

# Oxenhope Millennium Green

## “Site Specific Risk Assessment”

<b>Name of Group:</b>	Oxenhope Millennium Green Trust	<b>Date of Assessment:</b>	12 July 2013
<b>Name of Organiser:</b>	Millennium Green Trustees	<b>Date of Approval:</b>	15 July 2013
<b>Name of Risk Assessor:</b>	Ken Eastwood	<b>Date of Review:</b>	2014 AGM

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Risk Assessment (Rating)	Comments
1	Management of Safety e.g. Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the Trustees potentially negligent.	Members of Public Volunteers Contractors	Safety Policy defines approach to management of health and safety. Site specific and Event risk assessment(s) undertaken and kept under review. A nominated Trustee to be responsible for advising on health and safety matters. Copies of safety documents to be made available to all Trustees, volunteers, and contractors as required. Public Liability Insurance to be maintained (with a minimum cover of £5 million).	Low	Revised Health & Safety management documentation approved by the Trustees on 15 July 2013.  All documents and related records to be uploaded to the Trust's document store at <a href="http://www.millenniumgreen.oxenhope.net">www.millenniumgreen.oxenhope.net</a>
2	Slips, Trips and Falls e.g. Injuries arising from slips, trips and falls from uneven ground	Members of Public Volunteers Contractors	A monthly inspection to be undertaken of the Green with findings and resulting remedial actions recorded. Trustees using the Green for amenity to routinely act as eyes-and-ears and take appropriate action where problems identified. Contractors to be advised to report any hazards requiring attention. Clear signage in the Green enables members of the public to report concerns to the Trustees.	Medium	Appropriate records will be kept relating to inspections including details of any actions taken.  The Trust maintains an online document store at <a href="http://www.millenniumgreen.oxenhope.net">www.millenniumgreen.oxenhope.net</a>
3	Physical Hazards present at site e.g. Drowning, struck by falling trees,	Members of Public Volunteers	Monthly site inspection to include consideration of physical hazards. Existing fencing and boundary treatments to be maintained in good order.	Medium	Water courses on the Green are clearly delineated.  Water is not deep or fast flowing. Open public access is available upstream and downstream

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	electrocution	Contractors	Maintenance of watercourses and arboricultural activities by volunteers to be supervised at all times. Contractors to be made aware of physical hazards.		from the site, without fencing or signage (as would be expected in a rural community). Electrical infrastructure on site is the responsibility of YEDL. Appropriate fencing and signage is in place.
4	Manual Handling e.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Volunteers Contractors	All volunteer maintenance and event activities to be supervised and appropriate advice given: <ul style="list-style-type: none"> <li>▪ Not to lift unless comfortable in doing so</li> <li>▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights</li> <li>▪ All lifting by young persons to be especially closely supervised</li> <li>▪ Wherever possible, lift items with assistance rather than alone</li> <li>▪ Heavier lifting undertaken by volunteers from 'physical trades'</li> </ul>	Low	Routine maintenance by Trustees and Volunteers involves minimal manual handling.
5	Power Tools e.g. Injuries to those using or working with equipment	Volunteers Contractors	Power tools of any kind not to be used on the Green by anyone other than approved contractors. Any other equipment used e.g. spades and wheelbarrows to be visually inspected prior to use to ensure that they have not been damaged and that there are no obvious defects.	Low	Specific advice given to all Volunteers and Trustees.
6	Working at Height e.g. Falls from ladders	Volunteers Contractors	Volunteers not to use ladders or work from height. Bunting and signage shall be erected at a height that can be safely reached from ground level. Where specific activities require working at height e.g. arboricultural maintenance, suitably trained contractors shall be utilised.	Medium	Specific advice given to all Volunteers and Trustees.

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7	Weather Issues e.g. Sunburn or dehydration or slips due to mud	Members of Public Volunteers Contractors	Trustees to cancel planned activities if there is extreme weather (e.g. excessive rain making the ground unsafe).  Volunteers advised, where applicable, on working in the heat (need to keep hydrated and avoid sunburn).	Low	The Green will be carefully observed in the run up to public events including the village fete.
8	Natural Hazards including nettles, cuts from thorns, stings from Wasps & Bees  e.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Volunteers Contractors	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk).  During volunteer maintenance activities at least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill.  Volunteers advised of the need to wear appropriate PPE including protective gloves and sensible outdoor clothing and footwear.	Low	The monthly site inspection to include an assessment of natural hazards.
9	Children and Young Persons  e.g. A young person taking unnecessary risks resulting in injury	Members of Public Volunteers	Where young persons and/or children are volunteering, the group leader (e.g. stallholder) must take specific responsibility for providing supervision and briefing on hazards and risks.	Low	All volunteer activity undertaken on the Green is supervised by one or more Trustee.
10	Contractors  e.g. Inadequate health and safety procedures leading to hazardous situations and potential injuries	Members of Public Contractors	Trustees will make reasonable efforts to ensure that contractors are competent in managing their own health and safety on site.  Requests will be made for copies of contractors' safety policies and risk assessment(s).  Contractors will be required to evidence that they have public liability insurance in place (with a minimum cover of £5 million).	Medium	Appropriate records will be maintained relating to employment of contractors, including confirmation that Trustees have reviewed risk assessments and insurance cover.  The Trust maintains an online document store at <a href="http://www.millenniumgreen.oxenhope.net">www.millenniumgreen.oxenhope.net</a>

## Methodology

In undertaking this risk assessment we have evaluated the risk arising from the hazards identified, taking account of the control (mitigating) measures. The risk is the likelihood of harm arising from the hazard.

We have utilised a risk assessment matrix (see table below) which produces a risk rating (assessment) of HIGH, MEDIUM, or LOW.

Risk Assessment Matrix				
		Likelihood		
Severity	Description	1	2	3
		Unlikely	Likely	Very Likely
1	Minor	Low		
2	Serious		Medium	
3	Very Serious			High