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| **“Tud Buds” – North Tuddenham - The Common**  **RISK ASSESSMENT for Volunteers maintaining and conserving Common Land** | | | | |
| **Hazard** | **Risk** | **Risk – Low, Medium, High** | **Existing control measures** | **Additional Action Required (by whom and completion date)** |
| Slips, trips and falls | Volunteers, members of the public  Personal injury from trips, slips and falls whilst in the process of Common maintenance | H |  | Volunteers to report back to Co-Ordinator if there are any concerns in the working environment |
| Fire – use of bonfires for controlled burning of vegetation | Volunteers: Members of the Public  Personal injury or death from fire or hazard and heath fire risk if out of control | H | To ensure burning is undertaken with observance to the following:  • Do not light fires in drought or dry conditions.  • Ensure that at least one person is attending the fire at all times. • Do not light fires under trees. • Do not make a fire in strong winds or gusty conditions.  • Remove flammable objects from the area.  • Ensure adequate means of fighting fire are available (e.g. fire beaters or water) before lighting the fire  • Ensure fires are safe before leaving site.  • Turn in fire, cover with soil or douse with water where possible at the end of the day.  • If hot embers must be left, place warning signs, cordon off and inform Co-Ordinator  Volunteers to report back to Co-Ordinator if there are any concerns in the working environment and fire safety | None Required |
| Burn risk from embers and flying debris. | Personal injury from fire or hazard | H | Volunteers to wear hats or caps and long sleeves when working near the fire.  • volunteers to tie back long hair and tuck in loose clothing.  \*Volunteers to wear protective glasses or visors to  cover own spectacles and protect eyes at all times when working with fire/bonfires.  • volunteers to work upwind of fire and to watch for sudden changes in wind direction that may bring the fire onto them.  • Maintain a clear escape route from the fire, to allow escape from flareups and sudden changes in wind direction.  • volunteers to keep fire as small as possible to do the job and to add material to fire in small manageable amounts.  • Volunteers must check material before adding it to the fire to exclude dangerous items such as aerosols | . |
| Sharp Objects | Volunteers: Personal injury from sharp objects | H | Volunteers must wear suitable gloves and only use suitable tools. | First aid kit will be made available for use of volunteers |
| Smoke | Volunteers, members of the public | M | Volunteers should not work in significant smoke.  • Tell volunteers that they must not burn any significant quantity of plastics or treated timber.  • Site the fire as far as is practical from where people are working and downwind from the working party.  • Do not set fires near roads or occupied buildings.  • If smoke starts to threaten visibility on a road, then allow the fire to go out and start another one elsewhere.  • Use hazard signs OR tape to exclude the area obscured by smoke and fire  \* Plan escape routes in advance |  |
| Serious Burns | Volunteers, members of the public | M | Volunteers must keep the area round the fire clear and free from trip hazards.  • volunteers must not attempt to collapse open structured fires by climbing on top of them. • Make sure that pitchforks or similar are available for collapsing open structured fires. • Ensure there is an accessible source of water to treat major burns |  |
| Lone Working | Volunteers, members of the public | M | **Minimum of 2** volunteers are required to work together at the same time  Refer to Lone Work Policy for additional information | At least 1 volunteer must have their mobile phone with them for emergency use. |
| Chainsaw  - Cuts/lacerations  - Eye injury | Volunteers – injury or death | H | Only specifically trained users to use chainsaw in trees. | The use of chainsaws is **NOT** permitted by volunteers. Work to be carried out by chain saws is to be done by a contractor with suitable insurance cover, risk assessments etc. Copies of insurance cover to be provided before work starts and to be kept on record by the PC. It is permitted for a suitable contractor (once insurance cover is evidenced) to work as a volunteer. |
| Felling of Trees |  | H | See above |  |
| Use of mechanical machines such as blowers, strippers and domestic brush-cutters | Volunteers | H | Only experienced and competent people are permitted to use this equipment. All health and Safety equipment must be worn such as goggles, steel toe cap boots, face shields etc |  |
| Covid-19 Specific Risk | Volunteers, members of the public | H | Hand washing facilities with soap and water in place where possible  Staff encouraged to protect the skin by applying emollient cream regularly  Gel sanitisers in any area where washing facilities not readily available | To help reduce the spread of coronavirus (COVID-19) reminding everyone of the current public health advice  Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.  **PPE -** Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures (if enforced by Government guidance) and practice good hand hygiene behaviours, and wear PPE where necessary.  **Symptoms of Covid-19 -** If anyone becomes unwell with a new continuous cough or a high temperature in the work area they will immediately leave the site and inform relevant parties  Anyone exhibiting such symptoms will be asked to undertake a COVID-19 test and refrain from work until a negative result is produced or whatever current dictates are in force at the time of the event. |
| Electrical safety - use of any portable electrical appliances, temporary power sources (e.g. generators), temporary cabling, connections into existing systems | Volunteers, members of the public:  Personal injury through electric shock | H | Volunteers may use their personal tools or equipment but do so at their own risk. No sharing of volunteers’ electrical equipment is allowed. | None required |
| Fall from Height | Volunteers – Injury or death | H | **NOT PERMITTED** – refer any work of this nature to a suitable insured contractor | Working at height is **NOT** permitted by volunteers. This type of work to be carried out by a contractor with suitable insurance cover, risk assessments etc. Copies of insurance cover to be provided before work starts and to be kept on record by the PC. It is permitted for a suitable contractor (once insurance cover is evidenced) to work as a volunteer |
| Manual handling activities. | Volunteers.  Muscular skeletal injuries when moving equipment or other injury | H | Refer to statutory guidance on good practice manual handling and undertake e-learning | Volunteers with previous injuries to adhere to personal risk assessments.  Volunteers to ask for help in awkward situations or decline to undertake activity if risk of injury is questionable and no help is available.  Use of safety goggles at all times whilst undertaking activities on site  Wearing of protective footwear at all times whilst on-site |
| Adverse weather conditions | Volunteers, members of the public:  Illness through exposure to hot or cold weather conditions  Personal injury from moving objects in high wind. | M | Check weather forecast in advance  Wearing of appropriate clothing for weather conditions i.e. warm clothing for cold weather.  Revise activity as appropriate in very windy conditions  Consider cancelling activity extreme weather conditions ie gale force winds. | Postpone work if inclement weather imminent |

**Volunteers’ Guidelines**

* **Tud Buds acting as an umbrella group of community volunteers under the auspice of the North Tuddenham Parish Council; one of the functions that the Parish Council manages is The Common Management Committee, who undertake maintenance and conservation of the wild habitat known as The Common**
* **Volunteers of the group are thanked in advance for their efforts**
* **If a volunteer requires additional PPE supplies, please let the Clerk know; PPE will be made available to you at all times.**
* **Volunteers using their own vehicle whilst undertaking tasks for “Tud Buds” should advise their Car Insurance provider that they are undertaking voluntary work to ensure you are fully covered at all times; there is generally**

**no increase in premium for such notifications. It remains the responsibility of the volunteer to undertake this provision**

* **It is the responsibility of the volunteer to read this Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on this Risk Assessment. If, for any reason, the Risk Assessment does not cover the potential risk involved, please report back to the Clerk so the Risk Assessment can be updated/adapted**
* **It is vitally important that volunteers should NEVER put their selves at risk of danger; always practice Social Distancing, wash hands with soap for 20 seconds before engaging in any activity and immediately afterwards, wear PPE and follow all current Government advice**
* **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy and Volunteer Policy**

**I have read, understood and agree to adhere to the above**

**Signature …………………………………………………….**

**Name (print) …………………………………………………….**

**Date signed …………………………………………………….**

**Thank you so much for your help and for the support of your community.**