

RISK ASSESSMENTS For Tasks undertaken by Pals/Volunteers working with Friends of Ketley Paddock Mound

| | | | |
|---|---|--|-----------|
| committee member present and with mobile phone | | Location – Ketley Paddock Mound | |
| Basic first aid kit on site, including bottled water to flush any objects in eyes and anti-bacterial handwash offered | | Shepherds Lane, Opp 1 Quarry Lane, TF1 5EE SJ 68274 10733 Or Holyhead Rd by bus stop B5061 TF1 5AN SJ 68107 10995 Gated, but both gates unlocked and accessible to vehicles OS Grid Reference / Postcode to be used to summon emergency services | |
| Date of Assessment: | Re written 03/03/2023 | Name of Assessor (print): | Liz Young |
| Date for Re-assessment | Following completion of revision of Management and Action plans | Name of Assessor (sign): | |

5 x 5 RISK RATING MATRIX

| | | | | | |
|---|----------|----------|----------|----------|------|
| | 1 | 2 | 3 | 4 | 5 |
| 5 | LOW | MED | MED | HIGH | HIGH |
| 4 | VERY LOW | LOW | MED | MED | HIGH |
| 3 | VERY LOW | LOW | LOW | MED | MED |
| 2 | VERY LOW | VERY LOW | LOW | LOW | MED |
| 1 | VERY LOW | VERY LOW | VERY LOW | VERY LOW | LOW |

RISK MATRIX – This section is used for guidance to complete Section

PRIORITY OF ACTION

| | | |
|-----------------|----------------|--|
| HIGH | 17 - 25 | Unacceptable – Stop work or activity until immediate improvements can be made. |
| MEDIUM | 10 – 16 | Tolerable but need to improve within a reasonable timescale depending on the situation. |
| LOW | 5 – 9 | Adequate but look to improve by next review. |
| VERY LOW | 1 – 4 | Residual risk acceptable and no further controls required whilst the control measures are maintained. |

Hazard is something with the potential to cause harm. **Risk** is the likelihood of someone being hurt multiplied by the **severity** of the occurrence.
 Level of **Risk = Likelihood x Severity.**

| Score | Likelihood/Probability | Description | Score | Consequence/Severity | Description |
|-------|------------------------|---|-------|----------------------------------|--|
| 5 | Almost Certain | The event is expected to occur in most circumstances | 5 | Severe/Fatality | Death or permanent disability to one or more persons |
| 4 | Likely | The event will probably occur in most circumstances | 4 | Major Injury/III Health | Hospital admission required eg: broken leg |
| 3 | Possible | The event could occur at some time | 3 | Moderate Injury/III health | Medical treatment required |
| 2 | Unlikely | The event is not likely to occur in normal conditions | 2 | Minor Injury/III Health | First Aid is required |
| 1 | Very Unlikely | The event may occur only in exceptional circumstances | 1 | Injuries not requiring first aid | Injuries not requiring first aid treatment |

List of tasks generally undertaken by Pals – some with support from Telford and Wrekin Council, Jason and Mark for the Parish and other partners in wildlife and woodland management. Colour coded to tie in with detailed risk assessments below.

Clearing grass from foot of hedge / weeding along hedges & paths /

Marking dog mess / Litter collecting

Clearing nettle / Cut back bramble

Cut bramble root from grass/ Cutting saplings from meadow / grass

Self sown saplings - Clearing /Removing / Replanting

Heather regeneration

Coppice hazel / Cut back willow screen

Clearing / cutting fallen branch / Clearing damaged / ivy covered branches

Remove overhanging vegetation / Cutting lower branches of trees/ Dead hedges

Cut out sycamore / holly / hawthorn where indicated in management plan

Remove laurel

Moving wood / logs / Planting whips

Check condition of paths / steps /Raking paths / Spreading fresh gravel

Repairing treads of steps

Clearing for sowing seeds / collecting seed heads / Sowing yellow rattle & wild flower seeds

Planting bulbs and plants

Installing bird boxes

Clearing pool margins / Clear plants from around pools

Working in water/ removing rubbish from water

Bonfires

Use of mattocks

Health and safety

We are committed to looking after the health, safety and wellbeing of volunteers. Every volunteering role task outline you do is accompanied by a task risk assessment. We ask you to read the task risk assessment and to let us know if your ability to carry out the role is affected. We ask that you fully understand and accept your personal responsibility towards promoting and maintaining health and safety standards to provide a safe working environment for all. If you have any doubts regarding health and safety please speak to a Friends of Paddock Mound committee member. Friends of Paddock Mound will Provide first aid kit and advice on use of tools if necessary. All necessary tools will be provided from our store in the shed at the Garden of Rest where each session starts.

Accidents and incidents All accidents and incidents must be reported – an accident report book is available in the tool shed • use an accident report hard copy - please include as much detail as possible. Each incident will be reported to the site owners and insurance providers, Telford & Wrekin Council. If you feel that it's a real emergency, please contact the emergency services immediately.

Taking Part in A Work Party

To be a work party volunteer you should be willing to take care for your health and safety and that of others, this means that volunteers should wear suitable clothing, take sensible precautions to ensure their own wellbeing and behave responsibly in the nature reserve.

| Task category | Nature of task | What are the Hazards? Description of Hazard | Prevention and controls to reduce Risk/Hazard | Risk Rating | | |
|------------------------------|---|--|--|-----------------------------|-------------------------|------------------|
| | | | | Likelihood of Risk 1 - 5 | Severity of harm 1-5 | Risk Level Score |
| General - Raking , clearing, | Weed grass from edges of paths where necessary throughout site Clear long grass from base of willow hedge | Possible presence of dog mess | Provide gloves, poop bags and litter pickers, hand sanitiser Be aware of proximity of other people using the paths | 1 | 1 | 1 |
| | Rake paths of leaf and collect litter. Check for and collect litter etc through site | Use of rakes Glass and sharp objects | | 1 | 1 | 1 |
| | Possibly mark dog mess – quite a lot on site, and needs either clearing or marking with sticks / notes | Cut glass, dog mess | | 1 | 1 | 1 |
| | Cut back some of the encroaching plants along Shepherd's Lane footpath | cuts | Supply sheers, loppers, secateurs and gloves | 1 | 2 | 2 |
| | Cut back new bramble growth etc along main paths | Cuts and scratches | | 1 | 1 | 1 |

| | | | | | | |
|--------------------------------------|--|---|---|---|---|---------------|
| Creating ground - inc. removing root | Clear bramble root from grass in glade | cuts | Caution on possible trip hazards, shrubs with thorns. | 2 | 1 | 2 |
| | Cut out dead broom on area above heather beside ungravelled path. | Cuts, bruises, scratches. | Ensure stumps are cut right down, or remain visible above grass. | 2 | 2 | 4 |
| | Cut down small saplings within grass area on top, open part of mound. Cut out hawthorn near picnic bench | Eye injury, twigs. Trips – stumps – Use of saws and | Caution on possible trip hazards, working on banks and use of spades | 2 | 2 | 4 low |
| | Look for any self sown very young holly saplings which could be re-planted beside Red Lees path for future hedge. | possible use of mattocks | Ensure understanding of use of mattocks – see separate risk assessment keep distance from others. | 2 | 2 | 4 low |
| Heather regeneration | <p>Encouraging Heather regeneration Cutting back any gorse or young saplings from within heather on banks. Three patches of heather :</p> <ul style="list-style-type: none"> • Bank above glade path to top gate • From Shepherds Lane entrance up towards mound Cut back small hawthorne and Oak saplings from within heather at point on bank above Castle View | <p>Cuts,scratches – from thorns Trips – uneven paths, roots</p> <p>Falls / Slips – steep bank</p> | <p>Caution on possible trip hazards, low hanging branches, shrubs with thorns. Ensure two people working together as bank above Shepherds Lane path is steep bank can be slippery. work at edges, not under Oak and Hawthorne - possible nest sites</p> | 1 | 2 | 2 very low |
| Coppicing etc | Check growth of willow screen in glade area and tie back or prune as necessary | Cuts and scratches | Take twine and supply gloves loppers and secateurs | 1 | 1 | 1 |
| | Continue to cut back up to one third of the larger poles the hazel trees growing along the main path – Fen's Way | Cuts from secateurs, possible use of folding/bow saw. | Wear appropriate footwear as the banks alongside Fen's Way are Ensure people are using gloves, | 2 | 1 | 2 |

| | | | | | |
|---|---|---|---|---|---|
| Removing overhanging vegetation - cut out ivy and lower branches on trees | Cuts, slipping | and Use own or individually issued loppers / folding and bow saws / secateurs – and clean any other tools issued after use. | 1 | 1 | 1 |
| Cut branches / poles can be used to strengthen the dead hedges if possible. Be especially careful in the ground is slippery – especially at the hedges along Fen’s Way. Dead hedge opposite lost pool is on safer ground. | Use of sharp tools. Slippery surface on banks. | Caution on possible hazards Caution on ground conditions, ensure volunteers have good footwear and approach tree from safe position. | 2 | 2 | 4 |
| Cut out Holly growing up near fen’s bench. Remove old, brittle looking hawthorn tree growing part way down north facing bank, | Cuts, scratches Slipping on bank – potentially muddy. Using saws | Work near others, respecting 2 metre distance, be aware of people using path when felling branches. Care using saws and carrying wood, work together but ensure each person has space to work. | 2 | 2 | 4 |
| Assess condition of trees either side of path along north side of canal. Consider cutting ivy; cutting out self seeded saplings / assess for future hedge laying. | Slippery slope above water Use of saws / pruners | Only attempt working with suitable footwear and if confident to do so - very slippery clay. Work from path where possible - | 2 | 2 | 4 |
| Clear some self-seeded trees – Ash and Sycamore re-growth as identified on quarterly meeting walk. Identify sites for cuttings – locations of trees which need felling to re-create views – cut up fairly small and create log piles. Cutting out lower sycamore growth from felled trees | Falling branches, Cuts, scratches Eye injury from twigs and others working. Trips. | Take care with sharp tools as some poles are quite large. Extra care using pole saw. (Potentially use two man saw, but only if sufficient helpers and space to use safely. Have rope available). Take special care on steep slopes and Caution on possible trip hazards etc. | 2 | 2 | 4 |

| | | | | | | |
|---|---|--|---|---|---|---|
| Clear Laurel | <p>Cut out any Laurel plants at ground level.</p> <p>Laurel has to be removed from Local Nature Reserves.</p> | Cuts and scratches, | Don't damage leaves, or remove from site in covered vehicle as leaves can give off cyanide. Inform T&W that branches are to be removed safely from site. | 2 | 2 | 4 |
| Planting – Whips and small trees – Moving whips / logs / branches | <p>Plant whips – fill gaps in hedge by Shepherds lane and identify any other places</p> <p>Plant various Oak saplings, potted – bare root</p> | Cuts, Scratches Muddy ground | Supply spades and gloves. Ensure volunteers have sturdy footwear | 1 | 1 | 1 |
| | Digging holes or using the spade for notch planting | Back injury or muscle strain, injury to foot | incorrect technique. Check that spade is in good condition before use. Wear sturdy boots with a good grip sole. | 1 | 2 | 2 |
| | Sharp branch tips extending from bags of whips | Eye injury or poke injury to soft tissue. Risk to site worker | Ensure bags are carried by the side of the body where necessary. If available use a wheelbarrow to transport bags of whips. Store bags on site flat on the ground | 2 | 1 | 2 |
| | If necessary, some wood / logs may be moved around site | Back injury / strain | Advise caution, work in pairs, use knees, not back when lifting, roll log to level ground before lifting, do not lift heavy logs where ground is slippery or uneven | 2 | 2 | 4 |
| | Transporting and storing tools & trees on site | Tripping and falling due to incorrect carriage of tools and trees, sprains bruises or twisted joints | Do not attempt to carry too much in one trip – if possible, use carrying aids such as wheelbarrows. Carry spades and other tools by the person's side. Store tools neatly and safely on site. | 2 | 1 | 2 |

Work on Steps – Keeping in good condition

Collecting seed and sowing

| | | | | | |
|---|---|---|----------|----------|----------|
| <p>Check condition of steps down to the canal, rake away any leaves to keep steps from being slippery, and the edges so that any heavy rain in next few months doesn't wash mud onto steps.</p> | <p>Cuts, scratches. Slipping on wet leaves</p> | <p>Care on steps, ensure you wear footwear with good grip. Care when using long handled tools – i.e. rakes, be aware of others working, and careful not to catch rakes in chicken wire step protectors.</p> | <p>1</p> | <p>1</p> | <p>1</p> |
| <p>Take rakes to remove any areas of excess leaf fall, to ensure paths and steps remain fairly dry and safe through the winter. Clear channels at sides of canal steps</p> | <p>Rakes / rake handles Working on steps. Slipping</p> | <p>Use small spades / trowel along edge of steps</p> | <p>2</p> | <p>2</p> | <p>4</p> |
| <p>Repairing non slip edges to steps. Renew chicken wire as necessary.</p> | <p>Use of chicken wire, hammer and staples</p> | <p>Ensure two people working nearby each other when working on steps, to warn passing walkers, but be aware of each other's working area. Wear suitable footwear</p> | <p>1</p> | <p>1</p> | <p>1</p> |
| <p>Remove seed heads from Thistle and Rosebay willowherb on top area and bag –collect seed from yellow rattle / wild flowers to re-seed other areas.</p> | <p>Little – use of rakes and forks</p> | <p>Ensure gloves are available as precaution against reaction to wild plants – e.g. bluebell bulbs - wild carrot family – queen Anne's lace.</p> | <p>1</p> | <p>1</p> | <p>1</p> |
| <p>Clear area for sowing rattle, ideally have section strimmed to earth in different sections each end of summer. Also using rakes and spades Sow wild flower seeds and collected yellow rattle as it weakens strong grass roots and encourages weaker wild flower seed to germinate.</p> | <p>Scratches / stings from nettle Eye injury, twigs. Trips</p> | <p>Be aware of proximity of other people when using rakes</p> | <p>1</p> | <p>1</p> | <p>1</p> |
| <p>Planting native bulbs and plants – locations to be agreed</p> | <p>Bluebell bulbs and some other plants contain a toxin which can cause skin irritation</p> | | <p>1</p> | <p>1</p> | <p>1</p> |

| | | | | | | |
|-----------------------------------|---|--|--|---|---|---|
| Bird Boxes – Fixing and observing | <p>Check access to trees suitable for bird boxes to be attached well before nesting season, cut some branches if necessary. Location should be to N / East of trunk so baby birds do not overheat. At height to dissuade interference from public, but people can be aware of their presence and they can be checked and cleaned in future.</p> | <p>Cuts, bruises, scratches. Eye injury, twigs. Trips</p> | <p>Caution on possible trip hazards, shrubs with thorns ensure stumps are cut right down, or remain visible above grass.</p> | 1 | 2 | 2 |
| | <p>Fixing bird boxes using small ladder and only at accessible trees with good clear access and at fairly low level so that children are aware of them and future access can easily be achieved</p> | <p>Working at height Potential of Fall from ladder</p> | <p>Ensure foot of ladder is on level ground and second person is available to assist safely.</p> | 2 | 2 | 4 |
| | <p>Bird Boxes checked and cleaned of any old nesting material during the autumn.</p> | | | 1 | 2 | 2 |
| Bonfires | <p>Lighting a bonfire – decision will be made on the day re special event or removing brash etc where conditions and whether material is dry enough to burn.</p> | <p>Burns, scratches danger to wildlife. Sparks in eyes</p> | <p>Ensure two people present at all times, and have ropes and clean water available</p> | 2 | 2 | 4 |
| | <p>Make one person responsible for it from planning to final clearing up. Remove any cans or similar rubbish from the site. Have a source of water nearby. See separate detailed safety advice</p> | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Working in water – if supported by TWS staff – task; Removing easily reached amount of reed near pond margin by rail at round pool. | Slipping into water – difficulty getting out of water | Ensure two people work together at all times, next to banks – rope to hand – attached to firm anchor tree. | 3 | 2 | 6 |
| Clearing pool margins e.g. cutting back willow on north side of canal, cutting willow from bank where possible. Working in water – Removing easily reached willow on north bank of canal | Slipping into water – difficulty getting out of water | Rope used to ensure wader is in contact with others. Wader to use pole to check depth and condition of pool bottom. | 2 | 2 | 4 |
| Removing debris from pools | Falling into water | Bottled water, towel & anti-bacterial hand wash available. | 2 | 2 | 4 |
| Clear plants above bank of lost pool – which are blocking pool from the bench. Check the area around the lost pool, to see what more undergrowth can be cut back | Slipping on bank Cuts, scratches | Provide gloves and secateurs / saws if necessary. Wear strong footwear and keep well away from pool side and very slippery ground. | 2 | 1 | 2 |
| Remove overhanging vegetation from the Ketley Canal to improve light levels and water quality, removing some selective areas of woody vegetation from the banks. | Slippery ground, falling branches etc. | Ensure two people working together and don't get too close to bank – use long handled loppers. Wear appropriate footwear. Only attempt working here with suitable footwear and if confident to do so. | 2 | 2 | 4 |

Building a bonfire

Fire can spread easily, so where and how you build your bonfire is important. If you have a bonfire, follow these simple guidelines:

- warn your neighbours beforehand - they are much less likely to complain
- light the bonfire at a time least likely to affect your neighbours - for example, not on a warm day when people will be in their garden
- only burn clean dry material not damp, which causes more smoke
- build the bonfire 18 metres away from sheds, fences and trees overhead cables and car parking areas
- check there are no cables - like telephone wires - above the bonfire
- don't use petrol or paraffin to get the fire going – it may get out of control quickly
- as a rule of thumb the bonfire should be a minimum of five times its height from property

Bonfire safety tips

Once the bonfire is lit, make sure you:

- keep a bucket of water or a garden hose nearby -in case of emergencies
- don't leave the bonfire unattended
- keep children and pets away from the bonfire
- don't burn aerosols, tyres, canisters or anything containing foam or paint - many produce toxic fumes and some containers may explode, causing injury

Once the bonfire has died down, spray the embers with water to stop it reigniting. Whenever possible, all fuels should be burnt off to ash.

USE OF MATTOCKS

Although innocent looking tools, **a mattock can inflict serious personal or third party injury**. It is imperative anyone using a pick or mattock is fully aware of how to use the tool and the **potential dangers to both themselves and those around them!**

Always wear proper footwear with a good tread.

Clothing should be un-restrictive but not so baggy it could get caught. It is **advisable not to wear gloves**, but if soft hands make it a necessity only wear one on the hand that slides 1/3 to 1/2 along the shaft. The other hand needs to have a firm grip on the end of the shaft to ensure the tool is not inadvertently let go while being swung.

Keep your feet well apart and out of the way of the swing.

The art to using a mattock as with any tool you lift is to **let gravity do the work for you**.

Bring the tool down in front of you by **simply guiding it and letting it fall under gravity**. As the tool descends slide your far hand nearest the head along the shaft back towards your other hand. As the tool nears the floor you should bend over with it. **Do not** use your own weight or strength while bringing the tool down, as you will only prematurely tire yourself and possibly damage the tool itself.

The flat end of a grubbing mattock is not as strong as a pick or the cutting end of a mattock, and if swung from head height will be damaged. It should instead be used with half swings, holding the shaft with one hand at the end and the other halfway along.

PRECAUTIONS

Do not swing the tool from shoulder height, but use the half swing technique.

Be especially careful if it is either raining or very slippery underfoot.

Ensure you have a sound footing and **do not ever work downhill** as it is very easy to lose your balance.

Check there are no low branches or other obstructions immediately above you.

While working always **be aware of who and what is behind you**, and ensure everyone round you is aware you are swinging a pick/mattock or are about to do so.

Always allow 3 metres between yourself and anyone else in the same area.

Be aware of members of the public and stop if you see anyone approaching. Wait until they've passed before resuming work