

Friends of Moortown Park Risk Assessment Form	LOCATION: Moortown Park, Shadwell Lane, Moortown. LS17
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ACTIVITY DESCRIPTION: General light to moderate Park construction projects

Activity limited to light/ moderate construction projects for the park, generally requiring small to medium size hand or electric power tools such as, for example, spades, garden forks, saws, screwdrivers, spanners, hammers, power drills & power saws, and may include heavier hand tools such as sledgehammers and pickaxes where appropriate but not petrol-powered tools such as chainsaws. It may include activities requiring a wheelbarrow, but not powered vehicles (except for transport to/ from the park) or the lifting/ removal of very heavy objects.

Projects may include construction of raised herb/ vegetable garden, planters, little library, bug hotels, bird boxes, fairy village, or other similar light to moderate items. [NOTE: Activities may be limited by TPOs and restrictions related to nesting birds].

Wearing of Hi-vis vests: Where groups are undertaking light construction activities on the park, activity leaders will wear hi-vis vests, but other volunteers can be without them. Larger construction activities on the park requiring larger tools/ equipment should normally be undertaken with all participants wearing hi-vis vests.

Preconstruction activity: Preparation and preconstruction may also, where appropriate, occur offsite at a volunteer's private property, with ground preparation and assembly on the park. Preconstructed sections and raw materials will be transported by vehicle and/ or wheelbarrow

Activity Leader	Mark Jaffe	Signature		Date	1.9.22
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Assessment by	Pat Ingle	Signature		Date	1.9.22	Review Date	30.9.23
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What are the hazards?	Who might be harmed and how?	Evaluate the risks. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?
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Generic Risks

Injury or illness	Participant needing first aid treatment.	Activities do not demand presence of qualified First Aider. For group events, first aid kit accessible and basic first aid to be given. Injured/ill person not to be left alone. Emergency services to be summoned if appropriate by the event leader in the event of an incident occurring on site. Event Leader to be contactable via mobile phone throughout the event. For suitable light activities, volunteers may work alone, in which case they will be advised to bring own wipes and plasters. For preconstruction activities, on a volunteer's private property, activities may be conducted alone but there should be another adult on the property with a first aid kit available.	None, risk is minimal		
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Health issues	Illness or Injury to self/others	Task leader to ask all participants, prior to undertaking any activity, whether they have any health issues or are taking any medication that may impact their ability to undertake the activity planned for the day, and if a first aider/doctor would need to know about any medication being taken. For suitable light activities, volunteers may work alone, in which case they should have any required medication to hand, and willingly accept the risk of participation.	Event leader to make a note of any issues and allocate tasks accordingly.	Group event leader	Before starting the activity
Welfare	Illness, infection	Wash hands thoroughly before commencing comfort breaks, eating, drinking, or smoking. Volunteers advised to bring own wipes. If a group event, the event leader will also have wipes. Volunteers to be advised there are no toilet facilities onsite	Safety talk for group event	Group event leader	Before, during and after task
Covid-19	Illness, infection	Proximity to infected people; contact with infected surfaces; volunteers with underlying health conditions. Advertised prior to event and brief at start of event: Follow government guidance current at time of event regarding all aspects of Coronavirus safety: DO NOT ATTEND if unwell, showing any symptoms of Coronavirus, isolating or in quarantine. Handwash before leaving home and as soon as back home. Bring and use own hand sanitiser during event. Bring own gloves. If a group event, event leader to have wipes and sanitiser	Safety talk for group event	Group event leader	Before,
Over exertion	Fatigue, aching limbs.	Ensure sufficient breaks are taken. Volunteers advised to bring own water bottle and snacks. However, risk minimal as event duration typically between 1-3 hours.	Safety talk for group event	Group event leader	Before and during task
Violence and aggression		Awareness of potential for aggressive or difficult people in the area Withdraw rather than face conflict Keep with other volunteers	Safety talk for group event Report any incidents to Police or Leeds Watch (on 0113 232 9973) as appropriate.	Group event leader All volunteers	Before, during and after task

Working with children & vulnerable adults	Injury, getting lost	FoMP accept no responsibility for supervising children or vulnerable adults, who must be accompanied by parent/ guardian and supervised by them at all times. Only light activities with small hand tools are suitable for this group.	Safety briefing to ensure children and vulnerable adults are aware of all guidance listed above.	Group event leader	Before and during task
Vehicles					
Manual handling whilst loading/unloading the vehicle	Injury to self and other; Musculo-skeletal injuries due to poor techniques or dropping items.	Ensure that there are sufficient people to help with lifting and carrying, particularly where objects are heavy and/or unwieldy. When removing heavy items from a vehicle /trailer, do not pull them out without another person deployed in the vehicle to push. Where possible, position heavy and cumbersome items close to access points for ease of access, ensuring that they are securely stowed to avoid shift during transportation, which may make them a hazard when the doors are opened.	Remind volunteers of control measures	Group event leader	Before, during and after task
Stowing items securely in and on vehicles	Danger to other road users from unsecured items falling from the roof / out of the back of pick-up	Ensure all items are stowed securely inside vehicle to avoid shift during transportation. Large, heavy items should be fixed in place with straps/rope. Ensure all items on roof are fixed securely in place with ratchet straps. Items in the back of a pick-up are to be secured in place with ratchet straps/ rope.		Group event leader	Before, during and after task
Environmental and site based factors					
Carrying out practical work near to a well-used pathway	Danger to volunteers & park users from falling materials, obstacles in path causing trip hazard, collision with each other	Awareness of other users such as pedestrians and cyclists. Tools not being used to be stored away from the paths and with blades facing away. Volunteers advised to stop working while folk pass. For moderate activities using larger tools/ equipment, volunteers will wear hi-vis vests (See Activity Description above)	Safety talk for group event.	Group event leader	Before and during activity
Dogs	Bites, shock and fear	Parks policy is not to require dogs to be on leads, however, dog owners will be requested by event leaders (for group volunteer events) to keep dogs under close control in the vicinity of the work, if necessary. Volunteers advised not to encourage dogs if they approach	Safety talk for group event.	Group event leader	Before and during task

Dog mess	Slip hazard; germs/ disease	Volunteers to be warned of potential for dog mess and asked to warn others if they see it. Event leader to have wipes, poo bags and gloves available. Site to be checked for dog fouling and cleaned up during setup prior to event.	Safety talk for group event.	Group event leader	Before and during task
Uneven, soft, or slippery ground, hidden tree stumps, sharp objects on ground	Slips, trips, falls and injuring self when kneeling on floor	Volunteers advised to wear sturdy shoes and to clear work area before beginning work	Safety talk for group event.	Group event leader	Before and during task
Twigs and branches	Eye injuries	Volunteers warned of risk and asked to take care	Safety talk for group event.	Group event leader	Before and during task
Thorny shrub species	Scratches and punctures, especially to bare skin	Volunteers advised to wear sensible protective clothing and to be careful around thorny bushes. Leather gloves should be worn Basic first aid will be provided if required.	Safety talk for group event.	Group event leader	Before and during task
Proximity of vegetation and insects likely to cause harm.	Stings, scratches, germs, allergic reactions	Volunteers advised to wear appropriate clothing including gloves. Identify anyone susceptible to an extreme reaction to stings, nuts etc. and ensure they either have medication or do not undertake the activity; explain the general risk of injury and where possible identify harmful plants; spot check the area for bee / wasp nests (including Bee Posts) and patches of harmful vegetation, notify participants and work well away from these. Basic first aid will be provided if required	Safety talk for group event.	Group event leader	On day
Biological – Weils disease, Hep B&C, Tetanus, Lyme disease.	Contraction of bacterial disease	Practice good hygiene: wear gloves. Cover cuts etc. with plasters. Thoroughly wash hands with soap & water or anti-bacterial hand wipes before eating, smoking, drinking etc. Don't handle clinical waste, syringes, and other sharps. For group volunteer events, refer to event leader who will have access to a sharps container	Safety talk for group event. Any suspicious symptoms in the week after the activity should be reported to a doctor.	Group event leader All volunteers	Before, during and after task

		and picking tool. For individual volunteers, report the issue and location to FoMP. Awareness of risks: Water can carry Weil's disease from rats. Lyme disease can be caught from ticks found in long vegetation – cover up when litter picking in overgrown areas – wear long trousers and sleeves.			
Extreme weather conditions	Heat exhaustion/hypothermia/ hit by flying objects	Volunteers advised to wear appropriate clothing, wearing sunscreen when appropriate, and warned of risk of heavy rain/showers or strong winds. Event leader to cancel/postpone group volunteer event if forecast is too bad. Individual volunteers to use common sense.	Safety talk for group event. Ranger to stop event if conditions are considered too extreme.	Group event leader	Before and during task
Manual Handling i.e. lifting / carrying / moving/ dragging/ pulling objects that are heavy and awkward for volunteers	Injury to self and others. Muscle strain. Injury from dropped items. Trip hazard when carrying large objects or walking backwards whilst carrying something.	Volunteers advised to wear strong thick work clothing and sturdy shoes, ideally with steel toe caps. Volunteers given safety talk and demonstration of safe carriage of heavy items. Encourage volunteers to be careful in their selection of things to carry and not to take objects that are too heavy for them, or to attempt to carry heavy objects if not wearing protective footwear. Any large items to be moved in wheelbarrow or with sack trolley and on surfaced paths where possible. Work in pairs if necessary, taking care to check for potential trip hazards on the route beforehand especially if carrying large objects or walking backwards. ensure that participants stop for breaks in work. Identify anyone susceptible to injury, assess capability.	Safety talk for group event.	Group event leader	Before and during task
Proximity to Water	Drowning, slipping, Weils & other waterborne diseases	Activity will not be carried out in the wetland areas if standing water is present or significant mud causes slip hazard. Treat all cuts immediately and cover adequately. Wear appropriate gear for the job (eg wellies/ gloves) Wash hands after contact with water and before eating/drinking.	Safety talk for group event. Any suspicious symptoms in the week after the activity should be reported to a doctor.	Group event leader	On day

Hand Tools

Carrying hand tools	Tripping, falling over tools, hitting or injuring self or others with the tools	Carry larger tools with one in each hand. Carry spades at side at point of balance. Be careful when turning with long handled tools and don't walk backwards with them.	Safety talk for group event.	Group event leader	On day
Use of Tools	Injury from unsafe tools	Carry spades at side at point of balance	Safety talk for group event including demonstration of relevant tools, carriage, storage, and maintenance.	Group event leader	
Using shears	Cuts from blades, scratches from thorny plants	Use to cut soft, thin growth only; do not put fingers between the blades; carry with closed blades at your side; store flat on the ground in clear view, out of the way of the path.	Safety talk for group event.	Group event leader	On day
Using rakes	Muscle strain from pulling too hard. Injury from standing on/ tripping over rake or other material on ground. Eye injury from rake handle.	Before starting task, check ground to make sure aware of the nature of the surface (eg holes; thorny material on ground; dog mess; uneven surface). Be aware of people and obstacles that may be behind you. If the rake snags or is hard to pull, do not strain. Take regular breaks. Carry upright at side with spikes down and pointing away from the body. Store flat on ground with spikes down when not in use, or upright against fence/similar, again with spikes down.	Safety talk for group event.	Group event leader	On day
Using secateurs & loppers	Cuts and muscle strain/ injury from falling branches/ damage to tool from improper use	Do not use on branches thicker than 2.5cm (size of your thumb); wear a hard hat if cutting branches above your head; do not put fingers between the blades; carry with closed blades at your side or in tool bag; store flat on the ground in clear view out of the way of the path.	Safety talk for group event.	Group event leader	On day
Using hand saws	Cuts and muscle strain to worker/ injury from falling branches/ timber or damage to tool from improper use	Glove to be worn on non-sawing hand; whole blade to be used; hard hat to be worn if cutting heavier items above head height. Carry saws at side at point of balance, with blades covered/in scabbard if possible. When not in use, lay tool on ground in clear view with blade facing away from paths, ideally with cover/scabbard on blade.	Safety talk for group event.	Group event leader	On day
Using spades (digging)	Damage to foot/tool from incorrect use. Muscle strain.	Volunteers advised to wear sturdy shoes with steel toe caps/shanks if possible. Area checked for underground services before work commences.	Safety talk for group event.	Group event leader	On day

		When using, place spade upright on ground and push it down using the ball of the foot. Do not use the middle of the foot, and do not use heel as it can slip off easily. Carry at side at point of balance with blade pointing forward and store flat on the ground when not in use.			
Wheel barrows	Danger of hurting others by bumping into them or wheelbarrow tipping over onto them. Muscle strain from badly maintained wheelbarrow.	Ensure wheelbarrows are correctly bolted together and have properly inflated tyres. Avoid straining to propel the wheelbarrow. Warn people of your presence when using wheelbarrow “gangway!” or “coming through!” Make sure that wheelbarrows are not overloaded and that the contents are placed over the wheel so that the wheel supports the greater weight, not the arms. Make sure that the load is centred and cannot suddenly slip to one side, causing loss of control.	Safety talk for group event.	Group event leader	On day
Working with mells and sledge hammers	Injury to self and others; injury from breakage of tool if used incorrectly	Tools to be maintained to safe standards. Volunteers advised to wear sturdy shoes, ideally with steel toe caps. Volunteers to wear hard hats when working with mells/ sledgehammers and not to wear gloves. Safety talk and demonstration to cover safe use, carriage, storage, and maintenance of tools: mell to be used only on wood – it will shatter if used on metal. Check before use that the head is securely attached and that the handle is not split. Do not use if these conditions are not met. Mell to be lifted using both hands while someone else (wearing hardhat and gloves) holds the post/stake to be struck and dropped onto (flat) top of stake. Carry at point of balance at side, and place flat on ground when not in use.	Remind volunteers of control measures	Group event leader to give safety talk and assess site for safety; volunteers to heed advice given	On day
Working with screwdrivers and spanners	Injury to self and others; injury from breakage of tool if used incorrectly	Tools to be carried in toolbox or toolbelt, not in pockets. Screwdriver to be of appropriate size and of type compatible with type of screw. Hold firmly and apply pressure smoothly to avoid slipping off screw.	Safety talk for group event.	Group event leader	

		Use only spanners of correct size for bolt. Ensure spanner held firmly and pressure applied smoothly.			
Power Tools					
Electrocution	Poorly maintained tool or cable, or badly fitted plug	All tools used on site will be cordless, but corded tools may be used in preconstruction offsite at a volunteer's private property. Tool and cables to be visually checked by an experienced user. Plugs to be checked for loose connection unless fully sealed.	None, risk is minimal		
Fire	Poorly maintained tool or cable, or badly fitted plug. Blunt drill bit or saw	As above, but experienced user to also check that correct fuses are in use. New drill bit to be used to ensure a clean cut with reduced risk of friction, jamming and overheating. Work area to be clean and free of any debris that might be ignited by hot tools, chips or sparks. Water available to extinguish fire on timber only.	None, risk is minimal		
Use of power tools	Injury from incorrect use of tool	Power tools to be limited to moderate corded or cordless electric tools, such as for example drills, screwdrivers, impact drivers, saws, and grinders. <ul style="list-style-type: none"> • Use the right tool for the job. • Always follow the Instruction Manual. • Wear safety goggles or safety glasses with side shields. Use a dust mask for dusty operations, and hearing protection if you'll be using the tool for an extended period. • Do not wear loose-fitting clothing, neckties, or jewellery. Tie long hair back out of the way. • Be sure all appropriate tool guards are in place and working. • Always turn off and unplug the tool before making any adjustments or changing accessories. • Make sure cutters or blades are clean, sharp and securely in place. Never use bent, broken, or warped blades or cutters. • Do not overreach when using a power tool. 	Safety talk for group event.	Group event leader	

		<ul style="list-style-type: none"> • Stay firmly planted on both feet. • Never rush what you are doing. Don't let anything distract you • When using hand-held power tools, always • keep a firm grip with both hands. Do not use any tool that is too heavy for you to easily control. 				
Paints, Stains, Preservatives and Cleaners (solvents)						
Safe use of wood preserver, wood stain, paints, varnishes, and brush cleaners	Injury to self and others	<p>Preservers, stains, paints, varnishes, brush cleaners/ solvents etc with toxic fumes or risks from contact with skin to be handled and used by experienced users only, and only where there is excellent ventilation and water available in case of splashes. Gloves should be worn. All instructions provided on containers to be followed.</p> <p>Where stains, paints & varnishes are water based with no toxic fumes or risks from contact with skin, these can be used by inexperienced users, including children, with appropriate supervision.</p>	<p>Leader to give safety talk; volunteers to heed advice.</p> <p>If the project involves schoolchildren, then the school involved should be asked to specify any further risk controls and mitigation for this activity</p>	Event leader	At start of task	