

## Instructions for the Use of the Excel Spreadsheet

**There are Four tabs at the bottom of this worksheet**



Instructions tab is the one you are reading

### **Title Tab**

The Title Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

### **Audit Details Tab**

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

### **H&S Plan Tab**

Fill in the relevant boxes in answer to the questions posed

### **Method Statement Tab**

A generic method statement is included

The items highlighted in blue are where you can insert details of Materials, Equipment and Method

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Title, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment



Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>General Hazards</b>				
Do you ensure that there are no trip hazards to general public presented by trailing cables / equipment by cordoning off and displaying signs	3		0	
Do you ensure that there are no slip hazard presented from wet pathways / walkway to general public by cordon and signage	3		0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard while concentrating on work.	3		0	
Do you ensure that the operator has suitable footwear to prevent a slip hazard presented from wet pathways	3		0	
Do you ensure there is no electrocution hazard from working near to power sources.	3		0	
Do you ensure that no injury to others can occur from falling objects or fabric of the building that may be dislodged.	3		0	
Do you provide hard hats for operators to prevent injury from falling objects	3		0	
Do you give consideration to the day and time of working to minimise the numbers of people who may be present.	3		0	
Do you provide hi-viz clothing.	3		0	
	27	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Road Safety</b>				
Are journeys to and from the workplace are subject to documented risk assessment.	3		0	
Are loads secure to ensure that it does not shift under normal driving conditions	3		0	
Is the load secure to ensure that it does not shift under emergency braking	3		0	
Is the load secure to ensure that it does not shift during a collision	3		0	
Do you provide suitable vehicles	3		0	
Do you provide suitable equipment	3		0	
Do you provide a means of securing the load	3		0	
Do you ensure the vehicle is not overloaded	3		0	
Do you give consideration to The payload capacity of the vehicle and the potential of overloading.	3		0	
Do you give consideration to Driving conditions and braking distances.	3		0	
	<b>30</b>	<b>0</b>	<b>0</b>	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Equipment</b>				
When choosing equipment do you consider the duration and extent of work.	3		0	
When choosing equipment do you consider the height at which work has to be done.	3		0	
When choosing equipment do you consider the site conditions.	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure that you follow normal guidelines for MEWPS operation	3		0	
If using a Mobile Elevated Work platform (MEWP) - Do you ensure consideration is given to securing equipment to the MEWP basket to prevent it falling if dropped	3		0	
	15	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Maintenance</b>				
Do you carry out a pre-use visual inspection – Obvious defects in equipment	3		0	
Do you have regular documented management inspections that takes into account the degree of use of equipment. In practise three monthly inspections are recommended.	3		0	
Do you have procedures should be in place for handling any defects found that would include repair or replacement.	3		0	
	9	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Training</b>				
Do you instruct operators in Manual handling	3		0	
Do you instruct operators in ground conditions	3		0	
Do you instruct operators in cordoning off	3		0	
Do you instruct operators in recognising common Hazards	3		0	
Do you instruct operators in the the need for the operator to be vigilant with regard to the surroundings.	3		0	
Do you inform operators not to use defective equipment.	3		0	
Do you inform operators to always cordon off and/or display suitable warning signs when working in public areas.	3		0	
	21	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Ladders</b>				
Does the ladder meet the requirements of BS EN 131	3		0	
Do you limit ladder length to 9m	3		0	
Do you ensure a pre use check is carried out daily	3		0	
Do you ensure defective ladders are not used	3		0	
Do you tie off the ladder wherever possible	3		0	
Do you ensure that you do not over-reach	3		0	
Does the ladder have anti-slip feet	3		0	
Do you ensure the ladder is at the correct angle 1:4	3		0	
Do you ensure rungs and stiles are clean and not slippery	3		0	
Do you ensure that ladders are not left unattended	3		0	
Do you use a tool belt	3		0	
Do you ensure that suitable footwear is used	3		0	
Do you ensure both stiles are in contact with the ground and upper resting point of the ladder	3		0	
Do you ensure that the surface the top of the ladder is resting on is strong enough to withstand the load	3		0	
	<b>42</b>	<b>0</b>	<b>0</b>	
<b>Tools and Machinery</b>				
Are the right tools or machinery being used for the job?	3		0	
Are tools and machinery maintained in good repair and are all safety devices operating correctly?	3		0	
Are all operators trained and competent?	3		0	
	<b>9</b>	<b>0</b>	<b>0</b>	



Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Hazardous Substances</b>				
Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, weedkillers ?	3		0	
Do you ensure the chemicals / solvents that are used are safe for the operator	3		0	
Do you ensure that the chemicals / solvents that you use do not present a risk to the environment	3		0	
Do you ensure the cleaning chemicals that are used are safe for the operator	3		0	
Do you ensure that the cleaning chemicals that you use do not present a risk to the environment	3		0	
Have you controlled exposure to hazardous substances, by doing the work in a different way, to remove the risk entirely	3		0	
Have you controlled exposure to hazardous substances, by using a less hazardous material	3		0	
Do you ensure that the work area is well ventilated when using weedkillers	3		0	
Do you provide suitable respiratory protection against dust	3		0	
Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid the risks?	3		0	
	<b>30</b>	<b>0</b>	<b>0</b>	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Electricity and Other Services</b>				
Have all necessary services been provided on site before work begins and have you also identified existing services present on site (eg electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?	3		0	
Are you using low voltage for tools and equipment eg battery-operated tools or low voltage systems?	3		0	
Where mains voltage has to be used, are trip devices, eg residual current devices (RCDs), provided for all equipment?	3		0	
Are RCDs checked daily by users and properly maintained?	3		0	
Are cables and leads protected from damage?	3		0	
Are all connections to the system properly made and are suitable plugs used?	3		0	
Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?	3		0	
	21	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Protecting the Public</b>				
Is the work fenced off from the public?	3		0	
Are the public protected from falling material?	3		0	
When work has stopped for the day is the boundary secure and undamaged?	3		0	
When work has stopped for the day are all ladders removed or their rungs boarded so that they cannot be used?	3		0	
When work has stopped for the day is all plant immobilised to prevent unauthorised use?	3		0	
When work has stopped for the day are chemicals or dangerous substances locked away in secure storage places?	3		0	
	<b>18</b>	<b>0</b>	<b>0</b>	
<b>Fire</b>				
Do you ensure no flammable substances are on or near sources of heat or direct sunlight?	3	0	0	
Do you ensure flammable substances are correctly stored in flameproof cupboards (solvents, fuel, etc.)?	3		0	
Do you ensure there is no potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Do you ensure flammable waste materials are not left in waste bins overnight?	3		0	
Are fire extinguishing equipment and methods adequate (e.g. extra fire blankets or extinguishers)?	3		0	
	<b>15</b>	<b>0</b>	<b>0</b>	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Manual Handling</b>				
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as poor lifting positions?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as heavy or large and awkward objects?	3	0	0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as bad posture ?	3		0	
Do you ensure working positions don't pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
	12	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Hygiene</b>				
Is toilet and hand washing facilities adequate?	3		0	
Do you issue rubber gloves to reduce contamination?	3		0	
Is the provision of barrier creams and hand cleaners adequate?	3		0	
	9	0	0	
<b>Accidents and First Aid</b>				
Are there adequate accident treatment provision?	3		0	
Do you ensure everything in the first aid boxes is within its use by date?	3		0	
Are there adequate first aid box provision?	3		0	
	9	0	0	
<b>Slips &amp; Trips</b>				
Do you ensure good standards of housekeeping are maintained	3		0	
Do you ensure you minimise trip and slip hazards within the work area etc	3		0	
Do you post signs warning of potential dangers when plastering etc	3		0	
	9	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Spray Equipment - Legionnaires Disease</b>				
Do ensure that no sediment, scale, sludge and biofilms build up in filters.	3		0	
Do you ensure that water temperatures do not rise above 20 degrees	3		0	
Do you replace filters at recommended intervals.	3		0	
Do you follow the manufactures servicing recommendations.	3		0	
Do you keep the system stored in a cool place when not in regular use	3		0	
If system cannot be stored in a cool place, do you drain tank and filters whenever the system is to be left idle for more than three days during warm summer months.	3		0	
Do you ensure that used filters are disposed of in accordance with local authority guidelines.	3		0	
	21	0	0	
<b>Adverse Weather</b>				
Do you refrain from using spray systems in excessively windy conditions	3		0	
In cold conditions do you provide adequate thermal workwear	3		0	
In cold conditions do you ensure walkways are prevented from freezing by applying salt to the working area	3		0	
	9	0	0	

Gardening Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Noise</b>				
Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed workers' exposure to noise?	3		0	
Can the noise be reduced by using different working methods or selecting quieter plant eg by fitting breakers and other plant or machinery with silencers?	3		0	
Are people not involved in the work kept away from the source of the noise?	3		0	
Is suitable hearing protection provided and worn in noisy areas?	3		0	
Have you arranged health surveillance for people exposed to high levels of noise?	3		0	
	<b>18</b>	<b>0</b>	<b>0</b>	
<b>Hand Arm Vibration</b>				
Have workers had information and training so they know what the risks are from hand-arm vibration (HAV) on site, and what they need to do to avoid those risks?	3		0	
Have you identified and assessed risks to workers from prolonged use of spraying equipment ?	3		0	
Has exposure to HAV been reduced as much as possible by selecting suitable work methods and plant?	3		0	
Are reduced-vibration tools used whenever possible?	3		0	
Have vibrating tools been properly maintained?	3		0	
Have you arranged health surveillance for people exposed to high levels of hand-arm vibration, especially when exposed for long periods?	3		0	
	<b>18</b>	<b>0</b>	<b>0</b>	

# Health & Safety Plan

Part 1 - Project Details		
<b>Project co-ordinator</b>		
<b>Site</b>		
<b>Dept</b>		
<b>Work Site Address</b>		
<b>Phone number</b>		
<b>Description of works:</b>		
<b>Programme of works:</b>	<b>Start date:</b>	

Part 2 - Existing Environment	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
<b>2.1</b>	<b>What happens / what activity</b> occurs at the worksite? E.g. manufacturing, office, building site, etc.
<b>details:</b>	
<b>2.2</b>	<b>Underground hazards</b> - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc.
<b>details:</b>	
<b>2.3</b>	<b>Overhead hazards</b> - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc.
<b>details:</b>	
<b>2.4</b>	<b>Access/egress restrictions</b> - are there any procedural (security) or physical access problems during the works?
<b>details:</b>	
<b>2.5</b>	<b>Existing structure</b> - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc?
<b>details:</b>	
<b>2.6</b>	<b>Existing ground conditions</b> - will work be affected by land contamination, water table, ground stability, etc.
<b>details:</b>	
<b>2.7</b>	<b>Environmental Management</b> - are there any noise sensitive areas, is spillage or waste management needed, etc.
<b>details:</b>	

Part 3 - Site wide elements	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
<b>3.1</b>	Is any <b>special clothing</b> or <b>specialist PPE</b> needed to carry out the works?
<b>Details:</b>	
<b>3.2</b>	Are any <b>special skills training</b> or <b>site safety induction training</b> needed prior to working?
<b>Details:</b>	
<b>3.3</b>	Are there any <b>special traffic</b> or <b>pedestrian routes</b> or, any ' <b>no-go</b> ' or <b>restricted</b> areas at site?
<b>Details:</b>	
<b>3.4</b>	Are there any site specific arrangements for <b>unloading</b> and <b>storage</b> of materials and equipment?
<b>Details:</b>	
<b>3.5</b>	Arrangements for <b>welfare facilities</b> at the work site e.g. toilet, washing, shelter, eat/drink, etc?
<b>Details:</b>	
<b>3.6</b>	Are there any <b>special site rules</b> : e.g. permit to work system, site reporting procedures, etc.?
<b>Details:</b>	
<b>3.7</b>	<b>Work off the ground</b> : detail working height & safe work method - scaffold, MEWP, harness, steps
<b>Details:</b>	
<b>3.8</b>	Who will be <b>supplying the plant</b> , equipment, access equipment & scaffold as required to work?
<b>Details:</b>	
<b>3.9</b>	Arrangements for <b>Emergencies</b> e.g. A&E hospital, first aiders, fire, major incident management, etc.
<b>Details:</b>	

Part 4 - Project liaison & communication.	
If yes to any point - indicate brief details in space below or N/A	
<b>4.1</b>	<b>Project review meeting</b> - where are they held? how often are they held?, who should attend?, etc.
<b>Details:</b>	
<b>4.2</b>	Arrangements to <b>review and vet method statements</b> and <b>risk assessments</b> for work tasks
<b>Details:</b>	
<b>4.3</b>	Arrangements to allow work of other specialist contractors to be safely integrated on the project
<b>Details:</b>	



# Method Statement

## Introduction

0

Any working operation, which an employee or contractor carry out will meet all the legal requirements.

Work area may on agreement be fenced, roped or taped and have no admittance notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of chemicals used to appreciate the dangers at the level that the worker will be exposed
2. Adequate knowledge of the equipment to be used
3. Adequate understanding of the procedures and methods which they will be using, including where necessary, practical experience
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

Work near electrical installations

Hot Work

Working at heights

Confined space

Working on the roof

And any other work deemed hazardous.

## Materials Used

*Enter a list of materials being used in the project*

A Coshh Data sheet for all chemicals used is attached.

## Equipment

*Enter a list of Equipment to be used on the project*

## Method

*Enter a brief description of the actual method to be used and the order it will be done*

### The main hazards

- a) Injury from slips trips and falls.
- b) Injury to members of the public during works.
- c) Injury from machine hazards
- d) Inclement weather
- e) Ill health from contact with hazardous substances

### Preventative Measures

- a) You must be “competent” to carry out the task.
- b) Barriers and/or warning signs must be placed around the work area
- c) Visitors and other members of staff are prohibited from entry unless accompanied by competent person, all visitors issued with personal protective equipment
- d) You must read and be familiar with the Safety Data Sheets for weed killer
- e) You must read and understand the information sheets on the machinery you are

### Personal Protective Equipment

- a) Safety Glasses
- b) Overalls
- c) Gloves
- d) Safety boots

### Task Description

This method statement describes the work process for Professional gardening services including;

- a) Lawn mowing
- b) Hedge cutting and trimming
- c) Brush cutting (Strimming)
- d) Weed control

### Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

## **Delivery**

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

## **Unloading**

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

## **Tools and Equipment**

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.

An employee can not use any other tools but their own including machinery or equipment, unless authorised to do so.

Employees are prohibited from using contractor tools, machinery or equipment.

All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at Work Regulations.

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

## **Fire**

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"No Smoking" policy will be in force at all times by Company staff.

Staff will be made aware of the location of fire extinguishers.

## **COSHH**

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety Department onto premises.

## **Noise**

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

## **Accidents**

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

## **First Aid**

In the event of an accident First Aid is available.

# Work Instructions

## **General**

When arriving on site staff will report to the client and collect any instruction

Put on your personal protective equipment

Warning signs (and safety tape if necessary) will be displayed during mowing operations

Where appropriate equipment will be unloaded by rolling off the trailer rather than lifting

Visually inspect the equipment and remove from service if there are any obvious faults

## **Procedure for petrol driven mowers / strimming equipment etc**

Fuel for all equipment is carried in explosion proof and appropriate metal containers which are secured in the transport vehicle.

Machines will be refuelled away from the vehicle, visitors, and members of the public.

Smoking is not permitted during refuelling and operation of the equipment.

Caution will be exercised to prevent overfilling and spillages, all spillages will be cleared up immediately.

Return the petrol can to the vehicle and ensure it is clamped in position and the vehicle

## **Lawn Mowing**

Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety device nor use any equipment with damaged or malfunctioning safety features.**

Cut the designated lawn

Ensure the site remains clear of persons, if not then stop mowing until the site is clear again

At the completion of mowing, stop the engine and ensure the safety cut off is engaged prior to cleaning the mower

Clear all debris and fallen greenery

Remove the safety warning signs and ensure the area is left in a clean and safe condition

## **Hedge Trimming**

Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features.**

Trim the designated area

High areas will be trimmed using long arm trimmers

At completion stop the trimmer, clean and return to the safe storage

Clear all debris and fallen greenery

Remove the safety warning signs and ensure the area is left in a clean and safe condition

## **Brush Cutting (Strimming)**

Start the equipment and check all safety features are operating correctly; **you must not attempt to defeat any safety function nor use any equipment with damaged or malfunctioning safety features.**

Cut the designated area

At completion stop the brush cutter, clean and return to the safe storage

Clear all debris

Remove the safety warning signs and ensure the area is left in a clean and safe condition

### **Weed killing.**

Weed killer is pre-mixed and kept in proprietary containers which are clamped and secured in the vehicle

Collect the weed killer from the vehicle and take to area to be mixed

Fill the sprayer unit half full with water

Add the correct amount of weed killer for the strength and area required as per the written product instructions

Do not spray weed killer in high wind conditions

Apply the weed killer to the designated area as per suppliers instructions

Ensure the area is kept free from animals and children until it is safe as per the manufacturers instructions

When finished always return the weed killer to the vehicle and ensure it is secured and locked away

Never leave weed killer unattended under any circumstances.

Signed:

Date: