

RISK ASSESSMENT

Tool Risk assessment

Hazards	Risks	Who might be harmed	Risk level	Control measure already in use	Effectiveness of those control measures
Axe	<ul style="list-style-type: none"> - Cuts, bruises and other personal injury - Damage to tool 	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - No gloves to be worn when handling tool - Wear steel toe-capped boots - Do not swing past shoulder - Keep 2 tool lengths away from others - Do not carry over your shoulder - Store in designated place - Clean and check before and after use 	High
Bow saw	<ul style="list-style-type: none"> - Cuts and other personal injury - Damage to tool 	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - Wear gloves on both hands - Lay it on the ground when not in use – do not hang it from branches, etc - Do not line up cut with your hand - Ensure other gloved hand is well away from the cutting area - Try to use as much of the blade as possible - 2 people can use the saw together – one at each end and take it in turns to pull - If kneeling check the ground first for glass, dog faeces, brambles, etc - Clean and check before and after use 	High
Carpentry Saw	<ul style="list-style-type: none"> - Cuts and other personal injury - Damage to tool 	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - Wear gloves on both hands - Use the whole of the blade - Lay it on ground when not in use - If kneeling check the ground first as above - Clean and check before and after use 	High
Claw Hammer - Hit line of nail - Lever nails out	<ul style="list-style-type: none"> - Bruises and other personal injury - Damage to tool 	Staff Volunteers	Low	<ul style="list-style-type: none"> - No gloves - Hold towards the bottom of the handle - Use whole arm - Ensure head is securely fitted to the shaft - Store in designated place - Clean and check before and after use 	High

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Ditching spade - For fencing posts	-Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	<ul style="list-style-type: none"> - Wear sturdy footwear or steel toe capped boots - Wear gloves - Keep 2 tool lengths away from others - Only use ball of foot to dig -Only use 1 foot on spade at a time -Don't jump on spade - Use a pushing motion - Store in designated place, lay down and ensure spit is facing down towards the soil - Clean and check before and after use 	High
Fork - Breaking up soil	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	<ul style="list-style-type: none"> - Wear sturdy footwear or steel toe capped boots - Keep 2 tool lengths away from others - Wear gloves - Only use ball of foot to dig - Only use 1 foot on fork at a time - Store in designated place, lay down and ensure spit is facing down towards the soil - Clean and check before and after use 	High
Loppers - Cutting small branches and brambles	- Cutting vegetation overhead > head injury - Cuts and bruises - Damage to tool	Staff Volunteers	Low	<ul style="list-style-type: none"> - Cut nothing bigger than 2p (thumb) in diameter. - Store in designated place - 2 tool length away from others - Wear hard hat it cutting overhead material - Wear gloves - Clean and check before and after use 	High
Mallet - Banging in small stakes	- Bruises and other personal injury - Damage to tool	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - No gloves - Keep 2 tool lengths away from others - Ensure the head is securely fitted to the shaft - Store in designated place - Clean and check before and after use 	High

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Mattock - Removing tree stumps/roots, brambles and breaking up hard ground	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Moderate	- Wear steel toe-capped boots - No gloves - Do not swing past shoulder – keep blade in sight at all times - Keep 2 tool lengths away from others - Ensure blade/head is securely fitted to handle and at least 1cm of handle is on show. - Pace yourself and take breaks - Store in designated place - Clean and check before and after use	High
Mell - Banging in fence posts/ stakes	- Bruises and other personal injury - Damage to tool	Staff Volunteers	Moderate	- No gloves - Do not swing past shoulder – keep flat face in view at all times - Keep 2 tool lengths away from others - Ensure the head is securely fitted to the shaft - Only use for hitting wood - Get as square as possible – drive post in straight - Do not carry over your shoulder - Pace yourself and take breaks - Store in the designated place - Clean and check before and after use	High
Metal rod	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	- Do not carry over your shoulder - Store in designated place - Clean and check before and after use	High
Pick axe	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Moderate	- No gloves - Wear steel toe-capped boots - Do not swing past shoulder – keep pick in view at all times - Keep 2 tool lengths away from others - Do not carry over your shoulder - Pace yourself and take breaks - Store in designated place - Clean and check before and after use	High

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Pitch Fork - Moving arisings or other light weight vegetation	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	- Keep 2 tool lengths away from others - Wear sturdy footwear or steel toe capped boots Do not overload pitch fork - Wear gloves - Store in designated place, lay down and ensure spit is facing down towards the soil - Do not carry over your shoulder - Clean and check before and after use	High
Rake -collecting leaves, grass and other vegetation cuttings from ground	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	- Keep 2 tool lengths away from others - Store in designated place, lay down and ensure teeth are facing down towards the soil, not pointing up - Clean and check before and after use - Wear gloves	High
Secateurs - Cutting very small brambles and thin brambles	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	- Cut nothing bigger than little finger diameter - Store in designated place - Keep 2 tool lengths away from others - Wear gloves - Clean and check before and after use - Do not carry in pocket - Ensure safety catch is on when not in use	High

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Scythe	<ul style="list-style-type: none"> - Cuts and other personal injury - Injury to other people - - Incorrect assembly, - Damage to tool or person - Tiredness from over working - Muscle strains - Damage to scythe 	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - Trained instructor to work with scythe participants at all times - Participants required to wear a glove on the hand whetting the blade - Put tools in designated place when not in use – do not hang it from branches, etc. - Clean and check blade before and after use - Maintain safe working distance from other people – 2 tool lengths - Scythe for a maximum of 10 minutes continuously before short break - Mow in a circular motion, cutting the vegetation rather than hacking at it - Make sure snath is the right length for the user and the handles are positioned in the correct place for user - Never scythe with a dull blade - Never hack aggressively at vegetation, whet or sharpen the blade until it cuts with little effort with a medium or fine stone - When honing, work from the beard of the blade (nearest snath) to the point with short overlapping strokes on each side 	Moderate
Shears/edging shears - Cutting grass or other fine vegetation where brush cutter cannot reach	<ul style="list-style-type: none"> - Cuts, bruises and other personal injury - Damage to tool 	Staff Volunteers	Low	<ul style="list-style-type: none"> - Keep 2 tool lengths away from others - Use to cut fine vegetation such as grass - Store in designated place, do not dig blades into soil - Be aware of sharp blades - Wear gloves - Clean and check before and after use 	High
Shovel	<ul style="list-style-type: none"> - Cuts, bruises and other personal injury - Damage to tool 	Staff Volunteers	Low	<ul style="list-style-type: none"> - Do not overload shovel - Keep 2 tool lengths away from others - Store in designated place, lay down and ensure spit is facing down towards the soil - Clean and check before and after use - Wear gloves 	High
Sledge hammer	<ul style="list-style-type: none"> - Bruises and other personal injury - Damage to tool 	Staff Volunteers	Moderate	<ul style="list-style-type: none"> - No gloves - Do not swing past shoulder – keep head of hammer in view at all times - Keep 2 tool lengths away from others - Do not carry over your shoulder - Pace yourself and take breaks - Store in designated place - Clean and check before and after use 	High

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Spade - Dig ground, plant trees	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	<ul style="list-style-type: none"> - Wear sturdy footwear or steel toe capped boots - Wear gloves - Keep 2 tool lengths away from others - Only use ball of foot to dig - Only use 1 foot on spade at a time - Don't jump on spade - Use a pushing motion - Store in designated place, lay down and ensure spit is facing down towards the soil - Clean and check before and after use 	High
Wrecking Bar	- Cuts, bruises and other personal injury - Damage to tool	Staff Volunteers	Low	<ul style="list-style-type: none"> - Wear steel toe-capped boots - Do not carry over your shoulder - Check for sharp edges - Do not hit the top of the bar with mell/sledgehammer etc. - Store in designated place - Do not lever too heavy an object as the bar may bend - Keep 2 tool lengths away from others 	High

Reviewed: 1st May 2024 (Maria Gill, Green Corridors Officer).

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Print Name	Signature	Date