

Activity Risk Assessment Form

To be completed where any potentially hazardous activity is performed by trustees, members or volunteers

Activity	
Date	
Location	
Completed By	

Check each relevant mitigation item or signify n/a. Otherwise explain what further mitigation was taken
complete as group, read each point to everyone so everyone is aware of every point
list attendees on reverse of page

Risk
Where any work is being done

- Mitigation**
- ~ Carry out a risk assessment for each point below
 - ~ Have an adequately stocked first aid kit on hand and ensure everyone knows where it is
 - ~ Always have a charged phone to call for help
 - ~ Never conduct hazardous tasks alone

Check	Explain

Working in close proximity to others

- ~ Always check there is no one in the way of any action you take, the swing of your tool or falling of materials you may drop
- ~ Never approach anyone carrying out an action, e.g. sneak up on someone, only interrupt if necessary and then only by shouting or waving from a safe distance
- ~ Each task must be designated a delineated area for that activity to take place, that is not intruded on by other activities or falling materials from.
- ~ Ideally work with one person per task per area, so no one is ever near hazards another person is doing, e.g. clearing scrub; only when actively working on the same task can people work together in an area, eg. planting a tree. If two people are clearing scrub, they should have an area each
- ~ Multiple people working within an area must be working together on the same task and co-ordinating their work
- ~ No more than one task can occur simultaneously in an area
- ~ Where other people enter an area, they must announce their presence to the people working in that area

Falling material e.g. tree branches

- ~ Check the proximity of others before cutting anything that may fall
- ~ Check any obstructions where material will fall
- ~ Ensure everyone in the vicinity is aware of what you are doing, e.g. shout well in advance of it falling
- ~ Hard hat and full face gauze
- ~ Beware springy branches that bounce, never let such branches fall on other branches you have cut, clear each branch as you go to prevent bouncing
- ~ Ensure no people or animals can stray into the area
- ~ Beware of entangled branches and vines that may cause additional hazards and unpredictable falls, always clear small growth before a cut

Sharp hazardous plants

- ~ Handle and move plants such as Dogrose, Blackthorn, Whitethorn, Brambles with tools rather than hands
- ~ Wear thick leather gloves
- ~ Wear eye protection
- ~ Wear full face gauze and hard hat when working on plants above shoulder height

Sharp hazardous tools

- ~ Never use a tool that you have not received our specific training for from a trained member of NEWT
- ~ Never use a tool that you are not physically able to comfortably use and control
- ~ Never place any part of your body in the danger zone of any tool in use
- ~ Never wear gloves to hold sharp tools, bare hands have a better grip. You can use a glove on the other hand

Power tools

- ~ All sharp hazardous tools advice, plus:
- ~ Take great care when using electrical tools near water for electrocution hazards
- ~ For mechanically powered tools see Flammable materials
- ~ You must have sufficient qualifications and/or experience using the tool or are actively being provided with training from someone who has

Chainsaws (ground)

- ~ All of the above for power tools and flammable materials
- ~ Always cut to the side and never look down the blade, so if a chain broke it could not strike any part of your body/face
- ~ Always wear eye protection
- ~ Always wear ear protection (internal combustion engines only)
- ~ Never use part of your body to hold the item you are cutting
- ~ Never cut above shoulder height with a standard chainsaw, highcutting must be done with a pole saw/long reach chainsaw
- ~ Be aware of other objects the cutting blade might inadvertently touch
- ~ Be aware of materials that may whip you or others as they are caught by the chain
- ~ Where another person is using a chainsaw never enter their area unless they have specifically asked you to do so

Chainsaws (felling)

- ~ Extra care for work areas and zoning of danger area
- ~ Extra care for clear communication of activity
- ~ Shout 'Backcut' loudly, before commencing felling cut
- ~ Full face gauze and hard hat must be worn
- ~ Chainsaw trousers and boots must be worn

Chainsaws (at height)

- ~ Never fell above shoulder height
- ~ Never use a chainsaw whilst climbing, in a ladder or otherwise artificially suspended from the ground (this is for pros only)
- ~ Use a pole saw or long reach chain saw to conduct high up cutting
- ~ Full face gauze and hard hat must be worn
- ~ Chainsaw trousers and boots must be worn
- ~ Full face gauze and hard hat must be worn

Strimmers

Mowers/Flails

Vehicles

Slopes and hazardous geography

- ~ Conduct risk assessments specific to the actual tool being used
- ~ Conduct risk assessments specific to the actual tool being used
- ~ Never conduct work with hazardous tools, plants or falling material where you are not assured a sure footing and fast and safe escape route
- ~ Conduct additional mitigation against all other points, in the specific context of the additional hazard

Working at height

- ~ Never use heavy power tools at height or when suspended from the ground or on a ladder
- ~ Ensure ladders and ropes are secured and in good condition
- ~ Ensure escape route and contingency plan in the event of injury or accident, e.g. how would you get back down or receive aid

Water bodies (safety)

- ~ Be very wary of hidden bogs and ponds. Our land has many areas of deep bog that look more firm than they are!
- ~ When working near bogs wear a rope secured to a tree so you can pull yourself out
- ~ Never work alone
- ~ When working near deep water wear a buoyancy aid where appropriate
- ~ Ensure chest waders are waterproof and the water can never brim them
- ~ When working in water, beware of sunken hidden objects that are either trip hazards or sharp
- ~ Beware of deep water and strong currents, there are some culverts that have deep whirlpools with strong currents

Water bodies (pollution)

- ~ Obviously ensure materials that we bring on site do not cause pollution
- ~ Also be conscious of embedded historic materials in the landscape that may be released through our activity
- ~ Always use biodegradable natural chain saw oil when working near watercourses and good practice otherwise anyway
- ~ If any accidents do occur use oil/chemical absorbing booms or soak mats to contain and collect the spillage

Trees, shrubs and scrub

- ~ A lot of the tree work we do will be on gangly collapsed and grown again crack willow, which can harbour great tension that is released suddenly and unpredictably when cut
- ~ Overgrown scrub can whip when cut with mechanical tools
- ~ Trees and scrub pose a significant risk to the eyes, wear goggles or full face gauze
- ~ Wear protective footwear, ideally with steel plate or thorn proof sole
- ~ Clean even minor cuts and disinfect them within the day

Animals and Resident Wildlife

- ~ Work seasonally to avoid wildlife disturbance
- ~ Assess resident wildlife before commencing work
- ~ Ensure livestock is safe from work and does not endanger work
- ~ Ensure dogs or other work animals are under control when hazardous activities take place, and can be physically kept from entering a work area

Infectious diseases

- ~ Work parties are suspended during pandemics where not necessary, health guidelines will be followed, distancing, hygiene, PPE, not sharing tools, etc.

Weather

- ~ Check effect of weather on all other points and mitigate where necessary
- ~ Avoid felling under strong winds to avoid pinching or sudden uncontrolled falls
- ~ Evaluate slip hazards in work areas
- ~ Wear appropriate clothing
- ~ Keep well fed and hydrated, ensure provisions are adequate for group for the day
- ~ Check work area is not impacted by a weather event, such as strong currents on a river making an activity dangerous

Flammable materials e.g. fuel

- ~ Are to be kept in a designated safe area, away from work activity
- ~ No smoking in the safe area or whilst refueling tools
- ~ Use only approved fuel storage containers that are in good working order
- ~ Use eco-friendly clean fuels and lubricants where possible

Where public has access e.g. footpath close to where work is being done

~ Spotters, have members of the team dedicated to look out for members of the public and call works to a halt or ask people to wait to pass as appropriate

~ Clearly mark the working area e.g. rope cordon, ensure all activity remains within cordon

~ Add warning signs on the approaches to prewarn the public to be aware

Introducing new flora/fauna

~ Ensure native local EA approved stock

~ Evaluate impact on existing

Lithium Batteries

~ Ensure batteries are stored safely, protected from damage and shorting

~ Some batteries must be kept a certain way up

~ Be aware of manufacturers guidelines for storage and use

~ Always protect a battery from physical damage and leakage

