



Task Risk Assessment
Task: Tractor Operation

Date: 26/11/2024

This risk assessment will be updated annually following a review or whenever further risks or control measures are identified.

Prior to the task taking place the task leader will assess the task and give a risk assessment briefing to all staff and volunteers to include use of tools, site conditions, manual handling etc.

PPE required to carry out this task:	<ul style="list-style-type: none"> • Gloves • Latex gloves • Steel toe-capped boots • High-vis • Ear protection
Training required to carry out this task:	LANTRA or NPTC City & Guilds Level 2 Award in Tractor Driving and Related Operations (QCF) with additional units as required: <ul style="list-style-type: none"> • Prepare and Operate a Tractor with Trailed Attachments and PTO • Operate a Loader
Can this task be carried out by a lone worker:	Yes
Minimum level of first aid required to carry out this task: (EFAW, FAAW, FAAW+F)	EFAW

HAZARD Potential Harm	PEOPLE AT RISK	EXISTING CONTROL METHODS Staff and volunteers instructed or trained to:	FURTHER ACTIONS REQUIRED	CORRECTIVE ACTIONS		
				WHO	WHEN	COMPLETED
Untrained operator: Lacerations, puncture wounds, muscular injury, skeletal injury.	Operator & bystanders	Trained operators only. Read the manual specific to the machine to familiarise with the controls and proper use. All operators must read, understand and adhere to all elements of the HSE ‘Using tractors safely’ guide .				
Unsafe vehicle:	Operator & bystanders	Check the machine and maintenance records before use and report any issues to senior ranger.				

<p>Lacerations, puncture wounds, muscular injury, skeletal injury.</p>		<p>Report any defects of tractor or implements to Senior Ranger or Countryside Manager. Attach a "DO NOT USE" warning tag with hazard tape in a clearly visible position until repaired.</p> <p>Carry out annual service and pre/post use checks of tractor and implements.</p> <p>Operator must complete pre use safety checks as detailed on pg. 4-1 of the manual.</p> <p>Do not store heavy items unsecured in the cab e.g. tools, drawpins, top link bar etc.</p>				
<p>Entering and exiting the tractor: Muscular injury, skeletal injury.</p>	<p>Operator</p>	<p>Adhere to SAFE STOP procedure at all times:</p> <ul style="list-style-type: none"> ○ Shuttle lever to neutral ○ Engage parking brake ○ Lower all attachments to the ground, including front loader. ○ Shut off engine ○ Remove key from ignition ○ Wait for all machine movement to stop <p>Ensure three points of contact when entering or exiting the tractor.</p>				
<p>Driving on the road: Lacerations, puncture wounds, muscular injury, skeletal injury.</p>	<p>All</p>	<p>Drivers must adhere to all aspects of the Highway Code, road safety and vehicle rules.</p> <p>Ensure seat and mirrors are adjusted to suit operator before travelling.</p> <p>Use banksmen to aid when manoeuvring with poor visibility.</p> <p>Ensure independent brakes are locked together before travelling.</p> <p>Must use a seatbelt.</p> <p>Must use amber beacon if driving on a dual carriageway.</p> <p>Avoid road travel with front loader implements attached where possible. Consider the added risk of projections like bale spikes or muck grabs and further control methods.</p>				

<p>Pedestrians in work area: Lacerations, puncture wounds, muscular injury, skeletal injury.</p>	Volunteers, public.	<p>Check work area for bystanders before starting tractors or machines/implements. Use banksmen to ensure safe working area around volunteers and public access areas. Provide hearing protection to individuals in work area if required. Communicate clearly and make sure instructions can be heard and/or seen and understood. Agree a safe way to work prior to starting – and follow it. Never stand in the line of travel of a tractor or machine.</p>				
<p>Hitching/unhitching (including trailers): Muscular injury, skeletal injury.</p>	Operator and banksmen	<p>Use the correct hitch system for the implement/trailer being used. Only ever use controls from the seated operating position. Ensure jacks, skids and other supports are used and maintained. Communicate clearly if using an assistant when hitching. Never stand between tractor and other machines, or behind machinery, unless the tractor has stopped and completed the SAFE STOP procedure.</p>				
<p>Tractor implements: Lacerations, puncture wounds, muscular injury, skeletal injury.</p>	Operator and bystanders	<p>Read, understand and adhere to all details within the operator’s manual for the implement being used. All operators must read, understand and adhere to the HSE ‘PTO and PTO drive shafts’ guide found here. Do not approach PTO implements until they have come to a complete stop. Ensure PTO guards are in place, undamaged, properly chained, lubricated and free from defects. Do not use a machine with a damaged PTO guard. Extreme care must be taken when attaching/detaching implements to the PTO.</p>				
<p>Trailers: Muscular injury, skeletal injury.</p>	Operator, assistants and bystanders	<p>Read, understand and adhere to all details within the operator’s manual for the trailer being used. Check hoses, connections, tyres and condition of trailer before use. Ensure adequate braking system in place and maintained – follow manufactures recommendations. Tractors and trailers used on or off road need to stop safely within a reasonable distance under all conditions.</p>				

		<p>Ensure all trailer lights are working before towing the trailer on a public road.</p> <p>Do not transport people in a trailer, other than seated on the tractor & trailer rides trailer.</p> <p>Ensure loads are stable, secure and evenly distributed. Where necessary secure by rope or straps for transport. Do not exceed weight limits.</p>				
Overhead electricity power lines (OHPL)	Operator and bystanders	<p>Check work area for overhead power lines. These are detailed in the Earth Trust Farm risk assessment. avoid working near overhead power lines where possible.</p> <p>Check minimum line heights and the maximum height/reach of tractors and machines passing below or near overhead power lines.</p> <p>Always use a banksman if working with front loader or tipping trailer where overhead power lines are present. Mark safe routes of travel if necessary.</p> <p>Read, understand and adhere to all aspects of the HSE "Working safely near overhead electricity power lines" guidance.</p> <p>If you make contact with an OHPL stay in the cab and try to break contact with the line. Either by lowering raised parts or by driving clear. Call 999.</p> <p>If you must exit the cab do not make contact with the tractor and ground at the same time. Jump with both feet as far from the machine as you can, stay clear and warn others.</p>				
Overtuning	Operator and bystanders	<p>Before working on slopes assess the risks, considering gradient, surface, ground conditions, weather, obstacles and task.</p> <p>Ensure tractor has a cab or Roll Over Protective Structure (ROPS).</p> <p>Wear a seatbelt at all times until in SAFESTOP position.</p> <p>The location of steep slopes on the Earth Trust Farm and designated access routes are detailed in the Earth Trust Farm risk assessment.</p> <p>Follow safe systems of work:</p>	Senior Ranger to attend Driving on Slopes training.	Senior Ranger	2025	

		<ul style="list-style-type: none"> • you should turn uphill when working across a slope, and descend straight down the gentlest gradient; • you cannot always safely descend a slope that you safely drove up; • select an appropriate gear and speed • take into account working with trailers, attachments and loads will change the centre of gravity <p>Operators working on steep slopes must have undertaken Lantra Driving on Slopes training.</p>				
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The task covered by this risk assessment should only be carried out by a member of staff or volunteer who is trained and authorised to do so. If you have any medical condition which might increase the likelihood of an accident or injury resulting from carrying out this task then you must discuss this with and be authorised by your line manager, before you attempt the task.

	Assessment date	Assessor	Position
Initial assessment undertaken	January 2010	Loretta Waters	Neighborhood Wildlife Warden
Review 1 Completed:	03/02/2011	Andrew Grant	Farm Manager
Review 2 Completed:	18/02/2013	Andrew Grant	Farm Manager
Review 3 Completed:	06/03/2014	Steven Wrigley	Warden
Review 4 Completed:	06/10/2015	Adam Reid	Warden
Review 5 Completed:	16/03/2016	Lucy Tomkinson	Community Reserves Warden
Review 6 Completed:	24/02/2017	Adam Reid	Warden
Review 7 Completed:	16/04/2019	Tim Read	Senior Warden
Review 8 Completed:	20/04/2020	Tim Read	Senior Warden
Review 9 Completed:	01/06/2021	Tim Read	Senior Warden
Review 10 Completed	26/11/2024	Tim Read	Countryside Management