

## CREW DETAILS

### IN AN EMERGENCY CALL:

Team Lead:

Task Phone Number:

Crew:

## TASK OVERVIEW

Purpose of Task:

Date of Task:

**Task Benefit:** Enhances privacy and overall site presentation. | Improves visibility at entrances and along roads, reducing collisions. | Prevents encroachment on paths and services to maintain access. | Protects plant health and encourages dense, controlled growth. | Removes dead or diseased material to limit spread.

## HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Electric shock (corded)	Electric shock, burns, fatality	Allows use of convenient electric tools where fumes are an issue, keeping work moving.	Use 110 V or RCD-protected supplies; run cables behind the operator and over the shoulder; use heavy-duty, bright-coloured, undamaged leads. Check for nicks before use. Fit cable-cut protection where available. Stop work in wet conditions; never drag a live tool by the cable; test RCDs regularly. <b>(ALL)</b>	Operators	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Flying debris	Eye injury, facial injury, property damage	Maintains clean work areas and protects people and property while delivering a crisp finish.	Erect exclusion zones and use warning signs. Wear EN166 eye/face protection and long sleeves. Fit debris catch sheets where practical. Cut away from people, vehicles and windows. Inspect hedges for stones, wire or litter and remove before cutting; adjust technique to reduce throw risk. <b>(ALL)</b>	Operators, public, property	Before Measure: <b>High</b> After Measure: <b>Med</b>
Fuel handling and fire	Fire, explosion, burns	Keeps engines and tools safe so work can proceed without fire-related stoppages.	Refuel only when engine is cool, outdoors on bare ground; use spouts and spill kits. Keep fuels in approved containers, segregated from ignition sources. Clear dry debris from mufflers and guards. Carry an appropriate extinguisher and no-smoking policy. Dispose of soaked rags and waste safely. <b>(ALL)</b>	Operators	Before Measure: <b>High</b> After Measure: <b>Med</b>
Overhead power lines	Electrocution, burns, fatality	Maintains legal clearances and reliable power, protecting reputations and contracts.	Identify overhead lines in pre-start survey; maintain statutory clearance. If within proximity limits, stop work and use trained line-clearance arborists or request isolation. Respect exclusion zones and control long-reach tools to prevent encroachment or arcing. <b>(ALL)</b>	Operators, public	Before Measure: <b>High</b> After Measure: <b>Med</b>
Traffic interface	Vehicle collision, struck-by injuries	Allows roadside hedges to be maintained to visibility standards, improving road safety.	For roadside hedges, implement a traffic management plan: signage, cones and safe working corridors in line with highway codes. Use high-visibility PPE, spotters, and vehicle beacons. Schedule off-peak work, position vehicles to shield crews, and maintain clear escape routes from live traffic. <b>(ALL)</b>	Operators, public, drivers	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Vehicle movements on site (reversing)	Crushed by reversing vehicle, collision	Safe, efficient loading/haul-off keeps sites tidy and moving.	Plan segregated pedestrian/vehicle routes; cone/sign reversing zones; use a trained banksman; avoid unnecessary reversing; position chipper/trailers to remove pinch points; ensure beacons/alarms work; restrict public access during manoeuvres. <b>(ALL)</b>	Operators, public, drivers	Before Measure: <b>High</b> After Measure: <b>Med</b>
Vibration (HAVS)	Hand-arm vibration syndrome, numbness, reduced grip strength	Keeps skilled operators available for precise cutting without long recovery from hand injuries.	Select low-vibration tools with anti-vibe mounts and sharp blades. Limit trigger time using job rotation and timed breaks; track exposure points per person. Keep hands warm and dry; avoid tight grip. Maintain equipment and balance blades to reduce vibration; provide health surveillance where needed. <b>(ALL)</b>	Operators	Before Measure: <b>High</b> After Measure: <b>Med</b>
Wildlife and insects	Stings, bites, allergic reactions, nesting disturbance	Protects biodiversity and teams, supporting ethical operations and customer confidence.	Survey for wasp/bee nests and bird activity; if discovered, stop and cordon off. Schedule work outside peak nesting seasons or obtain ecological advice. Provide sting kits and first-aid guidance; ensure operatives with allergies carry medication. Avoid perfumes/bright clothing that attract insects. <b>(ALL)</b>	Operators, public, wildlife	Before Measure: <b>High</b> After Measure: <b>Med</b>
Working at height	Falls, serious injury, fatality	Enables reach to tall sections, achieving uniform height and tidy tops safely.	Use podium steps, mobile towers or MEWPs chosen by task and ground conditions; avoid makeshift ladders. Ensure firm, level footing; use fall-prevention rails or harnesses per equipment guidance. Keep both hands on the tool; never overreach. Exclude ground workers below and manage drop zones. <b>(ALL)</b>	Operators, ground workers	Before Measure: <b>High</b> After Measure: <b>Med</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Adverse weather	Slips, tool loss of control, heat illness, hypothermia	Maintains quality and safety across seasons so schedules aren't derailed by weather.	Stop work in high winds, thunderstorms or poor visibility. In heat, schedule early starts, provide shade, water and rest; in cold, issue insulating layers and warm gloves. Manage slippery surfaces in rain or frost. Secure ladders and platforms; reassess any elevated work after weather changes. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Battery hazards	Fire, thermal runaway, burns	Supports quiet, low-emission operations with modern battery tools and minimal downtime.	Use only approved battery packs and chargers; inspect for swelling, damage or overheating. Charge in ventilated, dry areas away from combustibles. Avoid crushing packs under arisings. Store and transport in protective cases; train teams on thermal runaway signs and response. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Blade contact	Cuts, amputations, severe bleeding	Efficiently shapes hedges to specification, improving appearance and plant health.	Use well-maintained trimmers with intact guards, two-handed controls and dead-man switch. Isolate power before clearing jams. Wear cut-resistant gloves, eye/face protection and sturdy boots. Keep hands clear of blades; never bypass safety features; stop engine before moving between cuts. <b>(ALL)</b>	Operators, nearby workers	Before Measure: <b>High</b> After Measure: <b>Low</b>
Emergency arrangements and first aid	Delayed treatment, worsening injuries	Rapid, organised response limits harm and downtime.	Provide a stocked kit with bleed control, eye wash and sting treatment; ensure a trained first aider is present. Share site address/what3words, confirm phone signal and nearest A&E. Agree stop word and rescue plan for height work; log incidents/near-misses. <b>(ALL)</b>	Operators, public	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fatigue and time pressure	Reduced concentration, errors, accidents	Sustains attention and accuracy, leading to neater hedges and fewer re-visits.	Plan realistic workloads, rotate tasks and mandate breaks. Encourage operators to pause when concentration dips; prohibit long shifts with vibrating tools. Use checklists to reduce cognitive load. Supervisors should adjust targets rather than tolerating unsafe pace. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Hidden hazards in hedge	Damage to tools, operator injury, wildlife disturbance	Prevents breakdowns and surprises in the hedge so cutting stays smooth and efficient.	Inspect hedges for wire, fencing, rope, wildlife nests, sharps and litter. Use hand tools to expose unknowns. If active nests are found, stop and follow wildlife rules. Remove foreign objects before powered cutting; stop immediately if blades snag or resistance increases. <b>(ALL)</b>	Operators, wildlife	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Lone working and weak communications	Delayed emergency response, isolation risk	Maintains response capability if something goes wrong.	Avoid lone trimming; if unavoidable, do a dynamic RA, set timed check-ins, provide radio/phone and man-down alarm. Share exact location/ETA and access routes. Prohibit lone work near roads, water, or at height/MEWP. Escalate if a check-in is missed. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Manual handling	Strains, sprains, musculoskeletal disorders	Prevents strains so staff can handle more work and finish jobs on schedule.	Assess weight and reach of trimmers and waste; use lighter battery tools where feasible. Share lifts of bulky bags; cut hedge into manageable sections. Keep loads close, bend knees, avoid twisting. Provide trolleys or drag sheets and schedule micro-breaks. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Noise exposure	Hearing loss, tinnitus, fatigue	Protects hearing so crews can work longer and complete larger sections in one visit.	Issue hearing protection meeting appropriate SNR for tool noise; brief workers on correct fit and duration. Rotate tasks and enforce quiet breaks to keep daily exposure within limits. Maintain machines and keep blades sharp to reduce noise; monitor exposure with periodic checks and records. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Operator competence and fitness for task	Errors, unsafe tool use, accidents	Skilled operators deliver safer, faster, higher-quality cuts.	Verify training/assessment for handheld hedge cutters (e.g., NPTC/LANTRA) and supervise new starters. Check fitness for overhead/repetitive work and HAVS exposure; restrict solo use of long-reach tools until assessed; refresh training and tool-specific inductions. <b>(ALL)</b>	Operators	Before Measure: <b>High</b> After Measure: <b>Low</b>
Plant toxicity and thorns	Skin irritation, rashes, puncture wounds	Reduces scratches and sap reactions so work is completed comfortably and on time.	Identify species such as yew, laurel and privet; avoid ingesting sap, wash skin promptly, and wear long sleeves and eye protection. Handle thorny or spiny species with tough gloves and forearm guards. Collect arisings carefully; keep food/drink away from work area to prevent contamination. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Public access	Pedestrian injury, unauthorised interference	Lets work continue near pathways without complaints or incidents, preserving goodwill.	Set up barriers and clear signage to keep pedestrians out; use banksmen where sightlines are poor. Pause cutting if anyone enters the zone. Avoid working near schools at arrival/departure times. Store tools in locked vehicles during breaks. Communicate with neighbours and provide alternative routes. <b>(ALL)</b>	Public, operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Underground services	Utility strikes, service disruption, electrocution	Prevents costly service strikes so projects proceed without delays or penalties.	Before inserting stakes or barriers, check service plans and scan for buried utilities where ground pins are needed. Hand-dig trial holes if uncertain. Mark no-go areas and brief the team. Avoid driving vehicles/stabilisers over suspected routes; report any strike or suspected damage immediately. <b>(ALL)</b>	Operators, utility workers	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Unstable footing	Trips, slips, falls	Lets teams access awkward borders while keeping output steady and professional.	Survey ground for holes, slopes, loose gravel and wet grass; clear trip hazards. Wear non-slip, ankle-supporting boots. Avoid steep, wet or icy areas; use boards or platforms on soft ground. Route cables behind the operator and tidy waste frequently. <b>(ALL)</b>	Operators	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Waste handling and disposal	Trips, blocked exits, manual handling injuries	Keeps sites tidy and accessible so the finished look delights clients and neighbours.	Collect arisings frequently using drag sheets or bulk bags; avoid stacks that block exits or hide cables. Chip or transport waste with guards closed and loads secured. Segregate hazardous waste (e.g., sharps) and dispose via approved routes. Keep access paths clean. <b>(ALL)</b>	Operators, public	Before Measure: <b>Med</b> After Measure: <b>Low</b>
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. <b>(ALL)</b>	All	<b>N/A</b>



## NOTES

**Extra Notes & Activity Evaluation:**

**Completed by**

**Reviewed/Approved by**

**Risk Assessment Date**

**Review Required Date**