

Braywick Plant Nurseries Risk Assessment Form

Task/Activity assessed:		Maintenance Team						
Name/job role of people consulted during assessment:		Jeff Smith, Kit Evans		Date of Assessment:	1 st November 2023	Review Date:	November 2024	
Acknowledgements, Sign off and Authorisation								
		Acknowledgement			Name	Signature		Date
Risk Assessor:		By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment to the best of my abilities.			Janet Perry			
Checked by: (where required)		By signing this risk assessment, I acknowledge my responsibility as the checker for this risk assessment, by virtue of scrutiny and common sense.			Jeff Smith			
Tasks/Operational steps/Sub tasks/Events:		Significant hazards – • What could happen and why?	Who is affected and how – Who might be hurt?	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total)			Additional controls needed? Y/N (If Yes, Explain)
					C	L	TOTAL	
1	Slips and trips	Employees, volunteers and Customers may be injured if they trip over objects, uneven surfaces or slip on spillages. Risk of ice and mud in winter in carpark and outside areas	Customers, employees and volunteers.	<ul style="list-style-type: none"> - Visual safety checks of work areas on arrival - General good housekeeping. - All areas well lit, - No trailing leads or cables. - Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. - Employees clean as they go - Employees and volunteers wear sensible shoes - Carpark is treated with salt in the event of ice - Icy areas in the nursery or clients carpark are cordoned off in cold weather 	3	4	12	Yes - Yellow lines to be painted across internal trip hazards between buildings

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2	Manual handling of plants, pots, paper, furniture, equipment etc	Employees risk injuries or back pain from handling heavy/bulky object.	Customers, Employees and volunteers	<ul style="list-style-type: none"> - Visual risk assessment undertaken for any heavy items to be moved - Trolley used to transport heavy items when dealing with deliveries etc. - Trolleys are not over loaded - High shelves used for light objects only. - Delay moving load until additional help available - Employees and volunteers reminded not to try and lift objects that look or appear too heavy to handle 	3	3	9	No
3	Use of knives, garden secateurs, scissors, saws, scythes and sharp tools	Employees risk injuries of cuts	Customers, employees and Volunteers	<ul style="list-style-type: none"> - Any equipment not being used should be removed or safely stored out of public's way Employees and volunteers receive training in use and cleaning of equipment 	2	3	6	No
4	Working near glass	Risk of injuries or back pain from broken glass	Customers, employees and volunteers	<ul style="list-style-type: none"> - Broken glass must be reported to Manager immediately - Volunteers not permitted to clear broken glass - Use of PPE to clear broken glass which must be wrapped (small pieces) before being placed in waste bins or taken away professionally (large pieces) - Broken glass professionally replaced promptly 	2	3	6	No
5	Working at heights	Falls from any height can cause bruising and fractures.	Employees and volunteers	<ul style="list-style-type: none"> - Ladders are available for use where needed and Employees have been shown how to use safely - Employees do not climb ladders when lone working - Ladders are secured when not in use 	3	3	9	Yes- Register of ladders and training to be established

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6	Toilets (Where these are provided on site)	Slips, Trips, Falls Getting Trapped	Employees and volunteers	<ul style="list-style-type: none"> - Manager to be aware if a n employee or a volunteer is taking longer than normally expected in a toilet - Care taken with uneven floors or steps - -Only one user allowed in toilet at any one time 	3	1	3	No
7	Rubbish	Litter causing Slips, Trips & Falls	Employees and volunteers	<ul style="list-style-type: none"> - Team to take own litter home or dispose of in provided bins - Use of skips to remove large waste items - Bonfires not permitted 	3	2	6	No
8	Violence and threatening behaviour	Employees may suffer assaults, threats and abuse from members of the public.	Employees and volunteers	<ul style="list-style-type: none"> - Usually always two employees. - Employees trained not to resist a robbery - Employees provide good, polite service and are told not to confront customers. - Employees report incidents of abuse etc and manager discusses with them (on a no-blame basis). 	4	2	8	No
9	Plant and Machinery (e.g. mowers, powered hedge trimmers, brush cutters, strimmers, chain saw	<p>Equipment injuring member of the public employees or volunteers</p> <p>Back injuries from lifting and carrying incorrectly</p> <p>Repetitive strain injury for continual use</p> <p>Damage to hearing by exposure to loud noise</p>	Employees and volunteers	<ul style="list-style-type: none"> - Employees receive equipment specific training/certification where appropriate i.e. chain saws - Visual checks of equipment prior to use - Lifting and Handling - ensure two people erect the equipment making secure on grass or hard surface - Ensure any equipment is correctly used as per manufacturer's instructions - Any equipment not being used should be removed or safely stored out of public's way - Employees and volunteers receive training in use and cleaning of equipment 	3	3	9	No

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		Physical injury from flying debris Carpal tunnel syndrome, white finger syndrome from vibration		<ul style="list-style-type: none"> - Employees take regular breaks from using hand-held power tools and tasks are rotated as needed - Equipment is not used in close proximity to others - Equipment is regularly maintained - Employees and volunteers wear protective eyewear, clothing, ear defenders and gloves where needed 				
10	Stress	All Employees could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Employees and volunteers	<ul style="list-style-type: none"> - Employees and volunteers understand what their duties and responsibilities are. - Employees and volunteers can talk to General Manager or a Director if they are feeling unwell or at ease about things at work. - 'No bullying' policy. - Rest areas are available to Employees, volunteers and clients in case of need 	3	2	6	No
11	Electrical	Employees could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Employees and volunteers	<ul style="list-style-type: none"> - Annual Pat testing of equipment on site and used by maintenance team - Annual electrical safety report - Employees trained to spot and report (to General Manager) any defective plugs, discoloured sockets or damaged cable/equipment. - Defective equipment taken out of use safely and promptly replaced. - Employees told not to bring in their own appliances, toasters, fans etc. 	5	2	10	No
12	Asbestos	Asbestos containing materials (ACMs) are present in some areas	Employees and volunteers	<ul style="list-style-type: none"> - Clients asked to notify any asbestos areas to assess risks and to ensure safe working. - Employees told to report any accidental damage immediately. 	5	2	10	No

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13	Fire	Burns and fire spreading due to petrol ignition If trapped, Employees could suffer fatal injuries from smoke inhalation/ burns.	Public, Employees and volunteers	<ul style="list-style-type: none"> - Emergency services called to deal with fire - Fire extinguishers are held by Maintenance Team - Employees only to use extinguishers in an emergency if trapped 	5	2	10	No
14	Nursery vehicles and public cars	Customers, employees and volunteers may suffer very serious injuries, such as fractures and internal damage, if they are struck by a vehicle Carbon monoxide from engines from being too close to exhaust	Public, Employees and volunteers	<ul style="list-style-type: none"> - Good pedestrian/vehicle segregation measures on sites - reversing policy for deliveries etc. - Annual vehicle safety inspections - Engines not left running in confined spaces 	4	2	8	No
15	Poisonous plants	Employees could suffer allergies from handling plants	Employees and volunteers	<ul style="list-style-type: none"> - Visual risk assessment carried out on all sites for harmful plants - Employees and volunteers wear protective clothing and gloves - Harmful plants found on site are not touched and removed carefully 	2	2	4	No
16	Trees	Injury could be caused by falling trees or branches (high risk in hot dry weather or during and after high winds)	Public, Employees and volunteers	<ul style="list-style-type: none"> - Visual risk assessment carried out on all sites for tree risks - Barriers erected in work area if in an area of public footfall - Manager to plan and supervise tree works including working at heights - Employees and volunteers receive annual training 	3	3	9	No
17	Extreme Weather	Cold- hypothermia, slips on snow and ice	Employees and volunteers	<ul style="list-style-type: none"> - Visual risk assessment carried out prior to commencement of all work 	2	3	6	No

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Risk Rating Matrix

		Hot -heat stroke, dehydration, sunburn, Wet- hypothermia, slips Windy- flying debris, wind chill		<ul style="list-style-type: none"> - Work postponed or reduced in the event of unsafe conditions - Employees and volunteers wear appropriate protective clothing including sunscreen - 				
18	Noise	Damage to hearing by exposure to loud noise and failure to wear ear defenders	E,mployees and volunteers	<ul style="list-style-type: none"> - Induction training includes when to use ear defenders when using high DB machines 	2	3	6	

RISK MATRIX					
Consequence Likelihood	Negligible (1)	Minor (2)	Medium (3)	Major (4)	Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Very Unlikely (1)	1	2	3	4	5

Rating	Interpretation	Authorisation
≤ 6 = Low Risk	Acceptable but ensure that controls are maintained	Event Manager or equivalent
9 -12 = Medium Risk	Adequate but look to improve if reasonably practicable	President / VP / Line Manager or equivalent
15 – 25 = Unacceptable Risk	STOP activity and make immediate improvements	District Health and Safety officer

CONSEQUENCE (considered WITH controls in place)		
5	Severe	<ul style="list-style-type: none"> • Fatality • Severe or chronic illnesses or permanent life changing impact
4	Major	<ul style="list-style-type: none"> • Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis

LIKELIHOOD (considered WITH controls in place)		
5	Almost Certain	<ul style="list-style-type: none"> • Will occur/greater than a likelihood of 1 in 1(yr.)
4	Likely	<ul style="list-style-type: none"> • Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10

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3	Medium	<ul style="list-style-type: none">• An injury that requires first aid treatment and subsequent treatment by health care professional• No lost time illnesses and no chronic/acute health effects
2	Minor	<ul style="list-style-type: none">• An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains
1	Negligible	<ul style="list-style-type: none">• Superficial or no physical injury or health effects

3	Possible	<ul style="list-style-type: none">• Might occur /no greater than a likelihood of 1 in 1000
2	Unlikely	<ul style="list-style-type: none">• Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000
1	Very Unlikely	<ul style="list-style-type: none">• May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000