| **What are the hazards?** | **Who might be harmed?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** |
| --- | --- | --- | --- | --- |
| Uneven or slippery ground, tree roots, rocks, etc - **Risks: Slips, trips, falls, falling rocks, etc leading** | Volunteers, public | * Inspect the space before work takes place, remove or mark any trip hazards * Advise on wearing suitable footwear * First aid kit available * Ensure good housekeeping, keep work areas tidy, be aware of your surroundings, other volunteers and general public * Children to be supervised by an appropriate adult at all times | Ongoing monitoring of site | All group members and volunteers to note. |
| Contact with tools and equipment or other sharp objects – e.g broken glass  **Risks: puncture or entrapment injuries from contact with equipment e.g. putting forks through foot, cuts from using sharp tools, eye injury or other contact injury from objects thrown e.g. during digging** | Volunteers, public | * Inspection prior to use – ensure equipment maintained in good condition and fit for purpose e.g. handles are secure * Suitable storage e.g. All tools returned to central area after use so they do not pose trip hazard * Person is fully trained and instructed on use of tools * Equipment is suitable for use e.g. weight of tools * Personal protective equipment where appropriate i.e. gloves and suitable footwear * Children to be supervised by an appropriate adult at all times * DCW Trustee to be alerted if anything found that could pose a risk i.e. broken glass. | Ongoing monitoring of site | All group members and volunteers to note. |
| Contact with other poisonous or toxic agents, such as soil-borne micro-organisms, insects, vermin, snakes, tetanus...  **Risk: Contact with poisons / toxins – burns, poisoning** | Volunteers, public | * Advice given on appropriate hygiene and risks of biological agents so can inform doctor should symptoms occur * Hygiene facilities – hand wash gel * Provision of personal protective equipment e.g. gloves * Children to be supervised by an appropriate adult at all times | Ongoing monitoring of site | All group members and volunteers to note. |
| Manual handling e.g. trees and use of tools  **Risks – back injuries from lifting heavy or awkward loads, long term back injuries from repeated strain on back, other injuries from dropping loads e.g. on feet** | Volunteers, public | * Manual handling eliminated or reduced where possible e.g. distance reduced, multiple person lifts. * Volunteers aware of lifting techniques/measures to reduce risk of injury e.g. not bending or twisting back * Large or bulky equipment to be transported to area by mechanical means * Advise volunteers to take regular breaks * Children to be supervised by an appropriate adult at all times | Ongoing monitoring of site | All group members and volunteers to note. |
| Contact with members of the public  **Risk: Personal attack, theft** | Volunteers | * Leave no one isolated on site * Personal valuables are the responsibility of individuals. DCW will not accept responsibility for lost or stolen valuables. * Ensure a group member with mobile signal is available at all times * Children to be supervised by an appropriate adult at all times | Ongoing monitoring of site | All group members and volunteers to note. |
| Open fire for boiling Jenny Kettle  **Risk: burns, scalding, risk to woodland** | Volunteers, public, wider woodland area | * Fire area to be cordoned off and DCW to monitor * Children to be kept away from vicinity of fire and volunteers advised to be careful in that area. * DCW trustees responsible for ensuring fire is fully extinguished after use. * Children to be supervised by an appropriate adult at all times | Ongoing monitoring of site | All group members and volunteers to note. |
| Weather  **Risk: Exposure, Ice, heavy Rainfall** | Volunteers | * Volunteers advised to dress appropriately for the weather * After heavy rain fall or morning frost, advise volunteers to be careful of slipping * In the case of extreme weather DCW will advise on continuation of event | Ongoing monitoring of site | All group members and volunteers to note. |

**Welfare facilities** – Basic Woodland toilet, Hand sanitizing gel, First Aid Kit