

Name Mike Canham – Parish Councillor	Date 9 th March 2018	Phone 01460 234639	Location of Clean Up Fingerposts in the Parish of Otterford
Agreed Parish Council	Date 13th March 2018		

Before starting the Fingerpost Restoration Project all volunteers must ensure they:

- Have the correct Personal Protective Equipment (PPE) – eg eye protection, face mask, thick gloves, hi-viz vest, sensible footwear, weather appropriate clothing etc.
- Have the correct equipment – eg generator, pressure washer, power drill and wire wool attachments,
- Consider all the risks and hazards in the work area; eg road traffic, hazardous waste, broken glass, thorny bushes, low branches, uneven ground, hidden banks etc.
- Know the work area, how to report incidents or hazardous or unidentified waste, and where to get first aid
- Refer to the weather forecast at the beginning of a day before starting any fingerpost restoration

The table below is used to score the risks in the **Risk Assessment Table**.

Likelihood (a)		Severity (b)		Magnitude = a x b
Certain	5	Fatality	6	2 x 3 = 6
Probable	4	Serious Disablement	5	ie LOW RISK
Even Chance	3	Sprain, Major Cuts/Bruises	4	High Risk = 21 to 30
Possible	2	Minor Cut/Strain	3	Medium Risk = 11 to 20
Unlikely	1	Minor Bruises/Grazes	2	Low Risk = 2 to 10

Risk Assessment Table

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT/INCIDENT	SCORE	RISK
Adverse weather conditions	Hypothermia Electrocution Falls Impact from vehicles	Restoration work must not be carried out in: > extreme cold, icy or snowy weather > dense fog or mist > thunder storms and lightening > heavy rain > strong winds If weather worsens (any of the above) after work has started – cease immediately	N/A	N/A	
Hot sun, extreme heat, and/or high humidity	Heat stroke Dehydration Sunburn	Cover as much of the body as possible including long sleeved shirts and long trousers. Wear a hat, even when cloudy. Apply sun block (minimum protection factor 15) to all exposed areas of skin. Reapply regularly. Drink plenty of water, and take regular breaks – preferably in the shade. Continually assess everyone for possible heat stroke and/or exhaustion. Symptoms include headache, dizziness, nausea and vomiting, weak pulse, and high temperature.	If anyone shows signs of heat stroke and/or exhaustion seek medical assistance immediately. Cool the person and move them to a shady area; give them water to drink.	3 x 4 = 12	M
Ground conditions	Sprains, muscle damage and broken bones	Wear suitable footwear Avoid dangerous areas	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical help for any serious cuts, bruises or strains	3 x 4 = 12	M
Highways vehicles, bicycles, plant and machinery	Collision with moving traffic	Place warning road signs in strategic locations. Avoid close proximity to traffic if possible, and be aware of the vehicles around you. Wear high visibility clothing Keep a lookout, and never wear earphones	Seek medical attention in the event of injury.	3 x 6 = 18	M

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF	SCORE	RISK
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			AN ACCIDENT/INCIDENT		
People, lone working	Physical or verbal assault Injury	Be aware of aggressive or difficult people; withdraw rather than face conflict Always work with the group – never alone. Organiser/team leader to have mobile phone	Seek medical attention following any assault/ injury. Report to Parish Council , and (if serious) Police.	1 x 4 = 4	L
Animals – domestic and farm Including dog faeces	Lyme Disease carried by animal ticks Bites/scratches Toxocara canis	Wear appropriate clothing Beware of loose dogs or other animals Avoid contact with animals Avoid contact with dog/other animal faeces	Seek medical attention as soon as possible after being bitten/scratched. Avoid touching eyes or mouth. Thoroughly wash hands, and any cuts or abrasions (however minor) as soon as possible	3 x 6 = 18	M
Steep slopes	Falls leading to sprains, muscle damage and broken bones.	Stay away from steep slopes	Seek medical attention where appropriate	1 x 4 = 4	L
Electric fences	Electrocution	Always assume electric fences are live. Do not touch electric fences	(if safe) attempt to isolate the injured person, using wood. If serious seek urgent medical attention	3 x 6 = 18	M
Tools, equipment (including ladders)	Cuts, bruises, Electrocution Broken bones Concussion	Before start understand how to use equipment Allow sufficient working area for safe use Well brace ladders: hold if necessary Do not overstretch on ladders Alert other volunteers before using power tools Use appropriate protection	Seek medical attention in the event of injury	2 x 5 = 10	L
Materials	Damage to skin and eyes Inhaling vapour	Always follow instructions on container. Always wear the correct protective clothing – including gloves, face mask and eye protection	Obtain immediate medical assistance in event of accident	2 x 6 = 12	M