

TOWN & COUNTRY GROUNDS

RISK ASSESSMENT

GENERAL GROUNDS MAINTENANCE

Site Details
Work Activity	General Grounds Maintenance
Hazards	<ul style="list-style-type: none"> • Moving plant and machinery especially tractors, gang mowers etc running into or over and crushing people. • Flying debris from powered grounds maintenance equipment such as mowers, brush cutters, strimmers, hedge trimmers, shredders etc striking passers by especially in the eye or causing damage to windows. • Unauthorised passengers riding on grounds maintenance machines and falling off • Poorly maintained equipment breaking down or failing to stop • Spray from the use of hazardous chemicals herbicides, insecticides • Mud produced by vehicles damaging grass, forming ruts, getting onto footpaths and playground and making them slippery • Cracks in the ground in very dry weather • Trees or debris from trees on the ground • Adverse weather conditions, for example, spells of very hot dry weather, very wet weather or high winds making trees hazardous. • Manholes and manhole covers which may break or be missing • Noise pollution hazards to person/s. • Injury or ill health through improper use of equipment.
Who Might be Harmed (Employees)	Grounds Maintenance Personnel
Who Might be Harmed (Non-Employees)	Personnel walking across the site Site staff Members of public
Is Anyone at Special Risk	Dependent on site.

<p>Workplace Precautions</p>	<ul style="list-style-type: none"> • Ensure grounds maintenance personnel advise in advance when they will be on site and where they will be working. • Ensure equipment is adequately maintained to comply with Health and Safety Regulations. • Ensure that grounds maintenance personnel report their presence to reception before starting work. • Provide site staff with a copy of the health and safety information sheet regarding, accident reporting, first aid, fire and emergency arrangements, no smoking policy etc. • Ensure appropriate warning signs are in place before work commences. • Ensure copies of risk assessments for specific works are in place • Ensure risk assessments for the use of hazardous substances are in place and grounds maintenance personnel are advised of these. • Ensure grounds maintenance personnel report when they have finished work and are leaving the site. • Make a visual check when work has finished for the day that the site has been left tidy and safe, work has been completed satisfactorily and equipment has been removed from the site. • Ensure grounds maintenance personnel inform whether they have experienced any health and safety problems whilst carrying out their work. • Ensure that all grounds maintenance personnel wear PPE (Personal Protective Equipment • Ensure all grounds maintenance personnel wear High Visibility Jackets • Ensure all grounds maintenance personnel are supervised. • Ensure all people are kept clear of areas where tractors and gang mowers are working. • Display warning signs as appropriate and check visually from time to time that everyone is well clear of the machinery. • During the day check from time to time that grounds maintenance personnel are working safely. • Ensure breaches of health and safety is stopped and reported to the health and safety manager. <p>Examples are:</p> <ul style="list-style-type: none"> • vehicles being driven in an unsafe manner • unauthorised passengers being carried on vehicles • equipment being operated too close to people
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	<ul style="list-style-type: none"> • equipment left unsupervised, for example, with keys in ignition • operatives not wearing personal protective equipment • If spraying is to take place ensure area kept clear of personnel • Warning signs should be displayed • Listen to the weather forecast and assess the weather conditions before spraying • Spraying should not take place in high winds • Keep alert for any sudden changes in the weather • Ensure that all equipment used is purchased by Town and Country Gardens and that it is strictly maintained according to the manufacturer's instructions and that records of maintenance and servicing are kept. • Ensure that the manufacturers instructions are provided to the user and that a spare copy is kept centrally in case of loss. • Ensure that all equipment is securely stored to prevent theft or unauthorised use. • Ensure that all users have attended an approved training course within the past five years. • Examples of equipment which might be used are ride on mowers, walk behind mowers, powered hedge trimmers, brush cutters, strimmers, etc. • Ride on mowers must only be used on level surfaces to prevent them toppling over. • Avoid using powered equipment when staff or public are in the vicinity. • Ensure that appropriate personal protective equipment recommended by the risk assessment is worn when using the equipment. This should include a high visibility tabard. It will also include, work boots with steel toecaps, suitable uniform, ear defenders, eye and face protection and gloves. • Ensure that all personal protective equipment is appropriately stored and maintained and replaced when necessary. • Ensure that spraying is only carried out by persons trained and certificated in accordance with the control of pesticides regulations.
<p>Are Existing Precautions Adequate to Control Risk?</p>	<p>Yes / No</p>
<p>Further Action Required to</p>	

Control Risk	
Are Existing Precautions Adequate to Control Risk Now?	*Yes/No? *Delete as appropriate
Action by Person	
Action by Date	
Date Revision of Assessment Due	
Assessed by	
Date	