**RISK ASSESSMENT - Rothwell Victoria Primary School - Cornwall Crescent Rothwell - LS260RA
APPROVED Work Description: Allotment Construction** **Assessment Date: 3rd March 2010 - Valid to: 3rd March 2011**

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| **Activity** |   |   |
| **General Conservation Activities**  | **Typical uncontrolled outcomes**Minor cuts and bruises; burns; lower back pain; verbal abuse; electric shock; contracting disease; blisters; sunburn.  | **Typical groups at risk**Volunteers; workers; members of the public.  |
| **Hazards** 1. Contact with underground or overhead services
2. Weather conditions.
3. Contact with hand tools
4. Slips, trips and falls
5. Manual handling
 | **Controls** 1. Keep site and materials tidy.
2. Plan any lifting, train in simple lifting procedures and provide carrying aids e.g. wheelbarrow.
3. Use and maintain tools according to BTCV hand tools booklet.
4. Sturdy footwear must be worn.
5. Leave no one isolated on site.
6. Wash hands before eating drinking and smoking. Protect any cuts, advise all workers to ensure tetanus inoculation. Avoid contact with stream or pond water.
7. Wear long sleeves when working close to hazardous plants. Identify any on site, was exposed skin thoroughly after work.
8. Advise workers to keep skin covered, and use high factor sun cream on exposed skin. Stop work when weather conditions deteriorate.
9. Check for all services as part of site inspection, mark and avoid. Use hand tools for digging within 1m of marked line, and do not use crowbars.
10. Park vehicle to unload away from traffic. Use tape, warning signs and cones where appropriate. Longer roadside working to follow legislative requirements. Post outlook to slow traffic whilst vehicles are manoeuvring.
11. Park vehicles to enable quick access and departure in case of emergency.
12. Train all in safe lifting, carrying and moving techniques.
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| **Path construction and drainage**  | **Typical uncontrolled outcomes**Cement burns; respiratory distress; lower back strains; minor bruises and sprains; twisted ankles; stomach complaints.  | **Typical groups at risk**Practical workers; members of the public.  |
| **Hazards** 1. Airborne particles of dust and stone
2. Contact with treated timber
3. Slips, trips and falls
4. Manual handling
5. Contact with swinging hand tools
 | **Controls** 1. Breaking or cutting stone must be done downwind of other people to control contact with airborne particles.
2. COSHH assessments must be followed for cement, treated timber (see HS-P14)
3. Use wheelbarrows and other mechanical aids to reduce all lifting and moving of material.
4. Route of any manual handling of material must be kept clear.
5. Divert public away from working area, cover all holes and ditches across paths overnight to prevent falls.
6. Protective gloves must be worn when handling treated timber.
7. Impact resistance goggles compying with BS EN 166 must be worn when chipping, trimming or breaking stone
8. Swinging hand tools will be used according to BTCV Hand Tools booklet
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| **Small carpentry work**  | **Typical uncontrolled outcomes**Cuts and bruises; electric shock; sprains; asthma and ill health.  | **Typical groups at risk**Workers (inc. volunteers and trainees); children; trainers  |
| **Hazards** 1. Contact with hand tools
2. Overcrowding of work space
3. Slips, trips and falls
4. Treated timber
5. Dust
6. Electricity
 | **Controls** 1. Tools must be used according to BTCV handbooks.
2. Damaged or worn tools not be used, take out of service for maintenance.
3. Sanding must only be done in adequately ventilated work areas.
4. Dust masks must be worn when sanding operations take place.
5. Lengthy use of sanders must be subject to a full COSHH assessment (see HS-P14).
6. Electrical tools not to be used in damp conditions.
7. Electrical tools to be either 110v or battery for outside use.
8. Safe working distances to be observed, sufficient supervision for younger groups provided.
9. Frequent breaks must be taken when working with power tools.
10. Walkways must be kept clear of waste, tools or equipment.
11. Treated timber must be dry before work starts on it.
12. Waste treated timber must not be burnt, but dispose via waste facility.
13. Electrical equipment to be maintained as per HS-P8.
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| **Tool store and workshop work**  | **Typical uncontrolled outcomes**Cuts & abrasions; twists & sprains; muscle/joint injury; electric shock; ill health.  | **Typical groups at risk**Staff; volunteers; trainees  |
| **Hazards** 1. Slips, trips and falls
2. Fire
3. Contact with tools
4. Hazardous substances
5. Falling objects
 | **Controls** 1. Train in correct tool use, according to BTCV booklet "hand tools - a guide to safe use and care".
2. Inspect tools before use and do not use any that are damaged or have loose handles.
3. Edged tools must be moved and stored with their guards on
4. Electrical equipment and system must be maintained as per HS-P8.
5. Do not work or keep tools in wet/ damp conditions.
6. Steps or similar must be used for reaching above face height
7. Use fixing bars or other means of restraint to prevent stored tools from falling.
8. Secure workbenches/ vice/ shelves to walls, floor or other robust structure to prevent movement.
9. Edged or heavy tools must be stored at floor/waist height
10. Smoking is not permitted in workshop or store areas
11. Maximum of 15 litres of petrol only to be stored, in clearly marked containers, separate from other combustibles.
12. Fire precautions all fire fighting equipment will be reviewed annually
13. Food will not be stored or eaten in the workshop or toolstore areas
14. Store/ use all hazardous substances according to HS-P14.
15. Access routes must be kept free from obstructions and trailing wires
16. Put clean sand on spillage's to prevent slipping
17. Store all materials securely and do not allow waste to accumulate.
18. Sturdy footwear with a firm grip and steel toe caps must be worn.
19. Secure any loose flooring/ covering.
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| **Workshop power tools**  | **Typical uncontrolled outcomes**Electrocution; cuts and abrasions; crush injuries; twists and sprains; eye injuries; long term breathing difficulties.  | **Typical groups at risk**Staff; workshop users  |
| **Hazards** 1. Slips, trips and falls
2. Flying debris
3. Electricity
4. Entanglement with moving parts
5. Dust and silica particles
 | **Controls** 1. Impact resistant goggles to BS EN 166 must be worn for all debris ejecting tools.
2. Only trained and competent people to use power tool.
3. COSHH assessment required for long term use of dust productive tools.
4. All electrical equipment must have a clearly marked stop button.
5. All operators must know where mains switches are.
6. All electrical equipment must be maintained as per HS-P08.
7. All extension leads must be fully unwound when in use.
8. For outdoor either use battery operated or 110v equipment must be used.
9. RCD's operating at 30mA must be used with all 240v mains equipment.
10. Manufacturer's or hire instructions for use and maintenance must be followed for all tools.
11. If guards or rests are provided they must be used.
12. Guards and rests must be checked and maintained regularly.
13. Ensure other personnel are aware of individuals working alone.
14. Route extension cables around walkways and protect any that are exposed.
15. Connect workshop tools directly to socket without using extension cables.
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| **Plate compactor** (locally added activity) | **Hazards** 1. Heavy machine
2. Petrol
3. Noise
4. Vibrtions
 | **Controls** 1. Train users in appropriate manual handling techniques
2. Use carrying aids to transport plate compactor
3. Clean up any petrol spills immediately
4. Operator to wear steel toe-cap boots, ear defenders and gloves
5. Operator to use dust mask and goggles if weather is windy and - or dry
6. Store petrol in a cool place, away from naked flames
7. Safe working distance - 2m
8. Only trainer operators to use machine
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| **Working on school sites** (locally added activity) | **Hazards** 1. Abuse of vulnerable client group
2. Inappropriate adult behaviour
3. Unsupervised access to children
4. Physical and verbal aggression from people (children and adults) at the school site
5. Children attempt to get involved in the activity
6. Violent attack
7. Verbal abuse
8. Robbery
 | **Controls** 1. Never approach minors unless a responsible adult is with them. Never allow yourself to be left alone with a minoror other vulnerable person
2. Do not engage in inappropriate conversation or actions relating to sex, politics, race, religion or any other inflammatory subject that could cause agitation.
3. Brief staff, workers and other organisations involving children on safe working practices (see HS-P17)
4. If a person gets agitated or aggressive, the worker is to change the subject and-or walk away
5. Work area to be cordoned off and no unauthorised person to be allowed access
6. All staff and volunteers to report to reception and sign in on arrival if requested.
7. Staff and volunteers are under no circumstances to use the children's toilets. Only designated staff toilets are to be used after requesting permission from reception.
8. No physical contact to be made with children
9. All acts of aggression and intimidation (including aggressive animals) to be reported to the project leader
10. Keep valuables out of site
11. Do not carry unnessary amounts of cash
12. No staff or volunteers to allow themselves to get in a one-on-one situation with a child
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| **Special groups at risk:** - Young workers -  |
| **PPE needed:** - Dust mask - Ear defenders - Goggles - Hard hats - Leather gloves - Safety boots -  |

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| **First aid cover:**  | First Aid at Work   |
| **Emergency access:**  | Cornwall Crescent   |
| **Nearest 24 hr A&E dept:**  | LGI   |
| **Mobile phone reception:**  | yes   |
| **Nearest telephone:**  | reception   |
| **Nearest toilets:**  |   |
| **4wd or air ambulance needed:**  |   |

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| **Project involves construction. Please follow HSP - 18 to ensure you comply with construction law.** |

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| **Heavy, sustained or repetitive manual handling involved?** ***yes*** |
| **Category** | **Risk** | **Possible problems** | **Possible remedial action** |
| Tasks - do they involve long carrying distances? | L | heat exhaustion | take breaks, provide water |
| Environment - are there other users of the site/area? | M | Schoolchildren | work only during lesson times and cordon off area |

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| **COSHH** |
| Substance: **Tanalith & tanalised**Type of exposure: Absorption, ingestionRisk phrases: Contact with wet/dam p timber may cause dermatitisFrequency of exposure: Weekly over summer monthsDuration of exposure: Up to 6 hours per dayRisk to health: LowControl measures: Use only treated and air dried timber. Do not handle wet/damp timber. Wear synthetic protective gloves. Wash any exposed skin immediately, and before eating, drinking or smoking.Further information available: Safety Data SheetFurther COSHH assessment details available from Health & Safety Manager:  |

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| **Completed by:** | p.reddell |
| **Approved by:** | p.reddell |
| [View Rothwell Victoria Primary School](http://www.btcv.org.uk/cgi-bin/tasks/view_to_edit_site.cgi?ref=yo%7E1267612028.1315853&vat=1301491089) | [View All Risk Assessments](http://www.btcv.org.uk/cgi-bin/tasks/view_to_monitor_ra.cgi?vat=1301491089) | [View Hollybush Conservation Centre Leeds task reports](http://www.btcv.org.uk/cgi-bin/tasks/view_tasks.cgi?vat=1301491089) |