for short duration work (<20 minutes) where no viable alternative is available
- Podium steps and tower scaffolds should always be selected in preference to ladders or step ladders
- Damaged ladders shall be removed from site immediately
- The painting of ladders shall not be permitted as this

Physical Controls	Procedural Controls
➢ The correct angle for a ladder is 75° or at a slope of 1:4 ➢ Overreaching from ladders shall not be permitted ➢ 3 points of contact to be maintained with the ladder at all times	may mask any defects

HSE & Other Guidance	Comments
➢ HSE Guidance Note – Safe Use of Ladders, Stepladders and Trestles ➢ Work at Height Regulations 2005	➢

Residual Risk Rating Considering the above control measures
MEDIUM

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record

RISK ASSESSMENTS

Task/Activity:	Use of Safety Harnesses and Lanyards	Risk Assess. No.:	20
		Project No.:	
		Date Prepared:	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Incorrect length lanyard		X			X				8
2	Damaged lanyard/harness			X		X				4
3	No secure anchor point		X			X				8
4	Harness incorrectly worn			X			X			3
5	Failure of anchor point			X		X				4
6	Insufficient clearance to absorb fall (lanyard too long)		X			X				8
7										
8										
9										
10										

Risk Assessment Scores:	10+ High Risk	5-9 Medium Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	X
Gloves		Boots	X		

ADDITIONAL CONTROL MEASURES

Information/Instruction/Training

- All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures
- All operatives to be provided with appropriate PPE and trained in its use and application
- Specific training in the use of the harness, lanyard and associated system should be provided to all those using the equipment, this should include:
  - How to wear the harness and adjust it to the body
  - How to manage the lanyard and other equipment
  - How to fall so as to minimise injury
  - How to self rescue or assist others after a fall

Managerial Controls

- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work
- Ensure appropriate safety equipment and PPE are made available
- Ensure that those carrying out the works are fit and healthy
- No lone working to be permitted

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	**Managerial Controls**
○ How to inspect the equipment and recognise significant defects ○ How to assemble the system correctly, including recognition of the importance of safe anchorages	

Physical Controls	Procedural Controls
➢ All equipment to be thoroughly check and inspected prior to use ➢ Damaged equipment is to be taken out of use immediately and reported to the supervisor ➢ Wherever practical, the lanyard is to be clipped on to a secure anchor point at head height to reduce the fall distance	➢ Ensure that consideration is given to how a person can be rescued after an arrested fall ➢ Ensure that all anchor points have been thoroughly tested and inspected and are suitable for use ➢ Ensure that all harnesses and lanyards are properly stored in an warm dry area, where they are unlikely to get damaged

HSE & Other Guidance	Comments
➢ Personal Protective Equipment at Work Regulations ➢ Work at Height Regulations ➢ PPE against falls from height. Lanyards BS EN 354 ➢ PPE against falls from height. Full body harnesses BS EN 361 ➢ PPE against falls from height. Fall arrest systems BS EN 363 ➢ PPE against falls from height. Energy absorbers BS EN 355	➢ The use of safety harnesses and fall arrest systems should always be the last choice for providing protection against falls from height

Residual Risk Rating Considering the above control measures
MEDIUM

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant method statements, safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record