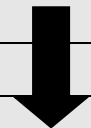
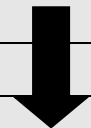
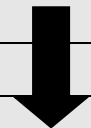


RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																															
Directorate	BES																																																																
Team	Development & Outreach																																																																
Title of risk assessment		Path Keeper																																																															
Details of activity: Practical maintenance tasks / surveys on rights of way – unsupervised or supervised.																																																																	
Location of activity	Public rights of way																																																																
Risk assessment log ref	CS -43																																																																
Other risk assessments cross-referenced																																																																	
Workplace Instruction reference																																																																	
Date of assessment	30 th April 2019																																																																
Name of person carrying out assessment	Arrietty Heath																																																																
Person carrying out assessment's signature																																																																	
Name of employee(s) consulted on activity	Given to all new Path Keepers and re-circulated annually.																																																																
Manager's signature	Date																																																																
		<p>POTENTIAL OUTCOME</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Catastrophic</td> <td>Fatal injury/permanent disability</td> <td colspan="4"></td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence</td> <td colspan="4"></td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable over 7 day injury</td> <td colspan="4"></td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td colspan="4"></td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td colspan="4"></td> </tr> </table> <p>LIKELIHOOD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Highly likely</td> <td>More likely to occur</td> <td colspan="4"></td> </tr> <tr> <td>Likely</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">  </td> <td colspan="4"></td> </tr> <tr> <td>Possible</td> <td colspan="4"></td> </tr> <tr> <td>Unlikely</td> <td colspan="4"></td> </tr> <tr> <td>Remote</td> <td>Less likely to occur</td> <td colspan="4"></td> </tr> </table>						Catastrophic	Fatal injury/permanent disability					Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence					Moderate	RIDDOR reportable over 7 day injury					Minor	Minor injury (requiring first aid)					Insignificant	Minor injury					Highly likely	More likely to occur					Likely						Possible					Unlikely					Remote	Less likely to occur				
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	Hazard and related activity <i>E.g. slippery / wet floor</i>	Persons at risk <i>Eg employees, pupils, customers, contractors, members of public (include out of hours use</i>	Existing control measures <i>Eg workplace instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>If High, and no additional controls practicable, notify H&S Team</i>	If any additional control measures required – what are they? <i>Eg documented observational monitoring</i>	Residual risk rating after additional control measures <i>If High notify H&S Team</i>
1	Fatal or serious injury from collision with vehicles whilst working within the highway verge / when in the vicinity of vehicles.	Volunteers, members of the public	<p>Plan task so as to avoid peak traffic periods and poor visibility.</p> <p>Park any vehicle off the carriageway. Maintain a safe working area of 1.2m (roads with speed limits of 50mph and above) or 0.5m (40mph and below) from the live carriageway.</p> <p>High-vis jacket (with sleeves) must be worn while working with the verge.</p> <p>When on farm properties, be aware of and observe moving vehicles Do not approach moving or stationary vehicles without assessing first their movement, direction and speed. Make vehicle operators aware of your presence.</p> <p>When parking on the roadside, ensure that your car is clearly visible to vehicles approaching from both directions and that your car does not obstruct the highway.</p>	Low	None required – keep under review	
2	Injury from striking underground services.	Volunteers	<p>Before beginning the task, establish the presence of any underground services where reasonably practicable as follows:</p> <ol style="list-style-type: none"> 1. Ask Volunteer Co-ordinator to establish presence of transmission and distribution networks with relevant providers 2. Check site using CAT scanner, 3. Where services are present within 0.5m, hand dig only. 	Low	None required – keep under review	

3	Injury caused by uneven ground, sharps, vegetation and debris	Volunteers	Check the working area for all hazards before commencing works.	Low	None required – keep under review	
4	Injury from use of tools / injury from tools that are damaged, edged, inappropriate or inadequate for the task.	Volunteers / members of the public	<p>Ensure that you are competent in the use of any tools being used and that the correct tool is being used. First time users to be given a hand tool safety talk, prior to the task.</p> <p>Check tools prior to use for damage and do not use if damage is found.</p> <p>Ensure all tools are maintained in accordance with manufacturer recommendations.</p> <p>Keep guards on sharp tools when not in use and when being transported.</p> <p>Be aware of handled tools becoming slippery when wet.</p> <p>Wear appropriate gloves when using tools that you swing such as mallets and slashers.</p> <p>Ensure that there is no one in close proximity.</p> <p>Do not run with tools in your hands.</p>	Low	None required – keep under review	
5	Fractures, cuts and bruises from falling trees and branches & flying debris	Volunteers / members of the public	<p>Use appropriate PPE. Protect face with goggles or visor where there is a danger of flying debris.</p> <p>Hedge cutting and laying increases the risk of cuts and puncture wounds from thorns and gloves should be worn.</p> <p>Wear eye protection.</p>	Low	None required – keep under review	
6	Injury caused by on-site obstructions.	Volunteers	Clear site of any obstructions, e.g. overhanging branches, before commencing work. Be aware of branches at eye level and wear safety glasses if appropriate.	Low	None required – keep under review	

7	Injury from lifting heavy objects	Volunteers	<p>All volunteers to have received basic guidance in manual handling.</p> <p>Volunteers working with heavy items e.g. gates and stiles, must wear safety footwear to BS EN ISO 20345 (protected toe-cap and sole).</p> <p>Consider two person lift or mechanical alternatives wherever possible.</p> <p>Timber that is to be moved to be cut to manageable lengths.</p> <p>When heavy lifting is necessary, assess the risk and keep within current HSE guidelines for the weight lifted (see Manual handling guidance for more information)</p> <p>Where weight exceeds HSE maximum guidelines do not lift without first discussing with the Volunteer Co-ordinator (or Task Leader if present) who may need to carry out a further risk assessment.</p>	Low	None required – keep under review	
8	Ill health caused by contact with treated timber.	Volunteers	<p>Avoid handling treated timber until it is dry.</p> <p>When handling timber use protective gloves.</p> <p>Do not use or handle timber treated with creosote.</p>	Low	None required – keep under review	
9	Risk of injury to the public	Members of public	<p>Be aware of passers-by and stop work when a member of the public approaches and there is a risk of an accident.</p>	Low	None required – keep under review	
10	Burns or smoke inhalation from burning of material in a bonfire	Volunteers / members of the public	<p>A fire must only be started in an open area away from overhanging branches, power lines, fences, buildings and any other structure.</p> <p>Fires must never be left unattended and should only be left once all material has burned to ashes and has been dug over.</p> <p>Fires must never be started or fuelled with petrol. Using rubber tyres to start fires is also unlawful.</p>	Low	None required – keep under review	

			<p>Any flammable material must not be stored within the vicinity of a fire.</p> <p>Work should be not be undertaken downwind of a fire.</p> <p>Do not have a bonfire beneath power lines as carbon in smoke can conduct electricity.</p>			
11	Injury from slips, trips and falls	Volunteers / members of the public	<p>Do not leave holes or trenches unguarded.</p> <p>Do not climb trees. Tree work that is required off the ground must be undertaken by a qualified operator.</p> <p>Be observant and aware of ground conditions. Do not run over uneven ground.</p> <p>Maintain good 'housekeeping' on site.</p> <p>Work methodically across the site to avoid re-crossing areas already worked which may have stumps, etc.</p> <p>Leave stumps cut parallel to the ground and as low as possible to reduce the risk of tripping.</p> <p>First aider and first aid kit to be available.</p> <p>Wear appropriate footwear with good grip and ankle support.</p> <p>When accessing or moving between fields, use opening gates and stiles. Where possible you should avoid climbing walls, fences and gates.</p> <p>If there is no alternative access and the situation dictates that entry into the field is urgent, then check the structure is sound and check the either side of the barrier for obstacles or holes. There should be suitable hand and foot holds, the barrier to be climbed must be sound and secure and you must feel confident that you can climb it without risk of injury. Avoid climbing on to the top rail of a fence - instead support weight on the lowest rail possible allowing a leg to be swung over.</p>	Low	None required – keep under review	

12	General use and risk of injury from use of power tools		Use of power tools is at the discretion of the Path Keeper, and is not covered under NYCC insurance.	Low	None required – keep under review	
13	Injury or illness whilst lone working	Volunteers	Advice given on safer lone working, including: - Use the 'buddy system to ensure someone knows where you are and when you are due back - take mobile phone (but be aware there may be no signal) - ensure you have maps and clear directions - See Risk assessment 'Lone Working for Volunteers'	Low	None required – keep under review.	Low
14	Illness caused by contact with chemicals and pathogens, faeces, adder bites, insect stings and bites and plant stings.	Volunteers	<p><u>Ticks</u> Awareness of tick-borne Lyme disease commonly transmitted by sheep. Keep skin covered and tuck trousers into socks. Check body for ticks. If bitten consult a doctor or web-based information. Read leaflet which shows how to remove ticks carefully and/or use tick remover where provided.</p> <p><u>Giant Hogweed</u> Recognise giant hogweed and be aware of dangers of blisters and rashes from contact with the sap. Keep away from giant hogweed plants. If come into contact, cover the exposed skin, as sunlight can trigger a reaction, and wash the area with soap and water as soon as possible. Seek immediate medical advice if blisters or irritation occurs.</p> <p><u>Leptospirosis – contaminated water</u> Be aware of potential contamination in water. Ensure hands are clean before any contact with the mouth. Hands should be cleaned before handling food and drink and washed thoroughly at the end of the task.</p> <p><u>Adders</u> Be aware of moorland and other rough areas where adders may occur. Be particularly careful in early spring when adders may be basking to warm up and are relatively slow to move away. If bitten, remain calm and seek medical attention. Bites are rarely fatal.</p>	Low Low Low	None required – keep under review.	Low

15	Illness caused by inclement or extreme weather	Volunteers	Dress appropriately for the weather and remember heat can be as dangerous as cold. Take a hat, drinks and sun cream if appropriate. Avoid going out in extreme weather and be aware of the possibility of flooding during or following heavy rain.	Low	None required – keep under review.	Low
16	Attack by domestic animals, horses and livestock	Volunteers	Follow most appropriate route that avoids contact with animals, particularly bulls, dogs and cows with calves If this is not possible, retreat and arrange to return with landowner. Volunteers are not permitted to take dogs on to any land whilst carrying out volunteering duties for NYCC, unless they are assistance dogs. Where assistance dogs are being taken, they must not be taken on to land where livestock are present.	Low	None required – keep under review.	Low
17	Acts of violence or aggression	Volunteers	Make appointment beforehand where appropriate - if challenged and or/faced with aggression retreat and report the incident.	Low	None required – keep under review.	Low
18	Falls into water	Volunteers	Keep a safe distance from watercourses where depth of water exceeds boot height unless a site specific Risk Assessment is in place. Keep clear of boggy areas and unguarded edges - report any hazardous unprotected areas - when walking through wet areas use a walking pole to test ground.	Low	None required – keep under review.	Low
19	Injury from barbed wire	Volunteers	Avoid climbing fences and keep clear of barbed wire	Low	None required – keep under review.	

Lone Working						
1.	Absence of potential assistance & support	Volunteers	<p>Volunteers should nominate a person (spouse, friend or relative) to be their 'Lone working buddy' and give them written details of their vehicle and mobile telephone number (Risk Assessment CS/03 for additional guidance). Each time you are going to be lone working you should tell your buddy where you are going, the planned route and the expected return time. It is important to remember to inform your 'buddy' when you return home, or if you are going to be delayed. The buddy will raise an alert if the volunteer has not returned after one hour following the expected return time unless the volunteer can be contacted (e.g. by phone).</p> <p>Always carry a charged mobile phone but be aware that this will not always be within an area of signal.</p> <p>Be aware of your environment and respond to any changing factors which may pose a risk to your health and safety, e.g. weather conditions.</p> <p>Ensure you are using PPE relevant to the task you are undertaking and any tools or equipment appropriate to the task.</p> <p>Do not work alone in situations where there is an obvious, unacceptable risk, such as at height or on the bank of a fast flowing river.</p> <p>Before commencing work check for the location of the nearest Accident & Emergency facility. This can be done using the internet: http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx</p>	LOW		
2.	Acts of violence & aggression	Volunteers.	As a lone worker, avoid known situations which will result in conflict and withdraw from any situation which develops into one where conflict is anticipated.	LOW		

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

Risk assessments copied and given to volunteers and discussed during induction and training sessions.

SPECIFIC LEGISLATION:

*The Health & Safety at Work Act 1974
The Road Traffic Act 1974
The New Roads and Street works Act 1991
The PPE Regulations 1992
The Management of Health & Safety at Work Regulations (amended) 1999*

HSE & Other Guidance:

*Safety at Street works and Roadworks code of practice (revised 2002)
NYCC working on/near carriageway guidance
Works on the hard shoulder and road side verges on high speed roads - good working practice
Manual Handling guidance*

INFORMATION, INSTRUCTION & TRAINING:

Report all accidents/incidents and near misses by completing the IRF and sending to the Volunteer Co-ordinator.

Carry a charged mobile phone but be aware that mobile transmitter dead spots occur.

PPE - please contact the Volunteer Co-ordinator for supplies of PPE

Where necessary:

*High visibility jacket complying with BS EN ISO 20471 Class 3
Grip-soled footwear with penetration resistant mid-soles and toe-caps to BS EN ISO20345
Gloves
First Aid Kit*

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
<i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	<i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>		
<i>March 2020</i>			<i>30/4/19</i>