

# SUTTON PARK STAFF RISK ASSESSMENT

Task/Equipment/Activity: Gardening/Maintenance				
Hazard	Who may be harmed and how	Risk Evaluation	Controls required	Risk Evaluation
Animal Manures	Staff, Volunteer helper's Microbial contamination (potentially pathogenic)	Medium	Avoid the use of fresh organic manures in favour of alternative soil improvers, however, it is appreciated this is not always possible. It is essential that if you do work with manures gloves are worn and hands washed with soap and water.	Low
Bees, Wasps and Insect Stings	Staff and volunteers Allergic reaction	Low	These are natural inhabitants of the garden and pose no risk unless provoked. First aid kit available. Allergies checked with participants beforehand and where allergy is severe individual risk assessment undertaken and emergency response arrangements put in place if appropriate.	Low
Inhalation, skin or eye contact from chemicals used	Staff and volunteers Allergic reaction/poisoning/irritation/sight loss/respiratory disease	High	No hazardous chemicals to be used in gardens. Source organic alternative. Where staff feel that they have no alternative. Please see Park Keeper for COSHH information for products.	Low
Composting <ul style="list-style-type: none"> <li>Airborne Particles</li> <li>Flies</li> <li>Vermin</li> <li>Lifting /Turning</li> </ul>	Staff/ Volunteers Allergic reaction /irritation/Weils disease / respiratory distress.  Site Access	High	<p>Brown Waste (leaves/twigs/branches/soil) The compost bays have been constructed to enable the Park Keeper to recycle green waste and turn it into compost.</p> <p>Wear gloves and mask when turning.</p> <p>Sited in a corner of the playing field:</p> <p>Tractor access, away from water, main roads, gardens</p> <p><b>Benefits:-</b></p> <ul style="list-style-type: none"> <li>Produce high quality compost to be used on the beds and borders in the Park;</li> <li>Reduce the carbon footprint by not having to drive waste to depots or collect compost;</li> <li>Increases the amount of time the Park Keeper can spend doing other duties instead of ferrying waste and compost;</li> </ul>	Low

	<p>Smell</p> <p>Attract rats</p> <p>Encourage slugs and snails that will go on to eat flowers growing in the park.</p>		<ul style="list-style-type: none"> <li>• Aids wildlife as a number of insects and amphibians overwinter in the warmth of the compost while providing an extra food source for birds;</li> <li>• We will eventually save money that can be better spent in improvement projects in the park</li> <li>• Will only smell if the balance of material is wrong.</li> <li>• Rats are not attracted to garden waste unless it includes kitchen waste. Leaving litter around the park is attractive to rats, but composting fresh plant waste is not.</li> <li>• Bays sited away from gardens.</li> <li>• Compost does attract slugs and snails. Both are essential to the composting process. But many varieties that live on compost heaps only live on rotting plant waste.</li> <li>• Compost also attracts worms that are important in keeping the soil in good condition.</li> </ul>	
Fallen Leaves Litter within leaves	Staff and volunteers Slips, trips – musculoskeletal injury	Medium	<p>Do not collect fallen leaves where there is potential for hazardous objects such as syringes /broken glass/ sharp items to be buried amongst leaves.</p> <p>Wear gloves and use tools appropriate for the job. E.g. light weight plastic leaf rakes and leaf hands.</p>	
Infection	Staff and volunteers Tetanus Weils disease E-coli	Medium	<p>All advised to ensure tetanus vaccination is up to date.</p> <p>Wash hands after touching plants or soil/compost and before handling food and drink.</p> <p>Either cover any cuts or abrasions before sessions or ensure gloves are worn.</p>	Low

Moving and Handling.	Staff and volunteers	Medium	Do not lift heavy objects overfill wheelbarrows where in use. Ask for help.	
Mulching Airborne particles Fungi Turning	Staff and volunteers	Medium	Buy organic mulch materials in bags from a reputable source. Alternatively, use homemade compost. Reduce risk of airborne particles by wetting loose mulch materials before applying.	
Plants	Staff and volunteers	Low	Staff to be made aware of any person known to have specific plant and food allergies or hay fever, and ensure that the individual carries the appropriate medication. Some plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. Refer to RHS guidance on poisonous plants and assess each site for potential risks.	Low  Low
Syringes/needles/other contaminated waste if encountered	Staff and volunteers Puncture injuries, pathogenic microbial contamination, chemical contamination	Medium	To be handled and disposed of according to policy.	Medium
Weather	Staff, volunteers Sunburn, dehydration, hypothermia,  Slipping in wet weather- Musculoskeletal injury	High	Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas were possible.  In wet weather, surfaces can become slippery. Close/treat paths as necessary, revise activities.	Low
Hand Tools – shovels, spades, hoes etc	Staff, volunteers Contact and impact injuries	High	Ensure suitable tools are available for job. Only use tools for the job they are intended for Tools should be clean (clean following use) and in good condition – inspect for damage before use and remove if defective. All volunteers shown correct way to handle each tool. Protective footwear and gloves to be worn and eye protection if required.	

			<p>Check work area before use and remove large stones and boulders and identify poisonous plants.</p> <p>First aid box available on site.</p>	
<p>Power tools</p> <p>Cultivators, trimmers, saws etc</p>	<p>Staff, volunteers</p> <p>Electrocution, contact</p> <p>Injuries, eye injuries, noise, falls from height fire and explosion burns, manual handling, vibration, slips and trips</p>	High	<p>Use appropriate tools for the job</p> <p>Inspect prior to use – any defects remove from use.</p> <p>Any electrical power tool that is used outside should be 110v protected RCD</p> <p>Avoid trailing leads over pathways</p> <p>Use eye protection, ear defenders and protective footwear</p> <p>Ear defenders to be worn and use vibrating tools time limited or on rotation</p> <p>All uses instructed in safe use of tools used</p> <p>Park Keeper qualified for chainsaw use.</p>	
Petrol	<p>Staff, volunteers</p> <p>Fire and explosion burns</p>	High	<p>Ensure petrol store securely in an appropriate container.</p> <p>Fill the equipment outside and use appropriate filling tool such as a funnel to prevent accidental spillages</p> <p>Don't smoke. Keep all kinds of ignition sources well away from equipment and the fuel supply.</p>	Medium
Water	<p>Staff, volunteers</p> <p>Drowning, water-born bacteria</p>	Medium	<p>Clearing the beck staff only.</p> <p>Do not wash hands with water butts.</p> <p>Water butts should be emptied and scrubbed out once a year. This should be carried out using gloves and face mask.</p> <p>Empty water out of full hoses after use.</p> <p>(NB Full hoses left in sun or warm conditions may breed micro-organisms such as legionella)</p>	

Risk Assessment for Tractor Mowing				
Hazard	Risk	Level	Control measures	Risk Evaluation
Defective Equipment	Defective Equipment present risk of injury	High	Before Use, carry out daily safety checks of both tractor and mowing equipment including PTO shaft and universal joints If thought to be defective at any time, cease use of machine and report any defects. Ensure machine is regularly serviced in accordance with manufacturers recommendations	Low
Loss of control or poor/unsafe operation	These machines are dangerous under the control of untrained or unfit operators	High	Operators to be fully trained and competent in the use of this type of machinery, including tractor and specific attachment	Low
Entanglement with rotating power take off shaft (PTO)	Badly guarded or maintained equipment can cause serious injury	High	Shaft to be fully guarded. Ensure PTO shaft is greased and lubricated to prevent seizing or damage.	Medium
Moving Blades and mechanisms	Risks of cuts to hands fingers, trapping of hands and feet in moving blades	High	Only trained operatives to use the equipment. Never operate machinery without guards in place. Never place hands into the danger zone, within the area of the cutting cylinder or bottom blade. Be careful when handling the cutting units generally the blades and potential sharp edges as a whole	Low
Burns from coolant in engine	Overheated machines contain very hot coolant and can cause injury	High	If engine overheats, put revs into tick over and remove load from the engine. Do not switch of the engine as this may cause engine damage Do not open bonnet until cooled to avoid coming into contact with hot engines or increasing the risk of fire, Do not remove radiator caps or overflow capes as this could cause injury from boiling coolant.	Medium
Hot engine/parts	Burns to hands from hot engine and exhaust system	High	Keep hands clear from engine, drive belts and pulleys hydraulic system and exhaust, even after use	Medium

Collision with other vehicles or road users	Slow moving vehicles or unexpected movements can cause risks to other road users	High	Only to be driven by competent persons in accordance with highway code Ensure all road lights are working and effective when driving on the road.	Medium
Refuelling / Storing Diesel	Contact with harmful substance, Fire, Theft and Risk of pollutions	High	Ensure operative are briefed on the use of diesel and associated COSHH assessment. Wear gloves when handling diesel Store diesel in safe container. Use a funnel when fuelling. Refill machine on level ground when machine has cooled. Do not overfill machine Clean up all spillages, however small to avoid slip hazard or ground contamination.	Low
Noise	Excessive noise exposure may contribute to Noise induced hearing loss	High	Report defective equipment and cease use immediately. Wear Ear protection.	Low
Slopes	Machines may slip on slopes or banks due to poor traction of tyres on slopes	High	Do not operate tractors on slopes above 20 degrees Do not operated machine above vertical drops, including retaining walls or above busy highways, footways or steeper inclines Do not over inflate tyres as this reduces traction. Do not operate tractor when wet ground conditions cause the machine to sink into ground or lose traction on the surface.	Medium
Injuries to others/members of the public	Members of the public, particularly children or animals may not understand or recognise the risk of using equipment	High	Carry out work when areas not busy. Never leave equipment running when unattended. If approached or confronted with people or animals, switch off immediately.	Low
Maintenance and cleaning activities	Contact with biological hazards when cleaning used equipment  Risk of injury from maintenance tasks	Medium	When washing equipment, ensure gloves, water proof clothing and face protection is worn to avoid contamination from biohazards, contaminants. Only competent persons to maintain machines.	Low

			Maintenance to be carried out in accordance with manufacturers recommendations (operator's manual)	
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Weed Spraying			
Hazard/s	People at Risk	Precautions/controls required to reduce the level of risk	Residual Risk
Use of chemicals	Park Keeper and Site Users	<ul style="list-style-type: none"> <li>Wear correct protective clothing and use chemical as per instructions</li> <li>Be aware of spray drift during treatment, tailoring usage around weather conditions</li> <li>Ensure any persons other than those spraying are away from working area</li> </ul>	Low Risk
Equipment	Park Keeper and site Users	<ul style="list-style-type: none"> <li>Ensure equipment is well-maintained at all times and used only by trained persons, in accordance with training received, and safe working practices</li> </ul>	Low Risk
Effect of chemical on surrounding area	Harm to non-target vegetation	<ul style="list-style-type: none"> <li>Ensure chemicals selected for use are appropriate for working area.</li> </ul>	Low risk

Last Reviewed 07/07/2022