



The Blaxhall Commons & Open Spaces Charitable Trust

Work Party Risk Assessment

Assessment of hazards associated with work parties organised by BCOST

ACTIVITY: Pulling, raking and clearing of bracken; clearing of other vegetation (e.g. brambles, gorse); clearing of redundant fencing and other materials; installation or repair of bird nesting boxes.

LOCATION: Jasper's Pightle; Stone Common

| Potential harm | Persons at risk | Precautions and control measures | Likelihood of occurrence | Severity of consequence | Risk factor | Persons responsible |
|-------------------|--|--|--------------------------|-------------------------|-------------|----------------------------|
| General emergency | Participants (Trustees and volunteers) | Participants to be aware of nearest A&E hospital; first aid kit to be on site at all times; a mobile phone should be available at all times (if no/poor signal, participants should know the location of nearest landline); all incidents to | 1 | 4 | 4 | Trustees; all participants |

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| | | be recorded in an accident form and reported at next meeting of BCOST Trustees | | | | |
| Injury from use of hand tools (cuts/puncture wounds; bruising or crushing; muscle strain) | Participants (Trustees and volunteers) | Ensure that all tools provided or used during work parties are in good condition, inspecting tools before each use; where necessary, provide instruction to volunteers in correct tool use; use correct tool for each job. Ensure stable stance and wear sturdy footwear. Wear protective gloves where appropriate. Do not use tools when handles are wet. Maintain safe working distances. Take appropriate breaks to avoid blisters and repetitive strain injuries. | 2 | 3 | 6 | Trustees; all participants |
| Injury from use of ladders (injury by falling) | Participants (Trustees and volunteers) | Ensure, by inspection before use, that any ladder provided or used is in good condition. Ladders should be placed on firm, even ground, at an angle of 75 degrees, and secured where possible. Avoid | 1 | 4 | 4 | Trustees; all participants |

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| | | overreaching. Ladders should not be used when working alone. | | | | |
| Muscular-skeletal injury from lifting and carrying materials, or from raking/clearing of bracken and other vegetation | Participants (Trustees and volunteers) | Avoid carrying excessive weight and over-exertion – work within your means; avoid twisting or straining; use mechanical aids where appropriate when moving heavier materials. Provide basic instruction on techniques for each task where appropriate. Use the correct tool for each job. Take regular breaks during the session. | 2 | 3 | 6 | Trustees; all participants |
| Injury from brambles or other vegetation (cuts/puncture wounds) | Participants (Trustees and volunteers) | Take care when working among brambles or other thick or thorny vegetation. Wear protective gloves and clothing with strong sleeves. | 2 | 2 | 4 | Trustees; all participants |
| Possible health risk from carcinogens in bracken spores | Participants (Trustees and volunteers) | Since there is some evidence that bracken spores contains carcinogens, work parties to cut or clear bracken during the period when spores are produced (late July to early September). If working among bracken | 1 | 4 | 4 | Trustees; all participants |

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| | | during those months, the wearing of dust-proof face masks is advisable. | | | | |
| Injury from hazardous materials (e.g. barbed wire and other sharp objects; toxic materials) | Participants (Trustees and volunteers) | Wear protective gloves, sturdy footwear, and clothing which covers the arms and legs. Take particular care when handling barbed wire and sharp materials such as glass and metals. When clearing waste materials, be alert to the possible presence of toxic materials such as herbicides and pesticides, and corrosive materials; any suspect containers should be handled using protective gloves and double-bagged, unopened, for appropriate safe disposal. | 2 | 3 | 6 | Trustees; all participants |
| Risk from asbestos | Trustees | Trustees to identify all asbestos present on site, and warn volunteers of its whereabouts. Work parties should not operate in areas where asbestos is present until an appropriate professional survey has | 1 | 4 | 4 | Trustees; all participants |

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| | | been carried out. If such a survey recommends removal of asbestos, this must be carried out according to recommended safety protocols by an accredited contractor. | | | | |
| Risk from venomous wildlife | Participants (Trustees and volunteers) | Adders are known to be present at Jasper's Pightle and may be present at Stone Common. Protective gloves and sturdy footwear should be worn. Care should be taken when lifting heaps of drying vegetation or moving materials which have been lying on the ground, as adders may be sheltering underneath. Care should be taken not to reach with the hands into crevices and spaces where adders may be present. | 1 | 3 | 3 | Trustees; all participants |

ACTIVITY: Hedge planting; tree planting

LOCATION: Jasper’s Pightle; Stone Common; other sites around Blaxhall, including along roads

| Potential harm | Persons at risk | Precautions and control measures | Likelihood of occurrence | Severity of consequence | Risk factor | Persons responsible |
|--|--|---|--------------------------|-------------------------|-------------|----------------------------|
| General emergency | Participants (Trustees and volunteers) | Participants to be aware of nearest A&E hospital; first aid kit to be on site at all times; a mobile phone should be available at all times (if no/poor signal, participants should know the location of nearest landline); all incidents to be recorded in an accident form and reported at next meeting of BCOST Trustees | 1 | 4 | 4 | Trustees; all participants |
| Muscular-skeletal injury from digging or from lifting and carrying materials | Participants (Trustees and volunteers) | Avoid carrying excessive weight and over-exertion – work within your means; avoid twisting or straining. Provide basic instruction on technique where appropriate. Take regular breaks during the session. | 2 | 3 | 6 | Trustees; all participants |
| Injury from brambles or | Participants (Trustees | Take care when working among brambles or | 2 | 2 | 4 | Trustees; all participants |

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| other vegetation; injury from canes (cuts/puncture wounds) | and volunteers) | other thick or thorny vegetation. Wear protective gloves and clothing with strong sleeves. Take care when handling canes, which can be sharp. Maintain safe working distances. | | | | |
| Risk from venomous wildlife | Participants (Trustees and volunteers) | Adders are known to be present at Jasper's Pightle and may be present at Stone Common and elsewhere around the village. Protective gloves and sturdy footwear should be worn. Care should be taken when lifting heaps of drying vegetation, as adders may be sheltering underneath. Care should be taken not to reach with the hands into thick areas of low-lying vegetation where adders may be present. | 1 | 3 | 3 | Trustees; all participants |
| Injury from collision with traffic | Participants (Trustees and volunteers) | Unload/load vehicles so that people and materials/tools are well away from traffic. Take particular care when working on the verges of roads or along tracks where vehicular traffic | 1 | 5 | 5 | Trustees; all participants |

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| | | (including farm traffic) may be present. High visibility clothing should be worn at all times when working in such places. Hi-vis vests are available from the Trustees. | | | | |
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ACTIVITY: Litter picking

LOCATION: Along verges and roadsides, in car parking areas and on commons and other open spaces around Blaxhall

| Potential harm | Persons at risk | Precautions and control measures | Likelihood of occurrence | Severity of consequence | Risk factor | Persons responsible |
|---|--|---|--------------------------|-------------------------|-------------|----------------------------|
| General emergency | Participants (Trustees and volunteers) | Participants to be aware of nearest A&E hospital; participants should carry a mobile phone; all incidents to be recorded in an accident form and reported at next meeting of BCOST Trustees | 1 | 4 | 4 | Trustees; all participants |
| Injury from hazardous materials (e.g. glass, cans and other sharp objects); | Participants (Trustees and volunteers) | Wear protective gloves, sturdy footwear, and clothing which covers the arms and legs. Use the pick-up stick wherever possible rather | 2 | 3 | 6 | Trustees; all participants |

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| toxic materials; potentially infectious materials) | | than handling litter by hand. Take particular care when dealing with sharp materials such as glass, cans and other metals. Be alert to the possible presence of toxic or corrosive materials, and of potentially infectious materials such as used face masks, tissues, nappies, etc. Any suspect materials should be handled using protective gloves and the pick-up stick, and if necessary double-bagged for safe disposal. | | | | |
| Injury from brambles or other vegetation (cuts/puncture wounds) | Participants (Trustees and volunteers) | Take care when reaching for litter among brambles or other thick or thorny vegetation. Wear protective gloves and clothing with strong sleeves, and use the pick-up stick where possible. | 2 | 2 | 4 | |
| Injury from collision with traffic | Participants (Trustees and volunteers) | Particular care should be taken when working on the verges of roads or along tracks where vehicular traffic (including farm traffic) may be present. High | 1 | 5 | 5 | |

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| | | visibility clothing should be worn at all times when working in such places. Hi-vis vests are available from the Trustees. | | | | |
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| | | Consequence | | | | |
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| | | Negligible 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| Likelihood | 5 Almost certain | Moderate 5 | High 10 | Extreme 15 | Extreme 20 | Extreme 25 |
| | 4 Likely | Moderate 4 | High 8 | High 12 | Extreme 16 | Extreme 20 |
| | 3 Possible | Low 3 | Moderate 6 | High 9 | High 12 | Extreme 15 |
| | 2 Unlikely | Low 2 | Moderate 4 | Moderate 6 | High 8 | High 10 |
| | 1 Rare | Low 1 | Low 2 | Low 3 | Moderate 4 | Moderate 5 |