

CREW DETAILS

IN AN EMERGENCY CALL:

Team Lead:	Task Phone Number:
Crew:	

TASK OVERVIEW

Purpose of Task:	Date of Task:
Task Benefit: Delivers seasonal interest that supports wellbeing. Enhances biodiversity and habitat value on site. Improves air quality and urban cooling benefits. Increases amenity and aesthetic appeal for users. Stabilizes soil to reduce erosion and runoff.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Manual handling of plants	Back strain, hernia, sprain	Places larger stock accurately without injuries or delays.	Plan lifts and split loads; use team lifts, dollies or tree trolleys on firm routes. Keep loads close to the body, avoid twisting, and step down kerbs via ramps. Stage pits near drop points to reduce carries. Warm up before heavy tasks and rotate duties to limit fatigue. (ALL)	Operatives	Before Measure: High After Measure: Med
Proximity to roads	Vehicle strike	Safe planting adjacent to highways without traffic incidents.	Deploy cones, signage and high-viz; define a protected work area. Use a banksman for vehicle movements and separate plant access from pedestrian desire lines. Schedule deliveries off-peak and maintain sightlines; review local traffic risks at start of shift. (ALL)	Operatives, road users	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Use of augers and mechanical tools	Entanglement, kickback, vibration injury	Speeds hole creation while controlling mechanical and vibration risks.	Authorize trained operators only; verify guards, dead-man controls and torque limiters. Operate with stable footing and two-person stance on larger units. Stop power before clearing fouls. Limit exposure per HAVS guidance and rest hands warm/dry. Avoid services and steep slopes. (ALL)	Operators, helpers	Before Measure: High After Measure: Med
Vehicular plant interface	Collision, crush injury	Productive logistics with plant while protecting ground crews.	Plan segregated routes for dumpers/miniexcavators; establish pedestrian-free loading zones. Use plant-people exclusion, eye contact and agreed signals with the operator. Fit beacons/alarms; keep spoil/racks within reach of plant to avoid slewing over people. Brief spotter roles. (ALL)	Operatives, plant operators	Before Measure: High After Measure: Med
Working near water	Drowning, slip into water	Achieves waterside planting with controlled exposure.	Set planting lines back from edges; install temporary barriers or edge protection where feasible. Wear appropriate footwear and avoid over-reaching. Brief rescue plan, keep a throw line accessible, and work in pairs when adjacent to deeper or flowing water. (ALL)	Operatives	Before Measure: High After Measure: Med
Chemical irritants (fertilisers)	Skin/eye irritation	Supports plant health without harming people handling inputs.	Handle fertilisers with gloves/eye protection; avoid dust generation and decant using scoops. Keep products labelled and sealed; never mix with other chemicals. Clean spills immediately, dispose of waste per site rules, and wash hands before breaks and vehicle entry. (ALL)	Operatives	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Excavation collapse (small pits)	Foot entrapment, sprain	Creates stable, well-seated rootballs and reduces settlement later.	Assess ground stability and saturation; keep pits within required size and edge them with boards where friable. Store vertical tools away from edges. Manage spoil so it cannot roll back. Backfill in lifts, tamp to remove voids, and cordon pits when unattended. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Inadequate briefing	Misaligned tasks, rework	Right-first-time planting with fewer defects and call-backs.	Hold start-of-day brief on species, spacings, service maps, traffic/plant routes, public interface and watering plan. Confirm roles, stop signals, first-aid/ALS location and emergency access. Review mid-shift and adjust sequencing as conditions change. (ALL)	All crew	Before Measure: Med After Measure: Low
Irritant plants and allergens	Rash, respiratory irritation	Allows diverse planting without comfort issues derailing work.	Identify likely irritants (nettles, saps, pollen) at briefing. Wear long sleeves, eye protection and suitable gloves. Avoid burning sap-laden arisings. Provide eyewash and, where permitted by first-aid guidance, antihistamines. Wash exposed skin promptly. (ALL)	Operatives	Before Measure: Med After Measure: Low
Lighting / low light work	Poor visibility, mis-hits, trips	Maintains output in short days without increasing incident rates.	Plan daylight tasks first; if extending, provide compliant task and area lighting with glare control. Mark edges, pits and routes with reflective cones/tape. Use high-viz and head-torches for close work. Increase exclusion distances and slow movements; brief hand signals. (ALL)	Operatives, public	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lone working	Delayed assistance	Allows flexible scheduling without compromising safety.	Use check-in procedures and defined end-of-shift calls; carry a charged phone and location details. Avoid higher-risk tasks alone (augering, bankside work). Share site address and access instructions for responders; set emergency contact and escalation times. (ALL)	Operatives	Before Measure: Med After Measure: Low
Public interface	Interference, child access	Smooth delivery in parks and shared gardens without incidents.	Barrier the work zone; keep tools within view and remove ignition keys. Pause striking/augering when public approach and re-start only when clear. Post clear entry signage and brief client on temporary restrictions; tidy arisings off paths promptly. (ALL)	Public, operatives	Before Measure: Med After Measure: Low
Rootball wires and burlap	Cuts, eye injury	Healthy establishment with reduced rework or mortality.	After placing, expose and fold back wire safely; cut with suitable cutters while stabilising stem. Keep faces away from tensioned strands and wear eye protection. Remove or fold burlap from the upper third to prevent girdling; collect all wire offcuts promptly. (ALL)	Operatives	Before Measure: Med After Measure: Low
Sharp tools and stakes	Cuts, puncture wounds	Enables quick, clean work with fewer tool-related incidents.	Issue sharp, maintained spades and loppers; fit guards and sheath when carried. Hold stakes at arm's length and strike with a mallet, keeping a clear arc. Wear cut-resistant gloves and eye protection when cutting/tying. Store tools on mats, not in grass. (ALL)	Operatives	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips and trips	Falls, sprains	Keeps crews efficient by preventing minor but disruptive injuries.	Keep walkways clear; stack materials neatly; use anti-slip boards on wet grass/mud. Mark pit edges and move spoil off paths. Route hoses to edges and bridge crossings. Wear ankle-support boots and schedule housekeeping pauses to reset and inspect access. (ALL)	Operatives, visitors	Before Measure: Med After Measure: Low
Soil biohazards	Skin infection, illness	Allows soft works in urban soils while safeguarding health.	Wear gloves; cover cuts; wash hands before eating. Use tools where contamination is suspected and double-bag sharps or faeces per procedure. Provide clean water, soap and sanitiser. Exclude eating areas from soil contact; brief tetanus awareness. (ALL)	Operatives	Before Measure: Med After Measure: Low
Soil compaction from plant	Root stress, trip hazards	Improves establishment and leaves a safe, clean finish.	Exclude tracked plant from prepared pits; lay boards to spread load on soft ground. Backfill in lifts and firm gently to eliminate voids without over-compacting. Rake level and remove spoil from paths immediately to prevent rutting and trips. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Staking and tying	Eye injury, finger pinch	Neat, secure trees that establish well and resist wind-rock.	Use rounded stakes; drive with a mallet maintaining a clear striking arc. Fit ties at correct height/tension; trim excess and cap stake tops. Keep faces away from tensioned ties during cutting; check alignment and stability before leaving area. (ALL)	Operatives	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Tool transport in vehicles	Shifting loads, cuts	Prevents damage and injury while moving between sites.	Fit guards to sharp tools and stow in secured racks. Strap heavy items low against bulkheads; use load nets for loose kit. Confirm door closures; open doors cautiously after transit. Keep cab free of loose tools; review load plan before departure. (ALL)	Drivers, operatives	Before Measure: Med After Measure: Low
Underground services	Electric shock, service strike, flooding	Enables planting without costly utility damage, keeping projects on track.	Obtain and review utility plans; scan with CAT/Genny and mark routes. Hand-dig trial holes to confirm depth/position. Set dig limits and no-mech zones near marks; use insulated tools as required. Stop on warning tape or anomalies and re-survey before work continues. (ALL)	Operatives, public	Before Measure: High After Measure: Low
Watering and hoses	Slips, trip hazards	Efficient watering without site mess or public slip claims.	Plan routes along boundaries; bridge pedestrian paths with mats and mark crossings. Use quick-release couplers to prevent whipping and control flow at the nozzle to avoid flooding hard surfaces. Coil and store hoses neatly when not in use; bleed pressure before disconnecting. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Weather exposure	Heat stress, hypothermia	Sustains productivity year-round with fewer weather stoppages.	Check forecast; schedule shaded breaks and provide water, sunscreen and head cover in heat. In cold/wet, layer clothing, use waterproofs and warm shelters. Cease in lightning/high winds; reassess after changes. Rotate heavy tasks to reduce heat/cold strain. (ALL)	Operatives	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
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. (ALL)	All	N/A

NOTES

Extra Notes & Activity Evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date