

Health and Safety - risk log for Meadow Orchard site



**Work and play safely
Be aware of hazards and risk
Take care of yourself and others
Be mindful and alert**

| Risks and hazards | Ways to work safely |
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| Lone working | It is advisable to always carry a mobile phone if visiting the site or undertaking activities alone. Ensure that someone knows where you are (e.g a relative/friend) and how long you will be there. If you feel vulnerable or unsafe in any way leave immediately or seek help. |
| Trips ant-hills, uneven ground holes/roots in ground objects laying around borders | Walk on pathways. Ensure pathways are cleared regularly and checked for hazards, remove roots/stubs/holes/foilage etc from pathways. Always keep work areas tidy and don't leave tools around, remove clippings and plant material. Put up borders around habitat zones such as ant-hills and long-grass. |
| Falls Falling from height | Use safe ladder on even surface, ask someone to hold ladder or tie ladder securely. Never work at height alone. PLEASE DO NOT CLIMB TREES. |
| Tools injury Mattock / Saws Secateurs / Shears Scythes / Sickle / Bill hook Hammer / Sledge hammer Carpentry tools | Take care when using sharp tools, especially if you have not used it before. New volunteers should be shown safe handling methods for tools they are unfamiliar with. Read the BTCV leaflet 'Safe Tool Use' pinned up on notice-board in blue shed. Scythes should only be used by those who have attended training and been shown safe use. Don't leave tools lying around, and store safely when not in use. Maintain tools so they are safe to use. Never use faulty tools. |
| Sharps injury Glass / Metal / Nails / Thorns | Wear protective gloves when handling thorny material or materials with nails. Take care when handling rubbish that may contain metal or glass – use gloves. |
| Strains Heavy work Lifting Repetitive strain | Alternate digging and heavy work with other activities, take regular breaks. Be aware of safe manual handling techniques. Use safe lifting procedures and bend knees. Always test the lift first. Use trolley and wheelbarrows for moving bulky/heavy items. Never lift anything heavy alone or if it causes strain. |
| Burns / scalds Open fires Storm kettle / rocket stove for boiling water Cob oven Cooking stoves | Young children should always be supervised close to fires. Never leave a fire or stove unattended. Use a fire-guard around cooking stoves at public events. Use fire retardant gloves when using the storm kettle and cooking on an open fire. Do not use the storm kettle unless you are familiar with correct use. Make sure there is a water source close to a fire in case of accident. The cob oven should be used by people who know fire-making and oven procedures and can supervise others. Small open fires are permitted to burn surplus materials but not large fires for large public events. |
| Pond | YOUNG CHILDREN SHOULD BE SUPERVISED CLOSE TO POND AREA. |
| Allergic reaction Bee sting Plants, food | ANAPHYLAXIA (severe reaction) - CALL AN AMBULANCE IMMEDIATELY Those susceptible should always carry their own epi-pen and self-administer if they are experiencing severe allergic reaction. A First Aid trained person can administer only if the person is unconscious. |
| Weather exposure Heat stroke / Sun burn | Always dress appropriately for the weather. Bring waterproof clothing and wear suitable foot-wear. Use sun block and wear a hat in hot weather, take regular breaks in shade, drink plenty of water. |
| Animal faeces | Avoid handling and use gloves if necessary, wash hands with soap if come in contact. |
| Irritant plants | Find out what plants may cause reactions or are poisonous. Avoid handling or use gloves, and wash hands if come in contact. |
| Risk assessment | Read any risk assessments that have been prepared for an activity you are undertaking. |

Please note: Parents/carers are responsible for supervising children under age 16.

FIRST AID BOX IS LOCATED ON BACK SHELF OF TOOL SHED

Please record all incidents (and near misses) in the site log book.