

**Haycop RISK ASSESSMENT:****General Haycop Working Party****Area of Activity:** Haycop Nature Reserve**Date of assessment:** 27<sup>th</sup> February 2025**Date of Review:** 27/02/26**Severity:**

Fatality = 5      Major Injury = 4      Serious Injury = 3  
Trivial injury = 1      Minor Injury = 2

**Likelihood:**

Probable = 3      Occasional = 2      Improbable = 1

Hazards	Potential Severity	Working Procedures Risk Control	Likelihood of Occurrence	* Risk Rating	Action Required
Injury caused by inadequate demonstration of the skills & techniques required to use tools and equipment	2	<ul style="list-style-type: none"><li>• Show or remind volunteers how to use items of equipment safely</li><li>• Allow them to practise these skills under close supervision</li></ul>	2	4 - Low	Provide introductory talk on use of tools and general Health & Safety
Cuts or grazes caused by sharp objects or undergrowth	2	<ul style="list-style-type: none"><li>• Gardening gloves to be worn when working</li><li>• Volunteers to check area and be aware of potential hazards before working</li></ul>	2	4 - Low	Gloves to be worn
Inadequate supervision	2	Ensure that all supervisors: - <ul style="list-style-type: none"><li>• Are aware of any health &amp; safety issues before the session</li><li>• Are aware of any specific, individual needs of volunteers</li><li>• Are trained in the use of relevant tools and procedures</li></ul>	2	4 - Low	Volunteers to be supervised at all times by competent persons

<u>Tools &amp; Equipment</u>					
Injury from spades/forks	2	<ul style="list-style-type: none"> <li>• Check tools are safe to use, handles securely fixed, etc.</li> <li>• Ensure volunteers work at 2 metre spacing to avoid accidents</li> <li>• Supervisor to oversee use</li> </ul>	2	4 - Low	Check tools before use and ensure First Aid kit is to hand
Loppers for cutting back overhanging branches	2	<ul style="list-style-type: none"> <li>• Check equipment is in working order</li> <li>• Supervisor to demonstrate safe use</li> <li>• Only to be used on small to medium sized branches</li> <li>• Supervisor to oversee use</li> </ul>	2	4 – Low	Check tools before use and ensure First Aid kit is to hand
<b>Assessment by Ian Barrett</b>					

\* **Severity figure x likelihood figure**

#### **General Advice and Safeguarding**

- When working with young people the person in overall charge should have an up to date DBS check and be present at all times
- When working with young people there must always be two adults, one of whom must have a DBS check
- Parental consent must be obtained for all young people – verbal consent is acceptable but must be obtained directly from the parent or guardian
- A First Aid kit must be available at all times
- Ensure that all volunteers have been properly briefed about working safely with the tools that they will be using
- Ensure that all volunteers have been briefed about health and safety and appropriate behaviour