

**Risk Assessment for hedge planting along New Road, Melbourn  
(Parish Council Staff, Councillors and Volunteers)**

**RISK ASSESSMENT MATRIX**

**Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (probability)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

**Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

<b>Activity: Hedge planting by volunteers</b>				<b>Name of assessor: Claire Littlewood</b>	
<b>Site location: New Road, Melbourn (along the field before Summerhouse Farm)</b>				<b>Date of assessment: .... 2022</b>	
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
<p><b>A small group of volunteers will plant hedging along New Road</b>  <b>Lifts will be arranged for volunteers and they will be dropped off at the layby opposite the planting site</b>  <b>Care will be taken when crossing New Road from drop off to the planting site</b>  <b>Volunteers will wear high viz at all times during the activity</b>  <b>Volunteers will work along the verge but well away from the roadside to avoid passing traffic</b>  <b>Care will be taken to avoid injury from other hedging, planting (cuts and scratches) and other debris (glass, litter)</b>  <b>Care will be taken to ensure volunteers are physically able to under the activity and capable of using necessary tools (spades, forks)</b>  <b>An organising volunteer will be responsible for assessing the area before carrying out work on the roadside</b></p>					

Accessing the site	3	3	9	<p>Lifts will be arranged to a drop off point on New Road.</p> <p>Safe crossing from the drop off point to the planting site.</p>	<p>The drop off point will be the layby opposite the planting site. Cars are able to pull off off New Road and park temporarily to allow volunteers to gather before crossing together.</p> <p>Volunteers will cross as a group. A group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety. High viz vests will be provided by the parish office.</p>
Working on the roadside – Moving traffic injuries	3	2	6	<p>Volunteers will work along the verge planting along the hedge line on the Summerhouse Farm side of New Road.</p> <p>Volunteers will be mindful of passing traffic at all times.</p>	<p>Volunteers will work away from the roadside at all times. Planting will take place along the existing hedgeline. Where possible volunteers will work on the inside of the hedgeline.</p> <p>Volunteers will wear high viz vests at all times during the planting session.</p> <p>Volunteers will pay attention to the traffic along New Road and will warn others if they observe anything that believe may pose a risk.</p> <p>The volunteer leader will have a mobile phone with them at all times during the activity so that help can be summoned in the event of any incident or injury requiring attention.</p>
Planting injuries	2	2	4	<p>Volunteers will wear gloves to protect their hands from sharp hedging, thorns etc.</p> <p>Volunteers must be mindful of litter and debris along the road that may present risk of injury (glass, stones, dog faeces)</p> <p>Volunteers must be confident that they are physically fit and able to carry out the planting and that they are capable of using the</p>	<p>Volunteers should ensure that they wear gloves provided.</p> <p>The roadside may be littered with potentially harmful items such as glass, dog faeces etc. Volunteers should take care not to sustain any injury by wearing appropriate protective equipment.</p> <p>Volunteers should be mindful that the area borders farmland and is open to the elements and wildlife. Care should be taken at all times</p>

				equipment provided – such as spades, forks etc.	to avoid trip hazards, wildlife habitats etc.  It is the responsibility of volunteers to ensure that they are physically able to undertake the activity. If at any time a volunteer feels unwell, they must immediately notify the volunteer leader.  Volunteers are responsible for ensuring they have any medication (inhalers etc) with them during the activity.
Use of equipment	2	2	4	Only manual equipment will be used during the activity	Volunteers will only have access to manual equipment during the activity (spades, forks etc). In the event of any injury, the volunteer leader must be notified immediately.  The volunteer leader will have a first aid kit available for treatment of minor injuries (scratches etc).  In the event of more serious injury requiring attention, the volunteer leader arrange for the volunteer to be safety transported from the planting site.
Leaving the site	3	3	9	Lifts will be arranged to collect volunteers from the layby on New Road (drop off point above).  Safe crossing from the planting site to the layby.	When leaving the planting site, volunteers will regroup to cross together. Again, a group leader will be responsible for ensuring that it is safe to cross. All volunteers will wear high viz for safety.  The volunteer leader will ensure that all volunteers, equipment, tools etc are accounted for before leaving the site.  Any rubbish generated during the planting activity must be collected and removed from the site. The volunteer leader will have black bags for this purpose.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 February 2022

*Review every 12 months*