

THE WOODLAND TRUST AND FRIENDS OF SPUD WOOD RISK ASSESSMENT

Useful websites offering additional guidance:

Health and Safety Executive: www.hse.org.uk, Criminal Records Bureau: www.crb.gov.uk

St John Ambulance: www.sja.org.uk, Red Cross: www.redcross.org.uk

Department for Education and skills: www.dfes.gov.uk

1. General information

Assessment of risk for: Friends of Spud Wood - Wood Allotment Group

Agreed Task site: Spud Wood

Name of Registered Volunteer: Friends of Spud Wood

Equipment issued: Warning signs

Assessment undertaken by: Jo Yellen

Date: 10/07/17

using input from the RA undertaken by Pete Attwood for task on 13 Oct '13 and WT risk assessment for felling

2. Insurance details

All volunteers who are named within the Wood Allotment programme are registered and covered under FoSW insurance providing work is carried out on agreed Woodland Trust allocated sites. Correct procedures for undertaking work in the allotments as covered by the training and in the method statement must be adhered to.

3. Contact Details

Emergency numbers:

Name	Telephone number
Local Hospital – Warrington Hospital Altrincham Minor Injuries Unit, Greenwood Street WA14 1PE	01925 635911 0161 413 7700 The Minor Injuries Unit is open every day except Christmas Day, Boxing Day and New Year's Day. Monday to Friday 8.00 am - 8.00 pm Weekends and bank holidays 10.00 am - 6.00 pm
WT 24 hour PR line	0147 658 1111 0330 333 3300 Mon-Fri
Local police station (for non emergencies)	Stockton Heath - 101

4. Hazards

Activity	Hazard	Persons at Risk	Risk level <i>H, M, L</i>	Control Measures	Further information
Coming to Spud Wood to work on wood allotment	1) All potential hazards	Volunteers	M-L	<ul style="list-style-type: none"> ■ All volunteers to be provided with and asked to read a copy of the risk assessment and method statement in advance of signing the membership form & Code of Conduct. ■ All volunteers to carry a mobile phone at all times ■ Keep site and materials tidy. 	
Handling tools	2) Understanding of basic tools handling 3) Injury from handling tools	Volunteers	H-M	<ul style="list-style-type: none"> ■ All volunteers to receive basic training at beginning of wood allotment membership and should follow basic tools safety advice. ■ All volunteers to provide their own tools and equipment to remove wood from site. ■ FoSW team have the right to give advice on the safety/quality of tools with the aim of avoiding injury ■ Ensure tools are in good condition before using - replace blunt blades as necessary. Sharpen fixed blades before use. ■ Any of the volunteers must intervene if the tools are unsuitable or being used in a dangerous way ■ Ensure a first aid kit present at the work area. <ul style="list-style-type: none"> ■ When visiting site each volunteer to take a basic first aid kit containing plasters, wipes and bandages. ■ If working in a larger group take large first aid kit ■ Lone working is not permitted; minimum working group is 2 adults, one of whom should have had first aid training. ■ Ensure volunteers working safe distance apart, at least a tools length plus 2 arms lengths. ■ Gloves can be used when handling tools, but not when using tools requiring swinging action unless gloves have good grip ■ Ensure correct tool is used for each job. ■ Volunteers should avoid attempting tasks if they do not feel competent: <ul style="list-style-type: none"> ○ ask for help as necessary 	Ladders are not to be used. Woodland Trust <u>does not allow</u> use of power tools by volunteers. Only hand tools permitted.

Back injuries from lifting/bending	4) Injury to muscles/joints/back	Volunteers	M	<ul style="list-style-type: none"> ■ All volunteers to receive training at beginning of wood allotment membership and should follow basic health and safety advice on lifting. ■ Plan any lifting and carrying and consider the use of aids or working in pairs e.g. wheelbarrow. 	
Working in a wood	5) Hygiene issues – dog poo 6) Contact with plant sap 7) Risk of people getting cold, hypothermia, sunstroke 8) Contact with micro-organisms such as tetanus, Leptospirosis 9) Thorn injuries, cuts and puncture wounds caused by handling brush, timber and coppice	Volunteers	L	<ul style="list-style-type: none"> ■ Inspect work area before beginning work and especially before kneeling down to coppice. ■ Remove any faeces found to an area away from work area using a spade and clean spade in soil or pick up in a bag. ■ Wash hands before eating, drinking and smoking. ■ Wash hands thoroughly in hot soapy water after finishing work. ■ Protect any cuts with plaster ■ All volunteers to ensure they have had tetanus inoculation. ■ Avoid contact with stream or pond water. ■ Volunteers to wear suitable clothing and footwear for the weather conditions. Wear long sleeves when working close to hazardous plants. Identify any on site, was exposed skin thoroughly after work. ■ Remove blackthorn thorns immediately, seeking medical help if necessary. ■ Advise volunteers to keep skin covered, and use high factor sun cream on exposed skin where risk of sunburn. ■ Stop work or do not work in poor weather conditions. <ul style="list-style-type: none"> ■ Particularly important not to fell if it is windy as it may be difficult to control the fall of the tree ■ Wood allotment members are only permitted to work in designated area, to work when at least one other is present, put up tree felling signs and must be aware of public in the area and alert them to tree felling activities. ■ Park vehicles to enable quick access and departure in case of emergency. 	Do not start felling activities if they the weather is inappropriate.
Tree felling	10) Falling trees and branches 11) Manual handling of timber 12) Repetitive swinging or pushing/pulling movements 13) Kickback of butt end of tree when felled	Volunteers	H	<ul style="list-style-type: none"> ■ See above for handling tools & working in a wood ■ Allotmentees to receive training in basic tree felling before undertaking any tree felling work ■ Read tree felling method statement ■ Sturdy footwear & hard hat must be worn. ■ Wear gloves at all times when handling thorny material. 	

	<p>14) Unexpected violent movement when cutting timber under tension/compression</p> <p>15) Contact with sharp edged tools</p> <p>16) Uneven ground/protruding stumps</p> <p>17) Tree felling with the chainsaw operator present</p>		<ul style="list-style-type: none"> ■ Remove any protruding braches that will clearly contact the face before starting activity wherever possible (ensure pruned branches are not pruned to a point). ■ Avoid placing surrounding branches under tension while working. ■ If poke hazards cannot be removed from the work – workers must use suitable eye protection (Goggles or safety spec’s for example). ■ A2 Tree felling signs to be used and they are available, one per allotment. ■ From the 2016/17 felling season the Woodland Trust have approved Andy Cooper to be our named chainsaw operator. He is Lantra qualified and refreshed this training in 2016. ■ Tree felling with a chainsaw to follow Lantra operator’s good working practices. ■ All on site visits with Andy need to be agreed in advance, only marked trees that are too large to be felled by hand are to be felled by chainsaw. At least 2 other people need to be present to assist Andy and ensure members of the public are kept away from the felling site. Signs and tape are available and should be used to alert visitors to the wood about the felling. ■ Check tree for loose branches or other debris in the crown before beginning work. ■ Clear the area around the base of the tree, remove trip hazards and ensure an escape route is decided upon for those doing the work. ■ Ensure no one is present within two tree lengths of the tree in its direction of fall. ■ Worker felling the tree to check that no one has entered the exclusion zone before making final cut. ■ Maintain a safe working distance with other site workers – only those needed to fell the tree or assist in the process can be in the immediate vicinity of the work – a distance of at least two arm’s length + tool must be maintained. ■ If tree becomes hung up do not attempt to move it with kicks or by pushing – use tree lever, wedges and ropes as necessary. Seek help from other site workers. ■ Free trapped tools from cut using wedges and tree lever. ■ Cease work immediately if wind speed causes concern while felling 	
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Transporting tools and equipment to site and storing them while at work	18) Risk of unsecured tools causing severe injury in the event of a collision or other RTA. Risk of lacerations or trap injuries from carrying saws, fixed blades or equipment such as loppers. Risk of falling while carrying tools. Risk of tools being picked up by public. Risk to worker, risk to public if housekeeping is not managed properly.	Volunteers & members of the public	M	<ul style="list-style-type: none"> ■ Ensure tools are secured in the boot of any vehicle and are not transported in the passenger area. Transport tools in boxes or other containers to keep them in one place. ■ Ensure blades are guarded as far as is reasonably practicable. ■ Ensure workers carry equipment correctly (blades facing down and away from the body) and leave it in a safe place once on site. ■ Ensure workers are carrying only the number of tools that they can manage. ■ If available use mechanical aids such as wheelbarrows. 	
Movement around wood	19) Risk of tripping and slipping in wood	Volunteers	M	<p>Volunteers to:</p> <ul style="list-style-type: none"> ■ Be familiar with terrain of wood but not expected to attempt to access unsuitable areas. ■ to be aware of and consider slopes, path surfaces, steps, slippery areas and trip hazards 	
Members of public in working area	20) Members of public entering working areas when tree felling is being undertaken 21) Abuse/attack from member of the public	Members of the public	H-L	<ul style="list-style-type: none"> ■ Working area to be signed and signs to be located at entrance to wood. ■ Volunteers to be aware of members of the public and warn them of the hazards and stop working if public passing by. ■ Keep site and materials tidy. 	
Disposal of rubbish/litter	22) Disease/Illness	Volunteers	L	<ul style="list-style-type: none"> ■ Volunteers to take all rubbish home. ■ Any litter collected from the wood can be put in the bins in the car park 	There are 2 bins in the carpark, but are often overflowing so alternately take rubbish home.

On behalf of Friends of Spud Wood:

Print Name: Jo Yellen

Signature: _____ *J Yellen* _____

Date: 10 July 2017

Next Review by: 1st October 2019.

On behalf of Woodland Trust:

Print name: Neil Oxley Cheshire and Merseyside Site Manager

Signed: N Oxley _____

Date: 10/7/17