

Parks, Estates & Open Spaces  
Risk Assessments  
for  
Parks Volunteers

# Parks, Estates & Open Spaces Volunteer Risk Assessments

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# Parks, Estates & Open Spaces Volunteer Risk Assessments

## Risk Assessments for Parks Volunteers

- Only low risk tasks / activities that have been agreed with the Parks, Estates and Open Spaces department are to be carried out by volunteers.
- This document covers current, known and significant risks activities. Volunteer workers should remember that these activities may have other risks. If you think that an activity, which is not covered in this book, has a significant risk or that known risks are inadequately described or controlled, please report this to Parks, Estates & Open Spaces department of The Royal Borough of Greenwich.
- The term 'Description of task' may refer to a specific item's use. For example, 'Personal Protective Equipment' would describe the safe procedure for using PPE in a wide variety of situations. The 'Description of task' may also refer to a general subject area, e.g., 'Infectious Diseases.'
- The General Hazards at the beginning of this document are to be used in conjunction with the Specific task risk assessments.
- The term 'Volunteer' refers to any volunteer worker.
- The term 'Public' refers to any member of the public.
- Bulb and tree planting activities and locations to be agreed in advance with Parks, Estates & Open Spaces. Communicate locations of newly planted areas to Grounds Maintenance Team.
- Children under 18 and any vulnerable adults must be always accompanied by a parent or appropriate care giver.
- Volunteers to be briefed on the task prior to starting work and the risk assessment to be communicated to all volunteers.

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Inhalation</li> <li>Ingestion</li> <li>Burns</li> <li>Absorption</li> <li>Injection</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Control of Substances Hazardous to Health (COSHH)</b>	
2.5 Introductory notes/description	
<p>To be used when using any substance at work. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Specific COSHH Sheet for substance</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
1. Lack of training and information	<ul style="list-style-type: none"> <li>Do not use any substance without prior authorisation from Parks, Estates and Open Spaces.</li> </ul>
2. Disease or injury from the use of harmful substance	<ul style="list-style-type: none"> <li>Eliminate or substitute where possible with a safer alternative, ensuring that one hazard is not replaced by another.</li> <li>Do not use any substance unless a COSHH assessment sheet has been issued.</li> <li>Read and understand the COSHH assessment before use and act in accordance with it to ensure working safely.</li> <li>Always wear PPE specified in the COSHH assessment and remove PPE safely without contaminating other areas.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain good hygiene levels at all times. Wash hands thoroughly after working, especially before eating, smoking or going to the toilet.</li> <li>• Always read the label and identify the substance before use.</li> </ul>
<b>2. Inability to identify a substance</b>	<ul style="list-style-type: none"> <li>• Discovery of any unidentified substance must be treated as hazardous.</li> <li>• Do not use, attempt to move or identify by smelling or touching etc.</li> <li>• Warn others and inform Parks, Estates &amp; Open Spaces to arrange disposal.</li> </ul>
<b>3. Incorrect storage of substances</b>	<ul style="list-style-type: none"> <li>• Ensure the correct storage of substances, especially flammable or hazardous substances.</li> <li>• Use absorbent granules on any spillages straight away and always prevent substances entering drains and water courses. Ensure spills kits are easily accessible.</li> <li>• Check substances regularly for leaks. Check for damaged packaging, split bottles, broken lids etc.</li> <li>• Check expiration dates of substances.</li> <li>• Ensure spillage and fire measures are in place.</li> </ul>
<b>4. Incorrect disposal of substances</b>	<ul style="list-style-type: none"> <li>• Always dispose of substances correctly.</li> <li>• Arrange for any unidentified substances to be disposed of as hazardous waste.</li> </ul>
<b>5. Additional, unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, ask your line manager or supervisor.</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

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1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	3 Non-Fatal Injury		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	6 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Manual handling injuries</li> <li>Crush</li> <li>Impact</li> <li>Cutting, puncture or stabbing</li> <li>Other mechanical hazards</li> <li>Electrical hazards from underground services etc.</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Hand Tools (not power tools)</b>	
2.5 Introductory notes/description	
<p>To be used when using hand tools at work and does not include power tools. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Specific risk assessment for the task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of training and information can lead to poor technique (including manual handling issues)</b>	<ul style="list-style-type: none"> <li>Do not use the equipment unless you have been properly trained to do so.</li> <li>Read and understand the manufacturer's instructions.</li> <li>Ensure good Manual Handling when using hand tools</li> </ul>
<b>2. Lack of correct PPE</b>	<ul style="list-style-type: none"> <li>Wear suitable PPE for the task being carried out.</li> <li>Wash hands thoroughly after working, especially before eating, smoking or going to the toilet</li> </ul>
<b>3. Incorrect storage of hand tools</b>	<ul style="list-style-type: none"> <li>Knives, secateurs, saws and all cutting / sharp edges to be closed / adequately protected / sheathed when not in use.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Never carry sharp tools in pockets or with sharp edges / blades exposed.</li> <li>• Never leave tools unattended and store safely after use.</li> <li>• Always store hand tools securely and in a safe manner.</li> </ul>
<b>4. Defective hand tools</b>	<ul style="list-style-type: none"> <li>• Always inspect tools for damage before use to ensure they are in good condition.</li> <li>• Never use worn or defective tools.</li> <li>• Keep cutting edges sharp, no defective handles and no loose hammer heads.</li> <li>• Ensure the tools are well maintained, cleaned and oiled as necessary.</li> <li>• Do not use or return to storage if damaged but separate for repair or disposal.</li> </ul>
<b>5. Defective or missing guards</b>	<ul style="list-style-type: none"> <li>• Ensure any safety guards are in good condition.</li> <li>• Ensure that any guards fitted are of the correct type and working properly.</li> <li>• Never remove, alter or interfere with any guards.</li> </ul>
<b>6. Incorrect use of hand tools</b>	<ul style="list-style-type: none"> <li>• Always use the correct tool and equipment for the task.</li> <li>• Never improvise, only use tools for the purpose for which they were intended.</li> <li>• Do not adapt tools or overload them.</li> <li>• Always cut away from yourself when using sharp tools.</li> </ul>
<b>7. Creating dust and debris</b>	<ul style="list-style-type: none"> <li>• Take all necessary care and precautions that any debris, dust, fragments etc. thrown off does not affect or endanger others.</li> <li>• Wear goggles and appropriate face mask for task if dust or debris is created by use.</li> </ul>
<b>8. Electric shock from striking underground services</b>	<ul style="list-style-type: none"> <li>• Do not excavate or dig any virgin ground in parks without prior permission from the Parks, Estates &amp; Open Spaces Team.</li> </ul>
<b>9. Head injuries from using hand tools above head height</b>	<ul style="list-style-type: none"> <li>• Always wear a hard hat when raising hand tools above head height.</li> <li>• Always use extreme caution when using tools such as pick axes that are swung in the air.</li> <li>• Ensure that a safe working area is maintained and that other volunteers / members of the public remain a safe distance away.</li> </ul>
<b>10. Trip hazards</b>	<ul style="list-style-type: none"> <li>• Do not leave tools lying in walkways or where they can be tripped over or cause accidents.</li> <li>• Place tools out of the work area and not where they could fall, roll or be knocked over.</li> </ul>
<b>11. Additional unspecified hazard</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact Parks, Estates &amp; Open Spaces.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

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2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Ingestion of bacteria</li> <li>Contact with viruses</li> <li>Bites from animals and insects</li> <li>Rashes and burns from contact with insects /plants</li> <li>Injection of contaminated body fluids</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Pests, Infections and Diseases</b>	
2.5 Introductory notes/description	
<p>Volunteers are to be aware of the wide range of Pests, Infections and Diseases that could potentially be contracted while working in Parks and Open Spaces. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Specific Risk Assessment for the task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>I. Lack of Good Personal Hygiene</b>	<ul style="list-style-type: none"> <li>It is essential to always maintain good personal hygiene to prevent the transfer of germs and bacteria.</li> <li>Good hygiene will help avoid infections and diseases.</li> <li>The following hygiene measures should be adhered to at all times:-                             <ul style="list-style-type: none"> <li>Always wash your hands thoroughly using soap or anti-bacterial hand cleanser when breaking from a task and before eating, drinking, smoking or using the toilet.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Do not touch eyes or mouth, use the phone, take medication or insert contact lenses until your hands have been thoroughly washed and dried.</li> <li>○ Do not eat, drink, or smoke in the work area.</li> <li>○ Cover all cuts / broken skin, however small with a suitable waterproof dressing or plaster.</li> <li>○ If a wound occurs during work, wash asap with clean lukewarm running water and apply first aid dressing.</li> <li>○ Wash hands thoroughly on completion of task. Use anti-bacterial cleanser or wipes if you are not near any washing facilities.</li> <li>○ Wear gloves / appropriate PPE / workwear for task.</li> </ul>
<p><b>2. Tetanus</b></p>	<p>Tetanus can be contracted from accidental skin penetration from sharp objects such as wood shards, rusty nails and dog bites. Tetanus bacteria is also found in soil / manure.</p> <ul style="list-style-type: none"> <li>● Follow the control measures for good hygiene at all times (as per Section 1 of this risk assessment).</li> <li>● Wear safety footwear and work gloves.</li> <li>● Ensure Tetanus immunisations are up to date, available free of charge from your GP.</li> <li>● Seek medical advice to check if tetanus jab is required after dog bite / other injury.</li> <li>● Get immediate medical attention if exaggerated reflexes, muscle rigidity, muscular spasms to jaw / neck (lock jaw), fever.</li> </ul>
<p><b>3. Leptospirosis (Weil's Disease)</b></p>	<p>This potentially fatal water-borne infection is associated with rats and can be contracted through contact with water i.e. ponds, lakes/ditches. Bacteria can enter the body through the mouth, throat lining, eyes and open cuts / scratches after contact with contaminated water.</p> <ul style="list-style-type: none"> <li>● Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>● Wear waterproof gloves. Use barrier cream. Disinfect all tools after use.</li> <li>● Report to doctor asap if fever, severe headache, vomiting and muscle pain as less severe if treated promptly. Can lead to jaundice, meningitis and kidney failure.</li> <li>● Read HSE advice. If diagnosed, report to Parks, Estates &amp; Open Spaces who will report to HSE.</li> <li>● Refer to the risk assessment for "Working near water or in shallow water" for additional control measures.</li> </ul>
<p><b>4. Toxocariasis</b></p>	<p>Toxocariasis can be contracted through contact with dog faeces. The parasite can enter the body by hand to mouth contact with dog / cat faeces.</p> <ul style="list-style-type: none"> <li>● Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>● Wear PPE as required by the risk assessment for the task.</li> </ul>

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	<ul style="list-style-type: none"> <li>Refer to risk assessment for “Litter Picking and Bin Emptying” for additional control measures”.</li> </ul>
<b>5. E-Coli Infection</b>	<p>E-coli can be contracted through petting and feeding animals at Maryon Wilson Animal Park.</p> <ul style="list-style-type: none"> <li>Always follow the control measures for good hygiene (as per Section I of this risk assessment).</li> <li>Wash hands thoroughly after touching any animals or working in the farm environment.</li> <li>Refer to risk assessment for “Maryon Wilson Animal Park” for additional control measures.</li> </ul>
<b>6. Avian Influenza</b>	<p>Avian Influenza can be contracted through contact with infected birds.</p> <ul style="list-style-type: none"> <li>Always follow the control measures for good hygiene (as per Section I of this risk assessment).</li> <li>Wear the correct PPE if required to remove dead birds suspected of having Avian Influenza.</li> <li>Report any symptoms to Parks, Estates &amp; Open Spaces for guidance.</li> <li>Refer to risk assessment for “Avian Influenza” for additional control measures.</li> </ul>
<b>7. HIV and Hepatitis B</b>	<p>HIV and Hepatitis B can be contracted from the skin being punctured by a contaminated hypodermic needle.</p> <ul style="list-style-type: none"> <li>Always follow the control measures for good hygiene (as per Section I of this risk assessment).</li> <li>Always remain vigilant with regard to sharps at all times.</li> <li>Report to Parks, Estates &amp; Open Spaces to arrange removal.</li> <li>Get medical assistance if a hypodermic needle punctures the skin.</li> <li>Refer to risk assessments for “Removal of Syringes &amp; Drug Litter” for additional control measures.</li> </ul>
<b>8. Contact with the hairs of Oak Processionary and Brown-tail Moth caterpillars</b>	<p>Hairs from these caterpillars can cause minor to severe skin and eye irritation, respiratory distress and possible anaphylactic shock.</p> <ul style="list-style-type: none"> <li>Always follow the control measures for good hygiene (as per Section I of this risk assessment).</li> <li>Be vigilant for infestations and report to Parks, Estates &amp; Open Spaces immediately.</li> <li>Do not work near infested areas of these caterpillars.</li> <li>Get medical assistance if you have an adverse reaction.</li> <li>Refer to risk assessment for “Oak Processionary Moth” for additional control measures.</li> <li>Refer to Forestry Commission guidance on how to identify the caterpillars.</li> </ul>
<b>9. Contact with Giant Hogweed</b>	<p>The leaves of Giant Hogweed can cause the skin to become photosensitive to sunlight causing minor to severe burns.</p>

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	<ul style="list-style-type: none"> <li>• Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>• Be vigilant for hogweed growing in vegetation and report any infestations to Parks, Estates &amp; Open Spaces immediately.</li> <li>• Always cover skin on arms and legs when in long vegetation.</li> <li>• Get medical assistance if you have an adverse reaction.</li> <li>• Refer to risk assessment for “Giant Hogweed” for additional control measures.</li> </ul>
<b>10. Contact with Pigeon Droppings</b>	<p>Inhalation of dust from Pigeon droppings and ingestion after contact with droppings can cause respiratory ailments, salmonella, ornithosis, tuberculosis and allergic skin reactions.</p> <ul style="list-style-type: none"> <li>• Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>• Contact Parks, Estates &amp; Open Spaces for advice and to arrange removal.</li> </ul>
<b>11. Wasp / bee stings</b>	<p>Stings from wasps and bees can cause minor to severe skin and eye irritation, respiratory distress and possible anaphylactic shock.</p> <ul style="list-style-type: none"> <li>• Carry out a visual check of the work area prior to starting task. Looking for signs of wasps / bees flying in and out of holes in the ground.</li> <li>• Any wasp nest / beehive found in or near work area should be reported to Parks, Estates &amp; Open Spaces and rendered harmless before work starts.</li> <li>• Get medical assistance if you have an adverse reaction.</li> </ul>
<b>12. Removal of dead animals</b>	<p>Dead animals can carry a host of bacteria and viruses that can be passed on to humans.</p> <ul style="list-style-type: none"> <li>• Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>• Contact Parks, Estates &amp; Open Spaces for advice and to arrange removal of any dead animals that are found.</li> </ul>
<b>13. Dermatitis and Skin Diseases</b>	<p>Wet work and contact with oils, chemicals and dust can produce an abrasive effect on the skin or removes the skins natural oils causing the skin to dry and crack.</p> <ul style="list-style-type: none"> <li>• Always protect hands and arms with suitable gloves.</li> <li>• Dry hands thoroughly after washing.</li> <li>• Do not work with water or clear dog waste if you suffer from any chronic skin disease or have any cuts / abrasions that cannot be sealed.</li> </ul>
<b>14. Botulism</b>	<p>Botulism naturally occurs in ponds, lakes/ditches bacteria. Enters body through cuts/scratches/mouth/ throat lining/eyes after contact with contaminated water. Causes very rare but life-threatening condition, attacks nervous system / causing paralysis.</p>

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	<ul style="list-style-type: none"> <li>• Always follow the control measures for good hygiene (as per Section 1 of this risk assessment).</li> <li>• Avoid contact with water. If necessary to remove objects from the water, wear waterproof gloves or do not handle wet parts.</li> <li>• Avoid contact with eyes / mouth. Disinfect tools and PPE after use. Wear waterproof gloves. Use barrier cream. Disinfect all tools after use.</li> <li>• Report to nearest A&amp;E as less severe if treated promptly. Inform Parks, Estates &amp; Open Spaces.</li> </ul>
<b>15. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact Parks, Estates &amp; Open Spaces.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

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1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact</li> <li>Musculoskeletal injury</li> <li>Burns</li> <li>Entanglement</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Manual Handling</b>	
2.5 Introductory notes/description	
<p>To be used when carrying out manual handling operations. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task.</p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Risk Assessment for the task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
1. Lack of training and information can lead to poor technique	<ul style="list-style-type: none"> <li>Volunteers to consider Training, Individual capability, Load, and Environment. when carrying out lifting tasks.</li> <li>Volunteers to follow safe lifting techniques.</li> </ul>
2. Risk of injury from lifting and / or handling	<ul style="list-style-type: none"> <li>Eliminate the task if possible. Does it need to be moved?</li> <li>Plan your work to minimize manual handling.</li> <li>Plan / review task and use methods to avoid multiply handling.</li> <li>Minimise carrying distances where possible.</li> <li>Assess load and consider methods of risk reduction prior to lifting handling.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assess weight, shape and size. Split loads that are too heavy, bulky or unwieldy into smaller loads e.g. only filling bins to a weight you can carry.</li> <li>• Use good lifting techniques to reduce risk. Know your own limitations.</li> <li>• Where possible avoid lifting from floor level or above shoulder height.</li> <li>• Use mechanical aides where possible such as a sack barrow or wheelbarrow.</li> <li>• Do not use mechanical aids unless you have been properly trained to do so.</li> <li>• Contact Parks, Estates &amp; Open Spaces to arrange heavy lifting if required</li> </ul>
<b>3. Contact injury when lifting / handling abrasive, sharp, hot objects, or a trap injury</b>	<ul style="list-style-type: none"> <li>• Wear the correct PPE when carrying out manual handling tasks.</li> <li>• Wear specified gloves / safety boots where required.</li> <li>• Guard / cover sharp objects when transporting /not in use.</li> <li>• Wait for hot objects to cool prior to handling.</li> <li>• Keep hands away from any trap or pinch points.</li> </ul>
<b>4. Repetitive movements</b>	<ul style="list-style-type: none"> <li>• Prolonged / repetitive manual handling tasks often cause muscle strain</li> <li>• Stretch your muscles periodically to ease muscle strain.</li> <li>• Always take regular breaks from repetitive work.</li> <li>• Alternate tasks where possible.</li> </ul>
<b>5. Injury caused by lifting loads that are too heavy or awkward for one person.</b>	<ul style="list-style-type: none"> <li>• Assess weight and whether it can be move safely or requires assistance.</li> <li>• If mechanical aids cannot be used and the weight / size of the load cannot be reduced further, the load must be shared by two people or more.</li> <li>• There is a difference between what people can safely lift. If in doubt seek advice.</li> </ul>
<b>6. Lack of communication when lifting</b>	<ul style="list-style-type: none"> <li>• Ensure good communication when carrying out a lifting task.</li> <li>• When lifting in teams ensure that everyone works together, but only one person gives clear unhurried instructions.</li> </ul>
<b>7. Incorrect manual handling technique</b>	<ul style="list-style-type: none"> <li>• Start in a good posture - flexing of the hips and knees.</li> <li>• Get a good grip &amp; keep load close to the waist for as long as possible.</li> <li>• Keep heaviest side of load closest to body.</li> <li>• Adopt a stable position with feet apart.</li> <li>• Avoid twisting the back, stooping, reaching or leaning sideways.</li> <li>• Move smoothly and keep your head up.</li> <li>• For long lifts, plan to rest midway / change grip.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>8. Picking up or setting down loads</b>	<ul style="list-style-type: none"> <li>• Avoid picking up / setting down on floor level or above shoulder height where possible.</li> <li>• Lift and set down in easy stages.</li> <li>• Do not jerk, shove or twist. Put down first, then adjust / slide into position.</li> <li>• Stack safely. Only stack as high as it is possible to go with elbows still tucked into your sides.</li> </ul>
<b>9. Slips, trips and falls</b>	<ul style="list-style-type: none"> <li>• Take into account surroundings / ground conditions.</li> <li>• Check your route is clear and remove any obstructions.</li> <li>• Take extra care in wet, slippery conditions and in adverse weather conditions.</li> <li>• Carry load so that it does not obstruct your view.</li> </ul>
<b>10. If in doubt</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact Parks, Estates &amp; Open Spaces to lift or move heavy items.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	1 Unlikely		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Inhalation of chemicals. bacteria and dust</li> <li>Absorption from chemicals / bacteria</li> <li>Trips, slips and falls.</li> <li>Sunburn / sun damage</li> <li>Impact / crush injuries</li> <li>Hearing damage</li> <li>Cuts</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Personal Protective Equipment (PPE)</b>	
2.5 Introductory notes/description	
<p>Always wear the correct PPE for the task being carried out. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Risk assessment for task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p> <p>PPE should be the last resort to protect against risks. Consider controls in the following order, with elimination being the most effective and PPE being the least effective:</p> <ul style="list-style-type: none"> <li>Elimination – physically remove the hazard</li> <li>Substitution – replace the hazard</li> <li>Engineering controls – isolate people from the hazard</li> <li>Administrative controls – change the way people work</li> <li>PPE – protect the worker with equipment</li> </ul> <p>Some hazards may still remain after engineering controls and safe systems of work have been applied. PPE including RPE may then be needed to reduce the risk of injury from:</p> <ul style="list-style-type: none"> <li>breathing in dust, mist, gas or fume</li> <li>falling materials hitting people</li> </ul>	

# Parks, Estates & Open Spaces Volunteer Risk Assessments

<ul style="list-style-type: none"> <li>• flying particles or splashes of corrosive liquids getting into people's eyes</li> <li>• skin contact with corrosive material</li> <li>• excessive noise</li> <li>• extremes of heat or cold</li> </ul>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of training and information</b>	<ul style="list-style-type: none"> <li>• Contact Parks, Estates and Open Spaces if PPE is required.</li> <li>• Do not use the PPE unless you have been properly instructed to do so.</li> <li>• Read and understand the manufacturer's instructions on how to use PPE.</li> <li>• Always check PPE before use to make sure it's fit for purpose and in good condition.</li> <li>• Maintain and store PPE correctly.</li> </ul>
<b>2. Removal of PPE</b>	<ul style="list-style-type: none"> <li>• Dispose of PPE correctly and ensure PPE is removed in the correct order to prevent contamination.</li> <li>• Wash hands thoroughly after working, especially before eating, smoking or going to the toilet.</li> </ul>
<b>3. Lack of or Incorrect PPE</b>	<ul style="list-style-type: none"> <li>• Ensure you have the correct PPE for task as directed by risk / COSHH assessment.</li> <li>• Ensure that PPE fits the user correctly.</li> <li>• Report any lost, defective, or inadequate PPE to Parks, Estates &amp; Open Spaces</li> <li>• Maintain PPE in good condition, don't use if damaged.</li> <li>• Ensure PPE can be worn / compatible with other PPE.</li> </ul>
<b>4. Working near moving vehicles</b>	<ul style="list-style-type: none"> <li>• High-viz clothing always worn when working on or near public highway.</li> <li>• Do not work in the same area as moving vehicles.</li> </ul>
<b>5. Injury to face or eyes</b>	<ul style="list-style-type: none"> <li>• Always protect eyes from dust, flying debris and objects, chemical splashes, high pressure water jets, branches or wire being cut under tension etc.</li> <li>• Ensure correct eye / face protection for task. Safety glasses for low-risk activities to impact grade goggles / visors and face shields for more high-risk tasks.</li> <li>• Protect face and head in hot weather by wearing a hat /cap.</li> <li>• Wear safety SPF sunglasses to protect the eyes.</li> </ul>
<b>6. Noise induced hearing problems</b>	<ul style="list-style-type: none"> <li>• Hazards to the ears from noise come from a combination of sound level and duration of exposure. Very high-level sounds are a hazard even with short duration.</li> <li>• Always wear ear protection such as earplugs or ear defenders when near noisy machinery.</li> <li>• Ensure ear defenders fit correctly and always wear them even if the noise level is of short duration.</li> <li>• Choose ear protection that reduce noise to an acceptable level, while allowing for safety and communication.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>7. Head injury</b>	<ul style="list-style-type: none"> <li>• The head need to be protected from risk of banging the head / contact with static / moving objects and from falling or flying objects.</li> <li>• Safety helmets to be always worn where risk exists.</li> <li>• Head protection must be adjusted to fit properly.</li> <li>• Check the outer shell and strap of any head protection before use. Dispose of damaged or at the end of its “in-use” life (normally 2 years) and do not use.</li> <li>• Store correctly out of direct sunlight.</li> <li>• Tie hair back so that it does not get tangled while working.</li> </ul>
<b>8. Hand and Arm Injury</b>	<ul style="list-style-type: none"> <li>• Hands and arms should be protected from abrasions and cuts, temperature, impact, crushing, contact with bacteria such as Weil’s Disease, tetanus, dog faeces, contact with chemicals, and protection from cold or wet conditions.</li> <li>• Ensure you wear gloves that are suitable for the task and cover as much of the arm as needed.</li> <li>• Wear chemical resistant gloves as directed by the COSHH sheet.</li> <li>• Barrier creams are not a substitute for proper PPE.</li> <li>• Using separate cotton inner gloves to keep hands warm in the winter and to prevent skin problems from wearing gloves for long periods of time.</li> </ul>
<b>9. Inhalation of dust / fumes</b>	<ul style="list-style-type: none"> <li>• Contact Parks, Estates &amp; Open Spaces for advice before proceeding with a task that needs RPE.</li> <li>• Ensure the face mask is of the correct type and fits snugly to the face to prevent exposure to dust and fumes.</li> <li>• Disposable masks to be disposed of after use.</li> <li>• Filters on respiratory protective equipment (RPE) to be changed as required. Some RPE may need to be face fitted.</li> </ul>
<b>10. Injury to feet</b>	<ul style="list-style-type: none"> <li>• Always wear stout, robust footwear, preferably ones that have ankle support.</li> <li>• Wear waterproof safety boots when working in water or doing wet work such as pressure washing.</li> </ul>
<b>11. Injury to legs and body</b>	<ul style="list-style-type: none"> <li>• Wear suitable clothes to work in, the legs and body should be protected from impact and cuts from shrubs. Do not wear shorts.</li> <li>• Wear additional coveralls when carrying out dusty work.</li> <li>• Refer to Risk and COSHH assessment for specific PPE.</li> <li>• Wear appropriate clothing in the winter to keep warm and dry.</li> </ul>
<b>12. Additional, unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact Parks, Estates &amp; Open Spaces</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	4 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving vehicle or object</li> <li>Collision with a fixed object</li> <li>Contact / entanglement with machinery or plant</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Hit by flying / falling object</li> <li>Fall from height</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>General Hazard Sheet - Safe Working Area</b>	
2.5 Introductory notes/description	
<p>This risk assessment can be used when carrying out any task in public open areas such as parks. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Risk Assessment specific to the task</li> <li>Dealing with Aggression</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
I. Lack of prestart checks	<ul style="list-style-type: none"> <li>Before starting work, carry out a visual site-specific assessment of the work area and check for potential hazards.</li> <li>Plan all work and communicate it to all volunteers.</li> <li>Volunteers to be appropriately instructed and knowledgeable in the task they are carrying out.</li> <li>Check ground conditions to always ensure good footing.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Do not undertake if site conditions are unsafe. Report to Parks, Estates and Open Spaces.</li> <li>• Adhere to specific risk assessments for task.</li> </ul>
<b>2. No clear boundary between work area and members of the public.</b>	<ul style="list-style-type: none"> <li>• Exercise an ongoing awareness of developing hazards for yourself, other volunteers and members of the public.</li> <li>• Special consideration should be given to any vulnerable persons approaching i.e. children, disabled or elderly.</li> <li>• Stop work if anyone (including animals) enters the work area. Give people time to react and move away. Be aware that dogs and children may suddenly run into work area.</li> <li>• Be extra vigilant with tasks that create flying debris / dust.</li> <li>• Restrict access with temporary barriers / signage where necessary to prevent members of the public accessing an unsafe area.</li> <li>• Select a safe area for stopping and unloading tools.</li> </ul>
<b>3. Lack of good work practices</b>	<ul style="list-style-type: none"> <li>• Ensure the work area is kept clean, tidy, free from obstructions and trip hazards and is well lit.</li> <li>• Store materials and equipment safely.</li> <li>• Do not leave tools/ equipment laying around on the ground.</li> <li>• Use spill granules to absorb spillages immediately.</li> <li>• Stack materials safely so that they are easily accessible.</li> <li>• Do not leave tools/ equipment unattended or unsecured. Always prevent unauthorised use.</li> <li>• Do not carry out any digging / excavations without prior authorisation from Parks, Estates &amp; Open Spaces who will identify if underground services are present.</li> <li>• Check work area for overhead power lines, low trees, telephone cables, etc before starting work.</li> <li>• Ensure safe access / egress at all times.</li> <li>• Never block any emergency exits or routes.</li> </ul>
<b>4. Build-up of waste materials</b>	<ul style="list-style-type: none"> <li>• Regularly clear the work area to prevent a build-up of debris and trip hazards.</li> <li>• Remove waste from site when safe to do so.</li> <li>• Do not remove any unknown waste or contaminants.</li> </ul>
<b>5. Leaving the site in an unsafe manner</b>	<ul style="list-style-type: none"> <li>• When breaking from a task, ensure equipment, tools are cleared / stored in a safe and secure manner.</li> <li>• Level any ground that has been disturbed such as removal of shrubs with soil, chippings to prevent trip hazards being left on site.</li> <li>• Always leave the site clean and safe.</li> </ul>
<b>6. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact Parks, Estates &amp; Open Spaces</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	4 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Contact with birds infected with Avian Influenza (including bird dropping and feathers)</li> <li>Inhalation / ingestion via eyes, nose, mouth or open wounds.</li> </ul>
2.4 Name of risk assessment	
<b>Avian Influenza (Bird Flu)</b>	
2.5 Introductory notes/description	
<p>The aim of this risk assessment is to ensure that Volunteers are made aware and remain vigilant about Avian Influenza to prevent the spread of the virus across the UK and know what to do when discovering dead birds in Parks, Estates &amp; Open Spaces sites.</p> <p>This risk assessment should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>General Hazards Sheet Risk Assessment (Parks, Estates &amp; Open Spaces)</li> </ul>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of training and information</b>	<ul style="list-style-type: none"> <li>Do not touch / remove any dead birds from Parks sites</li> <li>Contact Parks, Estates &amp; Open Spaces to inform and arrange removal.</li> </ul>
<b>2. Lack of reporting about dead birds</b>	<ul style="list-style-type: none"> <li>Inform PEOS on discovery of the following number and type of dead birds at one location: -                             <ul style="list-style-type: none"> <li>one or more dead bird of prey or owl</li> <li>3 or more dead gulls or wild waterfowl (swans, geese and ducks)</li> <li>5 or more dead birds of any species</li> </ul> </li> <li>PEOS will notify DEFRA on 03459 335577</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<p><b>3. Transmission of Avian Influenza to humans</b></p>	<ul style="list-style-type: none"> <li>• There is a possibility that a dead bird found in the park could be infected with Avian Influenza. Although the risk of transmission of Avian Influenza to humans is very low.</li> <li>• Exposure to the virus may occur by inhalation / ingestion via the nose, mouth eyes or exposed cuts.</li> <li>• Do not touch any dead birds.</li> <li>• Wash your hands before eating, drinking, smoking or using the toilet.</li> <li>• Cover all wounds, however small with a suitable dressing</li> <li>• Do not touch eyes / mouth until washed hands with soap &amp; water, dried thoroughly.</li> </ul>
<p><b>4. DEFRA confirming that Avian Influenza has been identified in the Borough / locality.</b></p>	<ul style="list-style-type: none"> <li>• Refer to the Council's website and social media for additional information.</li> <li>• Refer to DEFRA website</li> <li>• Contact PEOS for details for additional control measures that will be introduced.</li> </ul>
<p><b>5. Other concerns</b></p>	<ul style="list-style-type: none"> <li>• If in any doubt, ask your line manager or supervisor</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	3 Non-fatal injury		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	6 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Cuts and Abrasions</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Bed Maintenance &amp; Planting</b>	
2.5 Introductory notes/description	
<p>This risk assessments covers the maintenance of shrub beds, flower beds, rose beds, hedge base and tree base maintenance. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Litter Picking and Bin Emptying</li> <li>Removal of Syringes and Drug Litter</li> <li>Oak Processionary Moth Caterpillars</li> <li>Giant Hogweed</li> <li>Lone Working</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>1. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Volunteers to be competent to carry out manual tasks such as raking leaves, hand weeding, forking, digging, edging with shears, using a half-moon, hoeing, channelling, turfing, and planting.</li> <li>Ensure volunteers are confident in using equipment</li> <li>Supervise others within the group where necessary.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>Obtain permission from PEOS regarding locations of bulb, and shrub planting prior to starting work.</li> </ul>
<b>2. Abrasions, scratches and eye injuries</b>	<ul style="list-style-type: none"> <li>Always wear gloves and robust boots with ankle support.</li> <li>Cover legs and arms. Do not wear shorts.</li> <li>Wear suitable eye protection if required when working in shrub beds.</li> <li>Be aware that some shrubs / plants will be prickly and sharp and branches can flick back and hit you.</li> <li>Inspect tools before use. Do not use defective tools.</li> <li>Keep hands clear of cutting edges of shears, secateurs, saws. And store and transport all tools safely.</li> <li>Use grabs, fork or shovel to pick up and load waste, not your hands.</li> <li>Keep hands clear of sharp edges.</li> <li>Avoid working too closely to a fence line, walls hedging to prevent cuts, scratches, abrasions and crush injuries.</li> </ul>
<b>3. Inhalation of pollen, dust, hairs of certain types of moths</b>	<ul style="list-style-type: none"> <li>Wear respiratory mask to prevent inhalation of pollen and dust to reduce discomfort from hay fever and sneezing and any allergic reactions.</li> <li>Be aware of the dangers of some moths such as Brown Tail and Oak Processionary Moth that have hairs that can cause severe breathing difficulties if inhaled. Keep clear of area and outbreaks and inform PEOS.</li> </ul>
<b>4. Rashes / stings / allergic reactions</b>	<ul style="list-style-type: none"> <li>Keep clear of any areas that have moths such as brown tail moth / oak processionary moth / giant hogweed as these can cause rashes or blisters to the skin.</li> <li>Stay clear of any wasps or bees nests.</li> <li>Report areas to PEOS.</li> </ul>
<b>5. Ingestion of toxic plants / berries</b>	<ul style="list-style-type: none"> <li>Do not pick any plants and eat them.</li> <li>Be aware that some plants are poisonous.</li> </ul>
<b>6 Contracting infections and diseases</b>	<ul style="list-style-type: none"> <li>Wear suitable work gloves / rigger gloves when carrying out bed maintenance.</li> <li>Maintain good hygiene levels at all times. Wash hands thoroughly after working, especially before eating, smoking or going to the toilet.</li> <li>Volunteers to be aware of Weil's disease, Tetanus, Hepatitis. Refer to General Hazard Sheet for assessment for Infections, Pests and Diseases for controls.</li> </ul>
<b>7. Puncture wounds from sharps / broken glass</b>	<ul style="list-style-type: none"> <li>Visually check work area, avoid putting your hands into areas you can't see i.e. long, dense grass.</li> <li>Wear gloves, always use grabs / fork or shovel to pick up and load waste, do not use your hands.</li> <li>Remain vigilant for drug paraphernalia and safely dispose of sharps into a sharps bin or report to PEOS to remove.</li> <li>Seek medical advice if skin becomes punctured by a syringe and take the syringe in sharps bin to hospital.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>8. Contamination from fly-tips</b>	<ul style="list-style-type: none"> <li>• Do not touch any unidentified waste. Report to PEOS to ensure correct disposal.</li> <li>• Do not touch any asbestos. Report to PEOS to arrange removal.</li> <li>• Contact PEOS to dispose of any other hazardous waste that you come across such as car batteries.</li> </ul>
<b>9. Strain / sprains from poor Manual Handling technique</b>	<ul style="list-style-type: none"> <li>• Use mechanical aids where required and do not overload.</li> <li>• Get assistance when handling / carrying any heavy or awkward shaped load such as large shrubs / trees / bags of bulbs etc.</li> <li>• Take periodic breaks to straighten / stretch. Alternate tasks where possible.</li> <li>• Clearing, planting, edging and digging can cause long periods of stooping over. Straighten periodically during the task to ease back muscles and prevent back strain.</li> <li>• Keep back straight, with good posture and try not to stoop. Set feet wide apart to reduce height from which you bend.</li> <li>• Use good digging techniques to prevent strain.</li> <li>• Be aware that when pulling out tough weeds/ shrubs that a sudden release of tension can cause muscle strain.</li> <li>• If grass / weeds do not pull out easily, use a fork to dig them out or chop off at the roots.</li> <li>• Avoid excessive straining.</li> <li>• Avoid double handling where possible.</li> <li>• Park barrow as close as possible to the load.</li> <li>• Ensure mechanical aids are in good condition, wheels are fully inflated and running freely. Lubricate if required.</li> <li>• Don't try to plant bulbs or shrubs in frozen ground as this may cause strains to joints and muscles.</li> </ul>
<b>10. Hand tools piercing top of foot.</b>	<ul style="list-style-type: none"> <li>• Concentrate on the task at hand, don't get distracted.</li> <li>• Always wear robust boots.</li> <li>• Maintain awareness of other volunteer's location, don't work too closely together.</li> </ul>
<b>11. Slips, trips and falls</b>	<ul style="list-style-type: none"> <li>• Carry out a visual inspection of work area prior to starting work and throughout the task.</li> <li>• Watch out for roots, uneven ground, fox holes, debris etc. when working.</li> <li>• Maintain safe footing especially in wet conditions or on slopes.</li> <li>• Take extra care on steep banks / close to sheer drops. Never work close to a sheer drop over two metres unless there is a guard rail or fence.</li> </ul>
<b>12. Safe Working Area</b>	<ul style="list-style-type: none"> <li>• Don't plant on highways central reservations, roundabout or verges adjacent to the highway as lane closures and traffic management systems are required in these locations to create safe working areas.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"><li>• Restrict access to area and stop work if necessary</li></ul>
<b>13. Additional unspecified risk</b>	<ul style="list-style-type: none"><li>• If in any doubt, contact PEOS.</li><li>• Always carry out a dynamic risk assessment of all situations</li></ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 <b>Manager's sign-off of risk assessment</b>			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	3 Non-fatal injury		
1.10 <b>Residual risk evaluation probability</b>	2 Unlikely		
1.11 <b>Residual risk evaluation score</b>	6 Rather small		

2. Risk assessment	
2.1 <b>Who might be harmed by the hazards and how?</b>	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving vehicle or object</li> <li>Collision with a fixed object</li> <li>Contact / entanglement with machinery or plant</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> </ul>
2.4 <b>Name of risk assessment</b>	
<b>Bowling Greens – Pedestrian Mowers</b>	
2.5 <b>Introductory notes/description</b>	
<p>This risk assessment can be used when operating a pedestrian mower for the purpose of cutting the Bowling Greens. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Bowling Greens – Use of Fuel for Mowers</li> <li>Loading And Unloading</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required. And other sources of information are also available on the Royal Borough's intranet and the internet.</p>	
2.6 <b>What are the hazards?</b>	2.7 <b>What are the existing measures to control the risks?</b>
<b>I. Unfamiliar with hazards involved in the task.</b>	<ul style="list-style-type: none"> <li>Operator to have undertaken induction training on the specific mower prior to use.</li> <li>Operator to read, understand and follow instructions on manual.</li> <li>Operator to know and understand the safety controls and how to stop the mower prior to use.</li> <li>Ensure all safety guards are in place and prestart checks are completed.</li> </ul>

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<b>2. Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>• Wear robust nonslip footwear. Only wear footwear with enclosed sturdy toe caps. No sandals or flip flops. It is recommended that safety boots EN20345 are worn when handling / transporting fuel containers.</li> <li>• Wear a dust mask if dusty or operator is affected by pollen.</li> <li>• Ear protection (BS EN ISO 352) to be worn by operator and nearby staff if noise levels exceed 85dB (check operators manual)</li> </ul>
<b>3. Hand Arm Vibration</b>	<ul style="list-style-type: none"> <li>• Staff to be aware of the risks of harm arm vibration when using handheld equipment.</li> <li>• Ensure the mower is serviced regularly and report to PEOS for repair if vibrating excessively.</li> <li>• Avoid continuously gripping or tight gripping of handles.</li> <li>• Take regular breaks when using equipment.</li> <li>• Regularly flex, rub and exercise hands and fingers to increase circulation and reduce risk fingers cramping.</li> <li>• Do not use equipment with more force than is necessary.</li> <li>• Closely monitor your hands and identify the following signs at an early stage.</li> <li>• Wear lining gloves under work gloves to provide an extra layer warmth if required.</li> </ul>
<b>4. Cuts / lacerations</b>	<ul style="list-style-type: none"> <li>• Never clear blockages / inspect or adjust blades or rotating parts until the engine is switched off, blades are disengaged, spark plug or battery removed and all moving parts have stopped.</li> <li>• Do not use hands to clean underside of deck.</li> <li>• Never use hands to turn blades.</li> <li>• Never lift mower off ground when running.</li> <li>• Keep hands and feet away from blades and moving parts.</li> <li>• Reduce speed and take to avoid scraping hands, arms or mower against any wall, fence, shrubs and trees.</li> </ul>
<b>4. Fire / Explosion</b>	<ul style="list-style-type: none"> <li>• Refer to Risk Assessment for Bowling Greens – Use of fuel for mowers.</li> </ul>
<b>5. Burns</b>	<ul style="list-style-type: none"> <li>• Avoid contact with hot engine parts and keep clear of exhaust opening.</li> <li>• Keep engine free from grass, leaves, excessive grease.</li> </ul>
<b>6. Asphyxiation from inhaling fumes</b>	<ul style="list-style-type: none"> <li>• Operator to be aware of the danger of fumes from a running engine in a confined area.</li> <li>• Never run the engine indoors and in a confined area.</li> </ul>
<b>7. Projectiles</b>	<ul style="list-style-type: none"> <li>• Stop cutting the grass and turn the machine off if anyone enters the work area.</li> <li>• Disconnect blades to cross gravel paths / stoney areas.</li> <li>• Never direct discharge of material towards anyone.</li> <li>• Check the ground before mowing for objects that could be caught up by the blades and flung out as a projectile.</li> <li>• Take extra care mowing near windows and vehicles.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>8. Falling from height</b>	<ul style="list-style-type: none"> <li>• Take care when loading and unloading mowers from a vehicle using ramps.</li> <li>• Ensure the ramps is secured correctly to van base with bolts before loading.</li> <li>• Cylinder mowers should not be used on aluminium ramps without a non-slip surface</li> <li>• Refer to “Using Ramps” risk assessment for control measures.</li> <li>• Never work close to a shear drop unless there is a guard rail or fence.</li> </ul>
<b>9. Manual Handling</b>	<ul style="list-style-type: none"> <li>• Do not allow the grass box / bag to become too full and heavy.</li> <li>• If the mower doesn't start straight away, don't repeatedly pull on the cord to try and start it. Check all connections / fuel / choke prior to use. Check blades/ transmission controls are disengaged. Pause for a couple of minutes in case machine has flooded. Report to PEOS for repair if the machine is a persistently poor starter.</li> </ul>
<b>10. Slips, trips and falls</b>	<ul style="list-style-type: none"> <li>• Remain vigilant of the ditches surrounding the bowling green when mowing.</li> <li>• Take extra care in wet / slippery conditions.</li> </ul>
<b>11. Unauthorised access to machinery</b>	<ul style="list-style-type: none"> <li>• Always store machine securely when not in use.</li> <li>• Never leave mowers running unattended.</li> </ul>
<b>12. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	5 Fatal Injury		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Inhalation of fumes</li> <li>Fire / explosion</li> <li>Dermatitis / skin conditions from contact with fuel</li> </ul>
2.4 Name of risk assessment	
<b>Bowling Greens – Use of Fuel for Mowers</b>	
2.5 Introductory notes/description	
<p>Petrol is a highly flammable liquid and can give off vapour which can easily be set on fire and when not handled safely has the potential to cause a serious fire and/or explosion if there is a source of ignition nearby, for example a naked flame, an electrical spark or similar. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Bowling Greens – Pedestrian Mowers</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
1. Lack of training and information	<ul style="list-style-type: none"> <li>Only use PEOS issued fuel and fuel containers.</li> <li>Volunteers to be aware of the hazards of flammable liquids and know how to handle and store correctly.</li> <li>Be aware of emergency procedures in the event of a fire and / or explosion.</li> <li>Follow Manual Handling good practice.</li> </ul>
2. Lack of the Correct PPE	<ul style="list-style-type: none"> <li>Wear PPE as specified by the fuel COSHH assessment.</li> <li>Wear safety goggles if risk of fuel splashing in eyes.</li> <li>Always prevent personal contamination, as contact with fuel and oil-based products may cause minor skin irritation to dermatitis and skin cancer.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Wash contaminated skin after contact with fuel /oil and remove contaminated clothing and launder.</li> <li>• Wash hands thoroughly after working, especially before eating, smoking or going to the toilet.</li> <li>• Wear robust nonslip footwear. Only wear footwear with enclosed sturdy toe caps. No sandals or flip flops. It is recommended that safety boots EN20345 are worn when handling / transporting fuel containers.</li> </ul>
<p><b>3. Spillage of fuel can cause fire / explosion and cause damage to the environment.</b></p>	<ul style="list-style-type: none"> <li>• Take measures to avoid spillages and accidental release and ensure an emergency spillage procedure is in place.</li> <li>• Do not use fuel containers that are damaged or leaking.</li> <li>• Ensure that any leaking container is quickly transferred to a bunded area / another container.</li> <li>• Report to PEOS any damaged or leaking fuel containers or bunding.</li> <li>• Loosen fuel cap carefully (pressure can build up) and use a funnel for filling. Don't overfill, allow for expansion in heat</li> <li>• Ensure spills kit is quickly accessible when refuelling or mixing fuel.</li> <li>• Always prevent fuel from accessing drains and waterways. and always choose a location away from drains and watercourses when refuelling.</li> <li>• Absorb spilt fuel from ground immediately, leave area safe.</li> <li>• Inform PEOS of any large spills that could be hazardous to the environment.</li> <li>• Check for fuel leaks on machinery prior to use. Report to your PEOS for repair.</li> <li>• Wipe any spillage from machine before use.</li> <li>• Regularly check (and tighten) the fuel cap on machinery as vibration can loosen caps during use.</li> <li>• Move machinery at least 10m away from fuelling point before starting.</li> </ul>
<p><b>4. Incorrect storage can cause the outbreak of fire and or explosion</b></p>	<ul style="list-style-type: none"> <li>• Only store fuel in a designated PEOS fuel bin that is secured, fully bunded, ventilated with flammable liquid signage, vapour proof lighting and switches</li> <li>• Ensure appropriate fire extinguishers (foam or dry powder) and spills kit are present.</li> <li>• Keep caps on empty and full fuel containers to prevent fumes being released.</li> <li>• Keep all ignition sources and incompatible substances away from flammable fuels.</li> <li>• Keep the area in and around the fuel store clear of combustible materials.</li> <li>• Do not store fuel near areas where batteries are being recharged.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Bunding to be big enough to contain 110% of largest metal container and 110% of all the plastic containers</li> <li>• Securely store to prevent theft, fire, vandalism, and arson.</li> <li>• Do not store fuel containers in direct sunlight.</li> <li>• Ensure fuel is stored in area of adequate lighting.</li> <li>• A fire-resistant floor / partition is required to separate a dwelling or place where people assemble.</li> <li>• Fuel is to be stored at least 2 meters from boundary or other premises.</li> </ul>
<b>5. Refuelling</b>	<ul style="list-style-type: none"> <li>• Read manufacturer's instructions for how to refuel the mower and use the correct fuel.</li> <li>• Fuel machinery outside in a well-ventilated area.</li> <li>• Do not refuel if the engine is hot or running. Let the engine cool down before refuelling.</li> <li>• Refuel in shade in hot, sunny weather where possible.</li> <li>• No smoking / no naked flame within 5m of fuelling point.</li> <li>• Refuel a safe distance from an ignition source.</li> </ul>
<b>6. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	2 Moderate Injury		
1.10 Residual risk evaluation probability	3 Possibly		
1.11 Residual risk evaluation score	6 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Manual Handling injuries</li> <li>Slips, trips and falls</li> <li>Crush</li> <li>Impact</li> <li>Cutting, puncture or stabbing</li> </ul>
2.4 Name of risk assessment	
<b>Chestnut Fencing (including Dead hedging)</b>	
2.5 Introductory notes/description	
<p>To be used when erecting and repairing chestnut fencing and dead hedging. Awareness of the hazard helps you to avoid it. This risk assessment should be read in conjunction with: Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Ladders, Step Ladders &amp; Hop Ups</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
1. Lack of training and information can lead to poor technique (including manual handling issues)	<ul style="list-style-type: none"> <li>Do not use the equipment unless you have been properly trained to do so</li> <li>Read and understand the manufacturer's instructions</li> <li>Follow Manual Handling risk assessment</li> </ul>
2. Lack of the correct PPE	<ul style="list-style-type: none"> <li>Wear suitable PPE including:                             <ul style="list-style-type: none"> <li>Robust boots with ankle support and good grip</li> <li>Work gloves</li> <li>Disposable face mask (FFP3)</li> <li>Goggles (EN 166)</li> <li>Safety helmet</li> </ul> </li> </ul>

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<b>3. Lifting / loading / carrying rolls of fencing and wooden posts</b>	<ul style="list-style-type: none"> <li>• This is a two-person job. Ensure rolls of fencing are tied before lifting. Do not throw down posts and fencing in an uncontrolled manner, as they can bounce back.</li> <li>• Stack fencing carefully so that it does not roll back onto yourself or others.</li> <li>• Be careful that hands / feet do not get trapped / pinched.</li> <li>• Wear work gloves when holding fencing or posts.</li> </ul>
<b>4. Using a hammer</b>	<ul style="list-style-type: none"> <li>• Use hammer with precision keeping fingers / hands safe.</li> <li>• Keep colleagues a safe distance away.</li> </ul>
<b>5. Flying debris / dust from shards of wood</b>	<ul style="list-style-type: none"> <li>• Wear eye protection when hammering fencing to posts.</li> <li>• Some wood dust is carcinogenic, wear a dust mask when sawing / hammering.</li> </ul>
<b>6. Cuts/splinters from sawing</b>	<ul style="list-style-type: none"> <li>• Keep hands clear of cutting edges.</li> <li>• Find comfortable cutting position. Don't force saw, use length of cutting blade, to reduce saw jumping out of cutting groove.</li> </ul>
<b>7. Using post driver</b>	<ul style="list-style-type: none"> <li>• Two-person task and ensure good communication.</li> <li>• Keep hands out of the way when using a post driver.</li> <li>• Lower stake to suitable height to put post driver on.</li> <li>• Take periodic breaks / rotate task where possible.</li> <li>• Wear gloves, work boots and safety helmet when using a post driver.</li> <li>• Use the correct manual handling techniques.</li> </ul>
<b>8. Sharp metal protruding</b>	<ul style="list-style-type: none"> <li>• Use fencing pliers / wire cutters to twist / cut metal.</li> <li>• Ensure all sharp bits are folded back so that they are not likely to catch on anyone walking by.</li> </ul>
<b>9. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 <b>Manager's sign-off of risk assessment</b>			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	4 Life Threatening		
1.10 <b>Residual risk evaluation probability</b>	1 Rare		
1.11 <b>Residual risk evaluation score</b>	4 Rather Small		

2. Risk assessment	
2.1 <b>Who might be harmed by the hazards and how?</b>	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Physical or verbal abuse from members of the public</li> </ul>
2.4 <b>Name of risk assessment</b>	
<b>Dealing with Aggression</b>	
2.5 <b>Introductory notes/description</b>	
<p>All volunteers to be aware of potential of aggression / violence from members of the public. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Lone Working</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 <b>What are the hazards?</b>	2.7 <b>What are the existing measures to control the risks?</b>
1. <b>Risk to personal safety at work</b>	<ul style="list-style-type: none"> <li>All volunteers to be aware that there is the potential for having to deal with a member of the public that is aggressive.</li> <li>Never put yourself in danger, always walk away from conflict.</li> <li>Always remove yourself straight away from the situation that puts your personal safety at risk</li> </ul>
2. <b>Person/s in possession of a weapon/acting aggressively or disorderly.</b>	<ul style="list-style-type: none"> <li>Do not approach. Leave area and inform PEOS</li> <li>Contact the police immediately and request assistance if required</li> </ul>
3. <b>Communication with members of the public</b>	<ul style="list-style-type: none"> <li>Use your judgement, experience to analyse the risk to personal safety.</li> <li>Keep your cool if tensions start to run high.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Listen effectively to understand the root issue of any complaints.</li> <li>• Never adopt an aggressive approach when asking members of the public to adhere to parks bylaws / dog fouling legislation.</li> <li>• Use body language to stop a situation becoming confrontational / aggressive.</li> <li>• Use a calm steady tone at all times. Never shout back or get into a heated argument.</li> <li>• Remain calm when addressing a confrontational situation and try to diffuse any potential aggression.</li> </ul>
<b>4. Verbal threats / aggressive behaviour</b>	<ul style="list-style-type: none"> <li>• If a situation arises with the threat of physical violence, volunteers should act calmly, withdraw immediately and contact the police for assistance. Inform PEOS.</li> <li>• Never try to prevent violence if it puts yourself at risk. Inform PEOS for support if you have been affected by an incident while volunteering in parks..</li> </ul>
<b>5. Lack anti-social behaviour reporting</b>	<ul style="list-style-type: none"> <li>• Always report acts of physical / verbal aggression / anti-social behaviour to PEOS.</li> <li>• Always inform PEOS of any accident / incident so that they are logged and enables a clear picture of the issue.</li> </ul>
<b>6. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	27/02/13		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Puncture of skin</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Drug Litter and Syringes</b>	
2.5 Introductory notes/description	
<p>An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Litter Picking and Bin Emptying</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Volunteers to be aware that they could come into contact with drug litter including syringes when volunteering in Parks and Open Spaces.</li> <li>Volunteers to be aware that diseases such as HIV and Hepatitis B can be acquired through accidental contact with syringes.</li> <li>Volunteers need to be vigilant when working and always carry out a visual check of work area before starting task and to be aware that syringes and drug litter can be hidden from view.</li> </ul>

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<b>2. Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>• Maintain good personal hygiene at all times. Refer to General Hazard Sheet for “Infections, Pests and Diseases” for additional control measures.</li> <li>• Cover broken skin.</li> <li>• Wear work gloves.</li> <li>• Wear safety boots EN 20345</li> </ul>
<b>3. Picking up waste / leaves / debris and emptying bins.</b>	<ul style="list-style-type: none"> <li>• Never pick up waste / leaves / debris with your hands.</li> <li>• Always use grabbers / shovels to remove waste / leaves / debris.</li> <li>• When empty bins, carry out a visual check of top of the bag and bin before lifting out. Only hold the bag / bin on the part you have inspected.</li> <li>• Always hold the refuse bag away from your body, never carry bags in your arms or close to your body.</li> </ul>
<b>4. Disposal of Syringes</b>	<ul style="list-style-type: none"> <li>• Ensure that all syringes are disposed of safely.</li> <li>• Contact PEOS remove syringe / drug litter and for their awareness.</li> <li>• Only remove syringes if you are confident to do so and have the correct equipment.</li> <li>• Open the sharps box before attempting to pick up any syringe.</li> <li>• Always use tongs, tweezers or little pickers to pick up any sharps. Never attempt to re-sheath a syringe. Never use your hands.</li> <li>• Do not fill the sharps box to over 75% full. Ensure the sharps box is securely closed and contact PEOS to remove.</li> </ul>
<b>5. Syringe puncturing the skin</b>	<ul style="list-style-type: none"> <li>• If a needle stick injury occurs, encourage any puncture of the skin to bleed and hold punctured skin under lukewarm running water.</li> <li>• Attend hospital asap as treatment is more effective when given a few hours after injury. Take the safely recovered syringe with you to hospital if possible.</li> </ul>
<b>6. Contracting Hepatitis B or HIV</b>	<ul style="list-style-type: none"> <li>• Volunteers are recommended to complete a course of Hepatitis B inoculations.</li> </ul>
<b>7. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	04/06/19		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	3 Non-fatal Injury		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	6 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Burns from contact with Giant Hogweed</li> </ul>

2.4 Name of risk assessment	
<b>Giant Hogweed</b>	
2.5 Introductory notes/description	
<p>Giant Hogweed (<i>Heracleum mantegazzianum</i>) is a large non-native species capable of spreading rapidly, becoming dominant and out-competing native plants. In addition, the sap of Giant Hogweed contains a toxic chemical that can cause severe blistering of the skin (and possible blindness if the sap gets in your eyes) when exposed to sunlight and so poses a risk to public health. During control works, it is also important to ensure that colonisation of Giant Hogweed in new areas is prevented and that no damage to species of conservation value occurs. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Lack of knowledge about Giant Hogweed and the health risks associated with it.</b></p>	<ul style="list-style-type: none"> <li>Volunteers to familiarize themselves with how to identify Giant Hogweed.</li> <li>Volunteer groups are to inform PEOS of new locations of Giant Hogweed in order to prevent spread and /or injury.</li> <li>Volunteers remain vigilant and ensure that they do not accidentally brush past or touch the plant with any part of their body.</li> <li>Do not dig up or remove any part of the plant from site.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>2. Accidental contact with Giant Hogweed with skin.</b>	<ul style="list-style-type: none"><li>• Contact between the skin and sap can occur through brushing of the bristles on the stem of the plant or breaking of the stem / leaves.</li><li>• Seek immediate shelter from the sun and wash exposed skin thoroughly with soap and cold water. Keep exposed skin away from sunlight for 48 hours. Seek medical attention. Launder any clothes that may have had contact with the sap.</li><li>• Contact PEOS to restrict access to areas where Giant Hogweed is growing and erect warning signs and to treat the plant to stop its spread.</li></ul>
<b>3. Additional unspecified risk</b>	<ul style="list-style-type: none"><li>• If in any doubt, contact PEOS for further advise.</li><li>• Always carry out a dynamic risk assessment of all situations</li></ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	1 Minor Injury		
1.10 Residual risk evaluation probability	3 Possibly		
1.11 Residual risk evaluation score	3 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Crush injuries</li> <li>Inhalation or contact with chemicals</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Fall from height</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Graffiti Removal, Painting and Cleaning</b>	
2.5 Introductory notes/description	
<p>This risk assessment covers the cleaning, painting and removal of graffiti from hard infrastructure within Parks such as fences / benches / signs etc. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>1. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Volunteers to ensure that permission has been given by Parks to clean, paint or remove graffiti.</li> <li>Only use cleaning substances, paints or graffiti removers that have been issued by PEOS.</li> <li>Ensure a COSHH assessment has been completed before using the cleaning substance, paint or graffiti remover.</li> <li>Adhere to the control measures on the COSHH sheet.</li> <li>Follow manufacturer's instructions for use of the product.</li> <li>Volunteers to be aware that paint and graffiti products can be highly flammable</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>2. Contact with chemicals</b>	<ul style="list-style-type: none"> <li>• Wear PPE as specified on the COSHH assessment for the substance you are using.</li> <li>• Cover skin to avoid accidental contact with chemical.</li> <li>• Pour liquids gently to avoid splashing over your skin or in your eyes.</li> <li>• Ensure lid is on tightly before shaking any bottle to mix.</li> </ul>
<b>3. Inhalation of fumes</b>	<ul style="list-style-type: none"> <li>• Wear the correct Respiratory Protective Equipment specified on the COSHH sheet.</li> <li>• Ensure adequate ventilation as fumes may cause headaches or nausea.</li> <li>• Do not mix chemicals / substances as this can cause toxic fumes / adverse reactions.</li> <li>• Don't use aerosols in windy conditions or if other persons are nearby.</li> </ul>
<b>4. Manual Handling</b>	<ul style="list-style-type: none"> <li>• Alternate tasks and take short break periodically to stretch and move around to avoid back strain. Try to avoid stooping.</li> <li>• Observe good manual handling practices when moving containers of cleaning materials, paint and graffiti remover.</li> <li>• Be careful of fingers getting trapped when manoeuvring heavy containers / boxes.</li> </ul>
<b>5. Unsafe Working Area</b>	<ul style="list-style-type: none"> <li>• Restrict access to the work area.</li> <li>• Restrict access until the coating is dry to touch and erect "wet paint" warning signs.</li> <li>• Secure any chemicals against unauthorised use.</li> <li>• Ensure work area is free from trip hazards.</li> <li>• Do not leave tools, equipment and chemicals unattended.</li> <li>• Store chemicals securely and away from ignition sources.</li> <li>• Secure correctly when transporting.</li> <li>• Ensure spills granules are easily available, and any spillages are cleaned up straightway.</li> <li>• Always prevent chemicals going into the water course. Cover nearby drains if there is a chance of a spillage.</li> </ul>
<b>6. Incorrect disposal</b>	<ul style="list-style-type: none"> <li>• Dispose of empty containers and any remaining chemicals correctly.</li> </ul>
<b>7. Painting or removal of graffiti at height</b>	<ul style="list-style-type: none"> <li>• Use the working at Height Hierarchy. Avoid working at height and use tools from the ground.</li> <li>• Contact PEOS to remove graffiti if not able to access it from standing on the ground.</li> </ul>
<b>8. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 <b>Manager's sign-off of risk assessment</b>			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	4 Life Threatening		
1.10 <b>Residual risk evaluation probability</b>	2 Unlikely		
1.11 <b>Residual risk evaluation score</b>	8 Moderate		

2. Risk assessment	
2.1 <b>Who might be harmed by the hazards and how?</b>	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving object</li> <li>Collision with a fixed object</li> <li>Contact / entanglement with machinery or plant</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> </ul>
2.4 <b>Name of risk assessment</b>	
<b>Grub Out Trees and Shrubs</b>	
2.5 <b>Introductory notes/description</b>	
<p>This risk assessment to be used when manually grubbing out trees and shrubs. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 <b>What are the hazards?</b>	2.7 <b>What are the existing measures to control the risks?</b>
1. <b>Unfamiliar with hazards involved in the task</b>	<ul style="list-style-type: none"> <li>Operators must be competent using tools</li> <li>Plan all work and ensure good team communication.</li> </ul>
2. <b>Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>Wear safety goggles to protect eyes from flying debris and dust.</li> <li>Wear respiratory mask FFP1 to prevent inhalation of dust.</li> <li>Wear robust boots with good grip and ankle support.</li> <li>Work boots similar to Safety boots BS EN 20345:2011 are advised when using sharp tools like mattocks and spades that could pierce your footwear.</li> <li>Wear heavy duty work gloves to protect the hands from splinters, cuts and abrasions.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>3. Fire / explosion from contact with buried services</b>	<ul style="list-style-type: none"> <li>• Volunteers are not to dig or excavate areas until PEOS have given approval and determined whether there are any underground services prior to work starting.</li> </ul>
<b>4. Manual Handling Injuries</b>	<ul style="list-style-type: none"> <li>• Ensure that there is adequate excavation and sufficient clearance around the roots to pull the root ball out as easily as possible.</li> <li>• Cut the roots to help with the removal of the root ball and prevent overexertion.</li> <li>• Where possible use tools for leverage to reduce strain and effort.</li> <li>• Get assistance if required – don't overexert, overreach or strain your muscles.</li> <li>• Always seek assistance when handling / loading large root balls as these can be heavy and awkward to lift.</li> <li>• Where possible load directly into the vehicle.</li> <li>• Contact PEOS to provide mechanical aids such as i.e., HIAB, winch, etc. when the trees / shrubs are too heavy to be moved by hand</li> <li>• Prune back surrounding shrubs and cut down shrubs to be removed to give clear access to base and a larger work area.</li> </ul>
<b>5. Broken / damaged tools</b>	<ul style="list-style-type: none"> <li>• Inspect all hand tools for damage prior to starting work. Do not use damaged / defective hand tools.</li> <li>• Ensure mattock heads are secured properly on the handle and are not loose. Do not use if heads are loose.</li> <li>• Inspect handles for splits, splinters and damage.</li> </ul>
<b>6. Injuries from sharp / heavy tools being swung in the air</b>	<ul style="list-style-type: none"> <li>• Restrict access to the work area. Stop work if members of the public enter the work area.</li> <li>• Ensure good communications and ensure all volunteers are a safe distance away before swinging a mattock.</li> <li>• Ensure you are on stable ground, and the work area is clear of trip hazards / debris before using a mattock.</li> <li>• Stand back from anyone swinging a mattock.</li> <li>• Always be aware of position of any cutting edge.</li> </ul>
<b>7. Trips, slips and falls</b>	<ul style="list-style-type: none"> <li>• Ensure clear access and egress to work area at all times.</li> <li>• Clear up debris and spoil at regular intervals.</li> <li>• Restrict access to work area to the public.</li> <li>• Any hole / excavation must be filled, compacted before leaving site. The site must be left safe.</li> <li>• Never leave holes open / unattended.</li> <li>• Remove debris, clutter, spoil, uneven ground and holes where the shrub / tree has been removed to prevent slips, trips and falls.</li> </ul>
<b>8. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/19		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Fall from height</li> <li>Other</li> </ul>

2.4 Name of risk assessment	
<b>Ladder, Step Ladders and Hop Ups</b>	
2.5 Introductory notes/description	
<p>This risk assessment covers the use of ladders, step ladder and hop up platform for use minimal duration and heights for example to clean the top of a sign which is just out of reach. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Specific risk assessment for task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Work at height should be avoided where possible.</li> <li>Only use ladders, step ladders and hop ups issued by PEOS and only if they are deemed to be the most suitable form of access equipment.</li> <li>Volunteers are not to use access equipment to get into trees or onto buildings.</li> <li>Follow the manufacturer's safe working practices.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>Ladders, step ladders and hop ups are only to be used for 'light work' (up to 10kg) or and works of short duration (under 20 minutes).</li> <li>Do not use access equipment over 1 meter. Contact PEOS if access is required for higher up.</li> </ul>
<b>2. Lack of the Correct PPE</b>	<ul style="list-style-type: none"> <li>Wear work gloves with a good grip.</li> <li>Wear robust work boot with a non-slip sole, in good condition, clean and free from dangling laces.</li> <li>Don't wear loose clothing that could catch on equipment.</li> </ul>
<b>3. Manual Handling Injuries</b>	<ul style="list-style-type: none"> <li>Use lightweight aluminium access equipment.</li> <li>Get assistance when required.</li> <li>Observe good manual handling practices.</li> </ul>
<b>4. Lack of pre use checks</b>	<ul style="list-style-type: none"> <li>Only use ladder/ stepladder/ hops that have been inspected by PEOS within the last 6 months.</li> <li>Inspect equipment before use and check for damage.</li> <li>Equipment to be clean, in good condition and not defective. Ensure feet are not missing.</li> <li>Ensure both legs are fully extended and locked into position before use. Always engage safety catches on step ladders and hop ups and any extension ladder are connected properly prior to use. Ensure any support legs are fully extended and locked into position.</li> </ul>
<b>5. Overreaching when on access equipment</b>	<ul style="list-style-type: none"> <li>Always grip the ladder and maintain three points of contact when climbing.</li> <li>Do not overreach or use excessive sideways force when working.</li> <li>Keep both feet on the platform or same rung /step throughout the task. If on a ladder, make sure you belt buckle (navel) stays within the stiles.</li> </ul>
<b>6. Overloading of access equipment</b>	<ul style="list-style-type: none"> <li>Check equipment for highest stated load and do not exceed. Only one person to stand on ladder/ step ladder / hop up.</li> <li>Make sure ladder / step ladder / hop up is suitable size for the task.</li> </ul>
<b>7. Unsafe Working Area</b>	<ul style="list-style-type: none"> <li>Place access equipment on firm level ground. Do not raise the height in any way by placing objects below it or on it.</li> <li>The ground should not be slippery and free from loose material (leaf litter, sand, materials) so that the feet can grip. Always prevent the ladder from slipping.</li> <li>Do not stand access equipment on moveable objects, such as vehicles.</li> <li>Where practicable the ladder should be tied at the top to a secure anchor point. Refer to the manufacturer instructions for the maximum safe ground slopes</li> <li>Do not use in strong or gusting winds, wet or icy conditions.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Barrier off to prevent unauthorised access and remove and secure access equipment when not in use.</li> <li>• Do not move / extend equipment while standing on it.</li> <li>• The ladder angle should be 75 degrees (1 unit out for every 4 units up).</li> <li>• Do not stand on / work off top three / four rungs as this provides a handhold.</li> <li>• The ladder to be placed against strong resting point, secured at the top also footed at the bottom if possible.</li> <li>• Ensure there is space to fully open and use locking devices correctly.</li> <li>• Steps should face work activity, avoid side-on working.</li> </ul>
<p><b>8. Additional unspecified risk</b></p>	<ul style="list-style-type: none"> <li>• If in any doubt, ask contact PEOS for further advice.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	4 Life threatening		
1.10 <b>Residual risk evaluation probability</b>	2 Unlikely		
1.11 <b>Residual risk evaluation score</b>	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Contamination with bacteria &amp; viruses</li> <li>Manual Handling injuries</li> <li>Crush / pinching</li> <li>Puncture wounds / lacerations</li> </ul>
2.4 Name of risk assessment	
<b>Litter Picking and Bin Emptying</b>	
2.5 Introductory notes/description	
<p>To be used when litter picking and emptying of litter and dog bins in Parks, Estates &amp; Open Spaces. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets in particular "Infections, Pest &amp; Diseases" and "Manual Handling"</li> <li>Lone Working</li> <li>Removal of Syringes and Drug Litter</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of training and information</b>	<ul style="list-style-type: none"> <li>Do not use any equipment unless you have been properly trained to do so.</li> <li>Do not touch any fly tips, unidentified materials / liquids or abandoned vehicles. Contact PEOS to remove.</li> </ul>
<b>2. Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>Wear suitable PPE including:                             <ul style="list-style-type: none"> <li>Rubber / disposable gloves</li> <li>Robust work boots with a good grip and ankle support.</li> </ul> </li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<p><b>3. Contamination through contact with bacteria</b></p>	<ul style="list-style-type: none"> <li>• Wash hands thoroughly after working, especially before eating, smoking or going to the toilet.</li> <li>• Always have antibacterial wipes / hand gel available.</li> <li>• Volunteers with chronic skin conditions or cuts / abrasions that cannot be sealed should not empty bins or litter pick.</li> <li>• Ensure first aid kit is fully stocked on site or in vehicle if mobile working.</li> <li>• It is advised to keep tetanus /Hep B inoculations up to date.</li> <li>• Ensure that any dog waste handled is double bagged to prevent accidental contamination.</li> <li>• Wear rubber /disposable gloves when emptying bins.</li> <li>• Wear washable or disposal protective clothing if there is a chance that clothing can become contaminated with faecal/ other matter.</li> <li>• Wear visor when washing down contaminated surfaces, if spray cannot be avoided.</li> <li>• Keep contaminated equipment and tools separate.</li> <li>• Use disinfectant to clean any PPE, equipment or vehicle that has been contaminated with dog faeces.</li> </ul>
<p><b>4. Repetitive strain injury through overuse of litter picker</b></p>	<ul style="list-style-type: none"> <li>• Vary your work routine throughout the day / take regular breaks from using the litter picker.</li> <li>• Stop work and do not continue if you have any tingling / numbness or pain in the hand or painful wrists.</li> </ul>
<p><b>5. Uneven ground</b></p>	<ul style="list-style-type: none"> <li>• Ensure safe footing, especially in wet / icy weather and on uneven ground.</li> <li>• Take extra care in long grass which can hide uneven ground / hidden obstacles.</li> </ul>
<p><b>6. Shrub / wooded areas</b></p>	<ul style="list-style-type: none"> <li>• Be aware of your own personal safety when entering dense shrub areas.</li> <li>• Wear safety goggles if risk of branches hitting your face / eyes etc.</li> </ul>
<p><b>7. Risk of puncture wounds and cuts from broken glass, syringes or other materials</b></p>	<ul style="list-style-type: none"> <li>• Be aware of the dangers of potential contact with drug litter / hypodermic syringes when carrying out this task.</li> <li>• Carry out a visual check of area / bins to check if sharps or other hazards are in evidence.</li> <li>• Never attempt to pick up litter with your hands always use litter pickers.</li> <li>• Wear gloves at all times.</li> <li>• Hold bags of rubbish away from your body when carrying and lift only by the tied part at the top of the bag.</li> <li>• Contact PEOS and refer to risk assessment for “Removal of Drug Litter” if any sharps are discovered.</li> </ul>
<p><b>8. Manual Handling – bins are heavy or full</b></p>	<ul style="list-style-type: none"> <li>• When emptying bins, try to determine the weight of the bin / bag by observing how full it is. It could weigh heavier in wet weather.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Use good manual handling techniques. Get assistance if bins are too heavy to lift alone.</li> <li>• Ensure a good grip on the bag prior to lifting.</li> <li>• Use manual handling aids - barrows / trolleys if the bags are to be carried any distance.</li> </ul>
<b>9. Risk of collision with moving vehicle when working near roads</b>	<ul style="list-style-type: none"> <li>• Wear high viz when litter picking / emptying bins near roads / car parks.</li> <li>• Maintain an awareness of your surroundings and vehicles driving past at all times.</li> <li>• Never walk behind reversing vehicles.</li> </ul>
<b>10. No bin liner present</b>	<ul style="list-style-type: none"> <li>• Use grabbers to remove rubbish from bin – do not empty bins by hand.</li> </ul>
<b>11. Crushing / pinching of hands and fingers</b>	<ul style="list-style-type: none"> <li>• Take care when replacing bin sleeve and when opening or closing the bin lids.</li> </ul>
<b>12. Fly tips and abandoned vehicles</b>	<ul style="list-style-type: none"> <li>• Be aware that fly tips and abandoned vehicles may contain hazardous materials such as asbestos. Do not move or touch. Contact PEOS to remove.</li> </ul>
<b>13. Additional, unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further advice.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	3 Non-fatal Injury		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	6 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving vehicle or object</li> <li>Collision with a fixed object</li> <li>Contact / entanglement with machinery or plant</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Fall from height</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Loading &amp; Unloading</b>	
2.5 Introductory notes/description	
<p>This risk assessment is for loading and unloading of vehicles and includes delivery of plants and equipment by external suppliers or Council vehicles. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	

2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Unfamiliar with hazards involved in the task</b>	<ul style="list-style-type: none"> <li>Before loading / unloading carry out a visual check of load.</li> <li>Check for any loose or unsafe parts that might hinder the loading operation.</li> <li>Ensure good team communication throughout the loading / unloading operation. Have an awareness of other team members and their location and who's doing what.</li> </ul>
<b>2. Lack of the Correct PPE</b>	<ul style="list-style-type: none"> <li>Wear work gloves with a good grip.</li> <li>Wear robust boots with ankle support and a non-slip sole.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
	<ul style="list-style-type: none"> <li>Wear eye protection if appropriate.</li> </ul>
<b>3. Manual Handling</b>	<ul style="list-style-type: none"> <li>Get assistance and use mechanical aids where possible. Assess weight before lift.</li> <li>Have an awareness of vehicle parts when loading. Keep fingers away from any pinch points when opening / closing backs of vehicle / cage.</li> </ul>
<b>4. Unloading - bedding/ plants/ materials etc. falling from the vehicle.</b>	<ul style="list-style-type: none"> <li>Keep away from tail lift when in operation. Secure moving parts so that doors / cages etc. don't close during unloading.</li> <li>Stand away from the open back of any vehicle when unloading / accepting a delivery. Stand to the side and allow the driver to get equipment / materials off the vehicle.</li> <li>Remain vigilant when unloading. Check for obstacles that could be in the way during unloading and move if possible.</li> <li>Always pull trolleys from the pivot end and where possible unload near standing / storage area. Plan route over even ground. Take extra care on wet or slippery surfaces.</li> </ul>
<b>5. Vehicle movement and parking</b>	<ul style="list-style-type: none"> <li>Do not walk behind any vehicle that is reversing and keep a safe distance from any vehicles manoeuvring.</li> <li>Unload in a safe area away from vehicles manoeuvring / parking.</li> <li>Park vehicle or direct suppliers vehicle to park on level ground.</li> </ul>
<b>6. Lack of accident reporting</b>	<ul style="list-style-type: none"> <li>Report all incidents / accidents promptly to PEOS.</li> <li>Inform supplier of any accidents relating to their deliveries.</li> </ul>
<b>7. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>If in any doubt, contact PEOS for further advice.</li> <li>Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 <b>Manager's sign-off of risk assessment</b>			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	3 Non-fatal Injury		
1.10 <b>Residual risk evaluation probability</b>	2 Unlikely		
1.11 <b>Residual risk evaluation score</b>	6 Rather Small		

2. Risk assessment	
2.1 <b>Who might be harmed by the hazards and how?</b>	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving vehicle or object</li> <li>Collision with a fixed object</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Verbal or physical abuse</li> </ul>
2.4 <b>Name of risk assessment</b>	
<b>Locking and Unlocking Gates</b>	
2.5 <b>Introductory notes/description</b>	
<p>An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Dealing with Aggression</li> <li>Lone Working</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 <b>What are the hazards?</b>	2.7 <b>What are the existing measures to control the risks?</b>
I. Unfamiliar with hazards involved in the task.	<ul style="list-style-type: none"> <li>Park gates must be only locked and unlocked in agreement with PEOS.</li> <li>Volunteers to be familiar with relevant risk assessments, location of park sites and all gate locations before starting to lock/ unlock gates.</li> <li>Volunteers to have read through this risk assessment and other relevant risk assessments such as "Dealing with Aggression", Lone Working and General Hazard Sheet - "Safe Working Area" prior to locking / unlocking gates.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Adhere to any method statement for additional safe working if in place.</li> </ul>
<b>2. Lack of Communication</b>	<ul style="list-style-type: none"> <li>• Arrange regular contact with another volunteer / someone at home to keep them updated of your location. Particularly when you arrive or leave a site.</li> <li>• Use the buddy system to help ensure safety of others.</li> <li>• A mobile phone must be taken with volunteers that lock / unlock park gates so that they are able to summon help should it be needed.</li> </ul>
<b>3. Damage to Gates and Locks</b>	<ul style="list-style-type: none"> <li>• Visually inspect the gates, locks and padlocks for damage.</li> <li>• Check for glass or sharps that could be wedged in before handling the lock / gate.</li> <li>• Report immediately to PEOS any defective lock or broken gates for repair or replacement.</li> </ul>
<b>4. Verbal or physical aggression or attack</b>	<ul style="list-style-type: none"> <li>• Always maintain an ongoing awareness of your surroundings.</li> <li>• Take extra care when in secluded areas of parks.</li> <li>• Remain firm but calm when asking park users to leave the park when locking up.</li> <li>• Ensure clear signage is in place with park opening and closing times.</li> <li>• Leave immediately if there are any threats, aggression or if you feel that your safety is threatened in any way.</li> <li>• Call PEOS for advice / assistance when needed.</li> <li>• Dial 999 if urgent assistance is required.</li> <li>• Report all incidents / ASB to PEOS giving as much detail as possible.</li> <li>• Ranger Management Team to identify any areas that require additional patrols from Police Community Safety Officers.</li> </ul>
<b>5. Accidents</b>	<ul style="list-style-type: none"> <li>• Ensure first aid kit in vehicle /lodge is fully equipped.</li> <li>• Report all accidents to your line manager using the normal accident reporting procedure, giving as much detail as possible.</li> </ul>
<b>6. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further advice.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	5 Fatal Injury		
1.10 <b>Residual risk evaluation probability</b>	1 Rare		
1.11 <b>Residual risk evaluation score</b>	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Slips, trips or falls</li> <li>Taken ill</li> <li>Dealing with Physical Aggression</li> <li>Vehicle / machinery accident</li> </ul>
2.4 Name of risk assessment	
<b>Lone Working</b>	
2.5 Introductory notes/description	
<p>To cover all volunteers that carry out any lone working. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Dealing with Aggression</li> <li>Risk Assessment for the task.</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>1. Limited supervision to control, guide and help in uncertain situations</b></p>	<ul style="list-style-type: none"> <li>Ensure volunteers are competent to deal with requirements of lone working and tasks they are expected to carry out.</li> <li>Volunteers to always be vigilant when lone working and maintain an awareness of their surroundings.</li> <li>No lone working permitted for any inexperienced or vulnerable volunteers</li> </ul>
<p><b>2. Lack of the correct PPE</b></p>	<ul style="list-style-type: none"> <li>Wear suitable PPE including:                             <ul style="list-style-type: none"> <li>Safety boots (BS EN ISO 20345: 2011)</li> <li>Clothes suitable for the weather and task</li> </ul> </li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>3. Poor health can affect ability to lone work</b>	<ul style="list-style-type: none"> <li>• Inform the lead volunteer about new or existing medical conditions that may affect you.</li> <li>• Don't carry out lone working if you have higher health risks such as unstable diabetes or epilepsy, mellitus, significant unstable cardiac arrhythmias causing disabling giddiness / vertigo.</li> <li>• Volunteers to stop work if feeling unwell and report to team leader that you are unable to continue work.</li> </ul>
<b>4. Lack of first aid</b>	<ul style="list-style-type: none"> <li>• First aid kit to be kept fully stocked and contents in date.</li> <li>• First aid kits to be easily accessible on site.</li> <li>• Mini first aid kits to be taken out by lone workers.</li> </ul>
<b>5. Lack of knowledge of who to contact when requiring assistance</b>	<ul style="list-style-type: none"> <li>• Volunteers to know who to contact and how to get assistance when requiring assistance, guidance or in an emergency.</li> <li>• Volunteers to have contacts for PEOS, other volunteers, and council emergency control programmed into mobile phone before lone working.</li> <li>• Call 999 for emergency situations.</li> </ul>
<b>6. Mobile phones not working</b>	<ul style="list-style-type: none"> <li>• Ensure that your mobile phone is fully charged and working before starting work.</li> <li>• Volunteers to be aware of any mobile phone blackspots for the sites that they visit.</li> </ul>
<b>7. Lack of communication</b>	<ul style="list-style-type: none"> <li>• Use mobile phone to report give regular updates on your location and your expected time home.</li> <li>• Inform PEOS of all incidents, response to incidents, dangerous conditions and to request assistance.</li> <li>• Use pre agreed intervals of contact with others.</li> <li>• Use buddy system to help ensure safety of yourself and other volunteers.</li> </ul>
<b>8. Lack of awareness of surroundings</b>	<ul style="list-style-type: none"> <li>• Carry out a dynamic risk assessment before entering areas / parks / council buildings. Do not enter if you feel your safety may be threatened.</li> <li>• Do not get too engrossed in task, always be vigilant of surroundings and when entering and exiting buildings.</li> </ul>
<b>9. Physical or verbal aggression</b>	<ul style="list-style-type: none"> <li>• Be extra vigilant. Female lone workers not to visit parks where there have been recent sexual attacks.</li> <li>• Dial 999 in emergency situations.</li> <li>• Report any acts of physical or verbal aggression to the police / PEOS immediately.</li> </ul>
<b>10. Trying to load, carry or move heavy weights</b>	<ul style="list-style-type: none"> <li>• Do not carry out any manual handling tasks that require two persons. Use manual handling aids or get assistance.</li> </ul>
<b>11. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further advice.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	09/07/18		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Contact with the caterpillar hairs can cause itchy skin rashes, eye and throat irritations and occasionally, breathing difficulties in people and animals.</li> </ul>
2.4 Name of risk assessment	
<b>Oak Processionary Moth Caterpillars</b>	
2.5 Introductory notes/description	
<p>Caterpillars of the oak processionary moth (OPM) are a pest which can be a hazard to the health of oak trees, people and animals. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of Awareness of Oak Processionary Moth</b>	<ul style="list-style-type: none"> <li>Volunteers to be aware of hazards associated with OPM.</li> <li>Report all sightings of OPM to PEOS</li> <li>Read Forestry Commission guidance on OPM.</li> <li>Do not go near or carry out works near or under any tree affected by OPM caterpillars or nests.</li> </ul>
<b>2. Accidental contact with OPM caterpillars</b>	<ul style="list-style-type: none"> <li>Contact with the tiny hairs on OPM caterpillars can cause itchy skin rashes, eye and throat irritations and occasionally, breathing difficulties in people and animals.</li> <li>Get medical assistance immediately if skin or eye irritation, allergic reactions or breathing difficulties occur.</li> </ul>
<b>3. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>Always carry out a dynamic risk assessment of all situations. Contact PEO for further advise if required.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	5 Fatal Injury		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Puncture wounds</li> <li>Contamination with bacteria and viruses</li> <li>Impact / crush injuries</li> </ul>
2.4 Name of risk assessment	
<b>Planting Trees, Whips and Bulbs</b>	
2.5 Introductory notes/description	
<p>To used when planting trees, whips and bulbs in Park, Estates &amp; Open Spaces sites. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Lack of training and information</b>	<ul style="list-style-type: none"> <li>Volunteers to always contact PEOS prior to any planting of trees, whips or bulbs to confirm approval for the planting and the location.</li> <li>Do not use any equipment unless you have been properly trained to do so.</li> <li>Follow good manual handling practices.</li> <li>Ensure good communication throughout task.</li> </ul>
<b>2. Lack of the correct PPE</b>	<p>Wear suitable PPE including:</p> <ul style="list-style-type: none"> <li>Work Gloves</li> <li>Wear eye protection in case of flying debris. Goggles (EN 166) or Visor (EN 166)</li> <li>Safety boots (BS EN ISO 20345: 2011) or robust work books with good ankle support and non-slip sole.</li> <li>Wear safety helmet if using hand tools that are raised above the head such as a pickaxe.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>3. Contact with faeces / sharps / other hazards</b>	<ul style="list-style-type: none"> <li>• Use forks, grabs, shovel to clear area before planting.</li> <li>• Avoid putting your hands into areas you cannot see.</li> <li>• Wear gloves.</li> <li>• Do not pick up rubbish by hand – use forks, grabs, shovel.</li> <li>• Wash hands thoroughly after working, especially before eating, smoking or going to the toilet</li> </ul>
<b>4. Striking buried services can cause serious / fatal injuries</b>	<ul style="list-style-type: none"> <li>• It is important to ensure that there are no buried services prior to any excavations.</li> <li>• Volunteers to be aware of dangers of striking buried services when digging holes in the ground.</li> <li>• Prior to starting the excavation, volunteers should contact PEOS to check that there are no buried services.</li> </ul>
<b>5. Installing stakes in the ground</b>	<ul style="list-style-type: none"> <li>• Keep hands out of the way when using a post driver.</li> <li>• Lower stake to suitable height to carry out task where possible.</li> <li>• Wear gloves, safety boots put post driver on.</li> <li>• Take periodic breaks / rotate and safety helmet.</li> </ul>
<b>6. Manoeuvring trees with heavy root balls</b>	<ul style="list-style-type: none"> <li>• Get assistance when moving trees and ensure good communication throughout task.</li> <li>• Keep hands out of way when manoeuvring to avoid fingers getting trapped.</li> <li>• Roll heavy roots balls where possible to avoid lifting.</li> <li>• Use mechanical aids to get as close to the hole as possible.</li> <li>• Contact PEOS for assistance if required.</li> </ul>
<b>7. Manual Handling</b>	<ul style="list-style-type: none"> <li>• Follow the Geral Risk Assessment for Manual Handling.</li> <li>• Avoid planting when ground conditions are frozen.</li> </ul>
<b>8. Collision or being struck by other vehicles</b>	<ul style="list-style-type: none"> <li>• Do not work on any highway verges or edges of roads.</li> <li>• Keep a safe distance away from the edge of any highway.</li> <li>• Always wear high viz if a highway is close by.</li> <li>• Cone off and sign safe working area ensuring that none of the work area goes into the road.</li> <li>• Remain vigilant at all times to oncoming / passing vehicles.</li> </ul>
<b>9. Holes and trips hazards</b>	<ul style="list-style-type: none"> <li>• Remove discarded slabs / soil / rubbish from work area.</li> <li>• Fill in any holes / dips so that area is left in a safe manner.</li> </ul>
<b>10. Additional unspecified hazard</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	2 Moderate Injury / Harmful		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	4 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact / crush injuries falling objects</li> <li>Abrasions / cuts</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Pruning Shrubs</b>	
2.5 Introductory notes/description	
<p>This risk assessment covers pruning shrubs and trees with the use of manual tools such as saws, secateurs and loppers. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Unfamiliar with hazards involved in the task</b>	<ul style="list-style-type: none"> <li>Plan all work before starting to prune shrubs and trees. All volunteers to be competent and trained in the equipment that they are using to prune and cut down shrubs and hedges.</li> </ul>
<b>2. Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>Wear impact resistant eye protections (visor / goggles) to protect eyes from injury such as saw dust, pollen and branches/ twigs entering the eye.</li> <li>Wear work gloves at all times to protect hands from abrasions and cuts from sharp tools and shrubs</li> <li>Wear a face mask FFPI to protect against pollen and dust.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>3. Cuts / Abrasions</b>	<ul style="list-style-type: none"> <li>• Ensure sharp tools are safely sheathed at all times when not in use. Store sharp tools safely and securely.</li> <li>• Always cut away from body. keeping hands and body clear of cutting / sharp edges.</li> <li>• Always be aware that sharps / needles / broken glass etc. can be lodged in shrubs and hedges. Carry out a visual check of the area as you work.</li> <li>• User grabbers or forks to load green waste, never use your hands.</li> </ul>
<b>4. Falling branches</b>	<ul style="list-style-type: none"> <li>• Shake shrubs to dislodge loose matter before entering shrubberies, proceed with due care and attention.</li> <li>• Wear head protection if there is a risk of falling branches.</li> <li>• Ensure that the fall area is clear of other volunteers when removing overhead branches.</li> </ul>
<b>4. Unable to reach higher branches</b>	<ul style="list-style-type: none"> <li>• Keep balance and do not overstretch.</li> <li>• Contact PEOS to carry out works for any branches that can't be reached from the ground.</li> <li>• Do not carry out any working at height.</li> </ul>
<b>5. Manual Handling</b>	<ul style="list-style-type: none"> <li>• Get assistance with heavy / bulky prunings.</li> <li>• Use forks / grabs to reduce bending</li> <li>• Avoid straining arms and shoulders by taking periodic breaks and alternating tasks.</li> <li>• Find a comfortable working position and avoid stooping.</li> <li>• Use tools appropriate to size of stems / branches / limbs. (secateurs, loppers, saws) to prevent straining hands.</li> </ul>
<b>6. Damaged / broken tools</b>	<ul style="list-style-type: none"> <li>• Ensure tools are not damaged / broken before use. Do not use defective tools.</li> </ul>
<b>7. Unsafe working area</b>	<ul style="list-style-type: none"> <li>• Ensure fellow volunteers / public are kept clear of the work area.</li> <li>• Do not leave tools and equipment unattended or laying around on the ground.</li> <li>• Keep the work area clear of debris and tools. Regularly clear area to ensure that prunings don't build up underfoot.</li> <li>• Be aware that prunings may hide uneven ground.</li> </ul>
<b>8. Injury to other volunteers / public</b>	<ul style="list-style-type: none"> <li>• Stop work if unauthorised persons enter the work area.</li> </ul>
<b>9. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, Contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	2 Moderate Injury / Harmful		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	4 Rather Small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving object</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Turf Maintenance Tasks</b>	
2.5 Introductory notes/description	
<p>This risk assessment to be used when carrying out manual turf maintenance tasks such as turfing, top dressing, using the roller, applying fertilizers etc. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Bed Maintenance Tasks</li> <li>Pedestrian Mowers</li> <li>Other contents of the Red Folder</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<b>1. Unfamiliar with hazards involved in the task</b>	<ul style="list-style-type: none"> <li>Bowling green / turf maintenance tasks are to be carried out by competent operatives.</li> </ul>
<b>2. Lack of the correct PPE</b>	<ul style="list-style-type: none"> <li>Always wear safety footwear and work gloves.</li> <li>Wear a dust mask in dusty conditions.</li> <li>Wear PPE specified in the relevant COSHH sheet when using fertilizers.</li> </ul>
<b>3. Using pesticides</b>	<ul style="list-style-type: none"> <li>Pesticides only to be applied by PA1 PA6 certified PEOS operatives.</li> </ul>
<b>4. Using fertilizers</b>	<ul style="list-style-type: none"> <li>Adhere to all control measures on the COSHH sheet</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Ensure weedkillers, moss-killers and granular fertilizers are applied and used and stored correctly.</li> <li>• Maintain good hygiene at all times</li> </ul>
<b>5. Crush injuries</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet away from the base of the roller.</li> <li>• Keep fingers away from trap points when manoeuvring equipment or putting down heavy bags.</li> </ul>
<b>6. Manual Handling Injuries</b>	<ul style="list-style-type: none"> <li>• Always use ramps to access the green with machinery.</li> <li>• Do not overfill the fertilizer spreader.</li> <li>• Ensure bearing on the roller are greased prior to use.</li> <li>• Ensure any wheels on any equipment are moving freely.</li> <li>• Do not overstretch when using the switches.</li> <li>• Try to avoid stooping and take periodic breaks.</li> <li>• When turfing - carry one turf at a time, keep the turf close to the body when carrying, drop turf to ground and when carrying / laying turf always work uphill.</li> <li>• Use mechanical aids to move bags and heavy equipment and get assistance when required.</li> <li>• Arrange for equipment and consumables such as bags of soil and fertilizer to be delivered to as close to the work site as possible.</li> <li>• Bags for manual handling to be 25kg or less.</li> </ul>
<b>7. Using mowers and other petrol driven machinery.</b>	<ul style="list-style-type: none"> <li>• Refer to the risk assessment for the specific piece of equipment such as Pedestrian Mowers</li> </ul>
<b>8. Unsafe working area</b>	<ul style="list-style-type: none"> <li>• Stop work if members of the public enter the work area.</li> <li>• Do not leave equipment laying around on the ground that could cause trip hazards.</li> </ul>
<b>9. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 <b>Manager's sign-off of risk assessment</b>			
1.2 <b>Sign-off by</b>	Head of Service	1.3 <b>Sign-off date</b>	01/04/26
1.4 <b>Date risk assessment created</b>	12/01/10		
1.5 <b>Date risk assessment updated</b>	04/02/26		
1.6 <b>Name of risk assessor(s)</b>	Lisa Lawrence		
1.7 <b>Directorate</b>	Communities, Environment & Central		
1.8 <b>Department</b>	Parks, Estates & Open Spaces		
1.9 <b>Residual risk evaluation severity</b>	4 Life Threatening		
1.10 <b>Residual risk evaluation probability</b>	1 Rare		
1.11 <b>Residual risk evaluation score</b>	4 Rather Small		

2. Risk assessment	
2.1 <b>Who might be harmed by the hazards and how?</b>	
2.2 <b>Who?</b>	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 <b>How?</b>	<ul style="list-style-type: none"> <li>Slips from wet surfaces, trips from hoses laid out.</li> <li>Burns from touching hot surfaces on the bowser.</li> <li>Road traffic accidents from working on the highway.</li> <li>Crush injuries from lifting hydrant covers.</li> </ul>
2.4 <b>Name of risk assessment</b>	
<b>Watering</b>	
2.5 <b>Introductory notes/description</b>	
<p>To be used when carrying out watering activities in Parks, Estates &amp; Open Spaces. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 <b>What are the hazards?</b>	2.7 <b>What are the existing measures to control the risks?</b>
1. <b>Unfamiliar with hazards involved in the task</b>	<ul style="list-style-type: none"> <li>Do not use watering equipment unless you have been properly trained.</li> <li>Follow Manual Handling good practice.</li> <li>Contact PEOS to confirm approval for connection to a water point / standpipe.</li> <li>Do not connect to a water hydrant on the public highway unless you have a licence in place.</li> <li>Do not water near any electrical devices.</li> </ul>
2. <b>Contaminated water / getting wet</b>	<ul style="list-style-type: none"> <li>Wear suitable PPE including:                             <ul style="list-style-type: none"> <li>Gloves (waterproof)</li> <li>Goggles (EN 166) or Visor (EN 166)</li> <li>Safety boots (BS EN ISO 20345: 2011)</li> </ul> </li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Wash hands thoroughly after watering, especially before eating, smoking or going to the toilet.</li> <li>• Do not use for drinking water.</li> <li>• Avoid getting other volunteers and members of the public wet.</li> <li>• Always ensure that standpipe is clean before connection.</li> </ul>
<b>3. Crush Injuries</b>	<ul style="list-style-type: none"> <li>• Wear gloves and have an awareness of finger trap hazards while manoeuvring hydrant covers.</li> <li>• Keep hands / fingers / feet clear when replacing heavy metal hydrant covers.</li> <li>• Use correct tool to lever up hydrant covers.</li> </ul>
<b>4. Manual Handling</b>	<ul style="list-style-type: none"> <li>• Make space for hydrant cover before you lift it.</li> <li>• Get assistance to lift hose reels when needed.</li> </ul>
<b>5. Falling down an open hydrant</b>	<ul style="list-style-type: none"> <li>• Place barrier / bollard / warning sign to prevent public access to an open hydrant.</li> <li>• Always replace hydrant cover securely after disconnection of hydrant.</li> <li>• Never leave an open hydrant unattended.</li> </ul>
<b>6. Trip hazards from routing of hoses</b>	<ul style="list-style-type: none"> <li>• Where hoses cross a path / walkway ensure adequate warning signs / cones / ramps are installed.</li> <li>• Where possible, ensure the hose is laid out along a natural safe course.</li> <li>• Avoid hoses crossing over any steps. If not possible, then restrict access to steps.</li> </ul>
<b>7. Slippery wet surfaces</b>	<ul style="list-style-type: none"> <li>• Most surfaces become slippery when wet – take extra care when watering, particularly on York Stone.</li> <li>• Use watering systems so that the water goes directly to the roots of the trees.</li> <li>• Wear non-slip footwear.</li> </ul>
<b>8. Leaking pipes / damage to hydrant</b>	<ul style="list-style-type: none"> <li>• Ensure that any damaged pipes, hoses, covers are reported for repair.</li> <li>• Ensure correct connection to water hydrant.</li> </ul>
<b>9. Working near highways</b>	<ul style="list-style-type: none"> <li>• Wear high viz when working near highways.</li> <li>• Keep a safe distance away from the highway</li> <li>• Maintain an awareness of the traffic around you (cars &amp; pedestrians)</li> </ul>
<b>10. If in doubt</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

1. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	5 Fatal Injury		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Slip, trips on the same level</li> <li>Handling lifting or carrying</li> <li>Struck by falling object</li> <li>Contact with moving machinery</li> <li>Exposure to harmful substances</li> <li>Acts of aggression or violence</li> </ul>
2.4 Name of risk assessment	
<b>Working in Cemeteries and Closed Churchyards</b>	
2.5 Introductory notes/description	
<p>To be used when working in one of the Borough's Cemeteries or Closed Churchyards. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other risk assessments that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Specific risk assessment for equipment or task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Parks, Estates &amp; Open Spaces maintain five cemeteries and eight closed churchyards, listed below. Charlton Cemetery Eltham Cemetery Greenwich Cemetery Woolwich New Cemetery Woolwich Old Cemetery St Alfege Churchyard St Alfege Park St John the Baptist Churchyard</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<p>St Luke's Churchyard                  St Marys Gardens &amp; Churchyard                  St Nicholas Churchyard                  St Nicolas Gardens                  St Thomas Churchyard</p>
<b>2. Closed Churchyards</b>	<ul style="list-style-type: none"> <li>• Consult with PEOS and stakeholders i.e. church leaders where applicable. prior to carrying out any works.</li> <li>• Always check with PEOS if faculty permission from Southwark Dioceses is required before any landscape alterations or any changes to the site.</li> </ul>
<b>3. Cemeteries</b>	<ul style="list-style-type: none"> <li>• Avoid working in the vicinity of a burial, move away for the duration of the service and until mourners have dispersed.</li> <li>• Be aware that even if you are working a distance away, sound from noisy machinery can carry.</li> </ul>
<b>4. Working near graves and memorials</b>	<ul style="list-style-type: none"> <li>• Be respectful of environment when working in a cemetery or closed churchyard.</li> <li>• Avoid working near members of the public that are visiting graves / memorials where possible.</li> <li>• Do not damage memorials and ensure equipment used does not come into contact with any part of the memorial such as the gravestone, curb stone, rails or footstones. Report any accidental damage to memorials.</li> <li>• Do not lean on, pull, knock over or use memorials as support to pull yourself up from the ground.</li> </ul>
<b>5. Lack of Memorial Safety Inspections</b>	<ul style="list-style-type: none"> <li>• Report any unstable memorials to the PEOS cemetery team so that they can notify the registered grave owner of their responsibility to make safe.</li> </ul>
<b>6. Overgrown areas of bramble and weed</b>	<ul style="list-style-type: none"> <li>• Be vigilant when cutting back overgrown areas as memorials can be hidden under brambles.</li> <li>• Use hand tools to establish location of memorials before using mechanical equipment.</li> <li>• Don't pull / tug bramble from walls, memorials or any other structures as this can cause the memorials or walls to topple or cause damage.</li> </ul>
<b>7. Uneven ground</b>	<ul style="list-style-type: none"> <li>• Maintain an ongoing awareness for the likelihood of uneven ground due to sunken graves.</li> <li>• Be vigilant for fox holes particularly in closed churchyards or areas that are overgrown. Don't step on any area before it is cleared as the grass or undergrowth could be hiding a fox hole.</li> <li>• Check ground before stepping forward fully and putting your weight down.</li> <li>• Be observant of trip hazards such as curb stones.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Monitor the condition of pathways as you move around the site and report and trip hazards or damage to pathways</li> </ul>
<b>8. Discovery of rough sleepers / sex workers</b>	<ul style="list-style-type: none"> <li>• Inform PEOS and local police community support team of any rough sleepers / sex workers that are using the site.</li> <li>• Remain polite and move away if anyone starts to be abusive or aggressive.</li> </ul>
<b>9. Discovery of Syringes or drug litter / evidence of sex workers</b>	<ul style="list-style-type: none"> <li>• Carry out an ongoing dynamic risk assessment of the area.</li> <li>• Refer to the risk assessment “Drug Litter and Syringes”</li> <li>• Inform PEOS.</li> </ul>
<b>10. Discovery of items that have been fly-tipped</b>	<ul style="list-style-type: none"> <li>• Do not touch or remove as there may be hazardous materials / liquids within the fly tip such as asbestos.</li> <li>• Contact PEOS to remove.</li> </ul>
<b>11. Disturbance to wildlife</b>	<ul style="list-style-type: none"> <li>• Visually inspect sites prior to starting work and remain vigilant that wildlife habitats can be in overgrown areas.</li> <li>• It is an offence to damage or destroy wildlife habitat or any nesting areas. Be vigilant not to damage fox dens during the breeding season.</li> <li>• Do not kill or injure wild animals and birds or remove eggs.</li> <li>• Avoid the bird nesting season when cutting back areas of overgrowth. Only cut back overgrown areas from November to February.</li> <li>• Do not carry out tree work if there is evidence of bats.</li> </ul>
<b>12. Protecting Biodiversity at Sites of Interest for Nature Conservation (SINC).</b>	<ul style="list-style-type: none"> <li>• Be aware of the additional responsibility for preserving biodiversity at SINC sites. All cemeteries except for Eltham Cemetery are SINC sites; and two of the closed churchyards – St John the Baptist and St Marys Gardens are SINC sites.</li> </ul>
<b>13. If in doubt</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	4 Life Threatening		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	8 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Impact / crush injuries from a moving vehicle or object</li> <li>Collision with a fixed object</li> <li>Slips, trips or falls on the same level</li> <li>Handling, lifting or carrying</li> <li>Other</li> </ul>
2.4 Name of risk assessment	
<b>Working in Cold and Inclement Weather Conditions</b>	
2.5 Introductory notes/description	
<p>To be used in cold and inclement weather conditions and to help in the planning and safe use of parks and cemeteries in adverse weather such as low temperatures, frost snow and thunderstorms. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> <li>Specific risk assessment for task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>Working in extremely cold weather can cause numbness, shivering, hypothermia, confusion, fatigue and exasperate medical conditions such as Raynaud's Disease and Asthma.</li> <li>Always prepare for the cold weather before the cold weather starts. Check stock levels of necessary items and ensure heating and lighting is working.</li> <li>Keep up to date with local weather forecast and plan journeys and work before setting out.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>Postpone volunteer workdays in adverse weather conditions for example in high winds / storms.</li> </ul>
<b>2. Lack of warm clothing / PPE</b>	<ul style="list-style-type: none"> <li>Dress appropriately for the cold weather i.e. warm, water-proof clothing. Layers of clothing helps insulate the body.</li> <li>Wear hat and gloves if possible and does not interfere with your grip and PPE needed for task.</li> <li>Wear safety boots with a good grip on the sole. Wear waterproof footwear when needed.</li> <li>Wear high viz vest in poor visibility / dark mornings.</li> <li>Hang out wet clothing to dry when not being worn.</li> </ul>
<b>3. Getting cold and wet</b>	<ul style="list-style-type: none"> <li>Take regular breaks and use the time to regain warmth, get dry and rehydrate.</li> <li>Drink lots of warm fluids such as soups and warm drinks.</li> <li>Have a change of clothing in case clothes get wet.</li> <li>Keep moving and flex fingers to improve circulation.</li> </ul>
<b>4. Heating / lighting not working</b>	<ul style="list-style-type: none"> <li>Inform PEOS if any external lighting is not working.</li> <li>Volunteers should inform PEOS immediately of any problems with heating and power in any Parks building.</li> </ul>
<b>5. Fire risk</b>	<ul style="list-style-type: none"> <li>Ensure that heaters are not covered and are clear from obstructions when switched on.</li> <li>Do not cover heaters with clothing to dry.</li> </ul>
<b>6. Slips, trips and falls</b>	<ul style="list-style-type: none"> <li>Tread carefully in slippery / icy conditions. Allow more time for travel both on foot and in vehicles.</li> <li>Clear snow / ice from footwear when entering buildings. Keep access / exit areas dry and slip free.</li> </ul>
<b>7. Manual handling injuries</b>	<ul style="list-style-type: none"> <li>Avoid twisting movements if spreading grit.</li> <li>Do not overload barrows.</li> <li>Do not stand still for long periods of time, flex and move body to aid blood circulation to keep yourself warm.</li> </ul>
<b>8. Icy and snowy conditions</b>	<ul style="list-style-type: none"> <li>Cancel volunteer workdays if ground conditions are particularly icy / slippery.</li> <li>Call the emergency services if you see anyone fall through ice into water. Do not attempt to go out onto the ice yourself. Throw a life buoy (if available) to the casualty or something to help keep them afloat. Reassure the casualty until the emergency services arrive. <b>KEEP OFF THE ICE.</b></li> </ul>
<b>9. Thunderstorms / torrential rain</b>	<ul style="list-style-type: none"> <li>Inform PEOS of any bridges / drains /outlets become blocked.</li> <li>Be aware that metallic objects can conduct or attract lightning. Do not use metallic tools outside in a thunderstorm.</li> <li>Do not work outside in a thunderstorm. Take shelter where possible.</li> </ul>
<b>10. Additional unspecified risk</b>	<ul style="list-style-type: none"> <li>If in any doubt, contact PEOS for further information.</li> <li>Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	3 Non-fatal injury		
1.10 Residual risk evaluation probability	2 Unlikely		
1.11 Residual risk evaluation score	6 Rather small		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Heat exhaustion, sun stroke, sunburn etc.</li> <li>Long term exposure to the sun</li> <li>Sips, trips and falls as a result of heat stress</li> </ul>
2.4 Name of risk assessment	
<b>Working in Hot Weather Conditions</b>	
2.5 Introductory notes/description	
<p>The information for this risk assessment has been prepared by non-medically trained employees based on information publicly available on the internet and the Royal Borough of Greenwich (RBG) intranet. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other risk assessment that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Task Specific Risk Assessments</li> </ul>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>1. Lack of awareness of the effects that heat and sun can have on the body.</b></p>	<ul style="list-style-type: none"> <li>Be alert to signs of heat-related illness. Know what to look for and look out for others working with you. Signs include headaches, dizzy spells, loss of appetite and nausea, excessive sweating, cramps in the arms, legs and stomach, fast breathing and pulse, a temperature above 38C, and intense thirst.</li> <li>Keep vigilant of symptoms of heat stress and what to do to stay safe in the sun.</li> <li>Be aware on cooler sunny days that high UV levels can still cause damage to the skin and eyes</li> </ul>
<p><b>2. Medication and underlying / existing health conditions such as heart</b></p>	<ul style="list-style-type: none"> <li>Inform your volunteer leader of any underlying / existing health conditions.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<p><b>disease / respiratory illness may interfere with body's heat regulating abilities and its ability to respond.</b></p>	<ul style="list-style-type: none"> <li>• Volunteers with underlying/existing health conditions that are exacerbated by hot weather conditions should be not lone work in hot weather.</li> <li>• Employees with underlying/existing health conditions and/or taking medication that increases the risk of heat stress should take regular breaks in hot weather.</li> </ul>
<p><b>3. Incorrect clothing or PPE during hot weather conditions. Overheating can cause heat-induced illness such as heat cramps, heat exhaustion and heat stroke.</b></p>	<ul style="list-style-type: none"> <li>• Volunteers should maintain an awareness of weather conditions for the day and dress appropriately ensuring layers can be shed and added as required.</li> <li>• Wearing loose fitting natural fibres such as a cotton-rich workwear are better at dissipating heat.</li> <li>• Wear a cap with a peak that covers the forehead and face, or a wide brimmed hat.</li> <li>• Ensure that the correct PPE for the tasks they are carrying out.</li> </ul>
<p><b>4. Dehydration</b></p>	<ul style="list-style-type: none"> <li>• Volunteers should maintain an awareness of weather conditions for the day and ensure that they are fully hydrated before working outside and to maintain hydration during the day. Drinking water or juice before the shift begins, to ensure the body is hydrated from the outset which makes maintaining hydration more effective.</li> <li>• Avoid alcoholic, carbonated and caffeinated drinks as they have a dehydrating effect. Ensure that you are not over the limit from alcoholic drinking alcohol the night before.</li> <li>• Volunteers should bear in mind that dehydration may have other detrimental effects on health and wellbeing, for example headaches and loss of concentration.</li> <li>• Volunteers should avoid working during extremely hot weather.</li> <li>• Take more frequent rest breaks in a shaded area in hot weather.</li> </ul>
<p><b>5. Effect of sunburn and UV light on the body. Sunburn reduces the body's ability to cool itself and causes additional loss of body fluids as well as soreness and skin damage. Overexposure to UV light can increase risk of skin cancer, premature skin aging and eye damage.</b></p>	<ul style="list-style-type: none"> <li>• Volunteers to wear appropriate clothing and apply sun block at work to avoid getting sunburnt.</li> <li>• Wear a cap or hat and cover as much of the skin as possible e.g., workwear with long sleeves / long trousers.</li> <li>• Apply sun block of at least Sun Protection Factor (SPF) 50 to any skin that could be exposed to sun before shift starts to ensure protection and reapply as required.</li> <li>• When applying sun block, pay particular attention to the vulnerable parts of the body not covered by trousers and shirt such as the forehead, ears, back of the neck and forearms etc.</li> <li>• Wherever practicable, volunteers should take regular breaks in the shade.</li> <li>• Check your body for skin irregularities every month. Be alert to changes in shapes, edges, colour and size of moles,</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<p>freckles and birthmarks. Consult your doctor if you detect any changes.</p> <ul style="list-style-type: none"> <li>• Wear safety sunglasses with appropriate UV protection.</li> </ul>
<b>6. Manual handling during hot weather</b>	<ul style="list-style-type: none"> <li>• Volunteers should avoid over-exertion during hot weather. This may mean reducing the load on the body by carrying out tasks more slowly or reducing manual handling loads.</li> <li>• Pace yourself. Slow down and work at an even pace. Know your limits and work safely in heat. If possible, avoid work at the hottest time of day. Work in the shade if you can.</li> <li>• Maintain an awareness of the symptoms of overheating and how to deal with them. Volunteers should consider using a buddy system to check-in with each other and to watch for symptoms of overheating in each other.</li> </ul>
<b>7. Additional, unspecified risk</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	5 Fatal Injury		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Slip, trips on the same level</li> <li>Handling lifting or carrying</li> <li>Struck by falling object</li> <li>Contact with moving machinery</li> <li>Exposure to harmful substances</li> <li>Acts of aggression or violence</li> </ul>
2.4 Name of risk assessment	
<b>Working in Parks &amp; Open Spaces</b>	
2.5 Introductory notes/description	
<p>To be used when working in one of the Borough's Parks &amp; Open Spaces. An awareness of the hazard helps you avoid it. Use this risk assessment in conjunction with other risk assessments that are relevant to the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazards Sheets</li> <li>Specific risk assessment for equipment or task</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
<p><b>I. Unfamiliar with hazards involved in the task</b></p>	<ul style="list-style-type: none"> <li>All activities carried out in Parks, Estates &amp; Open Spaces required prior approval from the PEOS Team.</li> <li>Volunteers to be briefed on the task prior to starting work and the risk assessment to be communicated to all volunteers.</li> <li>Do not allow children under 18 and any vulnerable adults to work as a volunteer unless they are accompanied by a parent or appropriate care giver.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• If working with a group of children or vulnerable adults – the appropriate adult / teacher / leader will need to ensure supervision and safety of those within their group.</li> <li>• Maintain good hygiene measures and regular tetanus inoculations. Hepatitis inoculations are recommended.</li> </ul>
<b>2. Accidents / Emergency Situations</b>	<ul style="list-style-type: none"> <li>• Volunteer leaders should wear hi-vis jackets so that they are clearly identifiable to other volunteers in an emergency.</li> <li>• Volunteer leaders must have with them a fully charged mobile phone at the start of each session to contact emergency services, if necessary, in case of incidents / accidents.</li> <li>• Ensure a first aid kit and antibacterial wipes are within easy access.</li> </ul>
<b>3. Lack of appropriate clothing and footwear</b>	<ul style="list-style-type: none"> <li>• Volunteers should wear suitable clothing for the outside environment and temperature.</li> <li>• Wear layers of clothing to keep warm that can be removed if required.</li> <li>• Wear waterproof clothing in wet weather.</li> <li>• Cover skin and heat and wear SPF 50 in hot weather</li> <li>• Always wear gloves.</li> <li>• Wear footwear suitable for the ground conditions, preferably robust boots with ankle support and a non-slip sole. Wear wellington boots in wet muddy conditions.</li> </ul>
<b>4. Tree and bulb planting</b>	<ul style="list-style-type: none"> <li>• Bulb and tree planting activities and locations to be agreed in advance with Parks, Estates &amp; Open Spaces.</li> <li>• Mark up and communicated areas of newly planted whips and bulbs to Grounds Maintenance Team so that they can update the mowing schedule.</li> </ul>
<b>5. Overgrown areas of bramble and weed</b>	<ul style="list-style-type: none"> <li>• Be vigilant when cutting back overgrown areas as uneven ground and obstacles can be hidden under brambles.</li> <li>• Don't pull / tug bramble from walls or any other structures as this can cause walls to topple or cause damage.</li> </ul>
<b>6. Uneven ground</b>	<ul style="list-style-type: none"> <li>• Maintain an ongoing awareness for the likelihood of uneven ground.</li> <li>• Be vigilant for fox holes particularly back of shrub beds or areas that are overgrown. Don't step on any area before it is cleared as the grass or undergrowth could be hiding a fox hole.</li> <li>• Check ground before stepping forward fully and putting your weight down.</li> <li>• Report any trip hazards or damage to pathways to PEOS.</li> </ul>
<b>7. Discovery of rough sleepers / sex workers</b>	<ul style="list-style-type: none"> <li>• Inform PEOS and local police community support team of any rough sleepers / sex workers that are using the site.</li> <li>• Remain polite and move away if anyone starts to be abusive or aggressive.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

<b>9. Discovery of Syringes or drug litter / evidence of sex workers</b>	<ul style="list-style-type: none"> <li>• Carry out an ongoing dynamic risk assessment of the area.</li> <li>• Refer to the risk assessment “Drug Litter and Syringes”</li> <li>• Inform PEOS.</li> </ul>
<b>10. Rubbish / Fly tips</b>	<ul style="list-style-type: none"> <li>• Do not touch or remove as there may be hazardous materials / liquids within the fly tip or abandoned / burnt out vehicles. Contact PEOS to remove.</li> <li>• Always contact PEOS to remove rubbish generated from volunteer workdays.</li> </ul>
<b>11. Disturbance to wildlife</b>	<ul style="list-style-type: none"> <li>• Always visually inspect sites prior to starting work and remain vigilant of wildlife habitats.</li> <li>• It is an offence to damage or destroy wildlife habitat or any nesting areas.</li> <li>• Be vigilant not to damage fox dens during the breeding season.</li> <li>• Do not kill or injure wild animals and birds or remove eggs.</li> <li>• Avoid cutting back areas of overgrowth during bird nesting season. Only cut back overgrown areas from November to February.</li> <li>• Do not carry out work if there is evidence of bats.</li> </ul>
<b>12. Protecting Biodiversity at Sites of Interest for Nature Conservation (SINC).</b>	<ul style="list-style-type: none"> <li>• Be aware of the additional responsibility for preserving biodiversity at SINC sites.</li> <li>• Maintain an awareness of which sites are SINC sites.</li> </ul>
<b>13. Park Users</b>	<ul style="list-style-type: none"> <li>• Always be considerate and respectful towards park users.</li> <li>• Always ensure that the works carried out by volunteers do not put the health &amp; safety of park users at risk.</li> <li>• Be aware that PEOS staff / other volunteers and members of the public may enter the work area.</li> </ul>
<b>14. Dangerous trees / tree limbs</b>	<ul style="list-style-type: none"> <li>• Report any hanging or loose branches or any dangerous or fallen trees on site to the tree maintenance team to inspect, remove /make safe.</li> </ul>
<b>15. If in doubt</b>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

I. Risk assessment details			
1.1 Manager's sign-off of risk assessment			
1.2 Sign-off by	Head of Service	1.3 Sign-off date	01/04/26
1.4 Date risk assessment created	12/01/10		
1.5 Date risk assessment updated	04/02/26		
1.6 Name of risk assessor(s)	Lisa Lawrence		
1.7 Directorate	Communities, Environment & Central		
1.8 Department	Parks, Estates & Open Spaces		
1.9 Residual risk evaluation severity	5 Fatal Injury		
1.10 Residual risk evaluation probability	1 Rare		
1.11 Residual risk evaluation score	5 Moderate		

2. Risk assessment	
2.1 Who might be harmed by the hazards and how?	
2.2 Who?	<ul style="list-style-type: none"> <li>Volunteers</li> <li>Members of the public</li> </ul>
2.3 How?	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Slip, trips and falls</li> <li>Drowning</li> <li>Disease</li> </ul>
2.4 Name of risk assessment	
<b>Working near the water's edge and in shallow water</b>	
2.5 Introductory notes/description	
<p>To be used when working in or near any open water in parks such as ponds, lakes, ditches and the moat. Awareness of the hazard helps you to avoid it. Use this risk assessment in conjunction with others that are relevant for the task. Specifically:</p> <ul style="list-style-type: none"> <li>General Hazard Sheets</li> </ul> <p>Other safe systems of work or other service-specific documentation may supplement this risk assessment as required.</p>	
2.6 What are the hazards?	2.7 What are the existing measures to control the risks?
1. Unfamiliar with hazards involved in the task	<ul style="list-style-type: none"> <li>Volunteers to seek permission from PEOS to carry out tasks that involve entry into open water in any Parks site.</li> <li>Volunteers to be aware that waterborne diseases such as Leptospirosis and Botulism can be contracted from contact with open water.</li> <li>Volunteers are not to lone work when working in or near water.</li> <li>Volunteers are only to work in shallow water.</li> </ul>
2. Lack of the correct PPE	<p>Always wear the correct PPE including:</p> <ul style="list-style-type: none"> <li>Coveralls Kleenguard A50</li> <li>Rubber gloves</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>○ Safety wellington boots (BS EN ISO 20345: 2011) or rubber waders if water level deeper.</li> </ul>
<b>3. Contact with water at The Tarn and risk of Botulism</b>	<ul style="list-style-type: none"> <li>● Avoid contact with the water from the lake at The Tarn due to previous high levels of botulism bacteria in the lake.</li> <li>● Volunteers are not to enter the lake at The Tarn due to the risk of Botulism.</li> <li>● Contact PEOS to retrieve litter / items from the lake.</li> </ul>
<b>4. Contact with contaminated water e.g. Leptospirosis-Weil's disease,</b>	<ul style="list-style-type: none"> <li>● Read &amp; understand HSE advice regarding Leptospirosis.</li> <li>● Wash down tools / washable PPE with Milton disinfectant.</li> <li>● Wash any items retrieved from water such life buoys with Milton Disinfectant</li> <li>● Dispose of disposable PPE such as coverall and respirator</li> <li>● Dispose of rubbish / unwanted vegetation correctly.</li> <li>● Cover all cuts, wounds, broken skin with waterproof dressing. Wash any new wounds immediately under clean running water Make sure that all potential routes of entry are protected such as eyes, nose, mouth and open wounds.</li> <li>● Maintain high levels of hygiene at all times. Wash hands thoroughly after working, especially before eating, smoking or going to the toilet. Do not eat, drink, touch eyes or mouth until you have washed and dried your hands.</li> </ul>
<b>5. Increased risk of slips, trips and falls in water / at water's edge.</b>	<ul style="list-style-type: none"> <li>● Visually inspect work area before starting task.</li> <li>● Plan and agree method of work.</li> <li>● Minimum of two persons to work in / near water.</li> <li>● Always keep sight of each other when in water.</li> <li>● Have an ongoing awareness of the muddy / waterlogged areas and take extra care at water's edge.</li> <li>● Walk slowly through any mud / wade slowly through water to ensure sure footing and correct balance.</li> <li>● Always use a safe place for access / egress into water and assess water for hazards before entering.</li> <li>● Take proper foot placement and ensure firm footing before taking the next step.</li> <li>● Move slowly through the water with controlled movements.</li> <li>● Ensure water level is at least 0.5m below the top of the waders at all times.</li> </ul>
<b>6. Manual Handling</b>	<ul style="list-style-type: none"> <li>● Do not overreach when removing vegetation or rubbish from the water. Use rakes / litter pickers to avoid stretching.</li> <li>● Be aware that some items will be heavier when wet.</li> <li>● Do not use any equipment unless properly trained to do so</li> <li>● Follow manual handling good practice.</li> </ul>
<b>7. Accidental falling into water</b>	<ul style="list-style-type: none"> <li>● All volunteers to be able to swim if working near deep water.</li> </ul>

## Parks, Estates & Open Spaces Volunteer Risk Assessments

	<ul style="list-style-type: none"> <li>• Carry out visual check of buoyancy aid before entering water to ensure integrity of outer cover, buoyancy material, fastenings.</li> <li>• Position buoyancy aid at water's edge / for easy access.</li> <li>• Be familiar with "emergency" procedure and use water rescue device.             <ul style="list-style-type: none"> <li>○ shout 'person in water',</li> <li>○ check person in water is buoyant able to get to safety</li> <li>○ call for 'help' if person in water needs assistance</li> <li>○ throw water rescue device (if required),</li> <li>○ apply first aid procedures</li> </ul> </li> <li>• Attempting rescue in deep water only to be considered as a last resort &amp; only if confident to do so.</li> <li>• Dial 999 in an emergency and ensure access to site for emergency services.</li> <li>• After use of buoyancy aid, check for snags or tears on rope, squeeze any excess water from nose and check for scrapes /disrepair. Repackage and store out of direct sunlight.</li> </ul>
<p><b>8. Adverse weather can make task unsafe</b></p>	<ul style="list-style-type: none"> <li>• Assess whether it is safe to continue the task if weather conditions deteriorate.</li> <li>• Do not work if icy, windy, heavy rain or fog.</li> </ul>
<p><b>9. Additional unspecified risk</b></p>	<ul style="list-style-type: none"> <li>• If in any doubt, contact PEOS for further information.</li> <li>• Always carry out a dynamic risk assessment of all situations.</li> </ul>

# Parks, Estates & Open Spaces Volunteer Risk Assessments

## Quantitative Risk Evaluation System

		Severity				
		Minor injury/ negligible 1	Moderate injury/ harmful 2	Non-fatal injury 3	Life threatening 4	Fatal injury 5
P r o b a b i l i t y	Rare 1	Extremely small 1	Very small 2	Very small 3	Rather small 4	Moderate 5
	Unlikely 2	Very small 2	Rather small 4	Rather small 6	Moderate 8	High 10
	Possibly 3	Rather small 3	Rather small 6	Moderate 9	High 12	Very high 15
	Likely 4	Moderate 4	Moderate 8	High 12	Very high 16	Extremely high 20
	Almost certain 5	Moderate 5	High 10	Very high 15	Extremely high 20	Extremely high 25

1-3	Low-risk activity
4-9	Medium-risk activity
10-25	High-risk activity

P r o b a b i l i t y	Rare 1	May only occur in exceptional circumstances	< 3%
	Unlikely 2	Could occur sometimes	3 – 10%
	Possibly 3	Might occur sometimes	11- 50%
	Likely 4	Will probably occur in most circumstances	51 – 90%
	Almost certain 5	Is expected to occur in most circumstances	> 90%

S e v e r i t y	Minor injury/ negligible 1	Hazard may cause minor injury, illness, first aid treatment. Employee can continue to work	E.g., small cuts, local burns, headaches
	Moderate injury/ harmful 2	Hazard may cause an accident that causes an employee to be absent for 1 – 14 days	E.g., twisted ankle, moderate bruising
	Non-fatal injury 3	Hazard may cause an accident that causes an employee to be absent for 15 consecutive days till recovery. No permanent damage	E.g., broken leg
	Life threatening 4	Hazard may cause severe injury illness or permanent partial loss of one or more bodily functions or loss of production capability. Irreparable permanent damage	E.g., loss of leg, organ damage
	Fatal injury 5	Hazard may cause death	E.g., death, cancer