


Risk Assessment – Grounds Maintenance

1	Site / Location:	Risk Assessment number: No. Covid-19 5.3	Used in Conjunction with: Any other relevant risk assessments
	Assessor's name: John Butcher	Signature:	
	Approved by (Manager)' name: <i>Please see section 11 for review dates</i>	Signature:	Profit Centre:

This assessment is to be used during the COVID 19 (Coronavirus) pandemic. Where necessary, please also refer to the site specific COVID 19 Risk assessment. Section 9 must be reviewed and completed where local restrictions are in place or the client has provided us with additional instructions e.g. the wearing of face coverings in some settings.

<p>Keep a minimum distance of 2 metres where possible</p> 	<p>Wash hands frequently (for at least 20 seconds) or use hand sanitizer with a minimum of 60% alcohol</p> 	<p>Clean surfaces frequently including door handles, rails, hoists etc.</p> 	<p>Avoid touching your face, nose and eyes</p> 
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2	Work activity	Ground Maintenance Plant Operator – Ride on Mowers, Tractors, Dumpers
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	<p>When carrying out any risk assessment, follow the 5-step process:</p> <ol style="list-style-type: none"> 1. Identify the hazards 2. Decide who might be harmed and how 3. Evaluate the risk and introduce controls 4. Record your findings and implement them 5. Review assessment and amend as necessary 	<p>In all cases consideration must be given to the following:</p> <ul style="list-style-type: none"> • Manual handling requirements • Hygiene • Working at height • Good housekeeping • Any training, instruction or supervision that may be required • Use of PPE
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3	Hazard Indicators					
	Machinery Use: Cuts, strains, fire, burns, fumes, dust, noise, vibration, flying debris	Manual Handling: muscular skeletal and other	Disease /Infections: (dog waste etc)	Physical injuries : Slips Trips Falls.	Lone Working: Physical assault, delayed assistance	Sharps: Cuts, infection
	Emergency Issues Fire safety Evacuation	Infection control: Covid -19 coronavirus				
	Others:					

4	Who will be affected	Employee	✓	Members of Public	✓	Contractor	✓	Visitor	
	Others: please specify								

5 Evaluate Risk - Risk Rating Table			
Probability of Occurrence	P	Potential Severity	S
Common	5	Fatal	5
Probable	4	Major	4
Occasional	3	Serious	3
Possible	2	Minor	2
Improbable	1	Slight	1

Risk (R)	Likelihood					
Severity	1	2	3	4	5	
	2	4	6	8	10	Low: Continue but review regularly to ensure controls remain effective.
	3	6	9	12	15	Medium: Continue, as above, but implement additional controls where possible. Monitor regularly.
	4	8	12	16	20	High: Stop the activity and re-assess. Identify new controls. Seek advice from manager or Health and Safety team
	5	10	15	20	25	

6 Pre-Controls Risk Rating : Medium			
Machinery Use	4 x 4 = 16	Risk of infection (Covid19)	4 x 5 = 20
Manual Handling	4 x 4 = 16	Vehicle sharing	4 x 5 = 20
Disease /Infections	3 x 4 = 12		
Physical injuries	3 x 4 = 12		
Lone Working	3 x 4 = 12		
Emergency Issues	2 x 5 = 10		

7
 List the existing controls – when choosing your controls ensure you use the hierarchy of controls, eliminating hazards where possible

7.1	Machinery Use – Cuts, strains, fire, burns, fumes, dust, noise, vibration	Revised Risk Rating PxS
	<ul style="list-style-type: none"> Staff trained and competent. Pre-start checks completed. Exclude others from a 4m safe working zone. Machinery turned off before any maintenance. Roll over protection fitted where machine is used on banking 	3 x 4 = 12 Medium

		<ul style="list-style-type: none"> • Machine allowed to cool before refuelling. • Machinery well maintained. • System for reporting faults and taking equipment out of service in place. • Health surveillance where necessary. • Toolbox talks refreshed regularly. • Ensure PTO shafts (where fitted) are fully covered & report any damage to the shaft cover. • Staff have specific machinery training prior to use. • Regular competency checks during first 6 months • Full UK driving licence required, with correct categories • Avoid sharing equipment and create 'drop off' zones if necessary. See section 7.7 • Mandatory PPE- safety boots & hearing protection for all machinery use. Dust mask/protective eye wear as required.
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7.2	Manual Handling – muscular skeletal, crush injuries, burns	Revised Risk Rating PxS
	<ul style="list-style-type: none"> • If the job requires two people, it should not be taken on by a lone worker. Assistance will be required • Under COVID 19 guidance, try to maintain social distancing wherever possible. Consider how lifting of equipment can be carried out • Staff assessed for physical capability. • Staff trained • Correct manual handling techniques always observed . • Mechanical aids provided where necessary. • PPE to be used • Specific Manual handling assessment carried out for all one-off tasks presenting significant risk / for individuals with medical conditions etc. • Training given in correct procedure for use of such equipment • Any specific training / instruction requirements identified • Training given in correct lifting techniques. • Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. • Appropriate footwear worn 	<p>2 x 4 = 8</p> <p>Low</p>

7.3	Physical injuries – Slips, Trips etc	Revised Risk Rating PxS
	<ul style="list-style-type: none"> • Appropriate including gloves, boots, ear defenders, goggles to be worn • Adequate external lighting during working hours • Good housekeeping and workplace layout. • Good housekeeping to be maintained 	<p>2 x 4 = 8</p> <p>Low</p>

7.4	Lone Working – illness/ injury/ Aggression/ abusive behaviour towards staff	Revised Risk Rating PxS
	<ul style="list-style-type: none"> • If the job requires two people, it should not be taken on by a lone worker. Assistance will be required • Challenging unknown visitors where safe to do so. • Mobile phone carried 	<p>2 x 4 = 8</p> <p>Low</p>

		<ul style="list-style-type: none"> • Reduce time spent working alone as far as is reasonably practicable. • Notify manager of start time and when finished. • Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height); 	
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7.5		Emergency Issues – Injuries requiring first aid Fire safety Evacuation	Revised Risk Rating PxS
		<ul style="list-style-type: none"> • All staff to know first aiders and location of first aid kits. • Where necessary, first aid must be provided during COVID 19 pandemic. See TBT 146 • All staff to be familiar with emergency / evacuation procedures 	2 x 5 = 10 Medium

7.6		COVID 19 controls	Revised Risk Rating PxS
		<ul style="list-style-type: none"> • Any member of staff that shows symptoms of COVID 19 – high temperature, continual coughing and /or anosmia (change in taste / smell sensation) must stay at home and observe the appropriate self-isolation period for their household. • Staff must inform us if they feel they are within a ‘vulnerable or at risk’ group and an individual assessment will need to be carried out • Is the work necessary? • Consider whether start / break / finish times can be staggered • PPE must only be worn as per existing COSHH and risk assessments. • The use of face coverings will be optional, though these are not deemed PPE as they do not necessarily protect the wearer, but afford a level of protection to others • All staff must regularly wash their hands. If hand washing facilities are not available, sanitising gel or similar must be available • Avoid sharing equipment or handling other people’s equipment. If this is necessary, equipment should be wiped down and ‘drop off’ zones created to try and meet the social distancing guidance • Avoid splitting teams up. Where possible keep the same two people in a team. • Keep the activity as short as possible – without compromising any other safety issues e.g. don’t rush the work. • Wherever possible maintain social distancing • Work back to back or side to side but avoid face to face work activities • Wearing of Face Coverings See 7.6.a 	3 x 5 = 15 Medium

7.6 a		Use of face coverings within work settings
		<p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>In England, you must wear a face covering in the following indoor settings. A face covering is not PPE. If your Risk Assessments states a mask must be worn, then you would wear a mask. You are expected to wear a face covering before entering any of these settings below and must keep it on until you leave unless there is a reasonable excuse for removing it or you are exempt:</p>

- public transport
- taxis and private hire vehicles
- transport hubs
- shops and supermarkets
- shopping centres
- auction houses
- premises providing hospitality
- post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses
- estate and lettings agents
- theatres
- premises providing personal care and beauty treatments
- premises providing veterinary services
- visitor attractions and entertainment venues
- libraries and public reading rooms
- places of worship
- funeral service providers
- community centres, youth centres and social clubs
- exhibition halls and conference centres
- public areas in hotels and hostels
- storage and distribution facilities
- You should also wear a face covering in indoor places not listed here where social distancing may be difficult and where you will come into contact* with people you do not normally meet.
- In situations where a Pinnacle colleague is meeting with a customer face-to-face in an enclosed space where social distancing is not possible, colleagues must wear a face covering for the duration of the meeting
- Face coverings are needed in NHS settings, including hospitals and primary or community care settings, such as GP surgeries. They are also advised to be worn in care homes.

** A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:*

- *people who spend significant time in the same household as a person who has tested positive for COVID-19*
- *sexual partners*
- *a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - being coughed on*
 - having a face-to-face conversation within one metre*
 - having skin-to-skin physical contact, or*
 - contact within one metre for one minute or longer without face-to-face contact*
- *a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*
- *a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19*

In addition, your client may wish to implement additional controls. These should be discussed with the Contract Manager and **Section 9 completed accordingly**. These premises are likely to include,

but not limited to, the following settings:

- Care and Support
- Independent living
- Sheltered accommodation
- Hostels
- NHS settings
- Joint Services

And the appropriate risk rating applied per setting

7.7	Use of vehicles during coronavirus pandemic	Revised Risk Rating PxS
	<ul style="list-style-type: none"> • Wherever possible, we must observe the social distancing advice and one person per vehicle must be our standard position. • If this is not possible: • Each crew with their manager will need to complete the 'site specific – vehicle sharing' risk assessment for each vehicle. • No more than two people per vehicle and only if necessary • If any staff member has concerns regarding sharing a vehicle during the coronavirus outbreak, they must speak with their manager before the activity begins. • Face coverings should be considered by all members of staff in the vehicle, unless they are exempt from wearing one or if the wearing of a covering impedes a driver's vision or causes a distraction 	3 x 5 = 15

Post Control Risk Rating:	Medium
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8	Are the existing control measures adequate? Yes	
	If No : go to 9	If Yes: go to 10

9	Identify and list the additional control measures required for safe working using the following hierarchy: <ol style="list-style-type: none"> 1 Eradicate the hazard 2 Reduce the hazard 3 Isolate the hazard 4 Contain the hazard 	
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9.2	Local issues – restrictions and additional client controls (<i>Consider: Site/ Equipment & PPE /Employees /Specific issues</i>)	Revised Risk Rating PxS

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10	Final risk rating (To be completed)	
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11	Risk assessment sheet completed	Have all relevant employees signed awareness sheet to say they have been informed/trained in controls
	Signed	Signed
	Date	Date
	Risk assessment sheet reviewed	Have all relevant employees signed awareness sheet to say they have been informed/trained in controls
	Signed	Signed
	Date	Date
	Risk assessment sheet reviewed	Have all relevant employees signed awareness sheet to say they have been informed/trained in controls
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