

General:

- Ensure that Personal Protective Equipment where provided is suitable for use, that it does not restrict the volunteers or create any additional hazards.
- It is advisable to wear long trousers, and long sleeve tops to protect from scratches and grazes; and suitable footwear, to protect the sole and top of your foot and provide suitable grip for the site in which you are working.
- A first aid kit should be available to all work sessions.

Hazard	Nature of risk	Control measures
Manual Handling	Moving large objects, reaching, bending or twisting. Stooping, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache. Cuts and grazes from sharp objects, leading to infection, as well as from handling contaminated items	Lift and move items using your legs to bend, not your back. Do not handle large items. Assess items before you move them for hazards such as unknown substances, sharp edges. Wear appropriate footwear that has suitable tread and ankle support, so that you are less likely to slip whilst carrying out the activity. Always wear protective gloves.
Environmental hazards, Ground surfaces (uneven, poor, slippery) Steep banks, shrubs, brambles, tree branches etc.	Slips, trips, leading to cuts, bruises. Sprains Cuts leading to infection	Be aware of surfaces walked on, wear appropriate footwear. Do not handle any tools with which you are not familiar. Do not handle items you suspect could be contaminated with a hazardous substance.
Weather, sun and hot temperatures	Sun and heat, leading to dehydration, sun burn Cold and wet, leading to general ill health	Take regular breaks out of the sun, at least every 2 hours and more frequently in extreme temperatures. Water should be carried and drunk regularly. A sun hat and sun cream should be used. Keep covered up as much as possible
Wet and cold weather		Suitable waterproof and warm clothing; trousers, coat, hat should be worn.
Soil	infection from bacteria	All volunteers should wear gloves. Hand washing to be advised at end of session.
Hand Tools	Injury to self or others	Volunteers to be responsible for the safety of their own tools.

		Safety briefing at start of the session to outline safe working practice.
Powered tools e.g. strimmers, chainsaw	injury to self or others	Powered tools to only be used by those qualified to do so or at the individuals own risk. Personal Protective Equipment to be worn at all times. Powered tools should not be used in isolation (a second person should always be on site to maximise safety of self and others around). Working area to be cordoned off.
Road Safety e.g. Litter pick, cutting of vegetation	Not seen by drivers Awareness of traffic Uneven ground	To be aware of traffic Work accompanied if wearing ear defenders Wear High Vis Jackets
Moving vehicles	injury to self and others	Any on site vehicles to be aware of members of the public and volunteers. Driver of vehicle to adhere to highway code at all times A maximum speed limit of 10 mph to be maintained

Signed

Date