

Risk Assessment

Ref No:			Section:	Plants and Landscape
Title:	Working groups activities	Assessment carried out by:	Lance Ingram	
Location/ Description:	General tasks working with Plants and Landscape Dept.	Date of assessment:	2.2.17, 14.9.2021, 22.9.2021, 4.10.2021, 19.10.2021. 28.4.2022, 11.5.2023, 13.10.2023, 23.1.2024, 29.1.2025	

HAZARDS	PERSONS AT RISK	BRIEF DESCRIPTION OF RISK	PRESENT RISK			EXISTING PRECAUTIONS	ADDITIONAL CONTROLS NEEDED	ACTION BY WHO M / WHEN	Completion Date
			(L)	(S)	(SR)*				
Digging - planting/moving materials	All persons lifting/moving materials	Planting up of plants - potential injuries to back when lifting, potential injuries to feet from forks and spades	2	3	6	Where tasks involve steel toe cap safety boots, these must be worn. Individuals to bring along own safety boots where possible.	For any manual handling see separate R/A.	Lance and staff	When working with the groups (same for all below unless stated otherwise)
Underground Services	All persons digging and staff	Electrocution	1	5	5	Area checked in advance with CAT scanner, Services Plans and discussions relevant parties	Site Induction	Lance and staff	
Contact with animals – infection with possible zoonoses	All persons digging and staff	zoonoses (diseases transferred from animal to humans)	2	3	6	Project held both in Non-animal and animal environment. Gloves are provided. Hygiene facilities available wash hands before eating and/or smoking.	Site Induction and assessment in advance to ensure site is suitable for group. Where person/s are pregnant are within the group then assess task/s further as to location, animal related species and actual task to assess and advise of any potential issues and make adjustments as applicable (topics to particularly focus on - such as lifting, access, terrain, where applicable what animal species and any potential concerns, weather conditions, nature of task etc). (advised by this by Education in advance of group). Gloves to be worn at all times unless stated otherwise.	Lance and staff	

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			(L)	(S)	(SR)*				
Cuts from cutting equipment	Persons using cutting/pruning equipment and close bystanders	Cutting any part of the body with saw or blade	2	4	8	Only trained and authorised P and L staff to perform any cutting related tasks unless specifically agreed otherwise.			
Group size	All persons	Too large a group could cause confinement	3	3	9	Keep groups to a maximum of 12 for Plants and Landscape (unless specifically cleared in advance for additional members). Numbers above to be specifically agreed in advance otherwise.	Monitor and always ensure 2 x member of staff to a ratio of 12 group members	Lance and staff	

To create extra rows place the cursor in the bottom right hand box and press TAB.

Likelihood (L) = Frequent(5) - Probable(4) - Occasional(3) - Improbable(2) - Remote(1)

Severity: (S) = Catastrophic(5) - Major(4) - Reportable(3) - Serious (2) - Minor(1)

Severity of Risk (SR) = (L) LIKELIHOOD x (S) SEVERITY

For more detailed information on how to calculate the Severity of Risk (SR) see explanation below and the supporting "Attached Information" document.

Where the **Severity of Risk*** score (found in column **SR***) is above 10 (**blue blocks**) you must advise your Line Manager so that appropriate corrective action can be taken to reduce the risk level. If the score is above 16 (**red blocks**) STOP the activity and refer **IMMEDIATELY** to the H&S Manager and your Line Manager to decide on the corrective action necessary.

Risk Assessment Review			
Signature of assessor:	Lance Ingram	Line Manager Signature	Lance Ingram
Date Completed:	2.2.17, 19.7.2021, 14.9.202, 4.10.2021, 19.10.2021, 29.1.2025	Date for Revision:	11.5.2024 or before if changes occur, 13.10.2024, 23.1.2025, 29.1.2026
Reviewed by	Date	Signature	
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