

<b>RISK ASSESSMENT</b>	Tree planting
<b>LOCATION</b>	Multiple sites across Basingstoke

Assessment of hazards associated with tree planting in open space. To be used in conjunction with Site and Volunteer Work Party risk assessments.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Hand tools	Muscle strain Head injury Puncture wounds Bruising Crushing	Supervisor Participant	Inspect tools before and after each use, maintain in good condition; Provide users with tool use and safety information; Use correct tool for the job; Ensure firm and stable stance and wear sturdy footwear; Wear gloves unless using a swinging tool – do not use when handles are wet; Maintain two tool length safe working distances; Transport securely	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participants
Manual handling	Musculo-skeletal disorders	Supervisor Participant	Explain basic manual handling during safety talk (avoid heavy loads/twisting/straining); Use the right tool for the right job; Take regular breaks during the session; Don't over-exert – work within your means; Use mechanical aids or get help when moving heavy loads.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participants
Thorns	Scratches Puncture wounds Skin irritation	Supervisor Participant	Gloves to be worn at all times when handling saplings; Thicker gauntlet gloves available if planting thorny vegetation, e.g. blackthorn/hawthorn; Handle saplings at base of plant to avoid contact with thorns; Wear goggles to protect eyes from thorns.	<b>3</b>	<b>2</b>	<b>6</b>	Supervisor Participants

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Twigs/ branches	Scratches Puncture wounds Bruising	Supervisor Participant	Gloves to be worn at all times when handling saplings; If required, wear goggles to protect eyes from twigs/branches.	<b>2</b>	<b>2</b>	<b>4</b>	Supervisor Participants
Stakes/ Tree guards	Scratches Puncture wounds Bruising	Supervisor Participant	Explain how to use canes/stakes and tree guards to participants at the start of the session; Children to be accompanied by a responsible adult at all times; Stakes to be stored in a pile laying flat until use; Warn participants about potential hazard of tripping close to stakes.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participants
Uneven terrain	Slips trips and falls	Supervisor Participant	Discuss the terrain during the safety talk; Participants to wear sensible, sturdy footwear; Ensure unused tools are left in a designated place, stored neatly; Mark, or cordon off, any major trip hazards that cannot be removed; Where possible, only dig holes for trees as you plant to prevent empty holes becoming a trip hazard.	<b>2</b>	<b>3</b>	<b>6</b>	Supervisor Participants

<b>RISK ASSESSMENT FOR:</b>  Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	<b>ASSESSMENT UNDERTAKEN BY:</b>  <b>NAME: Charlie Cutt</b>  <b>SIGNED: CC</b>  <b>DATE: 27/4/20</b>	<b>LAST UPDATED ON:</b>  <b>DATE:</b>  <b>DATE:</b>  <b>DATE:</b>
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<b>RISK MATRIX</b>				<b>Hazard Severity</b>				
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				<b>Low</b>	<b>Slight</b>	<b>Moderate</b>	<b>High</b>	<b>Severe</b>
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
<b>Likelihood of occurrence</b>	<b>1</b>	<b>Unlikely</b>	Injury may occur less than once in a lifetime	1	2	3	4	5
	<b>2</b>	<b>Possible</b>	Injury may occur less than once a year	2	4	6	8	10
	<b>3</b>	<b>Occasional</b>	Injury may occur two-three times per year	3	6	9	12	15
	<b>4</b>	<b>Likely</b>	Injury will occur more than three times per year	4	8	12	16	20
	<b>5</b>	<b>Very likely</b>	Injury is probably going to occur	5	10	15	20	25

	<b>If control measures are followed as described, risk factor is low enough to continue</b>
	<b>Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary</b>
	<b>Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.</b>