



Task Risk Assessment
Task: Tree Planting

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 • Sturdy boots • Eye protection if required
Training required to carry out this task:	In-house
Can this task be carried out by a lone worker:	Yes
Minimum level of first aid required to carry out this task: (EFAW, FAW, FAW+F)	EFAW 1:50

HAZARD Potential Harm	PEOPLE AT RISK	EXISTING CONTROL METHODS Staff and volunteers instructed or trained to:	FURTHER ACTIONS REQUIRED	CORRECTIVE ACTIONS		
				WHO	WHEN	COMPLETED
Loading, transporting and unloading: Lacerations, muscular injury.	Staff & volunteers	Do not overload planting bag. Use buckets to aid safe handling. Deliver trees as close as possible to area to be planted using a vehicle. Read, understand and all to adhere to the manual handling risk assessment .				
Digging with spades: Lacerations, muscular injury.	Staff & volunteers	Wear correct PPE (gloves) and boots with a good grip. Maintain a balanced stance and adopt a good working position. Do not use both feet at once and do not jump onto spade. Do not use the arch of the foot to stand on the shoulders of the spade. Ensure a safe working distance of one spade length is maintained between operators.				

		Ensure tools are well maintained. Remove damaged tools from use and report to Senior Ranger or Countryside Manager.				
Plant (tree or shrub): Puncture wounds, lacerations.	Staff & volunteers	Wear gloves Wear eye protection if required. Advise staff and volunteers of risks associated with specific plants: <ul style="list-style-type: none"> • Blackthorn – remove thorns immediately and seek medical attention if the wound becomes swollen. • Hawthorn or other thorned plants – wear thick gloves and remove thorns as quickly as possible. • Giant Hogweed – cover skin and avoid contact, wash affected area with soap and water. 				
Soil: Soil borne infections	Staff & volunteers	Adopt good hygiene practices, wash hands after completing task and before eating, drinking or smoking. Cover open wounds prior to starting work.				
Fatigue: Repetitive movements causing e.g. leg strain	Staff & volunteers	Take regular breaks as required.				
Stakes and guards: Puncture wounds, skeletal injury.	Staff & volunteers	Wear a glove when handling stakes or canes to protect from splinters. Ensure good grip when using a lump hammer by using a latex dipped glove or bare hand. Maintain a safe working distance of at least 2 arm's length when using the lump hammer.				

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	October 2009	Jo Clark	Forestry Research Manager
Review 1 Completed:	17/10/2010	Steve Gregory	Forestry Research Assistant/Field Ecologist
Review 2 Completed:	24/10/2011	Alison Vallance	Assistant Warden
Review 3 Completed:	08/10/2012	Steven Wrigley	Warden
Review 4 Completed:	15/10/2013	Steven Wrigley	Warden
Review 5 Completed:	09/12/2014	Steven Wrigley	Warden
Review 6 Completed:	06/11/2015	Chris Parker	Head of Land Management
Review 7 Completed:	12/10/2016	Lucy Tomkinson	Community Reserves Warden
Review 8 Completed:	03/10/2017	Chris Parker	Head of Land Management
Review 9 Completed:	08/10/2019	Lucy Duerdoth	Senior Warden (Community Reserves)
Review 10 Completed:	02/09/2021	Tristan Leslie	Ranger
Review 11 Completed:	26/11/2024	Tim Read	Countryside Manager