



**SOUTH DERBYSHIRE
VOLUNTEER FORCE**

a part of South Derbyshire CVS



COMMUNITY PROJECT HEALTH AND SAFETY DETAILED RISKS AND CONTROLS

Project Name	Findern Footpaths and Conservation Group
Project Reference	PRJ-23-0305

**COMMUNITY
VOLUNTARY
SUPPORT**
SOUTH DERBYSHIRE

South Derbyshire CVS is registered in England & Wales as a charity (number 1101450) and a company limited by guarantee (number 4958843). Registered office: Top Floor of Unit G, Sharpe's Industrial Estate, Alexandra Rd, Swadlincote, DE11 9AZ

The Project

Project Location

Cardales Meadow Wildlife Reserve, DE65 6BH, England, United Kingdom
(<https://www.google.co.uk/maps/search/Cardales+Meadow/@52.8699007,-1.5349605,16.75z>)

The group are looking for support with to their conservation and environmental work at Cardale's Meadow wildlife reserve. The two priority tasks are the laying of new hedgerow to protect their new butterfly conservation mound (shown below), and some habitat work around the pond area.

Project Overview

This will comprise of **bundling, trimming** and **moving** felled branches, creating a structure for the hedgerow and laying the branches to create a barrier around the new butterfly conservation area. There are also a number of smaller projects in and around the lower pond/wildlife release area to create habitat for wildlife. This will include **stone work** and **relocation of material** to create a basking area/bee nesting area.

Tools will be provided (for example wheel barrows, spades, forks, mower/strimmer (subject to risk assessment) etc), however, the **volunteers will be responsible for ensuring they are dressed appropriately, have food and refreshments and are wearing suitable footwear and brining their own gardening gloves and safety glasses.**

A gazebo will be provided for shelter in the event of inclement weather - toilet facilities are a short car journey (max. 2 - 3 minutes) at a local community cafe. Parking for vehicles on roadside adjacent to the area.

Supporting images or photographs to aid site orientation:



Butterfly Mound (Conservation Area)



Lower Pond, Bird Watching and Wildlife Release Area (Conservation Area)

Health and Safety Detailed Risks and Controls (Project)

Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequenc	Risk Level	Further action required	By when	Review date
Working Outdoors (Environmental and Ground Conditions)	Wet, uneven or slippery surfaces.	Volunteers and Visitors	Muscular injuries. Slips, trips or falls. Loss of control of equipment or machinery.	<ul style="list-style-type: none"> Safety footwear. Operatives instructed not continue work if ground conditions are considered dangerous. Pathways to be cleared of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways. Tools to be safely stowed to ensure they do not create a trip hazard when not in use. Any large stones or bricks are removed on a regular basis prior to any work being carried out. Mark any temporary holes to make them visible. 	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Heat and or sunshine.	Volunteers and Visitors	Discomfort. Illness. Sun stroke and or Sun Burn. Eye damage.	<ul style="list-style-type: none"> Advise volunteers that comfortable and appropriate clothing to be worn for the conditions. Regular breaks and drinks available. Advice given on dangers of overexposure to sun and protection i.e. sun creams, head covering, work in the shade middle day if possible. Have sunscreen available and reapply as required. 	2	3	MODERATE			
	Cold and or wet.	Volunteers and Visitors	Discomfort. Illness.	<ul style="list-style-type: none"> Comfortable and appropriate clothing to be worn for the conditions. Regular breaks and warm drinks available. Shelter from the elements will be provided. 	2	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Extreme weather events.	Volunteers and Visitors	Personal injury.	<ul style="list-style-type: none"> Cancel activities in case of extreme weather. 	3	3	MODERATE			
	Plants	Volunteers and Visitors	Ingestion, allergic reaction, flicking branches, thorns and stings, eye injuries from plant supports.	<ul style="list-style-type: none"> If unsure about particular plants, leave alone and check with the project lead. Wear long pants/trousers and long-sleeved shirt. Encourage gloves to be worn and hands washed. Provide eye protection and dust masks when working with thorny plants or individuals have an allergy to plants. 	2	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Falling branches or vegetation.	Volunteers and Visitors	Injury.	<ul style="list-style-type: none"> Visual checks before the commencement of work to check for dead wood and branches that may fall from height. In the event of windy conditions avoid areas with overhanging branches and or vegetation. Maintain an awareness of surroundings. Wear eye protection. 	3	3	MODERATE			
	Soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals.	Volunteers and Visitors	Tetanus, E-coli, Leptospirosis (well's disease), toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil blowing into eyes.	<ul style="list-style-type: none"> Check the area before volunteers arrive and remove any mess wearing gloves and disposing in outdoor waste bin. Wash hands after removal of waste. Gloves to be worn when working in contact with soil. Avoid working with soil in dry and windy 	3	3	MODERATE	<ul style="list-style-type: none"> Continued checks and raised awareness for volunteers. 		



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
				<p>conditions where soil can become airborne.</p> <ul style="list-style-type: none"> Hands are washed after any contact with soil. 						
	Bees, wasps and other insects.	Volunteers and Visitors	Stings and or bites.	<ul style="list-style-type: none"> Supply bite/sting relief cream for the individual to administer. Dispose of any found nests when this poses a risk to others. 	3	2	MODERATE	<ul style="list-style-type: none"> Assess if there is a need for epi-pen administration training Obtain information on allergies and medical requirements of volunteers. 		
All Activities	Drug and alcohol use.	Volunteers and Visitors	Injury to self and others.	<ul style="list-style-type: none"> Smoking, consumption of alcohol and illegal drugs are not allowed on the project site. 	1	3	LOW			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequenc	Risk Level	Further action required	By when	Review date
Hedge Construction and Laying	<p>Thorns.</p> <p>Blackthorn injuries.</p> <p>Moving of felled branches around the site (by hand)</p> <p>Unexpected movement when laying branches to form hedgerow.</p> <p>Repetitive movements.</p> <p>Contact with blades, sharp or thorny trimmings/material.</p> <p>Damage/defective/blunt equipment.</p>	Volunteers and Visitors	<p>Scratches to face and head.</p> <p>Eye Injuries.</p> <p>Impact Injuries.</p> <p>Personal injury i.e. cuts, grazes, skin punctures</p> <p>Muscular injuries.</p>	<ul style="list-style-type: none"> • Clear work instruction and safety briefing. • Manual handling instruction (where necessary). • No carrying of branches or other material by un-gloved hands. • Safety boots and protective work wear. • Protective gloves and long pants/trouser, long-sleeved shirts to be worn. • Wear safety glasses to prevent eye injuries from protruding branches and branches under tension. • Regular breaks. • Remove the thorns of blackthorn immediately and seek medical attention if wound becomes infected. 	4	3	HIGH			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
Working around wildlife pond.	Falling in to water. Contact with the pond water.	Volunteers and Visitors	Personal injury. Illness, for example, Weils disease. Drowning.	<ul style="list-style-type: none"> Edges of the pond should be clearly visible Maintain good hygiene (e.g. no hand-mouth contact) during use and thorough hand washing after using the pond. Regular cleaning and maintenance of the pond and surrounding area, to remove potential trip hazards. 	2	3	MODERATE			
Lifting and moving heavy items.	Lifting and/or carrying large, heavy and or awkward shaped items.	Volunteers and Visitors	Muscular injuries.	<ul style="list-style-type: none"> Manual handling instruction. Volunteers only lift items to their own capability. Use alternative methods to move heavy or large items i.e. trolley, wheel barrows etc. Encourage multi-lifting to reduce individual physical weight strain. Encourage rotation of tasks. 	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequenc	Risk Level	Further action required	By when	Review date
Use of Hand Tools (spades/forks etc.)	Unsuitable, defective or damaged tools. Incorrect use/misuse of tools.	Volunteers and Visitors	Stabbing injuries to feet and legs or other injuries	<ul style="list-style-type: none"> Tools purchased from reputable supplier and maintained in good condition Correct tools for job. Ensure volunteers keep safe working distances from others working around them while using tools. Ensure tools are safely stowed and/or do not create a trip hazard when not in use. Regular inspections and defect reporting system. Defective items removed from use. Safety boots/protective gloves to be worn. 	2	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
General	Illness and or accidents.	Volunteers and Visitors	Cuts, bruises, seizures, head injuries etc.	<ul style="list-style-type: none"> At least one member of staff on site must be first aid qualified. Access to a suitably stocked first aid kit. Where appropriate and agreed by individual's storage of extra medication. For example, a spare inhaler (specific to the individual and labelled with their name). Volunteers emergency contacts to hand - this should be locked away if not in use. Record any medical needs for individuals. Record any accidents/incidents in an accident book. 	3	2	MODERATE	<ul style="list-style-type: none"> Create a concise record of volunteers that may be vulnerable to accidents or medical conditions - this will primarily be done at the induction process. 		

Risk Assessment Completed By Line Manager	Adrian Moore, Volunteer Force Development Officer
Date of Risk Assessment	Liz Gumbley, Community Groups Network Manager
Planned review date	24 April 2023
	23 April 2024

Risk Severity Matrix

