

RISK ASSESSMENT

GREEN SPACE VOLUNTEERING	
Location:	Heyford Meadow: Heyford Hill Lane, Sandford-on-Thames, Oxford OX4 4XS What 3 Words location for entrance off Broadhurst Gardens: ///think.mouse.trip
Description of Task:	Lopping, chopping, scything, raking & moving cut vegetation to open up the meadow, improve the habitats and access for visitors' enjoyment.
Activity Leader:	Rod d'Ayala
First Aider:	TBC
Nearest A&E dept:	John Radcliffe Hospital, Headley Way, Headington, Oxford OX3 9DU

Volunteer's Checklist:

What to bring...

- Your own gardening gloves, hydration (hot and cold), an energising snack, sturdy shoes/boots and weather-suitable layers.

Hazards to consider with potential to cause harm	Who is at risk?	Level of risk H/M/L	Precautions to reduce risk	When?	New level of risk H/M/L
Health conditions, disease, illness and sickness					
Individual health conditions	All	L	<ul style="list-style-type: none"> Individuals should complete the OPT registration form before attending volunteering and make OPT aware of any new or changes to health conditions. Individuals to responsibly manage their own health needs e.g. diabetes etc Make the Activity Leader aware of any relevant health conditions e.g. allergies. 	Before; during; after	L
Exposure to COVID-19	All	L	<ul style="list-style-type: none"> Follow latest government & NHS guidelines Do not attend the session if you have tested positive for COVID-19 use hand sanitiser before handling food use gloves when collecting litter 	Before; during; after	L
Poisoning & allergic reaction from natural sources e.g. berries; bee and wasp stings; nettles; refreshments	All	M	<ul style="list-style-type: none"> Individuals be aware of own allergies, treatments and act responsibly. Those who require an auto-injection device or medication to carry these at all times and make the activity leader aware. wear gloves no eating of unknown foraged items during the session unless included in task be made aware of refreshments and good hygiene prior to handling refreshments keep away from known bee/wasp nests 	Before; during; after	L
Risk of tick bites	All	H	<ul style="list-style-type: none"> Be aware of risk of ticks and Lyme disease long trousers and sleeves to be worn in season check yourself carefully after visit, especially waist, legs and armpits. Remove with a twist, but ensure all mouthparts come free, if in doubt visit GP. 	During; after	L
Risk of waterborne diseases	All	M	<ul style="list-style-type: none"> Be aware of the risk of being in contact with contaminated water Take usual precautions 	During; after	L
Injury					
Slips, trips and falls on uneven paths and slippery surfaces	All	H	<ul style="list-style-type: none"> Check paths at the start of the work party, make volunteers aware of risks and restrict access with hazard tape if necessary Take care on uneven or wet ground/surfaces e.g. wooden boardwalk/bridges/pontoons. 	During	M

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			<ul style="list-style-type: none"> • Wear appropriate footwear 		
Weather conditions: sun burn; heat stroke; heat exhaustion; chills.	All	M	<ul style="list-style-type: none"> • Check weather on the day of the activity and make changes to activity if necessary. • Bring sun cream / wear appropriate clothing, water proofs and warm layers • restrict work near trees during high winds or after storms, use hazard tape if necessary • reduce time of activity in hot weather • remain hydrated. 	Before; during	L
Using tools	All	H	<ul style="list-style-type: none"> • Electric or motorised tools and scythes should only be used by those trained to use them • ask leaders for demonstration of tool use if unsure • correct PPE e.g. gloves, eye protectors • maintain a safe working distance • volunteers to ideally have up to date tetanus vaccinations 	During	M
Thorns, twigs & branches	All	H	<ul style="list-style-type: none"> • Gloves to be worn where needed • check all paths for clearance and overhanging branches, restrict access with hazard tape if necessary & do not take unnecessary risks 	During	L
Lifting/carrying loads that are: heavy; bulky; unpredictable; sharp; hot	All	M	<ul style="list-style-type: none"> • Lift only what is comfortable & alternate activity to prevent strain • ensure enough volunteers are allocated to a task to minimise back injuries 	Before; during	L
Pets, wild animals and livestock	All	L	<ul style="list-style-type: none"> • do not touch or approach dogs or wild animals on site • work away from livestock • make other volunteers aware of any risks you observe 	During	L
Open water	All	H	<ul style="list-style-type: none"> • Stay vigilant when working near the water • Always work in pairs or more near water • Do not stand or walk on frozen water bodies 	During	M
Roads and vehicles	All	M	<ul style="list-style-type: none"> • Leader to provide appropriate PPE as necessary & all to take reasonable safety precautions near roads • Spread out and share warnings to keep aware of risk. 	During	L
Litter / flytipping	All	M	<ul style="list-style-type: none"> • Use gloves when collecting rubbish and strong bags. Do not overfill. • Inform activity leader if needles or syringes found, for advice on disposal. 	During, after	L
Hazardous substances (COSHH)					
Hazardous substances e.g. lawn mower petrol; wood treatment substances	All	H	<ul style="list-style-type: none"> • Avoid their use where possible • only handle hazardous substances if instructed & have been informed of risks • wear appropriate PPE e.g. gloves, goggles • remain in well ventilated space • substances to be substituted for less harmful forms where possible • report spillages or anything untoward to activity leader 	Before; during; after	M
General awareness					
Members of the public	All	M	<ul style="list-style-type: none"> • Be aware of people visiting the green space and make them aware of keeping clear of activities which may put them at risk as appropriate. • Be mindful that you are a representative of OPT whilst undertaking activities. 	During	L

Risk Assessment Completed by:	Job Title:	Date of update:
Hannah Brockwell	Green Spaces Officer (OPT)	13/04/23