



Wokingham District Veteran Tree Association

Risk Assessment

Planned Activity:..... Date: Risk Assessed by:

Hazard	Nature of Risk	Risk		Prevention / Control measures	Further Action Required
		Likelihood	Impact		
Weather	Chill factor in cold, wet or windy weather. Dehydration and sunburn in hot, sunny weather.	Low	Medium	Wear appropriate clothing for weather conditions. Wear sunhat and sunscreen & take supply of drinking water, if appropriate.	
Environment	Injuries from: - tripping or slipping on uneven ground - cuts from barbed wire or brambles - hazards (fallen branches, broken glass etc) hidden in undergrowth - being hit by falling branches etc	Moderate	Low to High	Be aware of potential risks typical for the type of site. Assess if risks increased by weather conditions (wet, dry, wind-speed etc). Use appropriate first aid for any injury. Ensure tetanus vaccinations are up to date.	Report all incidents using the WDVTA Incident Recording Form
	Injury or infection from water borne diseases (e.g. Weil's) if accidentally slip into water.	Low	Low to High	Take especial care close to ditches and ponds. Use appropriate first aid if recent wounds are in contact with water. Get medical help if 'flu-like symptoms develop.	Report all incidents using the WDVTA Incident Recording Form
	Biting insects and ticks.	Low	Low to High	Use protection and keep skin covered. Be aware of risk of ticks and check skin after leaving potentially affected areas. Get medical help if bitten by a tick.	Report all incidents using the WDVTA Incident Recording Form
	Injuries from attacks from dogs, livestock and other animals	Low	Medium to High	Take normal precautions. Do not enter fields with livestock, with no right of way, unless have explicit permission from farmer / landowner.	Report all incidents using the WDVTA Incident Recording Form
	Accidents during meetings, talks and other gatherings	Low	Low	Take normal care when setting up and clearing away furniture and equipment and when preparing and handling hot drinks. Cover all exposed cables with rubber protective strips to limit trip hazard.	Report all incidents using the WDVTA Incident Recording Form
Group Activities	One or more people in group getting 'lost'	Low	Low	For walks, have a 'Last man' who knows the planned route and stays at the back. Attendees asked to stay on planned route and to notify leader or 'last man' if they leave early. Count attendees at start and end and ensure group informed of risks.	
Roads	Parking	Low	Medium	Only park in designated areas or, where allowed, off road	
	Accidents with road vehicles when surveying, photographing or working on roadside verges	Low	Medium to High	Take care to stay well away from road itself and avoid being a diversion for drivers.	Report all incidents using the WDVTA Incident Recording Form
Solo working	Unable to deal with an issue without assistance	Low	Medium	Carry mobile phone to be able to summon help. Work with a colleague.	
Tree Warden practical projects (e.g. tree planting, hedge laying)	Accidents with any hand tools (spades, secateurs etc) required for the project.	Low	Medium	Wear appropriate clothing and footwear and treat any injuries with the appropriate first aid.	Report all incidents using the WDVTA Incident Recording Form
	<i>Specify additional risks for each planned activity</i>	<i>To be assessed</i>	<i>To be assessed</i>	<i>To be defined</i>	
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WDVTA Risk Assessment Process

The Risk Assessment form will be reviewed once a year at a committee meeting and with coordinators & tree wardens at a Tree Forum meeting to check if any changes are required. Any revisions will be communicated through the Tree Forum meeting minutes.

Risk Assessment is part of the Health and Safety policy of the Association. All surveyors and tree wardens must have signed the H&S document when they joined the Association.

The Chairman is responsible for ensuring that all new surveyors and tree wardens receive, read and sign the Health and Safety policy and for holding the signed forms.

If in doubt, surveyors and tree wardens must sign a new Health and Safety policy form and give it to the Chairman for retention.

For surveying activities, each coordinator must assess whether the Risk Assessment is complete for their parish / town and add any additional risks and amend any risk levels as needed.

For Tree Warden activities, the tree warden must establish which organisation is leading the activity. If the leadership is not WDVTA, then the health and safety, risk assessment and insurance status of the activity should be established.

For Wokingham Tree Warden Network (WTWN) led activities, each activity MUST have a specific risk assessment form completed with all risks reviewed and additional hazards and their degree of risk added to the basic form. All participants must be briefed on health, safety and risk management, especially those who may not be WDVTA members. Any children (under 18 years of age) involved must be under the supervision of an adult and should only use tools appropriate for their age. All WTWN led activities must be discussed with the Tree Warden coordinator and the Secretary at the planning stage to ensure that all Health, Safety and Risk aspects have been covered and that the nature of the activity and all the proposed participants are covered by WDVTA insurance.

The Health and Safety policy has been updated to include the new risk assessment form and process and to add these new aspects relevant for tree warden activities.

Incident reporting remains as described in the Health and Safety policy with the additional requirement that the appropriate risk assessment form for the activity (parish surveying or tree warden activity) is sent with the incident form.