

HEALTH & SAFETY

DOCUMENTS

COMPTON GARDEN SERVICES

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Project/Contract	General gardening works
Contractor	Compton Garden Services
Site Address	Marston Park MK43 0LD
Project Start Date	
Expected Duration	
Projected Completion Date	

	Name	Title	Signature	Date
Document Author	Andrew Compton	Proprietor		21/02/17
Authorised by				
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Data Protection Statement

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are;

- a) Injury from slips trips and falls.
- b) Injury to members of the public during works.
- c) Injury from machine hazards
- d) Inclement weather
- e) Ill health from contact with hazardous substances

Preventative Measures you must take;

- a) You must be "competent" to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area
- c) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- d) You must read and be familiar with the Safety Data Sheets for weed killer
- e) You must read and understand the information sheets on the machinery you are operating

Personal Protective Equipment you must wear;

- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots
- e) Ear defenders

Quality Control

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

General Precautions

Staff & Training

The tasks will be carried out by staff from **Compton Garden Services** all members of staff are experienced and hold a suitable qualification in Gardening.

PPE

All site workers will wear Safety boots, protective clothing at all times, other items of PPE such as eye/face protection and gloves etc. are available to be worn as and when necessary.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with.

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person as a minimum.

A trained first aider will be a suitable person who has attended an approved course of at least 3 days training repeated every 3 years and attended a refresher course every year in between.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Machine Safety & Maintenance

Machines such as mowers, hedge trimmers, and brush cutters are visually inspected on a daily basis during clean down operations; all machines are serviced on a weekly basis and checked for safe operation. Hedge trimmers and brush cutters are modern lightweight machines which require two handed operation. Lawn mowers are automatic power travel machines which require the minimum of manual handling. All machines are portable petrol driven. **Under no circumstances will any machines be left unattended at any time.**

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible

Visitor/Member of Public Safety

The person in charge of the site will ensure that no member of his staff will cause an obstruction or otherwise endanger the safety and health of visitors or members of the

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public, work shall be organised to avoid busy times, extra care shall be taken when children are present, if necessary suitable barriers and warning tape will be erected to prevent unauthorised access.

Method Statements

Task Description

This method statement describes the work process for Professional gardening services including;

- 1) Lawn mowing – Manual and Sit-On Mowers
- 2) Hedge cutting and trimming
- 3) Brush cutting (Strimming)
- 4) Leaf blowing
- 5) Vacuum Leaf Collecting
- 6) Weed control
- 7) Refuelling Procedure

Lawn Mowing

- 1) Collect all necessary equipment from the workshop and load onto trailer
- 2) When arriving on site staff will report to the client and collect any instruction
- 3) Put on your personal protective equipment
- 4) Area to be mown will be marked out with warning signs (and safety tape if necessary)
- 5) Unload equipment by rolling off the trailer
- 6) The site to be mown will be visually inspected and any debris removed from the area
- 7) Visually inspect the equipment and remove from service if there are any obvious faults
- 8) Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features.**
- 9) Cut the designated lawn
- 10) Ensure the site remains clear of persons, if not then stop mowing until the site is clear again
- 11) At the completion of mowing, stop the engine and ensure the safety cut off is engaged, remove the key and proceed to clean down the mower.
- 12) Clear all debris and fallen greenery to the designated area
- 13) Remove the safety warning signs and ensure the area is left in a safe condition

Hedge Trimming

- 1) Collect all necessary equipment from the workshop and load onto trailer
- 2) When arriving on site staff will report to the client and collect any instructions

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- 3) Put on your personal protective equipment
- 4) Area to be trimmed will be marked out with warning signs (and safety tape if necessary)
- 5) Visually inspect the equipment and remove from service if there are any obvious faults
- 6) Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features.**
- 7) Trim the designated area
- 8) High areas will be trimmed using long arm trimmers
- 9) At completion stop the trimmer, activate the safety cut off switch, clean and return to the safe storage
- 10) Clear all debris and fallen greenery to the designated area
- 11) Remove the safety warning signs and ensure the area is left in a safe condition

Brush Cutting (Strimming)

- 1) Collect all necessary equipment from the workshop and load onto trailer
- 2) When arriving on site staff will report to the client and collect any instructions
- 3) Put on your personal protective equipment i.e. face visor, safety boots and ear defenders.
- 4) Area to be cut will be marked out with warning signs (and safety tape if necessary)
- 5) Inspect the area to be cut and remove any debris
- 6) Visually inspect the equipment and remove from service if there are any obvious faults
- 7) Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features.**
- 8) Cut the designated area
- 9) At completion stop the brush cutter, activate the safety cut off, clean and return to the safe storage
- 10) Clear all debris to the designated area
- 11) Remove the safety warning signs and ensure the area is left in a safe condition

Leaf blowing.

- 1) Collect all necessary equipment from the workshop and load onto trailer
- 2) When arriving on site staff will report to the client and collect any instructions
- 3) Put on your personal protective equipment i.e. face visor, safety boots and ear defender
- 4) Visually inspect the equipment and remove from service if there are any obvious faults

- 5) Start the equipment and check all safety features are operating correctly;
you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features
- 6) Clear the designated area
- 7) At completion stop the leaf blower, activate the safety cut off, clean and return to the safe storage
- 8) Ensure the area is left in a safe condition

Leaf Vacuum Collecting.

- 1) Collect all necessary equipment from the workshop and load onto trailer
- 2) When arriving on site staff will report to the client and collect any instructions
- 3) Put on your personal protective equipment i.e. face visor, safety boots and ear defender
- 4) Visually inspect the equipment and remove from service if there are any obvious faults
- 5) Start the equipment and check all safety features are operating correctly;
you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features
- 6) Clear the designated area
- 7) Empty the leaf collector bag regularly to avoid over filling
- 8) At completion stop the leaf vacuum, activate the safety cut off, clean and return to the safe storage
- 9) Ensure the area is left in a safe condition

Weed killing.

- 1) Weed killer is pre-mixed and kept in proprietary containers which are clamped and secured in the vans
- 2) When arriving on site staff will report to the client and collect any instructions
- 3) Put on your personal protective equipment i.e. gloves, eye protection
- 4) Collect the weed killer from the van and take to area to be mixed
- 5) Fill the sprayer unit half full with water
- 6) Add the correct amount of weed killer for the strength and area required
- 7) Do not spray weed killer in high wind conditions
- 8) Apply the weed killer to the designated area as per suppliers instructions
- 9) Ensure the area is kept free from animals and children until it is safe as per the manufacturers instructions
- 10) When finished always return the weed killer to the van and ensure it is secured and locked away
- 11) Never leave weed killer unattended under any circumstances.
- 12) Never store in unmarked containers or transfer to other containers.

Refuelling Procedure for petrol driven mowers etc

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Petrol for the machines is carried in explosion proof metal containers which are secured in the vans.

- 1) Machines will be refuelled away from the van, visitors, and members of the public.
- 2) Smoking is not permitted during refuelling and operation of the machines.
- 3) Fuel is poured from the proprietary containers through a funnel into the machine tank,
- 4) Caution will be exercised to prevent overfilling and spillages, all spillages will be cleared up immediately.
- 5) Return the petrol can to the van and ensure it is clamped in position and the van locked

Task Description	General Garden Work	Location	Various	Date	03/11/16
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Assessors Name	Assessors Signature	Persons Affected By This Risk Assessment
Andrew Compton		staff, client staff, other contractors, members of the public

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from slips trips and falls.	All staff will keep the working area tidy and remove trip hazards as and when they occur. All staff will wear suitable footwear at all times	1	3	3

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from incorrect manual handling	Staff trained in correct lifting methods Lifting equipment provided where loads are heavy Dual lifting to be used on awkward lifts	1	3	3

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Inclement weather	All staff have been informed of the greater risk of injury when working in inclement weather, all frost and snow will be cleared from access equipment and roofs if work in these conditions can not be avoided The gardening foreman is responsible for suspending work if weather conditions make the task unsafe Ensure safety of electrical equipment in wet weather as unsuitable equipment	2	3	6

Task Description	General Garden Work	Location	Various	Date	03/11/16
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	<p>can easily become live and make its surroundings live.</p> <p>Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn</p>			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury to members of the public during operations.	Barriers and/or warning signs must be placed around the work area. Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment.	2	3	6

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury to staff, other contractors, and visitors during works.	<p>It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to other workers.</p> <p>Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors.</p> <p>Site to be secured to prevent unauthorised access.</p> <p>Staff will cordon off work area and ensure unauthorised persons do not enter area of danger</p> <p>The site will be made safe at the end of each shift</p> <p>Staff will follow the method statement devised for this task</p>	2	3	6

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Injury from	The Provision and Use of Work	2	3	6

Task Description	General Garden Work	Location	Various	Date	03/11/16
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machine hazards	<p>Equipment Regulations 1992 apply to all work activities and cover all work equipment, including gardening equipment used at work.</p> <p>Ensure that machinery is in proper repair and working order before commencing work.</p> <ul style="list-style-type: none"> • Work equipment must be correctly used, having regard to the particular working conditions and hazards present in the environment where it is to be used. • Equipment must be suitable for the use to which it is put and adequately maintained. • All users of equipment must be provided with adequate supervision, information and training. This includes written and verbal instructions on the potential risks and precautions when using any equipment. • Where there is a specific risk involved, access to and use of the equipment must be restricted to specified, trained people <p>Must have PPE e.g. safety footwear, facemask or goggles, head protection, hearing protection, gloves, appropriate outdoor clothing.</p>			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Ill health from contact with hazardous substances	<p>The Control of Substances Hazardous to Health Regulations 1999.</p> <p>An employer must make a suitable and sufficient assessment of the risks associated with hazardous substances connected with work carried out under his control.</p>	2	2	4

Task Description	General Garden Work	Location	Various	Date	03/11/16
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	<p>Many pesticides are substances which are hazardous to health. COSHH requires an employer or self-employed person to carry out a suitable and sufficient assessment of the risks to health from the use of a pesticide before work starts.</p> <p>Staff must read and be familiar with the Safety Data Sheets and COSHH assessments for pesticides.</p>			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Noise	<p>Noise at Work Regulations 1989 The employer has a duty to ensure that workers are not exposed to noise levels which could damage hearing. Hearing damage includes noise induced hearing loss, tinnitus (ringing in the ears), etc.</p> <p>It is important to maintain equipment properly to prevent it produces excessive noise (e.g. regular lubrication, adjustments, replacing bearings, etc.).</p> <p>Hearing protection is often used when workers are operating mowers etc due to the high noise levels. The hearing protection must be suitable in that it:</p> <ul style="list-style-type: none"> a. reduces the damaging sound frequencies produced b. fits the employee properly –ensure training sufficient c. fits correctly with any other personal protective equipment 	2	2	4

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Disease from standing/stagnant water can cause Leptospirosis	Staff will be given information on Leptospirosis and instructed to minimise contact with dirty water, good hygiene procedures will be followed to prevent	2	2	4

Task Description	General Garden Work	Location	Various	Date	03/11/16
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(weils Disease)	transmission from hands to mouth etc			
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)
Illness from exposure from Asbestos	<p>Asbestos is highly dangerous. Any asbestos-containing materials on site should have been identified before work starts.</p> <p>If you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice. A specialist survey will then be carried out to determine the extent and nature of the asbestos risk to your staff.</p> <p>It is strictly forbidden to work near items suspected of containing asbestos</p>	1	5	5

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (= a x b)

	Likelihood		Severity		Priority
1	Highly Unlikely	1	Trivial	1	Urgent action – (Risk no 15 – 25)
2	Unlikely	2	Minor Injury	2	High Priority – (Risk no 10 – 12)
3	Possible	3	Over 3 day Injury	3	Medium Priority – (Risk no 5 – 9)
4	Probable	4	Major Injury	4	Low Priority – Risk no (2 – 4)
5	Certain	5	Incapacity or Death	5	Very Low Priority– No Action required (Risk no 1)

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Lawn Mower	Personal Injury	Operatives	H	Training. Correct PPE to be worn, First Aid Kit to be available in vehicle. Lawn mower never to be left unattended. Be aware of the general public. Stop mowing grass if members of the public approach the working area.	M	Operatives trained before use
Use of Petrol Lawn Mower	Flying Debris	Other operatives / public	M	Check before using petrol lawn mower and remove any loose debris. Check area for stones or other material and remove. Remain vigilant to the public at all times. Eye protection at all times during this operation.	L	Operatives trained before use
Use of Petrol Lawn Mower	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	Operatives trained before use

Ref No: 005						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Damaging surface laid electricity cables / communication cables with petrol lawn mower	Electric Shock, burns, fatality / Disconnection of services	Operatives	H	Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate stats company immediately.	L	Report all unburied cables immediately to the Supervisor for reporting to the appropriate stats company.
On site maintenance of petrol lawn mower	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Petrol Lawn Mower	Unauthorised use	Staff, operatives and general public	M	Lawn mower never to be left unattended.	L	Operatives trained before use
Use of Petrol Lawn Mower	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use
		General public	M	Reduce exposure by physical distancing if possible.	L	

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Lawn Mower	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Sit-On Petrol Lawn Mower	Personal Injury	Operatives	H	Training. Correct PPE to be worn, First Aid Kit to be available in vehicle. Lawn mower never to be left unattended. Be aware of the general public. Stop mowing grass if members of the public approach the working area.	M	Operatives trained before use
Use of Sit-On Petrol Lawn Mower	Flying Debris	Other operatives / public	M	Check before using sit-on petrol lawn mower and remove any loose debris. Check area for stones or other material and remove. Remain vigilant to the public at all times. Eye protection at all times during this operation.	L	Operatives trained before use
Use of Sit-On Petrol Lawn Mower	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	Operatives trained before use

Ref No: 005						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Damaging surface laid electricity cables / communication cables with sit-on petrol lawn mower	Electric Shock, burns, fatality / Disconnection of services	Operatives	H	Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate stats company immediately.	L	Report all unburied cables immediately to the Supervisor for reporting to the appropriate stats company.
On site maintenance of petrol lawn mower	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Sit-On Petrol Lawn Mower	Unauthorised use	Staff, operatives and general public	M	Lawn mower never to be left unattended.	L	Operatives trained before use
Use of Sit-On Petrol Lawn Mower	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use
		General public	M	Reduce exposure by physical distancing if possible.	L	

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Sit-On Petrol Lawn Mower	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Use of Sit-On Petrol Lawn Mower	Entrapment	Operatives	L	Operators trained in use of equipment before use. Avoid making sharp turns on steep inclines or uneven surfaces so the the sit-on mower does not overturn	L	Operatives trained before use.
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
						safe fuelling of machines.

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Strimmer / Brushcutter	Personal Injury	Operatives	H	<p>Training.</p> <p>Correct PPE to be worn, First Aid Kit to be available in vehicle.</p> <p>Strimmer never to be left unattended.</p> <p>Be aware of the general public.</p> <p>Stop strimming if members of the public approach the working area.</p>	M	Operatives trained before use
Use of Strimmer / Brushcutter	Flying Debris	Other operatives / public	M	<p>Check before using strimmer / brushcutter and remove any loose debris.</p> <p>Check area for stones or other material and remove.</p> <p>Strimming to be carried with back toward traffic where and when it is safe to do so</p> <p>Remain vigilant to the public at all times.</p> <p>Eye protection at all times during this operation.</p> <p>Ensure works are clearly signed for the benefit of the public.</p>	L	Operatives trained before use

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Strimmer / Brushcutter	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	Operatives trained before use
Damaging surface laid electricity cables / communication cables with Strimmer / Brushcutter	Electric Shock, burns, fatality / Disconnection of services	Operatives	H	Visual check of area for surface laid / shallow services prior to carrying out grass cutting works. All exposed cables to be reported to the appropriate stats company immediately.	L	Report all unburied cables immediately to the Supervisor for reporting to the appropriate stats company.
On site maintenance of Strimmer / Brushcutter	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Strimmer / Brushcutter	Unauthorised use	Staff, operatives and general public	M	Strimmer never to be left unattended.	L	Operatives trained before use
Use of Strimmer / Brushcutter	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
		General public	M	Reduce exposure by physical distancing if possible.	L	
Use of Strimmer / Brushcutter	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.

Ref No: 008						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Hedge Cutter	Personal Injury	Operatives	H	Training. Correct PPE to be worn, First Aid Kit to be available in vehicle. Hedge cutter never to be left unattended. Be aware of the general public. Stop hedge cutting if members of the public approach the working area.	M	Operatives trained before use
Use of Petrol Hedge Cutter	Flying Debris	Other operatives / public	M	Check before using hedge cutter and remove any loose debris. Hedge cutting to be carried with back toward traffic where and when it is safe to do so Remain vigilant to the public at all times. Eye protection at all times during this operation.	L	Operatives trained before use
On site maintenance of Petrol Hedge Cutter	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.

Ref No: 008						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Hedge Cutter	Unauthorised use	Staff, operatives and general public	M	Hedge cutter never to be left unattended.	L	Operatives trained before use
Use of Petrol Hedge Cutter	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use
		General public	M	Reduce exposure by physical distancing if possible.	L	
Use of Petrol Hedge Cutter	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct

Ref No: 008						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
				Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.		sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.

Ref No: 005						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Blower	Personal Injury	Operatives	H	Training. Correct PPE to be worn, First Aid Kit to be available in vehicle. Blower never to be left unattended. Be aware of the general public. Stop Leaf blowing if members of the public approach the working area.	M	Operatives trained before use
Use of Petrol Leaf Blower	Flying Debris	Other operatives / public	M	Check before using Leaf blower and remove any loose debris. Check area for stones or other material and remove. Strimming to be carried with back toward traffic where and when it is safe to do so Remain vigilant to the public at all times. Eye protection at all times during this operation. Ensure works are clearly signed for the benefit of the public.	L	Operatives trained before use

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Blower	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	Operatives trained before use
On site maintenance of Petrol Leaf Blower	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change blades, pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Petrol Leaf Blower	Unauthorised use	Staff, operatives and general public	M	Leaf blower never to be left unattended.	L	Operatives trained before use
Use of Petrol Leaf Blower	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use
		General public	M	Reduce exposure by physical distancing if possible.	L	

Ref No: 005						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Blower	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.

Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Vacuum	Personal Injury	Operatives	H	<p>Training.</p> <p>Correct PPE to be worn, First Aid Kit to be available in vehicle.</p> <p>Leaf Vacuum never to be left unattended.</p> <p>Be aware of the general public.</p> <p>Stop Leaf vacuuming if members of the public approach the working area.</p>	M	Operatives trained before use
Use of Petrol Leaf Vacuum	Flying Debris	Other operatives / public	M	<p>Check before using Leaf and revacuummove any loose debris.</p> <p>Check area for stones or other material and remove.</p> <p>Vacuuming to be carried with back toward traffic where and when it is safe to do so</p> <p>Remain vigilant to the public at all times.</p> <p>Eye protection at all times during this operation.</p> <p>Ensure works are clearly signed for the benefit of the public.</p>	L	Operatives trained before use








Ref No: 005						
Activity:	Grass Cutting – Strimmer / Brushcutter			Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Vacuum	Striking of hidden objects, stones, manhole covers etc.	Staff, operatives and general public	H	Visual check of area for any stones, raised manhole covers, old posts etc.	L	Operatives trained before use
On site maintenance of Petrol Leaf Vacuum	Entrapment, hit by moving parts.	Operatives	H	Ensure motor is fully closed down and the engine given time to cool. Use only trained operatives to change pull cords or plugs. Place machine on firm level surface.	L	Ensure proper tools are used.
Use of Petrol Leaf Vacuum	Unauthorised use	Staff, operatives and general public	M	Leaf vacuum never to be left unattended.	L	Operatives trained before use
Use of Petrol Leaf Vacuum	Noise	Operatives	H	Mandatory wearing of ear defenders for operatives. Job rotation by trained operatives only. Reduce exposure.	L	Operatives trained before use
		General public	M	Reduce exposure by physical distancing if possible.	L	

Ref No: 005						
Activity:		Grass Cutting – Strimmer / Brushcutter		Assessment By:	Andrew Compton	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
Use of Petrol Leaf Vacuum	Vibration	Operatives	H	Equipment to be properly maintained. Job rotation by trained operatives only. Reduce exposure. Gloves to be worn.	M	Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary. Only use trained operatives.
Use of Petrol Leaf Vacuum	Manual Handling	Operatives	M	Leaf Vacuum carried on back, shoulder straps to be inspected for wear before use. Collector bag to be emptied at regularly to avoid over filling. Job rotation by trained operatives only.	L	Operatives trained before use
Fuelling Machine	Fire, Explosion	Staff, operatives, general public & Environment	H	No smoking. Fuel to be in proper container and stored away from sources of ignition. Use funnel or proper nozzle when pouring. Clean up spills immediately using dry spill granules. Ensure Fire Extinguisher is available nearby.	M	Only use trained operatives. No refuelling to take place in the vicinity of forms of ignition. Fuel to be stored in secure place away from direct sunlight and sources of ignition. Operatives to be briefed on safe fuelling of machines.




















Ref	Review Due	Owner
RA009	03/03/2017	Andrew Compton
Document Title:		
Leaf Vacuum Risk Assessment		

Name of Substance	Unleaded Petrol			COSHH Reference	
Supplied By	Various			Date of Assessment	
Persons at Risk	Staff <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Young/Pregnant Workers <input type="checkbox"/>	Review Date	
	Visitors <input type="checkbox"/>	Contractor <input type="checkbox"/>			
Assessor	Print		Supervisor	Print	
	Signed			Signed	
Description of Substance	Highly Flammable liquid.		Method of use		

Hazards Identification and PPE							
Routes of Entry	Personal Protective Equipment (Tick Required Boxes)					Tick here for none <input type="checkbox"/>	
Inhalation <input checked="" type="checkbox"/>							
Absorption <input checked="" type="checkbox"/>							
Ingestion <input checked="" type="checkbox"/>							
Location	Hand Protection	Protective clothing	Protective Footwear	Safety Glasses	Face Shield	Face Mask	Respirator
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Risk Phrases Safety Phrases	Occupational Exposure Standard (OES)	Maximum Exposure Limits (MEL)	Workplace exposure Limits (WEL)
R12 – Extremely flammable R38 – Irritating to skin R45 – May cause cancer R51/53 Toxic to aquatic organisms, may cause long term adverse effects in the aquatic environment. R65 – Harmful, may cause lung damage if swallowed. R67 – Vapours may cause drowsiness and dizziness.	Gasoline – 300ppm 8hr TWA. Benzene – 1ppm 8hr TWA.		

Frequency & Duration of Exposure							
Amount Used		How many times per day		Duration			
Small (Millilitres) <input type="checkbox"/>	<input checked="" type="checkbox"/>	1 – 5 <input checked="" type="checkbox"/>	<input type="checkbox"/>	1 – 5 Minutes <input checked="" type="checkbox"/>			
Medium Litres <input checked="" type="checkbox"/>		5 – 10 <input type="checkbox"/>		6 – 30 Minutes <input type="checkbox"/>			
Large Cubic Metres <input type="checkbox"/>		More than 10 <input type="checkbox"/>		31 – 60 Minutes <input type="checkbox"/>			
			1 Hour & Above <input type="checkbox"/>				
SUBSTANCE PROPERTIES (Tick all that apply)							
							
Oxidising	Explosive	Flammable Highly Flammable	Toxic	Harmful or Irritant	Corrosive	Carcinogenic Mutagenic	Dangerous for environment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

GHS SUBSTANCE PROPERTIES								
								
Oxidising	Explosive	(Extremely) Flammable	Toxic	Harmful	Corrosive	Human Health	Dangerous for environment	Gas under pressure
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Control Measures	
General Precautions	First Aid Measures
<p>Explosive mixtures may form at ambient temperatures. Aspiration into lungs caused by vomiting is harmful and can be fatal. Contains 1% benzene which is classified as a category 2 carcinogen. Repeated exposure to benzene may cause anaemia and other blood diseases including leukemia.</p> <p>Do not siphon by mouth.</p>	<p>Eyes – Immediately wash with water for at least 15 mins. Obtain medical advice if pain or redness develops.</p> <p>Skin – Remove contaminated clothes as soon as possible. Wash exposed skin thoroughly with soap and water. If irritation persists seek medical attention.</p> <p>Ingestion – DO NOT induce vomiting. Seek immediate medical attention.</p> <p>Inhalation – If over exposure occurs, remove to fresh air. Seek medical attention.</p>

Further Controls Required	Responsibility	By When	Date Done
Do not allow petrol to contaminate the ground. Only fill equipment in designated areas or on impermeable ground. Clear up any spills immediately.	User.		

Spillage Procedure	Fire Prevention
Contain any spillage in sand, sawdust or earth.	Use carbon dioxide, dry powder or foam fire extinguishers. DO NOT use water jets. Forms extremely flammable vapour – air mix.

Handling and Storage	Disposal Considerations
Only small quantities are to be stored in specifically designed containers which must be kept tightly closed and stored upright. It must be stored in a cool, remote place away from any sources of heat, ignition or open flame. Do not eat, drink or smoke whilst handling.	Dispose of in accordance with local authority regulations.

COSHH Assessment Comments

Assessor Summary		YES/ NO	Further action
1.	Has the assessment considered all factors pertinent to the use of the substance? If NO please give details of further action required	Yes	
2.	Has the assessment considered the practicability of preventing exposure? If NO please give details of further action required	Yes	
3.	Has the assessment considered the steps to be taken to achieve and maintain adequate control of exposure where prevention is not reasonably practicable? If NO please give details of further action required	Yes	
4.	Has the assessment considered the need for monitoring exposure to the substance If NO please give details of further action required	Yes	
5.	Has the assessment identified all action required to comply with regulations If NO please give details of further action required	Yes	

COSHH Assessment	Please tick	
The task is safe to be carried out with current control procedures.	Yes	Tick if no further action required
The task is safe to be carried out subject to actions listed	Yes	Tick if use of the substance is not causing significant problems but requires some action to bring it within COSHH guidelines, Action should be prioritised and specific dates set for completion
Task/Substance is Unsafe, significant non-compliance with Health & Safety standards	No	Tick if the task or substance has potential to cause significant problems to users, use of substance to be discontinued until problems have been rectified

The Task/process should be re-assessed on a regular basis either annually, or if there are significant changes to the task or process **or** if there is a significant change in personnel who carry it out it e.g. young/inexperienced workers, pregnancy, workers with pre existing conditions such as asthma, dermatitis etc

Signed Assessor

Date

.....

This Assessment has been discussed with the user and action agreed.

Signed.....








User

Manager

Date









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Name of Substance	Glyphosate (Roundup)			COSHH Reference	001
Supplied By	Monsanto			Date of Assessment	21/06/16
Persons at Risk	Staff <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>	Young/Pregnant Workers <input type="checkbox"/>	Review Date	21/06/17
	Visitors <input type="checkbox"/>	Contractor <input type="checkbox"/>			
Assessor	Print		Supervisor	Print	
	Signed			Signed	
Description of Substance	Herbicide		Method of use	Spray application.	










Hazards Identification and PPE							
Routes of Entry	Personal Protective Equipment (Tick Required Boxes)					Tick here for none <input type="checkbox"/>	
Inhalation <input checked="" type="checkbox"/>							
Absorption <input checked="" type="checkbox"/>							
Ingestion <input type="checkbox"/>							
Location	Hand Protection	Protective clothing	Protective Footwear	Safety Glasses	Face Shield	Face Mask	Respirator
	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Risk Phrases Safety Phrases	Occupational Exposure Standard (OES)	Maximum Exposure Limits (MEL)	Workplace exposure Limits (WEL)
R38- Irritating to the skin R50/53 Very toxic to aquatic organisms, may cause long term effects in the aquatic environment	N/A	N/A	N/A

Frequency & Duration of Exposure		
Amount Used	How many times per day	Duration
Small (Millilitres) <input type="checkbox"/>	1 – 5 <input type="checkbox"/>	1 – 5 Minutes <input type="checkbox"/>
Medium Litres <input checked="" type="checkbox"/>	5 – 10 <input checked="" type="checkbox"/>	6 – 30 Minutes <input checked="" type="checkbox"/>
Large Cubic Metres <input type="checkbox"/>	More than 10 <input type="checkbox"/>	31 – 60 Minutes <input type="checkbox"/>
		1 Hour & Above <input type="checkbox"/>

SUBSTANCE PROPERTIES (Tick all that apply)							
							
Oxidising	Explosive	Flammable Highly Flammable	Toxic	Harmful or Irritant	Corrosive	Carcinogenic Mutagenic	Dangerous for environment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GHS SUBSTANCE PROPERTIES

								
Oxidising	Explosive	(Extremely) Flammable	Toxic	Harmful	Corrosive	Human Health	Dangerous for environment	Gas under pressure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures

General Precautions	First Aid Measures
Reacts with galvanised steel or unlined mild steel to produce hydrogen, a highly flammable gas that could explode.	<p>Eye contact - Immediately flush with plenty of water for 15 mins. If irritation persists obtain medical advice.</p> <p>Skin - Wash the affected area with plenty of water, use soap if available. If irritation persists obtain medical assistance.</p> <p>Inhalation - remove to fresh air.</p> <p>Ingestion - Drink lots of water, do not induce vomiting. If symptoms occur seek medical advice.</p>

Further Controls Required	Responsibility	By When	Date Done

Spillage Procedure

Do not allow to enter water courses or drains.	Fire Prevention
	Not flammable

Handling and Storage

Keep away from food, drink and animal feeds. Minimum storage temp -15 degrees, max 50 degrees. Keep in the original container, tightly closed and well ventilated area.	Disposal Considerations
	Ensure that the packaging cannot be reused. Dispose of in accordance with local authority regulations.

COSHH Assessment Comments
Not considered harmful to humans under normal conditions of use. Follow normal precautions when using as a spray. Make sure that you stand down wind and avoid contact with the eyes.

Assessor Summary		YES/ NO	Further action
1.	Has the assessment considered all factors pertinent to the use of the substance? If NO please give details of further action required	Yes	
2.	Has the assessment considered the practicability of preventing exposure? If NO please give details of further action required	Yes	
3.	Has the assessment considered the steps to be taken to achieve and maintain adequate control of exposure where prevention is not reasonably practicable? If NO please give details of further action required	Yes	
4.	Has the assessment considered the need for monitoring exposure to the substance If NO please give details of further action required	Yes	
5.	Has the assessment identified all action required to comply with regulations If NO please give details of further action required	Yes	

COSHH Assessment	Please tick	
The task is safe to be carried out with current control procedures.	Yes	Tick if no further action required
The task is safe to be carried out subject to actions listed	Yes	Tick if use of the substance is not causing significant problems but requires some action to bring it within COSHH guidelines, Action should be prioritised and specific dates set for completion
Task/Substance is Unsafe, significant non-compliance with Health & Safety standards	No	Tick if the task or substance has potential to cause significant problems to users, use of substance to be discontinued until problems have been rectified

The Task/process should be re-assessed on a regular basis either annually, or if there are significant changes to the task or process **or** if there is a significant change in personnel who carry it out it e.g. young/inexperienced workers, pregnancy, workers with pre existing conditions such as asthma, dermatitis etc

Signed Assessor

Date

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This Assessment has been discussed with the user and action agreed

Signed.....

User

Manager

Date

.....