

***Wakes Colne Parish Council  
Management of Health and Safety at Work Regulations 1999  
Risk Assessment Record***

**Work Activity:** Bulb Planting  
**Date of Assessment:** May 2023  
**Next Review Date:** May 2024

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Completed</b>
Manual Handling	Parish Councillors Parish Volunteers  Strains to muscles in the body, fracture to bones in the body, cuts, bruises	Prior to commencing bulb planting assess the equipment to be lifted/handled to and from the bulb planting area.  Place the bulbs into small containers rather than moving the full bag of bulbs.  Bulb and equipment to be moved by two persons as this could possibly be too heavy to lift.  Bulb planter provided to assist with planting.	Ensure suitable footwear is worn suitable gloves and outdoor clothing.  HSE Booklet on Manual Handling available to be read by all Volunteers.	Parish Council Lead	Prior to the date agreed for bulb planting.	
Slips, Trips, Falls	Parish Councillors Parish Volunteers Members of the Public	Prior to undertaking bulb planting the area to be walked/inspected to ensure familiarisation of the area. Ensure suitable sturdy footwear has a good grip is worn and suitable outdoor clothing.	Briefing prior to the commencement of bulb planting.  Ensure suitable footwear and outdoor clothing is worn.	Parish Council Lead	Prior to the date agreed for bulb planting.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
	<p>Sprains, cuts, bruises. Fractures to bones in the body. Injury to the back.</p> <p>Uneven ground Slopes, Slippery Surfaces, Street Furniture. Fallen leaves. Hidden debris, holes in the ground made by animals. Tree roots.</p>	<p>Travelling first aid box available during the bulb planting.</p> <p>Mobile phone available in the event of an incident and access to the Post Office/Shop telephone</p>	<p>Check mobile phone signal prior to commencing bulb planting.</p>			
Inclement Weather	<p>Parish Councillors Parish Volunteers Members of the Public</p> <p>Hypothermia from working in sleet, heavy rain. Fracture to bones in the body, cuts, bruises from slips &amp; falls De-hydration from working in warm temperatures.</p>	<p>Weather conditions to be checked by the Parish Council prior to commencing the work activity via the Met Office Web page. If adverse weather conditions are predicted, a severe weather warning has been issued the scheduled bulb planting may have to terminated and re-scheduled.</p> <p>Ensure bulb planting working group have brought a supply of bottled water or flask containing a warm drink.</p>	<p>During the work activity Parish Councils and Volunteers must be aware of the weather conditions. if the weather conditions deteriorate bulb planting may have to terminated and re-scheduled.</p> <p>The Village General Store and Public House in Chappel provide tea and coffee and a place of shelter if the weather deteriorates during bulb planting</p>	Parish Council Lead	<p>Advice on clothing and footwear prior to the scheduled date. Weather conditions monitored prior and during date of bulb planting.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Completed
Sharps including glass, needles etc	<p>Parish Councillors Parish Volunteers Members of the Public</p> <p>Puncture wounds to the skin.</p> <p>Cuts to hands/arms/legs</p>	<p>Prior to undertaking bulb planting the area to be walked/inspected to look for any sharp objects or needles. If a syringe is discovered the lead Parish Councillor will mark the area and inform the Parish Clerk who will contact Colchester Borough Council Street Wardens to arrange for disposal of the syringe/needle.</p> <p>If glass/sharp object is discovered the lead Parish Councillor will arrange for disposal via wrapping up the sharp object and removing from site.</p> <p>Travelling first aid box available during the bulb planting.</p> <p>Mobile phone available in the event of an incident and access to the Post Office/Shop telephone</p>	<p>Ensure suitable footwear is worn, suitable gloves and outdoor clothing.</p> <p>Travelling first aid box available during the bulb planting.</p>	<p>All involved in bulb planting.</p> <p>Parish Council Lead.</p>	<p>Date set for bulb planting.</p>	
Use of Hand Tools	<p>Parish Councillors Parish Volunteers</p>	<p>Ensure suitable footwear is worn suitable gloves and outdoor clothing.</p>	<p>Travelling first aid box available during the bulb planting.</p>	<p>All involved in bulb planting.</p>	<p>During bulb planting</p>	

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	Cuts, bruises, fractures to the hand/legs or other body parts.	Use the correct hand tool for the job  Bulb planters provided.  Mobile phone available in the event of an incident and access to the Post Office/Shop telephone	Travelling first aid box available during the bulb planting.  Check mobile phone signal prior to commencing bulb planting.	Parish Council Lead.		
Working in the vicinity of shrubs and hedges.	Parish Councillors Parish Volunteers  Minor injuries from sharp or woody plants and thorns causing puncture wounds to the arms/hands/legs or injury to the eyes.	Ensure suitable footwear is worn suitable gloves and outdoor clothing.  Travelling first aid box available during the bulb planting.	Prior to commencing the planting of the bulbs check the area for protruding branches, thorny shrubs and adjacent hedges.	All involved in bulb planting  Parish Council Lead	During bulb planting	
Verbal and physical Abuse	Parish Councillors Parish Volunteers Members of the Public  Shock, cuts, bruises fractures to bones in the body.	It is advised not to communicate with third parties who become verbally or physically aggressive and to immediately leave the area.  Mobile phone available in the event of an incident and access to the Post Office/Shop telephone.	Police to be called for assistance as required.  Check mobile phone signal prior to commencing bulb planting.	Parish Council lead	During bulb planting	

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<p>Planting Bulbs on Grass Verges adjacent to pavements and the highway.</p>	<p>Parish Councillors Parish Volunteers Members of the Public. Children</p> <p>Hit by bicycles attacked by dogs, hit by vehicles parking or moving traffic</p> <p>Cuts, bruises, fractures to bones in the body, concussion, head wound, puncture wound.</p>	<p>Bulb planting not to be undertaken on the grass verge adjacent to the highway.</p> <p>Identified grass verge areas have a pavement and grass verge between the road and planting area</p> <p>Keep vigilant when bulb planting for riders on bicycles approaching, vehicles parking and passengers waiting for or alighting buses at the bus stops/shelters.</p> <p>Ensure suitable footwear is worn suitable gloves and outdoor clothing and Hi-Viz waistcoats/jackets.</p> <p>Travelling first aid box available during the bulb planting.</p> <p>Mobile phone available in the event of an incident and access to the Post Office/Shop telephone</p>	<p>When dog walkers approach the bulb planting area move away from the pavement or grass verge to allow the dog walker and dog to walk past.</p> <p>When riders of bicycles approach the bulb planting area move away from the pavement or grass verge to allow riders of bicycles to pass by</p> <p>Check mobile phone signal prior to commencing bulb planting.</p>	<p>All involved in bulb planting</p> <p>Parish Council Lead</p>	<p>During bulb planting</p>	

**Risk Rating – Likelihood x Severity = Risk Rating**

**Risk Ratings**

**Likelihood**

1. Low (Seldom)
2. Medium (Frequently)
3. High (Certain or Near Certain)

**Risk Rating**

- 1
- 2
- 3/4
- 6

**Priority**

- No Action
- Low Priority Action
- Medium Priority Action
- High Priority Action

**Severity 9 Urgent Action**

1. Slight (Off Work for up to 3 days)
2. Serious (Off work for over 3 days)
3. Major (Death/Major Harm)

**Likelihood**

**1**

**Severity**

**1**

**Risk**

**1**

**Priority**

**Low**

Re-Adopted

Chairperson.....

Minute Number 23/090 Item 32

10<sup>th</sup> May 2023

Review Date: May 2024