Walkmill risk assessment- Employees and adults volunteers

Location	Walkmill Community Woodland, Walkmill tree nursery and Keekle Valley	**Activities covered:**	Drainage ditch works, Fence removal, Hazel coppicing, Hazel fencing, Hedge/ tree planting, Meadow management, Scrub clearance	**Assessed by**	Sarah Clarke
		Activities needing additional RA	Spraying, Strimming, Chainsawing	**Authorised by**	Jenny Garbe
		Assessed on	06/05/2025	**Re-assessment date**	06/05/2027

HAZARDS	**THOSE AT RISK**	**RISK RATING SCORE**	**EXISTING CONTROLS**	**FURTHER ACTIONS TO CONTROL**	**RESIDUAL RISK RATING SCORE**
	Persons at risk from identified hazards	**Use matrix**	**Existing controls & where information can be found**	**Additional controls identified to reduce risk to lowest level**	**Use matrix**
Volunteer activities – General mitigation of hazards of running volunteering day	*Employees, volunteers*	***H***	*Group Leader responsible for ensuring a suitable risk assessment is in place for any activity.* *Group first aid kit to be taken* *All tasks to be well planned, with consideration given to age / ability of those involved.* *Pre-event information sent out to all parties involved, giving details of the planned event.* *Take 2 Form to be carried out at site.* *Adequate instruction to be provided on how to work safely.* *Participants should not be allowed to work alone until assessed as competent by Team lead.* *Relevant consent forms to be completed when required.* *Volunteers required to tell Project Officer of any relevant medical issues and emergency contact information.* *Activity to be ended due to irresponsible or dangerous behaviour.*		***L***
Slips, trips and falls on uneven ground/ undergrowth or slopes: Causing injury	Employees, volunteers	**M**	Work area to be assessed prior to activity taking place and any known slip or trip hazards to be communicated. Suitable footwear to be worn by all Work activity area to be well organised and kept tidy at all times Only experienced/ competent volunteers allowed to work on their own- at discretion of team lead.	Further assessment of activity to be carried out as required Participants to be advised to be careful when working in or alongside the ditches If working on known uneven ground, volunteers to be advised of this and to take their time when walking around site.	**L**
Fatigue:			Adequate breaks to be provided. Individual abilities to be assessed and additional tasks to be available if required.		

Fatigue: Loss of concentration leading to injury	Employees, volunteers	**M**	Workload / expectations to be considered by group leader on an individual person basis. All personnel encouraged to stay hydrated throughout the work day. Team lead to carry extra water.		**L**
Adverse weather: Risks driving to/from site Hyperthermia/ Sun stroke	Employees, Volunteers	**M**	Weather forecast to be checked in advance of activity commencing. Competent person to assess all outdoor work and the conditions before task commences and throughout the day. Volunteers advised to wear appropriate clothing for the weather including sun cream if necessary. Regular breaks to be taken particularly during hot weather. Volunteers advised to work within their capabilities.	Event to be called off / postponed / relocated if necessary.	**L**
Hand tools: Causing injury	Employees, volunteers	**M**	Hand tools / equipment to be inspected before use. Any damaged / defective equipment to be removed from use and repaired / replaced. Employees / volunteers to be instructed in the safe use of tools required for the task. Tools / PPE used to be considered as part of Take 2 Form. Suitable tools to be used for the task to be undertaken. Sturdy footwear to be worn and participants advised to be careful of their feet when digging	Adequate supervision of volunteers when using any tools/ equipment.	**L**
Sharp items: Sharp edges on bladed equipment, barbed wire, exposed staples; Causing cuts	Employees, Volunteers	**M**	Equipment is to be well maintained and appropriate for the task. All equipment to be checked over prior to work starting, any defective equipment must not be used. Demonstrate safe use of tools before start of task - Knives to be used with the blade cutting away from the direction of the body at all times and Equipment is to be held by the handle only. Adequate supervision to be available while cutting activities are being carried out. Gloves to be worn when working with or near sharp objects All participants to be made aware of barbed wire fence and encouraged to work facing towards it Planting to be done a safe distance from the barbed wire fence First Aid Kit to be made available and at least one member of staff to be a trained First Aider.	Equipment is to be sheathed / covered when moving / carrying. Only competent operators to use Stanley knives.	**L**
Pathogen's in the environment: Contracting weil's disease, lyme disease,	Employees, volunteers	**M**	All participants encouraged to practise good hygiene, to sanitise their hands before eating/drinking, and to cover any cuts with a waterproof All encouraged to check for ticks and know signs of Lyme disease		**L**

toxocariasis			Hand sanitiser to be made available		
Inexperienced volunteers: Getting lost, injury to them and others	Employees, volunteers	**M**	All volunteers to receive induction prior to works commencing All works are to be well planned. Adequate supervision of volunteers to be maintained at all times.	Volunteers only allowed to complete tasks alone when assessed as competent by team lead Un-cooperative volunteers should be asked to leave.	**L**
Unloading / loading vehicles and carrying equipment to/ from site: Injury caused	Employees, volunteers	**M**	Verbal instructions on how to carry equipment safely given to volunteers. Loads carried to be manageable amounts, kit to be left behind and multiple trips to be made to reduce the risk of manual handling strain.	Larger / heavier items must only be handled by WCRT staff / group leaders	**L**
Watercourse (including river and ponds): Falling in/ drowning	Employees, volunteers	**M**	All participants to be made aware of where the watercourse is. A competent person to assess the best place to cross (if required). All participants to be advised to take care when crossing watercourses Water level to be assessed throughout the day	Event to be canceled if watercourse is judged to be too high and fast flowing	**L**
Litter: Cuts from sharp objects	Employees, volunteers	**M**	Inform all participants that there is potentially litter on the site which could include sharp objects such as glass & wire. All participants to wear gloves during activity.	Site to be checked over prior to event to prevent likelihood of dangerous litter being present	**L**
Low branches, thorny/sharp vegetation (including handling trees), stinging nettles, biting insects: Injury caused to skin/eyes	Employees, volunteers	**M**	Volunteers advised to wear long sleeved clothing, long trousers and sturdy footwear. Safety glasses will be made available for staff and volunteers. Volunteers will be advised to take care and self- assess before entering any areas with these hazards. First aid kit will be available & volunteers made aware of location Volunteers advised to bring and apply insect repellent if required. Briefing to be given on careful handling of trees especially thorned trees, to minimise risk of scratches and infections such as sepsis.	Continual monitoring of site to be carried out by team lead Participants advised to cover any scratches/wounds with a waterproof dressing to prevent infections Relevant medical details of group members will be identified before the activities. Volunteers also to be advised to wear gloves when handling the trees to further minimise these risks	**L**
Dog Poo: Causing infections	Employees, volunteers	**M**	If dog poo found in site working area, don't work there. All dog waste removed in a safe manner. All volunteers advised that there is dog poo on the site		**L**
Adders: Bites	Employees, volunteers	**M**	Ensure staff and participants are made aware of the presence of adders on the site.	Staff to have an understanding of what to do if someone is bitten by an adder (see 'Action after adder bite)	**L**
			Inform all participants never to pick up or try to touch an adder.	Staff to know where the nearest A&E is (West Cumberland Hospital)	
			Encourage participants to take their time when walking through long vegetation/ potential adder habitat	Majority of adder bites occur April-September with a peak in July-August	

			Inform participants to be aware when picking up tools/doing habitat maintenance about the possibility of adders being present		
Hostile situations: Abuse, threat or physical injuries caused by verbal or physical attack	Employees, volunteers	**M**	Suspend activity and withdraw if considered being under threat. Ensure landowner permission to be there		**L**
Manual handling – digging and lifting: Causing injury	Employees, volunteers	**M**	Employees to have training in manual handling techniques. Volunteers to be instructed on correct manual handling techniques to be used. Persons to work / lift within their capacity. All participants advised to take regular breaks when required. All participants advised to stop work immediately and to inform a member of staff if they experience back pain	Further assessment of activity to be carried out as required.	**L**