

CREW DETAILS

IN AN EMERGENCY CALL:

Team Lead:	Task Phone Number:
Crew:	

TASK OVERVIEW

Purpose of Task:	Date of Task:
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Task Benefit: Enhances the visual quality of green spaces. | Establishes durable, safe surfaces for play and events. | Improves drainage and soil structure over time. | Restores damaged areas quickly, limiting mud and erosion. | Supports weed control by closing bare ground.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Biological contamination in soil	Infection, illness, needlestick injury	Permits landscaping on urban or reused soils without the need for costly replacement.	Brief on sharps/animal waste; pre-scan beds with rakes and litter pickers; provide puncture-resistant gloves and a sealed sharps box. Wash hands before eating; cover cuts; ensure tetanus status is current. Stop work if human waste is discovered. (ALL)	Operatives	Before Measure: Med After Measure: Low
Chemical exposure (fertiliser, seed coatings, residues)	Skin irritation, eye injury, inhalation	Strengthens turf establishment and reduces long-term maintenance needs.	Check SDS; decant with scoops, not bare hands; wear nitrile gloves and eye protection; avoid windy broadcast; keep food/water away. Label tubs, keep children/public excluded, and wash skin promptly. Store in locked, dry, ventilated spaces. (ALL)	Operatives, public	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Competence, supervision and permits	Unsafe acts, non-compliance, enforcement action	Ensures the team can legally and safely perform specialised tasks on active or sensitive sites, enabling progress without stoppages, rework, or regulatory challenge.	Verify operator training/inductions for rotavators, seeders and cutting tools; brief task-specific method statements; supervise new starters; honour site permits (e.g., RPZ, conservation, water use). Record toolbox talks and retain evidence of competence. (ALL)	Operatives, supervisors, public	Before Measure: Med After Measure: Low
Dust and bioaerosols from soil	Respiratory irritation, asthma trigger, eye irritation	Makes it possible to continue essential soil work during dry weather windows.	Dampen topsoil lightly before cultivation; position operators upwind; wear FFP2/FFP3 when dust visible; avoid dry brushing. Store seed/soil under cover, and clean down with damp methods. Stop if dust clouds persist and review task method. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Equipment condition and guarding	Laceration, electric shock, malfunction	Ensures machinery operates reliably, reducing downtime and rework.	Pre-use checks for guards, interlocks, blades and cables; quarantine defects; only competent users operate plant; keep spare blades/bolts to avoid bodes. Record inspections; never bypass guards; verify RCD protection for any corded kit. (ALL)	Operatives	Before Measure: Med After Measure: Low
Fuel and refuelling	Fire, spill, inhalation	Keeps equipment operational on site without reliance on external supply chains.	Refuel in a ventilated, no-smoking zone with spill kit ready; cool engines first; use approved cans and funnels; wipe spills and bin contaminated rags; store fuel in a locked, bunded area away from ignition sources; label and segregate wastes. (ALL)	Operatives	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Hand tools and knives	Cuts, puncture wounds, lacerations	Provides the precision needed for neat joins and finishes that define project quality.	Issue fixed-blade turf knives with sheaths and cut-resistant gloves; brief safe cutting stance away from body; designate blade-change area with sharps container. Keep tools sharp, accounted for, and stored when not in use. Prohibit makeshift blades. (ALL)	Operatives	Before Measure: Med After Measure: Low
Hand-arm vibration	Vibration injury, numbness, reduced grip	Allows efficient use of powered tools that achieve results impossible with hand labour alone.	Select low-vibration models and sharp blades; keep tool times within exposure action values using a rota; use anti-vibration gloves for grip (not as control), warm-up hands in cold weather, and record trigger-times. Service equipment to limit HAV. (ALL)	Operatives	Before Measure: Med After Measure: Low
Hoses, sprinklers and irrigation heads	Trips, falls, impact damage	Provides the water control necessary for turf survival during critical first weeks.	Map hose runs along perimeters, bridge crossings with mats, and depressurise before moving. Cap or flag irrigation heads; protect with boards near traffic. Coil spare lengths; never snake hoses through busy walkways. Test coverage off-hours. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Lifting operations (HIAB /telehandler/max i-roll lifters)	Load drop, crush injury, struck-by	Allows safe offload and precise placement of bulk soil and maxi-rolls, keeping logistics efficient where manual handling or small plant cannot achieve the reach.	Prepare a simple lift plan: define load, radius, and ground bearing; use rated slings, taglines, and an appointed slinger/banksman. Establish exclusion zones, communicate by agreed signals, and never stand under suspended loads. Park on level, chocked ground. (ALL)	Operatives, drivers, public	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lone working and communications	Delayed rescue, escalation, stress	Makes small or isolated jobs viable without always needing a full crew.	Avoid lone work for plant tasks; if unavoidable, use a check-in system with times, location and escalation; ensure phone/radio coverage; provide what3words for sites; keep first-aid kit accessible and train in basic bleed control. (ALL)	Operatives	Before Measure: Med After Measure: Low
Low light and poor visibility	Poor visibility, trips, plant contact	Makes it possible to keep projects on programme even during short daylight hours.	Survey lighting needs; provide 110 V LED task lights to 200 lux on work faces and illuminate access/egress. Fit high-vis PPE, headlamps, and reflective cones; stop high-risk plant moves if glare, shadow or fog obscures sightlines; verify cable routing. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Manual handling of turf rolls	Back strain, hernia, slips	Allows accurate positioning of heavy turf and soil materials in places machines cannot reach.	Plan drop-points to minimise carries; use turf trolleys, dollies or forklifts for maxi-rolls; brief team lifts with clear commands. Keep loads close, avoid twisting, step only on firm ground, and rotate tasks. Provide grip gloves and rest breaks to limit fatigue. (ALL)	Operatives	Before Measure: Med After Measure: Low
Moving vehicles and deliveries	Struck-by vehicle, crush injury, collision	Ensures turf and materials arrive fresh and on time so establishment succeeds.	Create a simple traffic plan: delivery window, banksman, one-way flow, 3-5 m pedestrian exclusion around plant. Use chocks, park-brakes and engine-off during unloading; never ride the vehicle. Establish a drop zone clear of overheads and public. (ALL)	Operatives, drivers, public	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Noise exposure	Hearing damage, tinnitus, distraction	Enables the use of machinery that speeds up work significantly and reduces costs.	Measure task noise or assume >85 dB for plant; issue SNR-rated ear protection, enforce wear with spot checks, and rotate high-noise tasks. Maintain equipment to reduce noise and plan quiet breaks away from machinery. Keep signage at entry points. (ALL)	Operatives	Before Measure: Med After Measure: Low
Public interface and site security	Public injury, theft, interference	Allows landscaping works to continue in occupied or public areas safely.	Barrier tape and signs at all public edges; place stacking and cutting areas away from paths; use a banksman at crossings. Lock small plant, secure chemicals, and remove knives at day-end. Keep an incident log and provide a public contact card. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Slips and trips on wet or uneven ground	Slip, trip, fall	Keeps work flowing in real outdoor conditions without waiting for perfect surfaces.	Grade and compact walk routes; remove stones, offcuts and twine; route hoses at edges and bridge with mats; wear non-slip boots. Stagger watering to avoid saturated paths and cone off soft patches. Maintain housekeeping checks throughout shifts. (ALL)	Operatives, public	Before Measure: High After Measure: Low
Soil cultivation machinery contact	Entanglement, laceration, amputation	Achieves a high-quality soil tilth quickly, which is vital for good seed germination.	For rotavators/overseeders, brief exclusion zones; operate forward-only with guards fitted; never reach near tines; kill-switch before adjustments. Keep cords/hoses over shoulder or routed; work across slopes sensibly; isolate for blade service. (ALL)	Operatives	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Underground services	Electric shock, service strike, flooding	Enables essential preparation in serviced areas so projects can be delivered on time and as designed.	Review utility plans and scan with CAT/Genny; mark service corridors and hand-dig trial holes to prove depth/route. Keep cultivators/edgers above verified levels, use insulated tools near electric, and stop on warning tape or anomalies for supervisor re-survey. (ALL)	Operatives, public	Before Measure: High After Measure: Low
Waste and material handling	Splinters, trips, crush injuries	Leaves a professional finish and avoids rework or disputes with clients.	Stack pallets flat; band or cut and bin strapping; segregate offcuts and wrap; lift with trolleys where possible; keep waste zones coned and away from routes; arrange timely collection. Inspect for nails/splinters; wear gloves during breakdown. (ALL)	Operatives, public	Before Measure: Med After Measure: Low
Weather exposure (heat, cold, UV, wind)	Heat stress, hypothermia, sunburn	Keeps projects progressing throughout the seasons when timing is critical for growth.	Schedule heavy tasks early/late in heat; enforce shade, SPF 30+, and hydration plan; add warm layers and breaks in cold/wet; secure rolls and geotextiles in wind. Stop work for lightning or extreme gusts; maintain a simple weather trigger table. (ALL)	Operatives	Before Measure: Med After Measure: Low
Working on slopes and edges	Falls, sprains, rollover	Makes it possible to turf challenging terrain and create usable landscaped areas.	Assess gradient and ground bearing; approach across slope with light plant only; hand-work steep areas; use anti-slip footwear and poles for footing. Cone off edges, retaining walls and culverts; prohibit machinery within 2 m of unprotected drops. (ALL)	Operatives	Before Measure: High 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