

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPERTY** | Chawton House – GU34 1SJ | LOCATION | Mingledown PlantationVolunteer Meeting Point: [///shrub.trace.lied](https://what3words.com/shrub.trace.lied)**Emergency Services directions (999):** [///bearings.unfocused.chart](https://what3words.com/bearings.unfocused.chart)**Cassandra's Cup, opposite Jane Austen's House, Winchester Road, Chawton GU341SD** | Assessment DATE | 12th July 2021 |
| TASK/ACTIVITY | Wednesday Conservation Volunteers (WCV) will carry out woodland management work in Mingledown Plantation on 21 July 2021 from approximately 1000-1530. Volunteers will be led by Geoff of WCV with Jonny King (Chawton House staff) present throughout the day, providing guidance on the work plan, assisting with the work, and moving equipment/materials as required with the Chawton House tractor / trailer. |
| ASSESSOR | Jonny King, Assistant Parkland Ranger Chawton House. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of hazard | **Groups at risk** | Current precautions | Estimation of risk | Further precautions |
| COVID-19 | Staff, WCV volunteers | * Despite relaxation of rules anticipated on 19 July, precautionary measures including social distancing (2m) and wearing masks in confined spaces should continue.
* Maintain good hygiene practices, including washing/sanitising hands before and after using shared tools.
* CH staff to check with volunteers on arrival that they are well, able to work, and do not have any symptoms of COVID-19
* If unwell, do not attend.
 | Severity of hazard: ExtremeLikelihood of event: PossibleAdequacy of controls: Good | * **Hand sanitiser to be made available on site.**
 |
| Fire spreading | Staff, WCV volunteers | * Staff and volunteers aware of fire reporting procedures and **muster point** (same as volunteer meeting point, at bottom of village car park [///shrub.trace.lied](https://what3words.com/shrub.trace.lied) )
* Burning of brash/waste to be minimised and take place in neighbouring Knickernocker field (not in Mingledown). Fire should be small and sited to minimise smoke and damage to ground flora.
* Fire to be attended until completely died down, with shovel / pitchfork at hand to control.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Slips/trips | Staff, WCV volunteers | * Volunteers to be made aware of any known slip/trip hazards during task briefing. **In particular the ditch running along NW boundary with village, steep slope on footpath to Nature Trek, and poor footpath surface and steps to SW of Mingledown.**
* Working area around task to be kept clear of excessive debris and tools.
* Suitable outdoor footwear worn.
 | Severity of hazard: SeriousLikelihood of event: PossibleAdequacy of controls: Good |  |
| Medical emergency | Staff, WCV volunteers | * Assistant Parkland Ranger to carry a Chawton House radio and have mobile telephone switched on (Geoff has number). If non-emergency First Aid assistance is required, call the Chawton House main switchboard 01420 541010 or WCV First Aider.
* For those with severe medical conditions or taking particular medications it is advised that First Aid staff should be notified.
* Ensure CH staff aware of your arrival and departure from site.
* Emergency procedures and **emergency rendezvous point** identified and communicated to all volunteers at beginning of day:

**Dial 999 and arrange for a volunteer to meet and direct emergency services to the casualty/incident from: Cassandra's Cup, opposite Jane Austen's House, Winchester Road, Chawton GU34 1SD.** [**///bearings.unfocused.chart**](https://what3words.com/bearings.unfocused.chart)* Chawton House Front Office has contact details of next of kin for all CH staff and volunteers.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good | * **First Aiders to be identified at beginning of day.**
* **CH First Aid Kit on site / with tractor.**
* **JK to check Geoff has emergency contact details for WCV team.**
 |
| Manual handling | Staff, WCV volunteers | * Appropriate PPE to be worn whilst working, including gloves and toe-protected boots.
* When manual handling, only carry a weight you are comfortable with. Ask for assistance if necessary.
* Check your route before lifting to note/remove any obstructions and trip hazards.
* To pick up an item on the floor bend at the knees keeping your back straight, position the load as close to your body as possible, ensure you have a firm grip on the item, and lift in a controlled manner. If you need to lower an item to the floor ensure you bend your knees rather than your back.
* Always use a mechanical aid where possible/available. For example use a wheelbarrow or sack barrow to take the majority of the weight.
* Disassemble weight where possible so that it can be transported in lighter pieces.
* When lifting in a group ensure that there is clear communication regarding the route and final destination. Ensure the item is lifted at the same time, i.e. on a countdown, and lowered in a controlled manner to avoid trapped fingers.
* Ensure item is balanced and not wobbling. Take extra care when carrying liquids as weight can shift quickly within container.
* When moving large items, which may obscure your view, get another person to help/guide you as required.
 | Severity of hazard: ModerateLikelihood of event: PossibleAdequacy of controls: Good | * **Use tractor to move materials as close as possible to where they are needed e.g. wood chip / timber rounds.**
* **Chawton House to provide wheelbarrow / shovel / timber tongs / pitchfork (marked up)?**
 |
| Use of hand tools | Staff, WCV volunteers | * PPE such as gloves, eye protection and steel toe capped boots to be worn as required (no glove on hand using swinging tools).
* **Volunteers and staff should only use tools they are familiar with and have been trained to use**.
* All tools should be in good working order.
* Good housekeeping should be maintained; tools should not be left lying around, especially on paths where they could become a hazard.
* Depending on the tools being used a safe working distance between operatives should be maintained (typically 2x length of arm plus tool).
* Chawton House tools and equipment should be returned to the Workshop to ensure visitor safety and equipment security. If tools are left at the work site they should be collected together in a tidy manner in an area where they will not be a hazard.
 | Severity of hazard: ModerateLikelihood of event: PossibleAdequacy of controls: Good | * **Mingledown permissive paths to be closed on 21 July for duration of work. However, dog walkers entering the site from unmarked paths should be anticipated. Stay alert to visitors using the woods.**
 |
| Falling tree or branches from tree, including felling operations. | Staff, WCV volunteers | * Trees in the vicinity of the project site are inspected in line with recommended tree safety policy, and inspections will be carried out after high wind events.
* No access to the site is permitted if the Chawton House ‘Emergency’ procedure is followed and the grounds are closed due to expected high winds.
* **Felling activities only to be carried out by those suitably trained and qualified, with safe working distances between chainsaw operators and other volunteers/the public (typically 2x the height of the material to be felled).**
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good | * Maximum diameter of 7.5cm to be felled.
* Spotters to be in place when operating chainsaws.
 |
| Exposure to substances harmful to health | Staff, WCV volunteers | * Only trained volunteers/staff with correct PPE to use and have access to potentially harmful substances.
* Always wear correct PPE.
* Ensure a COSSH data sheet has been filed for any hazardous substance used.
 | Severity of hazard: ExtremeLikelihood of event: PossibleAdequacy of controls: Good |  |
| Exposure to UV radiation from the sun and hot conditions | Staff, WCV volunteers | * All staff and volunteers are encouraged to wear suitable sun protection if working outside.
* Drinking water to be taken to work site where necessary and take regular breaks.
 | Severity of hazard: ModerateLikelihood of event: PossibleAdequacy of controls: Good |  |
| Exposure to cold weather | Staff, WCV volunteers | * Wear appropriate clothing for the weather conditions.
* Take regular breaks.
 | Severity of hazard: ModerateLikelihood of event: PossibleAdequacy of controls : Good |  |
| Tractor operations, risk of collision, crush injury. | Staff, WCV volunteers | * Tractor to be operated only by suitably trained members of Chawton House staff.
* Spotter to be used when moving across unfamiliar ground. Route to work site has been pre-walked and cleared to allow tractor access as close as possible.
* Maintain all around awareness, expect visitors, and be aware of conservation volunteers working in Mingledown.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Lone working with machinery  | Staff, WCV volunteers | * No Lone Working is allowed at Chawton House.
* At least two people on site during the work, including when returning equipment at end of the day. Maintain communication via radio and/or telephone until leaving site.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Tetanus(disease forming spores enter body through cuts/abrasions/puncture wounds) | Staff, WCV volunteers | * All participants to have had anti-tetanus injections.
* Treat all cuts etc immediately with antiseptic and cover adequately.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Toxicaria Canis (infection through contact with animal faeces); | Staff, WCV volunteers | * Avoid contact with dog faeces and surrounding soil. Wear gloves. Apply strict hygiene before eating, drinking or smoking
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Leptospirosis “Weil’s disease” (bacterial infection carried in kidneys of rodents, urine contaminates stagnant or slow moving water). | Staff, WCV volunteers | * Avoid contact with water which may be contaminated with animal urine; if contacted wash thoroughly especially before eating or drinking etc and before leaving site.
* Advise doctor that you have been working in or near water if you suffer from any flu like symptoms
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |
| Lyme Disease (bacterial infection carried by ticks) | Staff, WCV volunteers | * Keep skin covered
* Check for presence of ticks, remove carefully / contact NHS if concerned / difficult to remove.
 | Severity of hazard: ExtremeLikelihood of event: RemoteAdequacy of controls: Good |  |

Severity of hazard: Moderate, Serious, or Extreme

Likelihood of event: Possible, Remote, or Likely

Adequacy of controls: Good (work can continue) or Inadequate (requires further controls before work can commence).