

# Risk Assessment Form

The risks identified in this form are examples only. You will need to ensure you assess the risks for your particular location before volunteers arrive.

General Information					
Organisation name:				Contact Name:	
Woodland Location:				Nearest Postcode:	
Grid Reference:		Latitude:		Longitude:	
Forestry Works Manager (FWM):				Telephone:	
Risk Assessment prepared by:				Date Last Reviewed:	

## Risk Assessment

Hazard	Risk of what to whom	Initial Assessment			Control Measures Required to reduce the risk	Risk After Controls			Implement By whom?	In place? (Sign)
		a. How Likely?	b. How Severe	Rating <sup>1</sup> (a x b)		a. How Likely?	b. How Severe	Rating <sup>1</sup> (a x b)		
<b>General Hazards</b>										
Uneven ground, trailing plants, hidden obstacles	Slips, trips and falls. Volunteers and staff.	3	2	6	Paths around the site indicated on arrival and kept maintained. Site to be kept tidy.	2	2	4	FWM	
Severe weather conditions	Exposure during extreme weather events. Volunteers and staff.	2	2	4	Request all attending to wear the right clothing (warm cloths, boots). Cancel task if weather makes working unsafe.	1	2	2	FWM	
Moving machinery	Risk of collision resulting in serious injury or even death. Volunteers and staff.	2	5	10	Volunteers to be advised of vehicle routes and machinery on site. Volunteers physically segregated from machinery by use of barriers. High visibility clothing to be worn.	1	5	5	FWM	

1. Risk assessment Rating: Likelihood: 1 to 3 (Unlikely 1, Possible 2, Likely 3), Severity: 1 to 5 (1 = Minor bruises, cuts; 3 = breaks, or five day lost time; 5 = Fatal)  
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Ticks	Lyme disease spread to humans from animals (e.g. Deer). Volunteers and staff.	2	4	8	Wear clothing that covers arms and legs and use of insect repellents. Skin check at end of day (skin folds, armpits and groin) and removal of ticks. Volunteers advised of symptoms via Toolbox Talk.	1	4	4	FWM	
Ground born micro-organisms	Contraction of others zoonoses (diseases transmitted from animals to humans). Volunteers and staff.	2	3	6	Volunteers advised to wash hands prior to eating meals. Hand washing facilities to be provided.	1	3	3	FWM	
Log stacks	Fall from height or logs falling from stack. Volunteers and staff.	2	3	6	“Do not climb on stack” signs posted. Log stack height to be maximum of 2m and maintained in good order.	1	3	3	FWM	
Fire	Burns, smoke inhalation, spread of fire to adjacent areas. Volunteers and staff.	3	3	9	Fire breaks cleared around fire. Volunteers to be advised on best ways to load fire (e.g. upwind, stacked carefully and contained). Firefighting measures available.	2	3	6	FWM	
Deep water (ponds, rivers, etc.)	Risk of drowning. Volunteers and staff.	2	5	10	Volunteers to be advised of deep water locations. Where works are carried out at water’s edge, lifebuoys must be provided.	1	5	5	FWM	
Overhead power lines	Electrocution and burns. Volunteers and staff.	2	5	10	Volunteers advised of location. No volunteer work permitted under lines. Goal posts erected on traffic routes. Power outage requested when works in vicinity of lines.	1	5	5	FWM	

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Underground services	Electrocution and burns. Volunteers and staff.	2	5	10	Underground service routes clearly marked with signs above ground. No digging (e.g. tree planting) permitted along route.	1	5	5	FWM	
<b>Tree planting</b>										
Digging holes	Injury due to incorrect use of spades, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct way to plant and use/carry equipment. If severe frost, the event may need to be postponed. Gloves to be worn.	1	3	3	FWM	
Moving saplings / trees	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct way to carry trees and equipment. Gloves to be worn.	1	3	3	FWM	
<b>Caning and guarding newly planted and regenerated trees</b>										
Caning / guarding / staking	Injury due to incorrect use of tools, miss hits, e.g. bruised hands, splinters. Volunteers.	2	2	4	Volunteers to be advised on correct use of the tools. Gloves to be worn (non-slip gloves when using swinging tools).	1	3	3	FWM	
<b>Manual clearance of vegetation and mowing</b>										
Use of sharp tools	Injury due to incorrect use of tools, e.g. cuts, amputation. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn (non-slip gloves when using swinging tools).	1	3	3	FWM	
Movement of machinery, tools, and cleared material	Injury due to incorrect manual handling, e.g.	2	3	6	Volunteers to be advised on correct way to move machinery, tools, and cleared material. Gloves to be worn.	1	3	3	FWM	

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	back strain, hand abrasions. Volunteers.									
<b>Manual tree and coppice cutting, pruning and stacking</b>										
Use of sharp tools	Injury due to incorrect use of tools, e.g. cuts, amputation. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn (non-slip gloves when using swinging tools).	1	3	3	FWM	
Falling branches	Injury to any part of the body. Volunteers and staff.	2	3	6	Volunteers to be advised on correct way to carry out the task.	1	3	3	FWM	
Moving branches / logs	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct way to carry branches, logs, and equipment. Gloves to be worn.	1	3	3	FWM	
<b>Moving smaller logs and filling bags</b>										
Moving branches / logs	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct way to carry logs. Gloves to be worn.	1	3	3	FWM	
<b>Basic path and track maintenance (hand tools only)</b>										
Use of tools (e.g. digging)	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn.	1	3	3	FWM	
Movement of tools and cleared material	Injury due to incorrect manual handling, e.g.	2	3	6	Volunteers to be advised on correct way to move tools and cleared material.	1	3	3	FWM	

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	back strain, hand abrasions. Volunteers.				Barrows to be provided. Gloves to be worn.					
<b>Basic ditch construction and maintenance (hand tools only)</b>										
Use of tools (e.g. digging)	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn.	1	3	3	FWM	
Movement of tools and cleared material	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct way to move tools and cleared material. Barrows to be provided. Gloves to be worn.	1	3	3	FWM	
<b>Fencing (post and rail / stock)</b>										
Use of sharp tools	Injury due to incorrect use of tools, e.g. cuts, amputation. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn (non-slip gloves when using swinging tools).	1	3	3	FWM	
Use of tools (e.g. digging)	Injury due to incorrect manual handling, e.g. back strain, hand abrasions. Volunteers.	2	3	6	Volunteers to be advised on correct use of the tools. Gloves to be worn (non-slip gloves when using swinging tools).	1	3	3	FWM	
<b>New Task? Copy and paste this and following rows</b>										

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I confirm that I have read and understood this risk assessment as part of my induction:

Signed	Print Name	Signed	Print Name

If you have any concerns about the above when carrying out your tasks contact the Forest Works Manager on the number at the top of this sheet,