

Leeds University Union

Risk Assessment: Conservation

F. Spiller Rice

D. King

W. [Signature]

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| Name of Group | LUU Conservation Volunteers | Date of Assessment | 6 th October 2011 |
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| Hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | | | |
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| | | | Action required | By whom | when | Done |
| Injury from tools or machinery | Any volunteer or bystander | <p>Tool talks for all new volunteers, volunteers to be advised of need for suitable footwear.</p> <p>No new volunteers to be on site without somebody more experienced.</p> <p>All machinery to be stored away in designated machinery store by grounds staff, out of the way of volunteers.</p> <p>Volunteers to ensure nobody is standing behind them when using tools such as the billhook.</p> | | President and Coordinators | | |
| Weather- sunburn, cold, wind etc. | Any volunteer without appropriate clothing etc. | Advise volunteers on appropriate attire prior to attending the site and keep an eye on them during the session. | | President and Coordinators | | |

Carried out by _____

Review Date _____



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| Lower back injury | Volunteers by strains and sprains | <p>Tool talks for all new volunteers.</p> <p>Alternative tasks for those with back injuries.</p> <p>Raised beds will reduce need to bend.</p> | President and Coordinators | | |
| Cuts and grazes etc. to hands | Anyone through accidents with tools or through sharp plants | <p>Offer volunteers gloves (which are kept in the locker on site).</p> <p>First aid kit in tool store.</p> <p>Always have a mobile phone on site.</p> <p>Never have anyone working alone- always at least 2 people on site.</p> | President and Coordinators | | |
| Random attacks due to isolated situation | Volunteers | <p>Nobody to be on the site alone- always have at least 2 people.</p> <p>Always have a mobile phone on site.</p> <p>Emergency contact number to be saved in peoples phones.</p> | President or Committee member | | |

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| Poisoning | Anyone from ingesting germs | Advise all volunteers to wash hands prior to smoking or eating using facilities provided. | | President or Committee member | | |
| Allergic reactions | Anyone with allergies from contact with plants, or those with hay fever from contact with pollen. | Ensure volunteers notify others of any allergies and to take any preventative measures. | | President or Committee member | | |
| Slip trip or fall | Anyone on site | All tools to be stored so that they can't easily be tripped on (this to be included in the tool talk) Tools to be stored away neatly if possible and not left on through fares after use. | | President or Committee member | | |
| Burns | Anyone | Ensuring that the fire is controlled – we will have the fire in a designated fire area. We will have a fire safety talk and ensure that everyone is aware of the hazards. Volunteers will be kept at a safe distance from the fire and boundaries enforced. They may not touch, or poke the fire. Everyone will wear suitable clothing | | Local Council Warden, President or Committee member | | |
| Fire spreading and becoming uncontrollable | Anyone | The fire must be supervised at all times and water buckets must be kept close by. | | Local Council Warden, President or Committee member | | |

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| Injury eg. falling | Anyone | The area to be evaluated and bulky or dangerous debris to be pointed out. | | | President or Committee member | |
| Food poisoning | Anyone | Dairy products and meat will be kept in the refrigerator, transported in an icebox. All food preparation and food transportation to be supervised by a food hygiene certificated volunteer. | Food Hygiene Certificate | ? | James Rimmer | |
| Burns whilst preparing food | Anyone | Volunteers involved in food preparation to familiarise themselves with the kitchen equipment before using it. First aiders on hand to deal with injury. | First Aid Training | 19 th Oct | First Aiders | |
| Slipping on wet floor or wet leaves | Anyone | Volunteers to wear appropriate footwear and to be briefed that floor may be slippery if there has been rain. | | | President or Committee member | |
| Medical event | Volunteers | Take fully equipped first aid kits. Ensure volunteers carry necessary medication such as inhalers or insulin. | First Aid Training | 19 th Oct | James Rimmer/council ranger | |
| Travelling - walking | Everyone from dangers on roads. | Ensure volunteers know to be alert | | | President or Committee member | |
| Travelling - minibus accident | Everyone from dangers on roads. | Take a first aid kit. Always have an emergency contact number, next of kin contact information and a mobile phone. Know where the nearest hospital is. Ring | | | President or Committee member | |

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| | | emergency number 999 or 112. Find a different form of transport including taxis to take volunteers back to the union if necessary. Ring hire company and ensure they'll send a rescue vehicle | | | | |
| Travelling- minibus breakdown | Everyone by dangers on roads. | Vacate mini-bus and take everyone to safe area. Find a different form of transport including taxis to take children/young people back to the union if necessary. Ring hire company and ensure they'll send a rescue vehicle. Take foil Blankets. | | President or Committee member | | |
| Pre-existing illness | Volunteers | Check consent forms for each volunteer going out on project. Ensure volunteers carry necessary medication such as Inhalers or insulin. | | President or Committee member | | |
| Injuries/accidents | volunteers from slips, trips, falls, choking, etc | Take fully equipped first aid kits. At least one coordinator has first aid training. On return to the union, complete an incident report. | Have a qualified first aider on all project outings. | James Rimmer/council ranger | | |
| Manual Handling Injury | Volunteer | Volunteer briefing to include info on correct manual handling and always stressed that if volunteer is unsure to seek assistance rather than attempt to lift something. | Volunteer briefing to include this along with the necessity for appropriate clothing and shoes. Gloves to be provided. | President or Committee member | | |
| Scratch or head collision with low branch of tree | Volunteers | Volunteers to be briefed on the environment they work in and to be warned that this sort of accident can occur. | | President or Committee member | | |

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| Crushing by felled tree | Volunteer or passersby | <p>Volunteers only to fell trees with an experienced committee member supervising. To ensure the area is clear of people before felling. To shout when tree is falling so people are aware there is a potential danger.</p> <p>Volunteers only to fell small trees. Trees of a larger circumference to be felled by professionals. Trees being felled by correct technique of removing a wedge from one side in order to control direction of the fall to limit risk.</p> | President or Committee member |
| Finding Needles, broken glass or faeces | Volunteers | <p>Volunteers to be briefed not to touch these items. In the case of needles Council Member will be on site to remove them.</p> <p>Broken Glass to be handled only with gloves and put into a specific glass bin.</p> <p>Faeces to be pointed out to other volunteers to avoid this area, and to be removed by council member (This is to be confirmed with the council and so is only preliminary action for now)</p> | President or Committee member |

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