



Midsomer Norton Town Council

Risk Assessment Form – Hedge Trimming

Activity: Hedge Trimming			Assessment Date: August 2024	Review Date: August 2025	
Hazard	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Use of hedge trimmer	<p>Employee/Operative.</p> <p>General Public.</p> <p>Personal injury:</p> <p>Cuts and lacerations/infections such as Tetanus, Septicaemia, Hepatitis B, and HIV.</p> <p>Eye injuries.</p>	<p>Only trained employees use hedge trimmers.</p> <p>Equipment fitted with safety cut off switch.</p> <p>Gloves, overalls, ear defenders and visors provided and used by employees.</p> <p>Employees trained in correct use and storage of PPE. Replacement PPE readily available.</p> <p>Safety checks made by trained employee before use.</p> <p>Suitable and hygienic storage facilities provided for personal protective equipment.</p> <p>First aid facilities to be readily available to employees.</p>	Medium	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Do not override machine safety features, such as triggers, switches, circuit breakers.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>Ensure first aid kit is available on site.</p> <p>Hedge trimmer never to be left unattended.</p> <p>Stop strimming if members of the public approach the working area.</p>	Low

<p>Hedge Trimmer</p>	<p>Employee/Operative. Vibration.</p>	<p>Anti-vibration mounts in good condition. Trimmer regularly serviced and maintained to reduce likelihood of vibrations. Anti-vibration gloves worn. Time period of actually using trimmer limited to 1 hr prolonged use.</p>	<p>Medium</p>	<p>Use of PPE provided. Appropriate equipment provided. Safe System of Work. Trained and competent Staff. Job rotation by trained operatives only. Reduce exposure. Operatives to be assessed for maximum trigger time and/or full body vibration and exposure reduced as necessary.</p>	<p>Low</p>
<p>Hedge Trimmer</p>	<p>Employee/Operative. Noise induced hearing loss.</p>	<p>Silencer fitted to trimmer and is in good condition. Employee wear ear defenders. Anti-vibration mounts in good condition. Equipment regularly serviced and maintained to reduce likelihood of vibrations leading to higher noise levels. Noise level monitoring carried out (where applicable). Time period of actually using trimmer limited to 1 hr.</p>	<p>Medium</p>	<p>Use of PPE provided. Appropriate equipment provided. Safe System of Work. Trained and competent Staff. Job rotation by trained operatives only.</p>	<p>Low</p>

Inadequate Maintenance	Employee/Operative. General Public. Equipment failure.	Maintained in accordance with manufacturers' instructions. Maintenance carried out by suitably qualified/competent person. Maintenance records retained. Pre-use safety checks done by trained employee.	Medium	Use of PPE provided. Appropriate equipment provided. Safe System of Work. Trained and competent Staff.	Low
Falling branches/debris	Employee/Operative. General Public. Injury.	Protective equipment used by employees. Safety barriers erected around work area. Warning signs erected. Road closure obtained if necessary for road and personnel safety purposes.	Medium	Use of PPE provided. Appropriate equipment provided. Safe System of Work. Trained and competent Staff. Be mindful of direction of cutting and subsequent direction of flying debris. Choose direction of cutting to minimise potential harm to others	Low
Working at height	Employee/Operative. General Public. Employees falling. Falling equipment. Electrocution.	Ladder always footed by another employee. Ladder securing device used. Training in safe use of ladders provided for operatives. Ladders routinely safety inspected for damage. Records retained.	Medium	Use of PPE provided. Appropriate equipment provided. Safe System of Work. Trained and competent Staff.	Low

		<p>Defective ladders removed.</p> <p>Mobile platform used/staff trained.</p> <p>Barriers erected around work area.</p> <p>Barrier equipment readily available.</p> <p>Employees use hard hats.</p> <p>If power cables nearby, electricity supplier contacted before starting work to make work area safe.</p> <p>Only specifically trained personnel carry out tree work. Fall arrest equipment used by trained personnel.</p>			
Manual Handling	<p>Employee/Operative.</p> <p>Musculo-skeletal injury.</p>	<p>Manual Handling Assessment carried out.</p> <p>Restricted time using trimmer.</p> <p>Employees trained in manual handling techniques.</p> <p>Avoiding use of trimmer above waist height.</p> <p>Ensuring stable work area to avoid slips and tilting.</p> <p>Light-weight equipment used where possible.</p>	Medium	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p>	Low
Traffic Control	<p>Employee/Operative.</p> <p>General Public.</p>	<p>Pictorial road signs displayed advising approaching traffic to 'slow down' and that people are working ahead.</p>	Medium	<p>Work not generally undertaken on public highway.</p> <p>Use of PPE provided.</p>	Low

	Vehicle collision with employees and/or equipment.	<p>Employees wearing high visibility jackets used to direct traffic.</p> <p>Employees directing traffic trained in proper traffic control procedures.</p> <p>Work only carried out during daylight hours.</p> <p>Traffic halted before mobile elevated platform relocated.</p> <p>All employees wear high visibility vests.</p> <p>'Stop' 'Go' boards used to help control traffic and appropriate training provided.</p> <p>Road closure obtained if necessary for road and personnel safety purposes.</p>		<p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p>	
Refuelling	<p>Employee/Operative.</p> <p>General Public.</p> <p>Fire.</p>	<p>'No smoking' observed.</p> <p>Fuel kept and transported in approved containers.</p> <p>Caps replaced carefully after refill.</p> <p>Fuel stored away from ignition sources.</p> <p>Trimmer stored and used away from ignition sources.</p> <p>Spilled fuel cleared immediately, and cloth stored away from ignitions sources pending disposal.</p>	Medium	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p> <p>Ensure location is well ventilated.</p> <p>Use funnel or proper nozzle when pouring.</p> <p>Clean up spills immediately using dry spill granules.</p> <p>Ensure Fire Extinguisher is available nearby.</p> <p>Allow machines to cool down before refuelling in accordance with operating manuals.</p>	Low

				Operatives to be briefed on safe fuelling of machines.	
Environment	<p>Employee/Operative.</p> <p>Uneven surface.</p> <p>Poor light.</p> <p>Extreme weather.</p> <p>Confined work area.</p> <p>Slips, trips, falls.</p> <p>Other injury.</p>	<p>Employees visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate.</p> <p>If uneven surface deemed particularly hazardous, work to be re-arranged pending suitable remedial work to surface.</p> <p>Additional lighting to be available if needed.</p> <p>Work suspended in extreme weather conditions.</p> <p>Constricted work areas avoided.</p> <p>If not possible, referred back to supervisor to reasses task.</p>	Medium	<p>Use of PPE provided.</p> <p>Appropriate equipment provided.</p> <p>Safe System of Work.</p> <p>Trained and competent Staff.</p>	Low
Assessor's signature:			Clerk's signature		
Date:			Date:		