# Disclaimer: This risk assessment template is to be used as a guide only and the user should fully review the risk assessment prior to signing it off. The list of hazards and mitigations are examples only and should not be considered an exhaustive list. The user should consider each risk in relation to the policy of the organisation for which they are completing the risk assessment. Herefordshire Wildlife Trust accepts no responsibility for the use of this risk assessment or any actions that may be taken against the user where the risk assessment has been used.

# General Safety on Site for Conservation Projects

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| ACTIVITY ASSESSED  **General Safety on Site for Conservation projects** | | **ASSESSMENT DATE:** | **ASSESSED BY:** |
| WHO’S AT RISK  **Staff, Volunteers, public** | | **NEXT ASSESSMENT REVIEW BEFORE:** | **APPROVED BY:** |
| GENERAL  Only competent staff and volunteers will lead Practical Conservation Tasks, this competency will be recorded on individual or group competencies. | | | |
| HAZARD  (potential for harm) | MITIGATION  (to reduce the risk level) | | |
| Gas Equipment | 1. Switch off after use. 2. Site equipment on level ground and away from eating area. 3. Site gas well away from vehicles and combustibles when in use. 4. Regularly inspect and check all equipment. 5. Do not use faulty or leaking equipment. 6. No smoking within 5m of gas. | | |
| Slips, Trips and Falls | 1. Inspect site and clear/mark inherent trip hazards. 2. Keep site, tools and materials tidy. | | |
| Manual Handling | 1. Train all in safe lifting, carrying and moving techniques. 2. Designate people to load and unload tools. 3. Plan in advance any lifting of heavy or awkward items. 4. Provide carrying aids, e.g. wheelbarrows. 5. Heavy items to be carried between two people. 6. Limit number of tools any one individual carries. | | |
| Contact with hand Tools | 1. Inspect tools before use and do not use any that are damaged or have loose handles. 2. Tools must be maintained in good condition and kept sharp. 3. No gloves to be worn when using swinging tools, unless other hazards, e.g. plant sap, are greater. If so, safe working distance is at least 20m. 4. Ensure correct tool is used for the job. 5. Sturdy footwear with a firm grip must be worn. | | |
| Personal Attack | 1. Leave no-one isolated on site. 2. Lock personal valuables out of sight. 3. Issue mobile phones for lone working or on remote sites. 4. Agree safe procedure for working alone. | | |
| Food Poisoning/Illness | 1. Ensure any cuts are protected from contact with food. 2. Mugs to be clean and fit for use. 3. Lunches should be packed individually. | | |
| Biohazards, e.g. Tetanus, Leptospirosis | 1. Wash hands before eating, drinking or smoking. 2. Washing facilities must be available. 3. Advise participants to have Tetanus inoculation. 4. Cover any broken skin before work, promptly wash and cover any cut received. 5. On urban stream banks/farms, avoid contact with stream water. 6. Wash hands and gloves thoroughly before leaving site. 7. If hazardous substances are found, a full COSHH assessment must be carried out. | | |
| Contact with Plant Sap | 1. Identify any hazardous plants on site visits, e.g. hogweed, wild carrot. 2. Plan work to avoid contact with hazardous plants. 3. Wear long sleeves and trousers when working close to hazardous plants. 4. Wear protective gloves. 5. Wash exposed skin thoroughly after any skin contact, and before drinking, eating or smoking. | | |
| Weather | 1. Avoid exposing skin even when some cloud cover exists. 2. Use high factor sun block. 3. Carry extra clothing as appropriate for the terrain and conditions, note details on local precautions. 4. Stop work promptly if people are ill attired for conditions, in discomfort or the work is increasing in risk. | | |
| Underground Services: Electricity, Water, Gas | 1. Check with the landowner and service maps obtained from utilities companies before starting work. 2. Ask utility to identify on site and mark line of service. 3. Avoid digging within 1m. 4. If digging within 5m of line, use only wooden handled spades. 5. Watch for buried marker tape indicating pipe or cable. 6. See Safety in Urban Conservation Work. | | |
| Traffic | 1. Plan unloading and reloading of vehicle so people and materials/tools are well clear of passing traffic. 2. For roadside unloading place cones or tape and signs as necessary. 3. Erect signs that warn of work hazards/preventing access on approaches to site. 4. Post a lookout able to halt work. 5. Leave a vehicle parked on site able to leave quickly in case of emergency. | | |
| Machinery | 1. Advise participants of vehicle working areas. 2. Plan work to avoid contact with machinery. 3. Ensure correct PPE is worn | | |