

## Hedgerow Heroes Project Risk Assessment

### Activity Description: Hedge Laying & Planting

|                                    |                          |                              |
|------------------------------------|--------------------------|------------------------------|
| Organisation: CPRE Gloucestershire | Assessed by: Eve Gilbert | Date of Assessment: 06/10/25 |
|------------------------------------|--------------------------|------------------------------|

|                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                |
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| <b>Likelihood:</b><br>1- Unlikely: <i>Not expected to happen, but possible.</i><br>2- Possible: <i>Could happen during the project</i><br>3- Likely: <i>Expected to happen during the project</i> | <b>Consequence/ Severity:</b><br>1. Minor: <i>No injury or damage; minimal impact on people or the environment.</i><br>2. Moderate: <i>Some injury or disturbance; manageable impact</i><br>3. Serious: <i>Major injury, serious or lasting harm to people or the environment</i> | <b>Overall Risk (fig 1):</b><br>Low: <i>acceptable risk, to be monitored during the activity</i><br>Medium: <i>Precautions to be put in place to mitigate risk</i><br>High: <i>Unacceptable level of risk: action needed before proceeding</i> |
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### Main hazards and Associated Risks:

| Ref. No | Hazard/ Risk: What could cause harm?  | Who is at risk?                                              | Control measures and ways to mitigate the risks                                                                                                                                                                                                                                                                   | Further actions or monitoring needed during the event.                                                     | Likelihood (1-3) | Consequence/ Severity (1-3) | Overall Risk: |
|---------|---------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------|-----------------------------|---------------|
| 1       | Slips/ Trips/ Falls                   | Volunteers<br>Supervising CPRE staff<br>Hedge-Laying Trainer | Assessment of site prior to event to ensure suitability of area for work<br><br>Ensure working environment is clear throughout the day.<br><br>Highlight any potential trip hazards to all attendees (e.g. tree roots/ stumps, uneven ground).<br><br>Ensure a first aid kit is present and stocked for each day. | Continual monitoring of ground/ working area by all participants.<br><br>Administer first aid if necessary | 2                | 1                           | Low           |
| 2       | Cuts and scratches from thorny plants | Volunteers<br>Supervising CPRE staff<br>Hedge-Laying Trainer | Ensure the participants are given a list of recommended clothing to wear prior to the event.<br><br>Ensure that participants wear protective gloves when working with plants                                                                                                                                      | Administer first aid if necessary<br><br>Ensure there are extra pairs of gloves available during the day   | 3                | 1                           | Low           |

|   |                                        |                                                                                       |                                                                                                                                                                                                          |                                                                                                                           |   |   |        |
|---|----------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---|---|--------|
|   |                                        |                                                                                       | <p>Include an educational talk about the plant species that will be used in that days and highlight any species that have thorns.</p> <p>Ensure a first aid kit is present and stocked for each day.</p> |                                                                                                                           |   |   |        |
| 3 | Cuts and scratches from tools          | Volunteers<br>Supervising CPRE staff<br>Hedge-laying Trainer                          | <p>Provide a tool safety talk to ensure the equipment is being used in correct and safe ways</p> <p>Ensure a first aid kit is present and stocked for each day.</p>                                      | <p>Check in with participants to ensure they are using tools correctly</p> <p>Administer first aid if necessary.</p>      | 2 | 2 | Medium |
| 4 | Roadside working                       | Volunteers<br>Supervising CPRE staff<br>Hedge-laying Trainer                          | <p>Hi vis to be worn if necessary</p> <p>Create a clear working area, using a cordon if necessary</p>                                                                                                    | <p>Monitor traffic levels throughout the day. If needed move to area further from the road if traffic picks up</p>        | 1 | 2 | Low    |
| 5 | Uneven surfaces and changes in grounds | Volunteers<br>Supervising CPRE Staff<br>Hedge-laying trainer                          | <p>Carry out site inspection prior to the event</p> <p>Notify all attendees of potential dangers.</p> <p>Ensure appropriate footwear is worn</p>                                                         | <p>Administer first aid if necessary</p>                                                                                  | 2 | 1 | Low    |
| 6 | Weather conditions                     | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer<br>Members of the public | <p>Monitor the weather reports regularly in the run up to the even.</p> <p>Adapt work according the conditions</p>                                                                                       | <p>Check in with participants to ensure they are happy to continue working if weather conditions change.</p>              | 2 | 1 | Low    |
| 7 | Livestock                              | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer<br>Members of the public | <p>Notify participants if they are to be working near livestock and to not approach</p> <p>If necessary, approach the site via an alternative entrance</p>                                               | <p>Monitor any nearby livestock throughout the day.</p> <p>If needed move further from livestock if possible</p>          | 1 | 2 | Low    |
| 8 | Injury from Barbed Wire fences         | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer<br>Members of the public | <p>When possible, remove barbed wire before task starts</p> <p>Make all participants aware of any areas with barbed wire</p>                                                                             | <p>Ask participants to make the group aware if any barbed wire is found. Supervisor to remove barbed wire if possible</p> | 1 | 2 | Low    |
| 9 | Injuries from manual handling          | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer                          | <p>Demonstrate correct lifting techniques before the task begins.</p>                                                                                                                                    | <p>Check in with participants throughout the event to make sure everyone is alright.</p>                                  | 1 | 2 | Low    |

|    |                                                            |                                                                                                          |                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                      |   |   |        |
|----|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--------|
|    |                                                            |                                                                                                          | <p>Ensure participants change tasks throughout the day to avoid repetitive strains</p> <p>Ensure those with health conditions or are pregnant do not undertake heavy/ manual lifting</p> <p>Ensure on the contact form for sign ups has a section for them to report any physical problems.</p> | <p>Ensure regular breaks and rests throughout the day, and add in more if the participants need it.</p>                                                                              |   |   |        |
| 10 | Insect and tick bites                                      | <p>Volunteers</p> <p>Supervising CPRE staff</p> <p>Hedge-laying trainer</p> <p>Members of the public</p> | <p>Inspect sites prior to work for insect nests</p> <p>Notify all participants do a “tick check” at the end of the day, and what to look out for if they have been bitten.</p> <p>If a nest is uncovered during the days work, move away from the area to new area if possible</p>              | <p>Administer first aid if necessary</p> <p>Check in with participants throughout the day to check if they have been bitten</p>                                                      | 1 | 2 | Low    |
| 11 | Sharps- Non-hedge laying/ planting tools                   | <p>Volunteers</p> <p>Supervising CPRE staff</p> <p>Hedge-laying trainer</p> <p>Members of the public</p> | <p>No volunteers to move sharps</p> <p>Dispose of any sharps in appropriate boxes if possible</p>                                                                                                                                                                                               | <p>Include instructions on what to do if sharps are found on site to Volunteers</p> <p>Check in throughout the day in case anyone has discovered any sharps</p>                      | 1 | 1 | Low    |
| 12 | Violence: Physical and verbal assault                      | <p>Volunteers</p> <p>Supervising CPRE staff</p> <p>Hedge-laying trainer</p> <p>Members of the public</p> | <p>Always stay in visual contact with volunteers</p> <p>Explain there is a zero-tolerance policy of violence towards any members of the group</p>                                                                                                                                               | <p>Call emergency services if necessary</p>                                                                                                                                          | 1 | 2 | Low    |
| 13 | Personal safety                                            | <p>Volunteers</p> <p>Supervising CPRE staff</p> <p>Hedge-laying trainer</p>                              | <p>Supervisor will have a first aid kit and can administer basic first aid if necessary.</p> <p>Supervisor to discuss any health with the upmost confidentiality at all</p>                                                                                                                     | <p>Supervisor to observe volunteers and if anyone seems to be struggling with the work, check in with them and check if they want to have a break or change to a different task.</p> | 2 | 2 | Medium |
| 14 | Thorns/ sharp twigs causing injury to legs whilst kneeling | <p>Volunteers</p> <p>Supervising CPRE staff</p> <p>Hedge-laying trainer</p>                              | <p>Look out for dead wood, thorns, insecure branches and any signs of decay both in the trees to be felled in adjacent crowns and on the ground.</p>                                                                                                                                            | <p>Sweep the area prior to the task starting</p>                                                                                                                                     | 2 | 1 | Low    |

|    |                                            |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                               |   |   |        |
|----|--------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---|---|--------|
|    |                                            |                                                                                       | Wear thick clothing/ trousers and wear protective gloves. Advise attendees to wear suitable clothing and supply gloves.                                                                                                                                                                                                                                                                                             | Monitor the workspace and keep it tidy throughout the day     |   |   |        |
| 15 | Power lines and underground services       | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer<br>Members of the public | Identify all underground and overhead services (e.g. Gas and telephone line) in a site visit prior to event<br><br>When felling adjacent to overhead electric lines, a clearance of not less than twice the height of the tree must be maintained.<br><br>Felling should be directed away from any electric lines. Where felling within 2 tree lengths the advice of the owner of the electric lines must be sought |                                                               | 1 | 3 | Low    |
| 16 | Fatigue                                    | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer                          | Ensure people work together<br><br>Take regular breaks and ensure beforehand participants are told to bring plenty of water and food                                                                                                                                                                                                                                                                                | Check in with participants and take extra breaks if necessary | 1 | 2 | Low    |
| 17 | Wildlife Disturbances (nests)              | Flora and Fauna at site                                                               | All activities for this projects to be completed before the end of March to avoid nesting season (April to August)                                                                                                                                                                                                                                                                                                  | N/A                                                           | 1 | 2 | Low    |
| 18 | Eye injury from branches, twigs and thorns | Volunteers<br>Supervising CPRE staff<br>Hedge-laying trainer                          | Always cut back small branches to clear a working area near the tree/ hedgerow                                                                                                                                                                                                                                                                                                                                      | In necessary, wear safety goggles to protect eyes.            | 2 | 3 | Medium |

**Personal Protective Equipment:**



### Action Plan

| Action                                                                                   | Person Responsible                           | Completion date |
|------------------------------------------------------------------------------------------|----------------------------------------------|-----------------|
| Ensure all persons involved have been given access and made aware of the risk assessment | Hedgerow Heroes Project Manager: Eve Gilbert | 06/10/2025      |

### Conclusions:

If the above recommendations are followed then risks can be minimised.

A safety Method Statement can be used as part of this risk assessment which can be used to assist with training and when monitoring work activities.

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed):



Dated: 06/10/2025

Manager (Signed):



Dated: 06/10/2025

**THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY.** The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to. **Please document that this information has been provided.**

Figure 1. Risk Matrix

|            |   | Consequences / Severity |        |        |
|------------|---|-------------------------|--------|--------|
| Likelihood |   | 1                       | 2      | 3      |
|            | 1 | Low                     | Low    | Low    |
|            | 2 | Low                     | Medium | Medium |
|            | 3 | Low                     | Medium | High   |