

	RISK ASSESSMENT Volunteer activities at ET Centre	RA No.	VOL1
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Assessment date	24.5.23	Review date (within 2 years)	24.5.25
Work area	Centre Operations		
Reason for Assessment: New			
Assessor: Colin Shone, Matt Harman			

Part 1 – Hazard Identification and Method Statement	
1. General Description of the Work Area	Associated Hazards
Earth Trust Centre encompasses the office and hireable buildings at Hill Farm and the surrounding paths, car park and green spaces. The centre is open to the public, however any associated risks are likely to be insignificant. Note: each area has a site specific RA covering everyday use of the spaces and hazards applicable to all groups	Slips, trips and falls Weather associated hazards Traffic hazards
2. Plant, Equipment and Vehicles	Associated Hazards
This RA covers use of hand tools, basic lifting equipment such as wheelbarrows, and electric and battery powered tools (strimmers and lawn mowers, hedge-cutters, drills etc). Specific RAs should be referred to for any equipment not covered such as brush cutters.	Hand tools Manual handling Strimmers Mowers Other power tools
3. Method Statement	Associated Hazards
Description of how the work will be done and by whom	
Work is carried out by volunteers, usually in groups. Volunteers liaise with a staff lead and/or a key volunteer to discuss any safety issues.	

Assessor signature/s (all involved should sign)

Signed off by: Colin Shone

Part 2 – Detailed Assessment of Risks

3x3 RISK MATRIX

		SEVERITY →		
		1	2	3
LIKELIHOOD ↓	1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -
	2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -
	3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -

Hazard Potential harm and how caused	Persons likely to be affected	Existing control measures	Risk Rating before further measures	Further action required or ongoing measures to control risk	Risk Rating after measures	Corrective Action		
			Likelihood x severity		Likelihood x severity	Who	When	Done
Slips, trips and falls as a result of uneven surfaces, debris, wet grass etc.	Volunteers	Periodic inspection – the centre is manned Mon-Fri and a process is in place for reporting hazards	2L, 1S	Daily inspections of site by Ops Team Assessment of all working areas by volunteer or staff lead	1L, 1S	MH/NL MH/NL &/Or Vol Lead	From june 2023 From june 2023	
Heatstroke, exposure to cold etc	Volunteers	Staff welfare facilities including access to shelter and water are provided	2L, 1S	Pre-work briefing to include reference to weather if conditions have potential to cause illness or distress. To include recommendations of sunscreen, hats, weather-proof clothing etc	1L, 1S	MH/NL &/Or Vol Lead	From june 2023	

Traffic hazards. Likely to be insignificant risk other than working alongside road. A RA for this exists (link here) and should be followed e.g for strimming	Volunteers	Existing Working Alongside Roads RA	1l, 1S		1l, 1S			
Hazards associated with Manual handling	Volunteers	Volunteers with health conditions identified and tasks distributed accordingly Manual handling with larger loads carried out with lifting equipment where possible, or assigned to a team of suitable size Rest facilities and regular breaks Provision of wheel barrows and trolleys Suitable tools provided	2L, 2S	Manual handling for all volunteers included in volunteer safety handbook Pre-work briefing to identify any instances of manual handling and to review opportunities to minimise impact or provide PPE where required	2L, 1S			
Hazards associated with use of Hand tools <ul style="list-style-type: none"> • Strains, fatigue etc • Cuts and abrasions 	Volunteers and bystanders	Tools stored in shed, or brought from home	2L, 1S	All volunteers made aware of guidance notes on safe use of tools	1L 1S		End of June 23	
Hazards associated with use of strimmers <ul style="list-style-type: none"> • Strains, fatigue etc • Flying debris 	Volunteers and bystanders	Only cordless strimmer in place	2L, 1S	All volunteers made aware of guidance notes on safe use of tools In house induction for use of strimmers	1l, 1S		End of June 23	

Note: brushcutter RA in place when using brushcutter blades							End of September 23	
Hazards associated with use of mowers <ul style="list-style-type: none"> • Strains, fatigue etc • Flying debris • Cuts – minor to severe • Fumes • Fuel 	Volunteers		2L, 2S	All volunteers made aware of guidance notes on safe use of tools In house induction for use of mowers	1l, 2S		End of June 23 End of September 23	
Hazards associated with use of other power tools <ul style="list-style-type: none"> • Strains, fatigue etc • Flying debris • Cuts – minor to severe 	Volunteers		2L, 2S	All volunteers made aware of guidance notes on safe use of tools In house induction for use of power tools	1l, 1S		End of June 23 End of September 23	

Guidance on safe use of tools and equipment by volunteers

General

- Use suitable tasks for the job
- Take regular breaks and stop at any point you are feeling tired
- Wear appropriate protective equipment – gloves when handling blades, eye protection for any tasks where debris can be flicked up, ear defenders when using load equipment

Hand Tools

- Inspect tools before commencing work and ensure they are sharp and fit for purpose
- Allow sufficient space between people to ensure longer tools can be used safely
- Wear sturdy footwear when digging and/or using heavy or sharp tools
- When using a bow saw or pruning saw, use steady, even strokes to avoid saw jumping from the cut.
- Wear a glove on the off-hand when sawing.
- Hold the stem away from where you are sawing to minimise risk should a saw jump from the cut.
- Do not cut material thicker than your thumb when using loppers.
- Do not twist lopper handles when cutting material.
- Long handled pruning saws only to be used by volunteers who have received Land Management training and induction
- Tools should not be left untended at any time and should be locked away at the end of a volunteering session
- Individuals advised to work at their own pace, and take rests as required.
- Alternate with other tasks to reduce risk of strains and injuries associated with repetitive movements

Power tools and electric trimmers

- Cordless tools used in preference, but if using power tools with cables, these must be redirected not to cross walkways. If not possible use barriers and warning signs.
- Ensure tools are maintained according to manufacturer's instructions.
- Power tools should be inspected before use and any signs of damage or excessive use reported to the staff lead. The tool should be marked and taken out of rotation until fixed.

- Tools should not be left untended at any time and should be locked away at the end of a volunteering session
- An appropriate distance must be maintained to allow for objects 'thrown' by moving parts. With electric trimmers, a distance of at least 5 meters should be maintained. Where an area is public with heavy traffic, a banksman should be deployed or a barrier put up.
- Appropriate clothing should be worn that cannot be caught in any fast moving equipment
- Long hair should be tied back/up
- Use 110v or battery tools or Residual Current Device RCD where practicable will be used if using outside
- If connected to power source (battery, mains or generator) ensure tool is done so safely and securely
- DO NOT use electrical tools outdoors in the rain
- Do not work where water is present without specialist advice.
- Qualified person to test all portable electrical hand tools at least annually.
- Check condition of lead and plug before use to ensure that there are no defects in the cable (if present), casing, plug (or chuck if using drill).
- Power supply to be disconnected when changing drill heads or attachments. Check for hidden/buried cables before drilling etc. Power cable will be kept clear of the moving parts at all times.
- Operator to cease work for the day if experiencing any of the following symptoms:
 - Tingling & numbness in fingers
 - Loss of feeling in fingers
 - Loss of strength in the hands
 - Fingers going white and becoming red and painful on recovery
- Minimise time individuals use the equipment by rotating jobs, or taking a 5 minute break every half an hour.
- Restrict use of vibration inducing tools to recommended times
- Individuals advised to work at their own pace, and take rests as required.
- Alternate with other tasks to reduce risk of strains and injuries associated with repetitive movements

Mowers

- The lawnmower is to be transported only by persons who are physically strong enough to move/carry it and in such a manner that they do not impose strains on their bodies. The weight of the lawnmower is designed such that a normally fit adult should normally be able to load/unload it into/from a vehicle.
- Adopt correct posture when manual handling

- Mower should not be used to pick up surface debris as it may be ejected at high speed.
 - Use signage or a banksman to warn public of grass cutting operations taking place in public spaces
 - Operator to wear high-visibility vest
 - Operator will wear appropriate **ear defenders - to EN 352-1: 2002 standard.**
 - Safe working distance of 15m to be maintained.
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- Disengage all blade and drive clutches before starting the engine.
 - When starting the machine always ensure feet are well away from cutter blade.
 - Do not tilt the mower when starting the engine.
 - **Walk** – Never run when operating mower.
 - When turning do not raise the front of the mower excessively.
 - Exercise caution when reversing or pulling the mower towards you.
 - Ensure engine is not running and spark plug lead has been removed before undertaking examination of engine, or cutting blade.
 - Do not put hands or feet near or under rotating parts.
 - Never lift rear deflector, pick up or carry the mower whilst the engine is running.
 - Ensure machine has been well maintained.
 - Never operate the mower unless all guards are securely in position and in good condition.
 - Stop the engine and disconnect the spark plug lead before clearing and blockages or unclogging the discharge chute.
 - Gloves to be worn when handling or maintaining cutting blade.
 - Do not touch components which may have become hot.
 - Always pull starter cord slowly until resistance is felt. Then pull the cord rapidly to avoid kickback and prevent hand or arm injury.
 - **Do not cut on slopes which are too steep i.e. above 20°.**
 - Exercise extreme caution when changing direction on slopes. Mow across the face of slopes, never up and down.
 - Fuel stored in suitable cans that comply with the Petroleum (Consolidation) Regulations 2014.
 - Refuelling must be carried out outdoors and at least 10m away from any potential sources of ignition
 - Add fuel before starting the engine. Never remove the cap from the fuel tank when the engine is running or when the engine is hot. **Allow the engine to cool for at least two minutes before refuelling.**
 - Do not attempt to start the engine if petrol is spilled or a smell of petrol is present. Move the mower away from the area of the spillage and avoid creating any source of ignition until petrol vapours have dissipated.
 - Replace fuel tank and oil caps securely.
 - Do not operate the engine in a confined space where exhaust fumes (Carbon monoxide) can collect.

Part 3 – Review

Category No:	1 Regular review	2 Result of accident	3 Result of near miss	4 Change of process	5 Change of location	6 Personnel change
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Date	Category no	Assessor/s	Comments	Action required	Date closed

Part 4 – Record of understanding

To be filled in by all persons responsible for the safety of the relevant task, workplace, event

Date	Name	Signature