[logo]

Total Marks

Marks

|  |  |  |  |
| --- | --- | --- | --- |
| Assessors Name | [name] | Date | [date[ |

|  |  |
| --- | --- |
| Description of process, activity or task to be risk assessed | |
| Describe the location where the activities are taking place | Outdoor education location on site of St Michael's Middle School, Colehill. Area of work is on an Ancient Scheduled Monument - a Bronze Age barrow Grid ref: SE02327, 101102 (402327, 101102). Site is secure during working day, with staff and visitors accessing through main office with no vehicular access to area. Mound in working area is 14 metres in diameter surrounded by sloping berm (sides) and 3 metre wide ditch. There is no public access to site. Visitors/volunteers by prior arrangement only. Monument is listed as 'at risk' due to lack of previous management so is considerably overgrown. |
| Describe the activities  being performed | Scrub clearance work on the overgrown Bronze Age burial mound. Although there are 21 trees on the barrow, mostly Scots Pine, only saplings up to 4 cms in diameter can be removed by working party. There are automatic TPOs (Tree Protection Orders) on the larger trees and will require future permission for tree surgeons to fell. The work being undertaken involves clearance of all scrub on and around the monument. Species includes: Holly, Rhododendron, Bramble, Bracken and Silver Birch saplings. |
| Describe the  equipment and/or  substances being used | Telescopic, long handled loppers are used for clearing scrub.  3 in 1 oil (multi-purpose oil spray with PTFE) used to lubricate and clean the moving joints on lopper blades. |
| Describe the people  involved in these  activities (and others  who might be affected) | Under the guidance of professional archaeologist Julian Richards, is a team of EDAS volunteers (East Dorset Antiquarian Society), Forest School pupils (St Michael's School) and leader, teaching staff and WHF staff. In addition, there are often visiting local dignitaries such as District, Town and Parish Councillors visiting the site and also Government Official - Inspector of Ancient Monuments - Keith Miller who oversees official regulations. Cleaning/maintenance staff on site before and after scrub clearance work. Possible dog walkers, teenagers accessing site unauthorised via nearby woodland, across playing field out of school hours. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description of hazard  and hazardous event | | Who might be harmed? | What risk controls are currently in place? | Current risk  rating\* | | | Are further controls needed? | Date to be  completed by | Residual risk  rating\* | | |
| L | C | R | L | C | R |
| Location | Tree debris, discarded rubbish and uneven surface on mound.  Injury from slips, trips and falls. | Pupils of Forest School, volunteers, teaching and maintenance staff and visitors to site. History Festival staff.  Unauthorised people on site. | ◦Cuttings from shrubs are placed on piles on or close to barrow area.  ◦Suitable footwear to be worn on site | 3 | 2 | 6 | ◦Cuttings trimmed to smaller pieces  and moved away from barrow work area  ◦Keep area clear of tripping hazards  ◦Maintenance staff to clear rubbish left by unauthorised visitors out of school hours.  ◦HSWA 1974 | ◦ Implement actions during next work day 07/04/16  ◦During clearance work  ◦At end of each working day and mornings before scrub clearing commences | 2 | 2 | 4  Marks |
| Activities | Heavy or awkward tree branches -  Back or other injury or disorder caused by lifting, carrying or moving | Volunteer site clearance team, school staff and WHF staff. | ◦No risk controls currently in place  ◦Pupils do not carry any scrub or branches. | 4 | 4 | 16 | ◦HSE.gov.uk Manual Handling regulations apply  ◦Cut trees and shrubs into smaller manageable sizes  ◦Two people to carry larger branches | Immediate actions before and during next working day 07/04/16 | 2 | 3 | 6 |
| Equipment and substances | Blade on telescopic loppers causing injury - cuts.  3 in 1 Oil Spray in contact with skin or eyes. Irritation to skin, damage to eyes, ingestion or inhalation | School maintenance and utilities manager | ◦Protective gloves worn when handling lopper blades and oil  ◦Oil used in ventilated area (outdoors)  ◦Oil kept in storage box in locked facility when not in use  ◦Hands thoroughly washed after use | 3 | 4 | 12 | ◦Replace oil spray with 3 in 1 Multi-purpose Drip Can ◦Oil dripped directly onto hinge to avoid touching blade  ◦Refer to Safety Data Sheet  www.3-in-one.co.uk  ◦www.hse.gov.uk/coshh/basics.htm  ◦Eye protection to be worn  ◦Water for eye washing if required | Action by 07/04/16 | 1 | 4 | 4 |

\*Likelihood x Consequence = Risk

**Risk Rating Calculator**

|  |  |
| --- | --- |
| Consequence of hazardous event | |
| 1 | insignificant – no injury |
| 2 | minor – minor injuries needing first aid |
| 3 | moderate – up to three days’ absence |
| 4 | major – more than seven days’ absence |
| 5 | catastrophic – death |

|  |  |
| --- | --- |
| Likelihood that hazardous event will occur | |
| 1 | Very unlikely |
| 2 | Unlikely |
| 3 | Fairly likely |
| 4 | Likely |
| 5 | Very Likely |

**Action Level Table**

|  |  |
| --- | --- |
| Risk rating | Action |
| 20–25 | Stop – stop activity and take immediate action |
| 15–16 | Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 8–12 | Action – improve within specified timescale |
| 3–6 | Monitor – look to improve at next review or if there is a significant change |
| 1–2 | No action – no further action but ensure controls are maintained and reviewed |

**Example risk assessment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description of hazard  and hazardous event | Who might beharmed? | What risk controlsare currently inplace? | Current risk  rating\* | | | Are furthercontrols needed? | Date to be  completed by | Residual risk  rating\* | | |
| L | C | R | L | C | R |
| Activities | Filling car with petrol,  leading to spillage | Person filling vehicle  and others on  forecourt | 4 | 2 | 8 | Make availablepaper towels, sandand absorbent  material | By next week | 3 | 2 | 6 |