

Friends of The Down Cemetery Risk Assessment

This risk assessment identifies potential risks and precautions that a volunteer must be aware of and may encounter on a site visit to The Down Cemetery. Volunteers must read this assessment before conducting any work on behalf of the Friends of The Down Cemetery

Hazard	Risk	People at Risk	Risk rating (low, Medium, High)	Precautions/ controls	Risk after controls (low, Medium, High)
Adders Slow Worms	Poisoning, allergic reaction, paralysis, death	All site users	Medium	Take care to look at the ground when kneeling or placing your hands on the ground. Wear stout boots. Take extra care when lifting debris from the ground Take care not to harm other protected species such as slow worms	Low
Stings and Bites	Diseases, allergic reactions	All site users	Medium	Wear long trousers and long-sleeved shirts. If allergic to stings, bring medication to site.	Low
Traffic	Collision with Vehicles	All Site users	Low	Take care when walking near road, wear high visibility waistcoat	Low
Lone Working	Lack of assistance in case of emergency	All site users	Medium	NEVER WORK ALONE	Low

Nettles and thorny plants	Eye injuries, lacerations, cuts, infections	All Site users	Medium	Always where gloves when dealing with these items. Disinfect any lacerations or scratches. Wear eye protection if necessary	Low
Exposure to sun	Sun Burn	All site users	High	Apply sunscreen. Wear appropriate clothing. Plan regular breaks in the shade. Keep hydrated	Medium
Stormy Weather	Lightning strike, high winds causing branches to fall		Medium	Do not work in stormy weather	Low
Cold	Hypothermia	All site users	Low	Wear appropriate clothing	Low
Heat	Exhaustion, dehydration	All site users	Low	Drink plenty of water, plan regular breaks	Low
Slips/Trips	Physical injury, death	All Site users	Medium	Watch out for items concealed in undergrowth. Wear appropriate footwear. Volunteers to take care on uneven ground	Medium

Using Garden Tools	Cuts, laceration & Stabbing injury	Volunteer workers	Medium	Always wear gloves when working. All volunteers familiarize themselves with safe use of tools before starting work and check for defects or damage	low
Weils Disease Lyme Disease	Nausea, headaches rash, fever	All site users	Low	Keep cuts covered, wear protective clothing (gloves) always wash hands after working and before eating. Once home check for and remove any ticks. Volunteers are advised to visit GP if they have concerns about illness following Cemetery working	Low
Falling Gravestone	Crushing injuries, Death	All Site Users	Low	Always check monuments and stones are secure before starting work	Low
Used Hypodermic needles	Skin punctures, infections (HIV, Hepatitis)	All Site Users	Low	Where gloves, report to supervisor	low

Petrol	Burns, explosion and fire	Users of petrol engine tools	High	Follow petrol procedure, wait till engine cools before refueling, wear gloves when mixing petrol & oil. Wash hands if skin contact. DO NOT store in tool shed. Keep ignition sources away from fuel	Medium
Strimmers	Flying Debris, operating for long periods, contact or entanglement with trimmer line	Operator and people near by	Medium	Keep other workers and public clear of working area, rest regularly, wear long work trousers, ear protectors, helmet, goggles, work gloves and work boots. Keep machine professionally maintained	low
Damage to Machine	Injury to operators and bystanders	Injury to operators and bystanders	Medium	DO NOT use a damaged machine. Check before and after use and report damage to supervisor	Low
Cutting Blades	Cuts, Trapping	Injury to operator	Medium	Always wear gloves. Always turn off machine and allow to cool before freeing blade	Low

Exhaust gas	Poisoning, death	Operator	High	Always use in well ventilated areas never inside	Low
Noise	Hearing Damage	Operator	High	Always wear ear defenders	Low
Exhaust	Burns	Operator	Medium	Always wear gloves	Low
Vibration from machinery	HAV syndrome	Operator	Medium	Take regular breaks.	Low
Working Blades	Cuts, amputation of fingers and or feet	Operator	Medium	Always wear gloves and appropriate footwear. Discounted machine and allow to cool before deal with the blade	Low
Thrown debris	Head and body injuries	All people	High	Keep all bystanders at least 5 meters away from working machines	Low

Volunteers to have easy access to a charged mobile phone in case of an emergency

- In case of emergency dial 999
- Postcode for emergency vehicles is BA14 7NJ access via The Down Cemetery, Trowbridge.
- Nearest minor injuries unit is Trowbridge Hospital, Adcroft Street, Trowbridge BA14 8PH. Tel 01225 711329
- For x-rays out of office hours use RUH, Combe Park, Bath, BA1 3NG. Tel 01225 428331

Please remember that we are working in a cemetery so always be respectful to Graves, Monuments and people visiting the Cemetery.

NEVER WORK ALONE