

Annex B – Risk Assessment (HSE Format)

Poulshot Village Trust: Pond Maintenance
Date of next review: 2 November 23

Assessment carried out by: C Henwood
Date assessment was carried out: 2 November 22

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Thorns and splinters entering flesh	Volunteers may be injured as they work to cut back the plant material and collect it for disposal.	Volunteers being asked to wear appropriate clothing, shoes and thornproof gloves.	Remind volunteers to take care at the briefing before the work commences. Volunteers will also be asked to guide public away from any hazard areas.	Volunteers and the Trust Committee	Before work commences.	
Trips on debris and uneven ground	Volunteers may trip over cut material and on the uneven ground around the area they are working. Public may trip over cut material, if left on paths, and on the uneven ground.	Volunteers being asked to stout shoes and take care as they move around. Clear debris from areas accessed by public and ask volunteers to guide public away from the hazard areas. Waste will be placed away from usual routes and roads	Remind volunteers to take care at the briefing before the work commences. Volunteers will also be asked to guide public away from any hazard areas.	Volunteers and the Trust Committee	Before work commences. As work proceeds	

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Slips on mud and debris	If the ground is wet or slippery volunteers may slip and fall.	Volunteers will be asked to wear suitable footwear. Volunteers will be asked to clear debris and keep public away from areas where debris is not yet cleared.	Volunteers need to dress as requested. If the weather is very wet the work will not go ahead or be stopped. Remind volunteers to tread carefully.	Volunteers and the Trust Committee. Trust Committee will decide if the event needs to be cancelled. .	Decision on go ahead will ideally be made 24 hours ahead of the start but it could be cancelled at the last moment or during the work if the weather changes. Briefing before work commences.	
Tool Injuries (hand tools)	Volunteers may mishandle their tools and injure themselves or others in the vicinity. Public may be in the vicinity when a tool is mishandled or left in position where the public may step or fall on it. Working in the rain may increase the risk of mishandling	Volunteers will be asked to ensure they take care and work clear of other volunteers or public. They will also be asked to ensure tools such as rakes are placed on the banks in a safe manner Volunteers will be asked to keep public away from areas hazard areas or cease work if this is not possible. Work will be stopped if the weather increases the risk of mishandling.	Volunteers will be briefed on likely hazards and caution to be taken. If the weather is very wet the work will not go ahead or be stopped.	Volunteers and the Trust Committee. Trust Committee will decide if the event needs to be cancelled.	Decision on go ahead will ideally be made 24 hours ahead of the start but it could be cancelled at the last moment or during the work if the weather changes. Briefing before work commences.	

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Tool Injuries (Power Tools)	<p>Volunteers may mishandle their power tools and/or the tools may 'kick back' injuring the volunteer or those nearby.</p> <p>Public may be in the vicinity when a tool is mishandled, kick back or left in position where the public may access it, step or fall on it.</p> <p>Working in the rain may increase the risk of mishandling</p>	<p>Volunteers will be asked to ensure they take care and work clear of other volunteers or public. Volunteers will be asked not to allow others to use their tools. If necessary other volunteers will be asked to act as a safety watch. Volunteers will be asked to keep public away from areas of hazard or cease work if this is not possible.</p> <p>Work will be stopped if the weather increases the risk of mishandling.</p>	<p>Volunteers will be asked not to allow others to use their tools to prevent mishandling through lack of familiarity with the tool.</p> <p>Volunteers will be briefed on likely hazards and caution to be taken.</p> <p>If the weather is very wet the work will not go ahead or be stopped.</p>	Volunteers and the Trust Committee. Trust Committee will decide if the event needs to be cancelled.	<p>Decision on go ahead will ideally be made 24 hours ahead of the start but it could be cancelled at the last moment or during the work if the weather changes.</p> <p>Briefing before work commences.</p>	
Extreme cold and water	Volunteers, especially those that enter the water in waders, or by slipping.	Volunteers will be reminded of the hazard of slipping and if cold to get out of the water. Those not in the water will be asked to look for signs of hypothermia, shivering followed by loss of concentration.	If anyone is detected with hypothermia they will be taken away from the water. Towels and hot drinks will be available immediately before removal to a warm dry location the volunteers' home or Village Hall.	Volunteers and the Trust Committee	Briefing before work commences and if signs of hypothermia are detected. Should anyone get wet through fall or leaky waders towels will be available.	

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Back Injury from lifting or stretching	Volunteers may stretch to reach plants for cutting or attempt to lift heavy loads awkwardly causing back injury. No risk seen for public.	Volunteers will be reminded of the risk and asked to not to stretch or lift heavy loads alone.	Volunteers will be asked not to overload barrows for others to lift and move. Volunteers will be briefed on likely hazards and caution to be taken.	Volunteers and the Trust Committee	Briefing before work commences.	
Covid-19 Illness	Volunteers or members of the public may be infectious with Covid-19 and infect other volunteers or members of the public.	Volunteers exhibiting the symptoms or testing positive are being asked to stay away. Work is happening outdoors so the risk is low from asymptomatic volunteers. For other safety reasons too, volunteers will be asked to keep clear of other volunteers and the public.	NO further action proposed unless government guidelines change. Trust Committee will keep guidelines under review up.	Volunteers and the Trust Committee	Review will be possible until work starts.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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