| **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