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# **Grayshaw & Yeo Gardening Company**

## **Risk Assessment**

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### **SECTION 1 INTRODUCTION**

### **SECTION 2 SITE SAFETY**

<b>Reference</b>	<b>Environmental Conditions</b>
	<b>Remote Sites / Lone Working</b>
	<b>Roadside Working</b>
	<b>Working with people in the garden</b>
	<b>River, Streams, Waterways</b>
	<b>Operating in homes of elderly clients</b>

### **SECTION 3 GRASS CUTTING OPERATIONS**

<b>Reference</b>	<b>Pedestrian Mowing</b>
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### **SECTION 4 GENERAL MAINTENANCE OPERATIONS**

<b>Reference</b>	<b>Pesticide, plant feed and weed kill</b>
	<b>Transport &amp; storage of pesticides, plant feeds and weed killer</b>
	<b>Pruning</b>



**Hand Tool Operations**

**Planting**

**Leaf Clearance**

**Use of Ladders, Steps and Work Platforms**

**Hanging Baskets and Planters**

**APPENDICES**

(I) Risk Assessment Guidance Notes

## INTRODUCTION

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This document provides an assessment of the health and safety risks for the gardening carried out by Grayshaw & Yeo Gardening Company in accordance with the Management of Health and Safety at Work Regulations 1992 (MHSWR) and associated Regulations.

Our primary objectives in carrying out these risk assessments were: -

- To identify hazards with the potential to cause harm to sub-contractors or members of the public.
- to evaluate the nature and seriousness of injuries that may arise from specific hazards
- To critically examine the existing safety controls in place.
- to identify further action needed to improve safety standards

### Definitions

The definition of hazard and risk in this context is shown below

<b>Hazard</b>	Anything with the potential to cause harm.
<b>Risk</b>	The chance or likelihood that someone will be harmed by the hazard.

The method used in carrying out these assessments is explained in the Guidance Notes contained in Appendix (I).

## Risk Ranking System

The risk ranking system shown below has been used to help determine priorities for further action. It is based on the likelihood of injury occurring from a hazard and the seriousness of the outcome, taking into account the number of people involved and measures already in place to control hazards and reduce the risk.

Likelihood	Score	Outcome / Severity	Score
Highly Improbable	1	Negligible Injuries	1
Remotely Possible	2	Minor Injuries	2
Occasional	3	Major Injuries	3
Fairly Frequent	4	Fatal Injuries	4
Frequent or Regular	5	Multiple Fatalities	5
Almost and Certainty	6	Catastrophic Fatalities	6

Risk Ranking Number (**R.R.N.**) = Likelihood x Outcome score

## Interpretation of the Risk Ranking System

RRN 5 or less	=	Insignificant risk, no further action required
RRN between 6 and 12	=	Moderate risk, further control measures may be needed
RRN greater than 12	=	Inadequate controls, urgent remedial action required

<b>RISK ASSESSMENT - DETAIL REVIEW SITE SAFETY</b>					
DESCRIPTION	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	RRN
<b>Environmental Conditions</b>  <b>Ground Conditions</b>	Wet, uneven or slippery surfaces	Muscular injuries Slips/Falls	Operative Third Parties	General Site Safety Safety footwear Operatives instructed not continue work if ground conditions are considered dangerous.	2/3
	Steep banks  Insufficient standing space at top of bank	Muscular injury Slips/Falls Loss of control of machinery Contact with moving machinery	Operative Public	As above plus  Work only undertaken when sufficient footage at top of bank.	2/4
	Heat , sunshine	Discomfort, illness sunburn, skin cancer, eye damage.		Comfortable clothing, Regular breaks and drinks available. Wear sun cream, head covering and work in the shade mid-day if possible.	2/4

		Discomfort, illness		Appropriate outdoor clothing Regular breaks Hot drinks available	2/3
	Cold, wet				
<b>Operating in Rural Areas / Remote Sites</b>	Remote location	Accident or injury whilst working alone. No immediate assistance available	Operative	Take a First aid kits with you. Always have your mobile to contact help.	2/3
<b>Lone working</b>	Lone working	Over exertion More serious injury due to lack of help in an emergency		As above plus	2/3
<b>Roadside Working</b>	Moving traffic	Road Traffic Accident	Operatives Third parties	High visibility clothing Work scheduled to avoid peak periods	2/4

<b>Working with people in the garden</b>	Inquisitive children or other people in work area	Various injuries Operative distracted Unauthorised use of machinery / equipment	Garden owners and guests Operatives	Be aware of where people are and ask client to keep children safe.	1/3
<b>Rivers, streams and Waterways</b>		Serious illness / infection	Operatives	Work instruction/Safety Code of Practice SSWI01 Trained staff / local knowledge Operatives advised of dangers & issued with Weils Disease cards Protective clothing (gloves, wellingtons. waterproofs)	2/4
		Panic Drowning	Operative Third	No lone working Rescue equipment available Swimmers only Site specific risk assessment undertaken No under 18s or trainees unless directly supervised by a competent member of staff	2/4
<b>Operating at Homes for the Elderly or</b>	Elderly / infirm people in	Various injuries		Machinery / equipment never left unattended & put away after use	2/3

<p><b>Special Needs Sites</b></p>	<p>work area Lack of awareness of dangers from machinery or work practices</p>	<p>Contact or entanglement with vehicles or machinery</p>			
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<b>RISK ASSESSMENTS - DETAIL REVIEW GRASS CUTTING OPERATIONS</b>					
DESCRIPTION	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	RRN
<b>Pedestrian Mowing (Cylinder/Rotary)</b>	Moving machinery	Contact/entanglement with moving parts	Operator, Third Parties	No loose clothing, Correct guards fitted Ask owner of mower for a demonstration. Care taken when operating in public areas Machinery immobilised when not in use Safety boots.	2/3
	Flying debris (Rotary only)	Being struck by flying debris	Operator	As above plus;- Eye / face protection worn	1/3

RISK ASSESSMENTS - DETAIL REVIEW					
GENERAL GROUNDS MAINTENANCE OPERATIONS					
DESCRIPTION	HAZARD	RISK OF	RISK TO	EXISTING CONTROLS	RRN
<b>Pesticide, plant feed and weed kill Operations</b>	Method of substance application  Weather conditions e,g, high winds	Chemical related Illness  Environmental damage	Operatives  third parties	Only use shop bought products with the packaging intact and the contents in date and follow instructions carefully	2/3
<b>Transport &amp; storage of pesticides, plant feeds and weed killer.</b>	Accidental chemical spillage or leakage's	Illness or injury due to exposure to chemicals  Environmental damage	Operatives  , third parties	Follow instructions on the packaging. Up to the Garden owner to store pesticides.	2/3
<b>Pruning</b>	Contact with blades, Sharp or thorny trimmings Damage/defec	Cuts and abrasions Stabbing injuries	Operator	Work instruction/Safety Code of Practice GMWI05 Protective gloves Face protection as	1/3

	tive/blunt equipment			necessary Well maintained tools	
<b>Use of Hand tools (spades/forks etc.)</b>	Unsuitable, defective or damaged tools  Incorrect use / misuse of tools	Stabbing injuries to feet and legs or other injuries	Operative	Tools purchased from reputable supplier and maintained in good condition Correct tools for job Defective items removed from use Safety boots/protective gloves	1/3
<b>Planting (Bedding)</b>	Repetitive manual work  Handling plants	Fatigue Muscular disorders Allergic reactions to plants	Operator	Well maintained tools & equipment Horticultural knowledge	3
<b>Mulching and using Compost</b>	Handling bags of compost	Muscular injuries, Back injury	Operator	Bend your knees to lift the compost bags.  Take the compost out of the bag before moving the compost and put the amount you can comfortably lift it into a container.	
			Operator		

<b>Planting (Trees)</b>	Handling, planting trees	Muscular injuries Cuts, abrasions, bruises or other injuries		Horticultural knowledge Don't work alone if need to plant a large shrub or tree.	
<b>Leaf Clearance (by hand)</b>	Unseen sharp objects Used hypodermic needles Dog excreta  Repetitive manual work	Cuts/abrasions , Stabbing injuries Illness/infectio n or other injuries Contaminated work wear  Muscular injuries	Operator	No leaf clearance by ungloved hands "Sharps" boxes. and puncture proof gloves available, location of sharps reported Tetanus Hepatitis immunisation recommended Safety boots and protective work wear Spare overall and washing facilities available Manual handling instruction Regular breaks	3
<b>Use of Ladders, Steps &amp; Work Platforms</b>	Unsuitable, damaged or defective equipment Incorrect use, Unsuitable	Falling from height Being struck by falling objects	Operator Third Parties	Make sure you have insurance to work at heights. No lone working Regular inspection of equipment - Ladder	2/4

	<p>footwear</p> <p>Adverse ground conditions</p> <p>Items falling onto others below</p> <p>Overhead power cables</p>	<p>As above</p> <p>Being struck by falling objects</p> <p>Electrocution / shock / burns</p>		<p>Register</p> <p>Sufficient grip footwear</p> <p>Work area kept clear, warning signs &amp; barriers as necessary</p> <p>Tools &amp; materials secured</p> <p>No metal ladders used near power lines</p>	
<p><b>Hanging Baskets and Planters (Erection, dismantling and maintaining)</b></p>	<p>Working at height</p> <p>Road traffic,</p> <p>Contact with fertilisers &amp;</p>	<p>Falls</p> <p>Objects falling onto others below</p> <p>Being struck by moving vehicles (R.T.A)</p> <p>Allergic reactions</p>	<p>Operator</p> <p>Third Parties</p>	<p>Make sure you have insurance to work at heights.</p> <p>Tools , materials secured when working at height</p> <p>Local risk assessments as necessary</p> <p>Peak periods avoided</p> <p>High visibility clothing</p> <p>Warning signs</p> <p>Suitable, well maintained access equipment</p>	<p>3/4</p>

	plants  Lifting, carrying planters and baskets	Falls  Muscular injuries		Protective gloves  Manual handling instruction	
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## **APPENDIX (1)**

### **RISK ASSESSMENT GUIDANCE NOTES**

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#### **A. Introduction**

The assessment and control of risk underpins the approach to the management of health and safety required by the new EEC Regulations.

The purpose of these notes is to provide guidance on carrying out the risk assessment process required under the Management of Health and Safety at Work Regulations and to supply additional information on the specific assessments necessary to comply with other applicable legislation.

#### **B. Requirements of the Management of Health and Safety at Work Regulations 1992**

The Management of Health and Safety at Work Regulations (MHSWR) which came into force in January 1993 State that every Employer must make a "suitable and sufficient" assessment of the risks within the workplace.

In brief, they require the Employer to: -

- Carry out a suitable and sufficient assessment of the risks to both employees and other persons who may also be at risk within the workplace.
  
- Take appropriate measures to prevent or reduce the risks.
  
- Record the findings the assessment where five or more employees are employed



- Provide suitable information and training
- Establish emergency procedures.
- Restrict access to "danger areas" where appropriate
  
- Review the Assessment where there is reason to suspect it is no longer valid or if there has been a significant change in the circumstances to which it relates.

## C. General Risk Assessment Methodology

### Key Stages of the Risk Assessment Process

#### (a) Hazard Identification (Initial Review and Index)

This involves looking for hazards that could result in significant harm within the workplace. These may result from environmental conditions, work activities or equipment for example.

A Schedule is then compiled from which a more in depth analysis of specific hazards can be made.

#### (b). Decide Who Maybe Harmed and How (Detail Review)

Each of the items on the Initial Review Schedule is assigned a reference number (these are subsequently reflected in the Safety Codes of Practice).

Specific hazards are noted on the Detail Review form and examined in greater depth. Both the **likelihood** of harm occurring and the **severity of the outcome** are considered, **taking into account measures already in place** to reduce the risk of injury.

A numerical ranking number (RRN) is then calculated from the Risk Ranking System shown in Section 3 to help determine priorities for further action.



(c). Produce an Action Plan for Risk Reduction

Having assessed the risk, the findings can then be used to produce an Action Plan for Risk Reduction, which clearly defines specific tasks, responsibilities and timescales.

Sample forms are enclosed at the end of this section.

**(d) Tasks not covered by the general assessment**

Where we are required to carry out one-off tasks not covered by the general assessment, the Supervisor or Manager concerned must make a simple assessment of the hazards and risks involved before starting work.

## **APPENDIX (2)**

### **MANUAL HANDLING ASSESSMENTS**

Manual Handling can be defined as:

"The transporting or supporting of a load by hand or by bodily force."

An assessment of manual handling operations as required under the Manual Handling Operations Regulations 1992, need only be undertaken for a task where a significant hazards are believed to be present. It need not be used for every manual-handling task.

Typical manual handling tasks in grounds maintenance include digging for long periods or lifting and carrying heavy equipment / machinery.

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