

Lidgate Parish Council

Risk Assessment - Maintenance of Paths and Wildlife Working Group Areas

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Lidgate Parish Council's insurance liability insurance will cover volunteers provided:

- A risk assessment is completed before an activity takes place.
- A list of volunteers is provided to Lidgate Parish Council
- All volunteers read and sign the volunteer information sheet.

This form should be completed by the volunteer co-ordinator before the start of any activity.

The volunteer co-ordinator should ensure that all volunteers know the risks and understand the control measures before any activity takes place. The volunteer co-ordinator must also ensure that activities comply with current COVID 19 guidelines and that social distancing measures are maintained as required. If children under 16 are taking part they must be supervised by an adult. The volunteer co-ordinator should also check that volunteers know how to use equipment and advise that a copy of the risk assessment is available on request. The volunteer co-ordinator should also have a first aid kit.

Volunteer Coordinator		Date of work party	<i>DD/MM/YY</i>
		Date of risk assessment	<i>DD/MM/YY</i>
		Task location	

Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
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Transmission of COVID-19 through close contact / meeting other people	Team members, members of the public – risk of spreading COVID-19	Assess the space available on the site and limit numbers so there's space for everyone to work safely.	<input type="checkbox"/>
		Plan tasks that can be done while following physical distancing guidance.	<input type="checkbox"/>
		Keep a record of who was on each work party for 21 days.	<input type="checkbox"/>
		Advise team members during pre-task briefing about physical distancing – this is everyone's responsibility.	<input type="checkbox"/>
		Stop working and stand well back to allow other path users to pass.	<input type="checkbox"/>
		Carry a face covering in case of incidents.	<input type="checkbox"/>
Work where 2m distancing is not possible	Team members – risk of spreading COVID-19	Remain at least 1m away and avoid working face-to-face.	<input type="checkbox"/>
		Minimise the time spent working at less than 2m.	<input type="checkbox"/>
		Work with the same people each time – use a pairing system.	<input type="checkbox"/>
Transmission of COVID-19 through touching tools, materials and equipment	Team members – risk of spreading COVID-19	Avoid sharing tools and equipment where possible.	<input type="checkbox"/>
		Wipe down equipment handles with disinfectant spray between uses.	<input type="checkbox"/>
		Wash hands regularly with alcohol-based hand sanitiser.	<input type="checkbox"/>
Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Vegetation clearance trimming of brambles	Team members – risk of injury from thorns/stings etc.	Wear durable long-sleeved clothing and heavy-duty gloves.	<input type="checkbox"/>
		Check for hazards that could be hidden behind vegetation (e.g. barbed wire, or any sharp or solid objects).	<input type="checkbox"/>
		Don't use power tools close to adjacent property (e.g. wooden fence panels).	<input type="checkbox"/>
	Risk of property damage	Wear appropriate personal protective equipment (PPE) and Hi vis clothing.	<input type="checkbox"/>
		Make sure tools are well maintained and in good working order before use.	<input type="checkbox"/>

		Turn off tools before refuelling and securely reattach the fuel cap afterwards.	<input type="checkbox"/>
Maintaining footpaths	Team members and members of the public – risk of injury	Check for hazards that could be hidden behind vegetation (e.g. barbed wire, or any sharp or solid objects).	<input type="checkbox"/>
		Don't use power tools close to adjacent property (e.g. wooden fence panels).	<input type="checkbox"/>
		Wear appropriate personal protective equipment (PPE) and Hi vis clothing.	<input type="checkbox"/>
		Make sure tools are well maintained and in good working order before use.	<input type="checkbox"/>
		Turn off tools before refuelling and securely reattach the fuel cap afterwards.	<input type="checkbox"/>
Manual handling	Team members – risk of injury	Plan your work site to minimise the amount of carrying needed.	<input type="checkbox"/>
		Use good lifting technique, lift within your ability, and take regular rests as required.	<input type="checkbox"/>
Use of hand tools for digging and forking of earth, planting seeds and small plants, grass cutting and raking	Team members – risk of injury	Check that tools are in a good condition before using. Sharpen bladed tools and replace any broken or worn out tools as required.	<input type="checkbox"/>
		Store tools securely when not in use and lock the safety catch if there is one.	<input type="checkbox"/>
Working with path furniture (e.g. gates, stiles, signposts)	Team members, members of the public – risk of injury	Be aware of sharp edges or protruding nails when dismantling path furniture. Store any dismantled materials safely, away from your work area, and dispose of appropriately when finished.	<input type="checkbox"/>
		Check with the local authority or landowner to identify any potential hazards from underground cables or pipes before starting work involving digging post holes.	<input type="checkbox"/>
Use of power tools for strimming	Operator, other team members, members of the public – risk of injury	Operate tools in accordance with the manufacturer's instructions and maintain a safe distance between the operator and others. Ensure that the person using the strimmer knows how to use it correctly.	<input type="checkbox"/>
		Wear appropriate personal protective equipment (PPE) and Hi vis clothing.	<input type="checkbox"/>
		Make sure tools are well maintained and in good working order before use.	<input type="checkbox"/>

Refuelling petrol-powered tools	Operator – risk of burns, injuries	Refuel tools in a well-ventilated area away from naked flames, and at least 4m from your working area. Mop up any spillages immediately.	<input type="checkbox"/>
		Turn off tools before refuelling and securely reattach the fuel cap afterwards.	<input type="checkbox"/>
		Check with the local authority or landowner to identify any potential hazards from underground cables or pipes before starting work involving digging post holes.	<input type="checkbox"/>
<i>(Please add more lines if needed)</i>			

How to carry out a risk assessment

This template is a tool to help you plan maintenance activities safely. You must do a risk assessment for each activity, ticking the sections that are relevant to you, and adding any extra lines required.

- Use the template to assess whether your path maintenance activity is safe to go ahead.
- It's important to carry out a risk assessment **before** the activity takes place.
- Think about the different types of hazards and risks, and the different steps you will take to reduce the risks. Add in any possible hazards and risks not included above.
- Next, consider the steps you can take to minimise the risk. If you're taking measures to reduce the risk which aren't included on the template above, please add them to the list.

It's **essential** for all volunteers to consider the following questions, when deciding whether to take part in WWG activities:

Do you (or does someone else from your household) have COVID-19 symptoms?	<i>If so, you should self-isolate for 7 days. If another person in your household has symptoms, you should self-isolate for 14 days.</i>
Are you 'clinically vulnerable'?	<i>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household. Taking part in WWG activities is not advisable.</i>
Do you want to volunteer, and do you feel safe and comfortable doing so?	<i>Volunteering is a personal choice. There will never be any obligation or pressure to volunteer or take part if you don't want to or are not able to at this time.</i>

