



Midsomer Norton Town Council

Risk Assessment Form – Tree Maintenance

Activity: Tree Maintenance		Assessment Date: October 2024	Review Date: October 2025		
Hazard	Persons Affected and Risk	Controls	Risk Score	Further Controls	Risk Level
Using Equipment	Employee/Operative General Public Personal injury	Only trained operatives use equipment. All equipment well maintained. First Aid facilities available. Maintenance records kept. Refresher training provided as necessary	High	Use of PPE provided such as gloves, helmets and safety glasses. Appropriate equipment provided. Ensure all equipment is regularly inspected and maintained. Safe System of Work.	Medium
Transport of Equipment	Employee/Operative General Public Personal injury	Limited amounts of fuel permitted carried in vehicles. No smoking. Fire extinguisher available in vehicle and well maintained.	Medium	Secure equipment properly during transport. Use appropriate vehicles for transporting heavy or large equipment. Train staff on safe loading and unloading procedures.	Low

		Staff trained in correct use of extinguisher.			
Manual Handling	Employee/Operative General Public Personal injury	See Separate Risk Assessment on Manual Handling.	Medium	Regular rest breaks are taken. Manual handling training provided.	Low
Vibration	Employee/Operative Personal injury – vibration white finger	Equipment hired from reputable dealer who ensures that it is properly serviced. Equipment well maintained. Hire equipment with anti-vibration fittings as standard. Gloves are worn by the operative, but vibration is considered to be negligible. Restrict length of time equipment used.	Medium	Use of PPE provided such as anti-vibration gloves. Regularly maintain equipment to reduce vibration levels.	Low
Noise	Employee/Operative Personal injury – noise induced hearing loss	Equipment properly maintained to reduce ‘rattles’ etc. Ear defenders worn. Staff instructed to wear ear defenders when using the equipment. Staff monitored to ensure ear defenders are worn.	Medium	Use of PPE provided such as ear defenders. Appropriate equipment provided. Ensure all equipment is regularly inspected and maintained. Safe System of Work.	Low
Maintenance of Equipment	Employee/Operative Personal injury	Equipment hired from reputable company.	Medium	Use of PPE provided such as ear defenders. Appropriate equipment provided.	Low

		<p>Dealer maintains equipment.</p> <p>All staff instructed to check equipment before use.</p> <p>Any damage reported to supervisor.</p>		<p>Ensure all equipment is regularly inspected and maintained.</p> <p>Safe System of Work.</p>	
Refilling Equipment with Fuel Mixture	<p>Employee/Operative</p> <p>Personal injury – regular contact with skin causing dermatitis</p>	<p>Protective gloves provided to operatives.</p> <p>No smoking.</p> <p>Use of gloves monitored.</p> <p>No smoking permitted.</p> <p>Staff provided with adequate hand washing facilities.</p> <p>Sterile hand wipes available to all staff.</p>	Medium	<p>Conduct refuelling in well ventilated areas.</p> <p>Use proper containers and funnels to avoid spills.</p> <p>Provide training on safe refuelling practices.</p>	Low
Working at Height	<p>Employee/Operative</p> <p>General Public</p> <p>Personal injury</p>	<p>See Separate Assessment on Working at Height.</p> <p>Use competent contractor for all tree work.</p> <p>Where steps and ladders are used, they are footed or properly staked and securely tied.</p> <p>Staff trained in safe use of ladders/steps.</p>	High	<p>Use appropriate fall protection equipment such as harnesses and guardrails.</p> <p>Ensure ladders and platforms are stable and secure.</p> <p>Provide training on working at height safely.</p>	Medium
Weather	Employee/Operative	See separate Outdoor Work Risk Assessment.	Medium	Monitor weather conditions and plan work accordingly.	Low

		<p>PPE provided.</p> <p>Suitable welfare facilities available.</p>		<p>Provide appropriate clothing and PPE for different weather conditions.</p> <p>Postpone work during extreme weather conditions.</p>	
Maintenance Operations	General Public	<p>Staff instructed to clear area prior to Tree Maintenance</p> <p>No members of public within 30 feet of equipment when it is in use.</p> <p>If necessary, areas to be maintained are cordoned off.</p> <p>No maintenance conducted near electrical supply equipment without permit to work in place.</p>	Medium	<p>Develop and follow a detailed maintenance plan.</p> <p>Ensure clear communication among team members.</p> <p>Provide training on specific maintenance tasks.</p>	Low
Assessor's signature:			Clerk's signature		
Date:			Date:		