

# Homersfield Parish Council

## WOOD WORKING PARTY RISK ASSESSMENT FORM

At Risk: Volunteers, Walkers, Motorists

<b>Activity:</b>	Homersfield Wood Working Party	
<b>Location:</b>	Homersfield	
<b>Nominated Person:</b>		<b>Signed:</b>
<b>Date:</b>	<b>Time:</b>	<b>Names of participants:</b>

<b>Step One</b> <b>Identify Hazards</b> <b>(Low, Medium, High)</b>	<b>Step Two</b> <b>Identify Persons at Risk</b>	<b>Step Three</b> <b>Identify Controls, Documentation, Required Action.</b> • <b>Denotes action needed</b>	<b>Tick</b> ✓
Injury from Oncoming Traffic (H) Injury (H) Naturally occurring hazards (M)	Volunteers, Walkers, Motorists	Hi-Vis jackets worn by all on site • Ensure jackets are available • Put out the three warning signs to warn incoming pedestrians • Ensure first aid kit on site and up to date. Make volunteers aware of the first aiders on site. • Mobile phone available to call for emergency services	
Lifting of Weight (H)	Volunteers	• Each volunteer to have read and agreed to their responsibilities (listed below and signed annually). • Check for new volunteers who will need to read and sign a responsibilities sheet before beginning any work.	

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		<p><b>All volunteers need to be responsible to:</b></p> <ul style="list-style-type: none"><li>• Wear suitable clothing (including hi-vis) and footwear (clothes that can get dirty, steel capped boots or wellies to protect toes, gloves – but no gloves with swinging tools)</li><li>• Watch out for traffic/walkers and/or pets. Stop work whilst they pass.</li><li>• Work at a safe distance from others – at least two arms lengths plus the length of the tool you are using. Stay at least 15 metres away from anyone using power tools e.g. strimmers. Never walk up to a person using a tool without catching their attention first.</li><li>• Carry your tools with blades facing downwards and forwards and only one tool per hand (ideally by your side rather than over your shoulder). Only use your own tools which you know are safe and properly maintained. Only use a power tool if authorised to do so.</li><li>• Renew your tetanus booster every ten years as cuts, scrapes and prickles may expose you to bacteria.</li><li>• Be aware of Lyme disease and check for ticks if you have been working in areas with bracken etc. Ticks are most active April-October.</li><li>• Be aware of poisonous and dangerous plants/fungi (some harmful if ingested, some harmful by contact) as well as snakes, wasps and bees.</li><li>• Smoking, working under the influence of drugs and drinking alcohol is not permitted.</li><li>• Ensure when working in the heat, you are properly protected against heat exhaustion and sunstroke and remain hydrated and when working in the cold you have plenty of layers and do not continue working if you become uncomfortable in the temperature.</li><li>• You are responsible for your own personal property.</li><li>• Report any accidents immediately. These must be recorded in the accident log.</li><li>• If lifting, work in pairs and lift 23kg maximum.</li><li>• Report harassment – everyone is entitled to a working environment which respects their personal dignity.</li></ul>
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Step One Identify Hazards (Low, Medium, High)	Step Two Identify Persons at Risk	Step Three Identify Controls, Documentation, Required Action. • Denotes action needed	Tick ✓
Children /Pets on site (M)	Volunteers, children,	<ul style="list-style-type: none"> <li>• Any children on site to be with the agreement of the nominated person</li> <li>• Children to be under close supervision at all times by the person responsible for the child.</li> <li>• Any pets to be kept under close control by the person responsible for the pet.</li> </ul>	
Power Tools		No chainsaws to be used by volunteers (only trained professionals with their own insurance) Strimmers only to be used by the nominated people in line with the Parish Council Strimming policy.	
Other Hazards:	<i>Please add any additional hazards / issues specific to the site which have not been covered above.</i>		
Any further comments:			

**Please note:**

This Risk Assessment must be completed before Homersfield Wood Working Parties takes place.  
The signed and dated copy to be returned to the Parish Council Clerk after the event.