











Risk Assessment

In accordance with the Health and Safety at Work Act 2015

Ref No 4.1
Date of Issue
January 2020

Task	Horticultural Maintenance, including Shrub, Rose and Flower Bed Maintenance, using Hand Tools	Location	Various
Name of Assessor	Michael O'Keefe		
Job Title	Owner/operator		
Signature		Review Date	10th January 2020
Review Details (Reviewed following change in equipment, activity or incident, or as a minimum on an annual basis)			
Name		Review Date	
Name		Review Date	
Name		Review Date	

Persons at Risk									
Operatives			Public /Visitors				Other Contractors		
Y			Y				Y		
Operative PPE requirements for this operation									
									
Safety Boots	Coveralls	Gloves	Eye Protection	Hearing Protection	Face Protection	Hard Hats	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots
Y	Y	Y	Y	Y	Y/ N	Y/ N	Y	N	N
Specific PPE comments or requirements Eye protection required when pruning or handling pruned material, Hi Viz required on highway areas									

Estimated Level of Risk (Based on Findings)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes		

Emergency Details			
Nearest A & E:	Cromwell Medical Centre	Telephone No:	03 445 1119
Supervisor Name	Michael O'Keefe	Telephone No:	021 082 46643



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Likelihood		Rating Given			Severity of Outcome			Rating Given		
Highly Unlikely		1			First Aid injury or minor property damage			1		
Unlikely		2			Minor injury or property damage			2		
Medium		3			Potential lost time injury or short term ill health			3		
Likely, may occur regularly		4			Major illness or injury			4		
Highly Likely, certain or almost certain to occur		5			Fatal or disabling injury or serious ill health			5		

Apply a rating to both likelihood and severity and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Cuts to hands	Use of pruning hand tools present a risk to operatives	4	3	12	Ensure operatives are trained in the use of pruning tools Do not attempt to cut material that is too large for the tools Always close or re-sheath cutting tools when not in use Maintain tools in good order to maintain efficiency and effectiveness Wear Gloves when pruning and handling prunings	1	3	3	For use of petrol powered hedge trimmers see separate assessment
Manual Handling	Handling of weeds, pruned material or large amounts of removed weed or debris	3	3	9	Always use tools to remove weeds wherever possible and wear gloves throughout Use tools to move material to avoid handling directly Place material in barrows and reduce amount of distance covered to avoid excessive handling or carrying Wear eye full sleeves, eye protection and gloves when handling prunings	1	3	3	
Manual Handling	Digging and cultivating is physical work so must be considered a risk	3	3	9	Only use the right tools for the right work, do not use tools that are damaged or defective, remove from service and report to your supervisor Use correct lifting and posture for digging and cultivating to avoid excessive strain. Do no lift or move excessive materials, use barrows to assist	1	3	3	
Site / Work environment Hazards Site surface hazards	Outdoor sites beyond the control of the company may have slip, trip or fall hazards, such as damaged surfacing/edgings, manholes and inspection covers, build ups of debris or algae or uneven ground conditions that could lead to slips and trips that result in injury	3	4	12	When working out on sites remain vigilant of site surroundings; Do not walk or work from damaged or defective paving. Do not stand on manhole covers, inspection covers or temporary surfacing as they may give way underfoot. Do not walk backwards as this increases the chances of trips and slips Do not run on site, unless in an emergency, as this also increases the risk of falls and trips. Do not attempt to repair site defects unless you are trained, competent and authorised to do so.	1	4	4	All site defects or damage of this type to be reported as a near miss to enable action to be taken to make safe. Near misses to be reported to your Manager using the pads provided.



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Site / Work environment hazards. Unexpected obstacles, obstructions and on site debris	Risk of injury or ill health as a result of trying to attempt or move items that may be in the way; fallen branches, fly-tipped material, damaged or fallen headstones, damaged fencing or other materials.	2	4	8	<p>Do not lift or attempt to move items which are too heavy to lift – (greater than 15kg)</p> <p>Do not move items that could be thought to be heavy, hazardous or harmful without the necessary risk assessment being conducted. In all cases report the matter to your Supervisor and wait for instruction before moving or handling materials or items.</p> <p>Do not move or disturb items that may belong to others or that may have been damaged, report all cases to your supervisor to allow the client to be informed and await further instruction.</p> <p>Do not attempt to repair or replace items on site unless you are trained, competent and authorised to do so.</p> <p>Removal or handling of heavy or difficult items to be subject to a separate manual handling risk assessment</p>	1	4	4	Report all incidents of hazardous or difficult obstacles / obstructions as a near miss and return the near slip to your Manager for action and recording.
Strains, cuts, abrasions and injury from using an array of hand tools	Injury, illness or damage can occur from using hand tools	3	3	9	<p>Always check the condition of tools before you use them</p> <p>Report defects to your Manager or Supervisor and avoid use of damaged tools</p> <p>Only use tools for the purpose they are intended for</p>	1	3	3	
Soil borne infections	Tetanus and other soil borne infections can occur in the soil	2	4	8	<p>All operatives to have tetanus booster regularly</p> <p>Always wear gloves and cover cuts abrasions or other broken skin</p> <p>Observe excellent hygiene and wash hands regularly and always before eating drinking, smoking, applying skin treatments or make up</p> <p>Report ill health to your Manager</p>	1	4	4	
Contact with sharps or needles	Risk of cuts or blood borne infections for needles or sharps on sites	3	4	12	<p>Do not handle sharps needles or biohazards as litter.</p> <p>To avoid contact with sharps;</p> <p>Always use hand tools and never use hands for directly handling material</p> <p>Never put hands where they cannot be seen or where they may come into contact with material.</p> <p>Do not directly handle bags of rubbish or other tipped material as the contents are unknown.</p>	1	4	4	



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Slips trips and falls	Site or ground conditions	4	3	12	<p>When working on sites follow simple safety steps to avoid slips trips and falls.</p> <p>Always wear the correct safety footwear for work</p> <p>Report any damage to PPE and boots immediately to enable replacement.</p> <p>Check work area before starting to identify lips or trips</p> <p>In untidy or messy areas, establish a safe route to get to the work to avoid clambering or stepping over hazards.</p> <p>Never run unless you are at serious risk</p> <p>Maintain an awareness of surrounding areas, taking note of Pot Holes, kerbs/ edges, sloped or stepped areas (including uneven slopes or steps)</p> <p>Avoid walking backwards</p>	1	3	3	
Risk to public	Working in public areas can expose public to risk form slips trips or obstructions to public walkways	3	3	9	<p>When working in public areas, avoid working during very busy times to avoid becoming an obstruction to others</p> <p>Do not obstruct the walkways to avoid forcing pedestrians away from footpaths and potentially at further risk.</p> <p>Never leave tools, rubbish or collected material in the way of the public as this increases the risk of trips and falls.</p>	1	3	3	