

# Risk Assessment Highway Garden Sites Maintenance by Volunteers

Company name: Claygate Parish Council

Assessment carried out by: Sally Harman

Date of next review: 1st March 2023

Date assessment was carried out: 1<sup>st</sup> March 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls e.g. uneven surface or unattended materials / tools	Volunteers may suffer injuries such as fractures or bruising if they slip or trip over objects.	We ask volunteers to wear suitable clothing and shoes.  If an injury does occur we ask volunteers to call 101 or 999.	Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.	Clerk	April	

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	<p>Volunteers may suffer injuries such as fractures or bruising if they fall whilst working on step ladders at height.</p>	<p>Volunteers are not to work at height without at least one other to hold the step ladder.</p> <p>If an injury does occur we ask volunteers to call 101 or 999.</p>	<p>Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.</p>	<p>Clerk</p>	<p>April</p>	
	<p>Members of the Public may suffer injuries such as fractures or bruising if they trip on unattended materials / tools.</p>	<p>Volunteers are not to leave materials unattended and to inspect the site is clear of all materials and tool before leaving.</p> <p>If an injury does occur we ask volunteers to call 101 or 999.</p>	<p>Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.</p>	<p>Clerk</p>	<p>April</p>	

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Risk of harm from using tools	Volunteers may suffer injuries such as cuts / bruising when using a tool	<p>We ask volunteers to wear work/gardening gloves.</p> <p>Ensure the Volunteers are experienced gardeners with experience in using the tools.</p> <p>If an injury does occur we ask volunteers to call 101 or 999.</p>	Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.	Clerk	April	
	Volunteers may suffer back pain if they try to lift objects that are too heavy or awkward.	Volunteers are asked not to lift heavy objects.	Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.	Clerk	April	
Vehicle movement	Volunteers may be knocked over by	Parish Council can provide high-visibility	Ensure Volunteers are aware and following these	Clerk	April	

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	<p>traffic whilst working on site / accessing site.</p>	<p>tabards for volunteers who are required to wear them.</p> <p>If an injury does occur we ask volunteers to call 101 or 999.</p>	<p>requirements by circulating this Risk Assessment to those volunteers.</p>			
<p>Infection.</p>	<p>Volunteers risk disease from picking up dirty objects.</p>	<p>We ask volunteers to wear work/gardening gloves.</p> <p>Parish council can provide disposable gloves for the sole purpose of keeping hands clean and hand sanitizer if requested.</p>	<p>Ensure Volunteers are aware and following these requirements by circulating this Risk Assessment to those volunteers.</p>	<p>Clerk</p>	<p>April</p>	