

Risk Assessment

Circumstance, activity, task, system or area being assessed		Volunteering in parks and open spaces during COVID-19 restrictions: <ul style="list-style-type: none"> Trimming vegetation next to pathways; Weeding in flower beds and borders; Litter picking; The removal of invasive Himalayan Balsam plants 	
Assessed by	Samuel Giacomelli	Date	20 th May 2020
Location	All parks and countryside sites	Review date	20 th June 2020
Reviewed by	Samuel Giacomelli	Date	30 th June 2020
Next review date	14 th July 2020	Version number	3.0

Severity		Likelihood		Risk (Severity x Likelihood)	
1	Negligible outcome - Minor injuries, self-treated, slight transient / reversible effects.	1	Very Unlikely - Extremely unlikely to occur.	1 - 4	Low risk
2	Minor outcome - Minor Injuries requiring First Aider treatment with no days lost other than the incident.	2	Unlikely Occurrence - can happen, but unlikely.	5 - 9	Medium risk
3	Moderate outcome - Moderate Injuries requiring hospital treatment (i.e. taken from the scene of the accident to hospital), or work absences of one or more days due to injury or occupational ill-health + RIDDOR.	3	Possible - Would not be surprised if happened.	10 – 25	High risk
4	Major outcome - Major injuries of one or more persons, including permanent disablement (e.g. amputation, loss of sight, serious burns, requires resuscitation and/or hospitalised for > 24 hours).	4	Likely - This event is more likely to occur than not.		
5	Extreme outcome - Fatality (death of one or more persons), reportable diseases (e.g. asbestosis), explosion (gas) / serious fire.	5	Very Likely - This will happen. Probably more than once		

No.	Hazard Activity / plant / materials, etc. that could cause harm	Risk What the harm might be	No. & type of people in danger e.g. staff, visitor, young person, disabled etc.	Current control measures The measures actually in place, not supposedly in place	Risk with current control measures			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act & when?	Risk if further controls implemented		
					Severity 1-5	Likelihood 1-5	Risk S x L			Severity 1-5	Likelihood 1-5	Risk S x L
1.	COVID-19 contamination	The potential to contract the disease	Volunteers, staff and public	<ul style="list-style-type: none"> All volunteers have been reminded of the importance of social distancing, and have been told to keep a minimum of 2m apart from those outside their household (public, staff and fellow volunteers) Volunteers must not work with any more than five other people from outside their household Volunteers have been asked to only work in quiet areas, 	5	2	10	<ul style="list-style-type: none"> Volunteers must inform us if they test positive for the disease at any point after working for us 				

				<p>and not to attempt any work in areas which are busy</p> <ul style="list-style-type: none"> • Volunteers have been reminded of the importance of thorough hand washing with soap and water, and the use of alcohol hand sanitiser • Volunteers must wear gloves at all times when completing practical work, and have been recommended to wash their gloves regularly • Volunteers must use their own tools only, and are not permitted to share tools with other volunteers or staff members (if the volunteer requires to borrow a tool from HDC, they will then be responsible for that tool for the foreseeable future) • Volunteers are recommended to clean their tools regularly with disinfectant, pay particular attention to handles and points of contact • Volunteers have been given information providing guidance on the disease and possible symptoms • Under no circumstances should a volunteer who is experiencing symptoms of the disease conduct any work for us, and should follow the Governments guidance on self-isolation 								
2.	<p>COVID-19: clinically vulnerable volunteers and those aged 70 years and over</p> <p>(from 04/07/2020 onwards)</p>	The potential to contract the disease	Volunteers	<ul style="list-style-type: none"> • Volunteers in this category are recommended not to work with anyone outside of their household • Volunteers in this category must take extra care to avoid 'close' contact with anyone else when traveling to and from the work site, and whilst conducting the task • Volunteers within this category must adhere to all existing control measures found within this risk assessment 								

3.	Lack/loss of communication and lone working	Incidents resulting in injury	Volunteers and public	<ul style="list-style-type: none"> • A volunteer protocol has been produced and will be distributed to all volunteers working for us at this time • Volunteers must inform someone of their work location and intended start/finish time (i.e. spouse, child, friend), and confirm when they have returned home safely • Volunteers must inform us of any accidents or incidents resulting in injury whilst working for us 	2	3	6	<ul style="list-style-type: none"> • All volunteers will be given emergency contact numbers to call in an emergency 		2	2	4
4.	The use of hand tools	Incidents resulting in injury	Volunteers and public	<ul style="list-style-type: none"> • Volunteers are responsible for their own tools, and must maintain them to a high standard and stop using them if they become broken • Volunteers must report any damage to HDC tool to us as soon as possible • Volunteers are only permitted to use loppers, shears, hand forks/trowels, hoes and litter pickers, and must not use any type of saw (bow, panel, pruning/folding) • All volunteers are competent at using the tools in their position, and additional guidance will be given if/when needed 	3	2	6					
5.	Uneven/slippery surfaces, mud tracks and MOT type 1 paths	Slips, trips or falls resulting in injury	Volunteers	<ul style="list-style-type: none"> • Volunteers are advised to wear sturdy footwear with solid soles and covered toes • Volunteers are reminded to pay attention to the area they are working in, and are advised to check for potential hazards before commencing work • Volunteers are reminded to keep walkways and paths clear of tools and cut vegetation to allow the public to pass safely 	2	1	2					
6.	Manual handling	Physical strain (musculoskeletal) injuries	Volunteers	<ul style="list-style-type: none"> • Volunteers should have a good understanding of safe working practises, and additional guidance given if/when needed • The use of litter picking rings 	3	1	3					

				<p>is advised for volunteers litter picking</p> <ul style="list-style-type: none"> • Volunteers should not attempt to move large/bulky items or objects that are in a compromising position (i.e. in a confined space) • Volunteers are recommended to take regular breaks whilst undertaking physically straining tasks 								
7.	Litter picking - Glass, sharp/rusty items and sharps (needles)	<p>Cuts and grazes</p> <p>Tetanus</p> <p>Infectious injuries</p>	Volunteers	<ul style="list-style-type: none"> • Gloves to be worn whilst litter picking • Litter pickers should be used to pick up glass and sharp items • Volunteers are advised to have up-to-date Tetanus vaccinations, and to contact their GP if they begin to feel unwell after an injury is sustained litter picking • Volunteers should contact us if they come across sharps* whilst litter picking, and we will then remove and dispose of the item(s) safely • In the event of large volumes of sharps* being found, HDC Environmental Services will be contacted (01403 733144) to arrange for them to collect it <p><i>*hypodermic needle, often used for the misuse of illegal substances or by individuals suffering from Diabetes</i></p>	3	2	6					
8.	Litter picking - Hazardous materials: dog faeces bags and contaminated items	<p>Ill health: Toxocara; Leptospirosis</p>	Volunteers	<ul style="list-style-type: none"> • Gloves to be worn whilst litter picking • Litter pickers should be used to pick up dog faeces bags • Volunteers are advised to dress open wounds before they begin litter picking • Volunteers are advised to wash their hands before eating, drinking or smoking • Volunteers are advised to contact their GP if they feel unwell after the task 	2	1	2					
9.	Litter picking - Hazardous materials: car batteries,	<p>Ill health: asbestosis, etc.</p> <p>Chemical burns</p>	Volunteers	<ul style="list-style-type: none"> • Volunteers are advised not to approach or move car batteries, asbestos looking 	2	1	2					

	asbestos and miscellaneous chemicals			<ul style="list-style-type: none"> material and unidentified liquids and chemical packaging HDC Environmental Services will be contacted (01403 733144) to arrange collection of hazardous items 								
10.	Hazardous materials and irritant plants	<p>Ill health: Toxocara; Leptospirosis</p> <p>Contact with skin causing an adverse reaction</p> <p>Plants with thorns (i.e. Blackthorn)</p>	Volunteers	<ul style="list-style-type: none"> Volunteers are advised to dress open wounds before the task Volunteers are advised to wash their hands before eating, drinking or smoking Volunteers are advised to contact their GP if they feel unwell after the task Volunteers are advised to wear trousers and long sleeved clothing whilst working in areas with irritant plants Volunteers are aware of how to identify irritant plants, such as Giant Hogweed and Stinging Nettles, and additional guidance will be given if/when needed Gloves to be worn whilst handling plants and shrubs with thorns, or which may cause an irritation to the skin 	2	2	4					
11.	Highways, car parks and motor/pedestrian traffic	Incidents resulting in injury	Volunteers and public	<ul style="list-style-type: none"> Volunteers are not permitted to work alongside public highways or within car parks Volunteers should pay attention to their work area, and keep an eye out for pedal cyclists and runners Volunteers are reminded to take extra care whilst working on or close to a public footpath or bridleway 	4	1	4					
12.	Livestock and farm animals	Incidents resulting in injury	Volunteers	<ul style="list-style-type: none"> Volunteers are not permitted to work in fields or enclosures containing livestock or any other farm animal (i.e. horses) 	3	1	3					
13.	Lakes, rivers and other water sources	Incidents resulting in injury and possible drowning	Volunteers	<ul style="list-style-type: none"> Volunteers are not permitted to enter a lake, river or other water source under any circumstances Volunteers must stay a minimum of 3m away from a 	3	1	3					

				lake, river or other water source whilst working								
14.	The removal of invasive Himalayan Balsam plants	Incidents resulting in injury	Volunteers	<ul style="list-style-type: none"> • Only groups with permission from HDC are allowed to complete this task • The task can only be completed in areas marked by HDC in advance • Volunteers are allowed to work up to the edge of a watercourse providing a trained (competent) banksman is present at all times • The banksman must be in possession of a throwline at all time, and should not be participating in the task • Wading poles should be used to guide the path of the volunteers whilst working within 3m of a watercourses • Volunteers are not permitted to enter a watercourse under any circumstances to complete this task • The additional safety equipment needed for this task will be available from HDC prior the task • Volunteers are recommended to wear trousers and long sleeved shirts/tops to complete this task 	3	2	6					
15.	Environmental factor: hot weather	Dehydration and heat stroke	Volunteers	<ul style="list-style-type: none"> • Volunteers are reminded to take regular breaks when working in hot weather • Volunteers are advised to carry drinking water with them • All instances of heat related ill health should be reported to us as soon as possible 	1	2	2					
16.	Environmental factor: sun exposure	Sunburn, blistering, skin ageing and skin cancer	Volunteers	<ul style="list-style-type: none"> • Volunteers are reminded to take regular breaks when working in the sun • Volunteers are advised to cover up exposed areas of skin, wear a sun hat with a wide brim and use a sun screen with a minimum SPF rating of 15 	1	2	2					

17.	Environmental factor: poor weather (high wind/rain/snow)	Hypothermia Physical injury	Volunteers	<ul style="list-style-type: none"> Extra caution should be taken in high winds and/or heavy rain Volunteers are advised to look at the weather forecast before leaving their house, and prepare for the task appropriately 	1	2	2					
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Amendments

21st May 2020:

- (1) "borrow a tool for HDC" to "borrow a tool from HDC" [SG]
- (6) additional clarification given regarding the definition of sharps [SG]
- (10) "within in car parks" to "within car parks" [SG]
- (10) "keep any eye out" to "keep an eye out" [SG]
- (12) control measure no.2 reworded to provide clarification as to what a safe working distance from a lake, river or other water course is [SG]

27th May 2020:

- (2) hazard and control measures amended to offer more clarification [SG]

10th June 2020:

- (12) "volunteers recommended to stay a minimum of 3m" to "Volunteers must stay a minimum of 3m" [SG]
- (13) the addition of a new hazard and controls: "the removal of invasive Himalayan Balsam plants" [SG]

12th June 2020:

- (1) "one other person from outside their household" to "five other people from outside their household" [RA]
- (2) control measure no. 3 moved over from further control measures column [SG]
- (7) "staff and volunteers are advised " to "volunteers are advised" x3 [SG]
- (8) "arrange for them to collect" to "arrange collection of" [SG]

30th June 2020:

- (2) the addition of a new hazard and controls: "clinically vulnerable volunteers and those aged 70 years or over" [SG]
- (1) control measure no. 10 removed from risk assessment as it is no longer relevant [SG]