

Document Control

Adopted date: March 2026

Next review date: March 2027, Parish Council to review annually or sooner if significant changes occur.



FRAMINGHAM EARL PARISH COUNCIL

RISK ASSESSMENT – WORKING PARTIES AT THE DELL

This Risk Assessment addresses the health, safety and welfare of participants, both members of the Parish Council and members of the public, taking part in working parties organised by Framingham Earl Parish Council at The Dell.

Any person with a known medical or other condition that may affect their own welfare or that of others should discuss with the organiser any special requirements they may have prior to the activity taking place.

Event Details

Event Organiser:

Framingham Earl Parish Council

Contact Number:

Location: The Dell, Framingham Earl

Date and Time:

Emergency Contact Name(s) and Numbers for Group:

Risk Assessment Carried Out By:

Date of Assessment:

Volunteers Involved

- Anticipated number: [Insert number]
- Age range: [Insert range]
- Special considerations:
 - Children and vulnerable adults must be accompanied by a parent, guardian or carer at all times.

- Any participant with medical conditions must inform the organiser prior to the event.

Main Tasks and Duties

To undertake a working party/community conservation event, which may include:

- Vegetation clearance
- Litter picking
- Light pruning and planting
- Path maintenance
- General site tidying

All participants will be briefed at the start of the activity and must:

- Keep to identified working areas
- Wear appropriate clothing and sturdy footwear
- Use tools safely and as instructed

ACTIVITY HAZARDS AND CONTROLS

General Conservation Activities

Typical Uncontrolled Outcomes

- Minor cuts, bruises, burns
- Lower back pain
- Blisters
- Sunburn
- Contracting disease (e.g. tetanus)
- Verbal abuse

Hazards

- Contact with plant sap
- Adverse weather conditions
- Contact with tools
- Contact with micro-organisms
- Slips, trips and falls
- Manual handling
- Abuse/attack from member of the public

Groups at Risk

- Volunteers
- Parish Council members
- Members of the public

Control Measures (✓ to be confirmed by organiser)

- Keep area and materials tidy
- Plan lifting tasks in advance
- Wear sturdy footwear and appropriate PPE

- Wash hands before eating/drinking
- Cover cuts and avoid contact with water
- Advise participants to keep skin covered
- Use high-factor sun cream where required
- Stop work if weather conditions deteriorate
- Park vehicles for emergency access

Additional Hazards

- Broken glass/sharp objects
- Used sharps/personal waste items
- Dog faeces
- Injury from incorrect use of equipment

Control Measures

- Sharps to be removed only by trained adults using appropriate PPE
- Inform organiser if sharps found (photograph location if possible)
- Provide hi-visibility vests where required
- Avoid contact with dog faeces
- Ensure participants are briefed and confident using equipment
- Ensure correct tools are used for tasks
- Adequately stocked basic first aid kit available on site
- Participants informed of nearest defibrillator location

People

Hazards

- Children and vulnerable adults may not adequately assess risks

Control Measures

- All children/vulnerable adults always accompanied
- Provide suitable equipment for children
- Clear safety briefing at start of event

Vehicles on Roads

Hazards

- Contact with moving traffic
- Flying debris from vehicles

Control Measures

- Organiser to assess road/traffic risks prior to event
- Advise participants of no-access areas
- Consider supervisors if required
- Provide hi-visibility vests if necessary

Use of Vehicles

Hazards

- Damage or incident involving participant vehicles

Control Measures

- Vehicles used at owner's risk
- Provide clear parking guidance

Local / Site Specific Hazards (The Dell)

Hazards

- Uneven ground
- Tree roots
- Mud
- Standing or flowing water
- Low branches

Control Measures

- Organiser to inspect site prior to event
- Identify and communicate ground/water hazards
- Advise avoidance of unsafe areas
- Provide organiser's mobile number to all participants

Emergency & Contingency Planning

- First aid kit available on site
- Emergency contact list held by organiser
- In case of serious injury: call 999 and provide clear location details
- If organiser must accompany injured volunteer, a nominated deputy to supervise remaining group
- Agreed meeting point identified at start of event
- Procedure in place if participant does not return at agreed time

Post-Event Actions

- Collect, clean and store all tools and equipment safely
- Remove all waste from site
- Thank participants (refreshments encouraged)
- Parish Council to undertake internal review of event

Activity Planning Checklist

Activity	Notes ✓
Advertise event (social media, newsletters, councillors, local groups)	<input type="checkbox"/>
Complete risk assessment	<input type="checkbox"/>
Check weather forecast	<input type="checkbox"/>
Encourage volunteers to bring tools/gloves	<input type="checkbox"/>
Provide organiser contact number	<input type="checkbox"/>
Deliver safety briefing on day	<input type="checkbox"/>
Confirm emergency and contingency arrangements	<input type="checkbox"/>