

Risk Assessment



Area/Issue Being Assessed: RA 46 Headstone area maintenance

Service:
Operations &
Environment
Services

Assessment Date: 08/2/2024 **Consultees:**

Review Date:
February 2027

Assessor:

Post: Open Space
Operations Officer

Reviewer: 04.03.24

Post: Open
Space Manager

**BACKGROUND:
ie, why is the assessment
being carried out?**

Headstone cut out areas are maintained where lair holders are not providing regular care and maintenance. The work involves grass edging using either a strimmer or mechanical edging machine, grubbing or raking over bare soil areas at end of each season and applying weedkiller in spring and summer as required.

Risk Rating (R)	Low	Medium	High
-----------------	-----	--------	------

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Welfare and work environment. Harm from trapping and crushing injuries including death, crush injuries, fractures, bruising, strains, sprains from: Unstable memorials and loose components falling	Operators	Operators to carry out visual inspection first to headstones in area of work and proceed no further with edging near to any unsafe headstones – report concerns to Team leader and Technical team for further inspection/advice.	Headstone inspection programme underway. Unsafe headstones found during this process are fenced off until made safe.	
	Welfare and work environment. Harm from Work environment (weather related) harm: Sunburn, blistering, skin cancer, hypothermia	Operators	- First aid kits carried in vehicles - Wear sunscreen, hat and long-sleeved clothing during hot weather - Wear gloves (EN420:2003+A1:2009 EN388:2016, multiple layers and insulating clothing during cold weather		

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Lone Working - Occasionally undertaken as lone working where operators are out with sight and sound of each other. - Increased hazard to employees in difficult situations or environments where help and assistance may not be close at hand. - Lone workers may also be at an increased risk from instances of violence and aggression	Operators	- Operators start and finish from populated depots/offices/home, non-return is investigated by most senior staff member at the depot/office and reported to line manager. - Operators agree rough return time and predetermined route and carry a means of contact with them if plans/routes change or delays are expected. - Follow procedures outlined in lone working policy		
	Moving Traffic - Hit by moving vehicles when loading waste material onto vehicle or unloading plants at site - Collision between Operatives vehicles and members of the public/their vehicles.	Operators	- On-site dynamic risk assessment for each site location - Be vigilant of roads and moving vehicles while litter picking - Operators to take extra care while driving and parking without the aid of a banksman - Refer to Driving policy and RA4 Driving and towing	Wear high visibility clothing BS EN471:2003	
	Injury through slips, trips and falls due to: - uneven terrain e.g. sunken lairs - damaged/broken assets - wet ground	Operators	- Dynamic risk assessment of site to be worked on, taking note of hazardous areas, and using caution accordingly - Take care in wet conditions, if too wet stop task - Ensure correct PPE, including sturdy footwear is worn Safety Boots BS EN ISO 20345		
	Injury through cuts, grazes, pierced flesh caused by - contact with sharp objects that may be in soil - cuts from sharp edges of tools/equipment	Operators	- Ensure correct PPE, including sturdy footwear is worn Safety Boots BS EN ISO 20345 - Wear gloves (EN420:2003+A1:2009 EN388:2016 - Refer to RA's for hand tools, edging trimmer and mechanical edging machine		

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Manual handling - Operatives may experience muscle strain (especially back) and muscular skeletal injuries while lifting waste material on to pickup truck or trailer, or when unloading waste material at disposal site - Injury from loading tools	Operatives	- All operative to receive manual handling training - Use powered tipper trucks/trailers whenever possible - Vehicles parked as close as possible to work site and sides of van lowered - Use correct tool for job - Job rotation		
	Violence and Unacceptable Behaviour - Operators may experience violence and aggression or verbal abuse from members of the public resulting in adverse mental health impact, poor moral. - Uncontrolled dogs	Operators	- Opportunity for Operators to postpone work and remove themselves from conversations with members of the public. - Recording form used to report incidents to Corporate H&S and HR. - Conflict management training available - Operatives should have good interpersonal skills - Avoid physical interaction with any dog while conducting work		
	Contamination/ infection from exposure to Hazardous substances - Infection from faeces - Needle stick Injuries	Operators	- Seek medical attention if you think you have been exposed needle stick injury cards with emergency hotline provided to every operative - Wash hands after work and during breaks, especially before eating and drinking - First aid kits provided in each van - Clean cuts thoroughly - Hand wipes available in all vans with guidance on proper hand washing techniques - Training on how to deal with needles found and how to safely dispose of them, sharps kits provided in each van - Use disinfectant when cleaning off faeces		

TASK #	DETAILS OF HAZARD, ie, how might someone be harmed?	PERSON(S) AFFECTED	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED TO MINIMISE RISK	ACTION TAKEN (Initial and Date)
	Lone working Team members may be exposed to hazards associated with working on their own including: - Increased risk of harm (identified above) from manual handling risk - increased risk of harm (as above) from falls from height - Increased risk of over exposure to HAV's and Noise - increased of experiencing unacceptable behaviour (as above). - Team members may find themselves in difficult situations or environments where help and assistance may not be close at hand. - Increased risk from instances of violence and aggression. - They may not be medically suited or the workplace itself may pose a particular risk to the worker.	Operatives	- Maintenance requiring two person/team lifting is scheduled for days when there is full team availability. Items made safe until this can be achieved. - Opportunity for work to be rescheduled for full team availability. Operatives work to their own individual exposure limits as discussed during health surveillance reviews following T3 appointments. Opportunity for increased job rotation and task rotation. - Work can be rescheduled if it is in a contentious area/known past incidents. - Team Members follow the lone working policy/procedure. Telephone provided and good signal range available to cover all areas where play fitters work. - Work is outside in open spaces so opportunity for team member to make site safe and then remove themselves from site. - Suitability for lone working discussed at ERDP.		
	Related Documents	Occupational Health Needle Cards RA 23 and Info Leaflet Potentially Hazardous Plants RA 32 Manual Handling Lone working policy Driving policy RA 4 Driving and towing RA 59 Edging strimmer RA 13 Edging machine RA 29 Hand tools			

Use the separate Action Sheet if you want to complete and action plan for any additional measures required. The Action Sheet can be located on the Health & Safety pages on the corporate interchange site.