

Estate Grounds Risk Assessment Form

**Ref/No02 Friends
Conservations/Volunteers**

Task Assessed	Equipment used	Location	Risk To	Assessed by	Assessment Date	Assessment Review Date
Conservation and Volunteers /Friends Group.	Handheld Equipment	All Campus	Grounds Volunteers	Landscape & Grounds Team Management Team	11/03/2024	11/03/2026

No	Activity /Hazards	Risk Identified	Risk Rating	Preventative Measures to be Followed	Risk rating with preventive measures	Additional Action/ Comments
1	Working in Dense undergrowth.	Head injury Eye injury Scratches & lacerations	Low	Wear suitable clothing, safety head protection where appropriate, Check paths in advance.	Low	Landscape team to check the area and advise on PPE in advance of session.
2	Pruning with Secateurs. Handheld Loppers. Bow saws and Pruning Saws.	Cut finger, etc.	Low	Wear safety gloves/ Check all PPE before commencing work.	Low	Grounds Department can provide essential PPE. First Aid Kit to be made available on site.
3	Digging & shovelling. Planting. Raking and removal of leaves. Removal of brash.	Foot injury Back injury Heavy lifting	Low	All volunteers advised to request assistance as appropriate with heavy lifting tasks.	Low	Grounds Department can provide essential PPE. Volunteers should provide their own footwear and will not be permitted to work with inadequate footwear on tasks where risk of foot injury is possible.
4	Working in a team, awareness of others in the work area.	Accidental injury caused by hand tools.	Low	Persons to be aware of other team members and surroundings.	Low	Supervisor to explain safe practice in recognising awareness of others. First Aid Kit to be made available on site.
5	Clearing Brash.	Cuts, Lacerations, slips, trips, and eye injury.	Medium	Wear suitable clothing, Gloves, Eye protection. Check paths in advance, keep access clear.	Low	Grounds Section can provide essential PPE for task, excluding footwear and appropriate clothing. First Aid Kit to be made available on site.
6	General working area	Uneven ground	Medium	Caution on wet stones and uneven ground. Use of suitable footwear Slip hazard emphasised to volunteers	Low	Supervisor to discuss slip hazard, with volunteers and staff helpers.

Operating Procedure:

- In the absence of a nominated First Aider leading the session, any accidents or injuries should be reported to Security for First Aid assistance, in line with UoN Policy (ext 18888 or 01159518888).
- Landscape Grounds Manager should be present for Student and Staff sessions and nominated event organiser for Friends Group events.
- Risk assessment should be shared with all present on the event day or prior to any activities/tasks undertaken.
- There should be a first aid kit available for all events and activities.
- PPE should be provided for all volunteers. Gloves, eye protection and Hi-vis vests should be provided.
- All equipment should be checked before and after works & stored away in a clean environment.
- **Always seek advice and support from Team Leader/Management if unsure about any aspect of this RA.**

PPE required



Safety kit and notices/signage

