

**Risk Assessment  
&  
Method Statement**

**For  
Marbank Construction**

**Soft Landscaping**

**At  
Woodside Road, Eastleigh, SO50 4ET  
25/08/2022**



## Contents

1. Description of works.
2. Method of working, Quality Control - tools and equipment/PPE.
3. Sequence of operations.
4. Arrangements
  - 4.1 Permits to work.
  - 4.2 Emergency Arrangements
  - 4.3 Environmental control.
  - 4.4 Equipment.
  - 4.5 First-aid arrangements.
  - 4.6 Housekeeping
  - 4.7 Manual Handling Operations
  - 4.8 Personal protective equipment.
  - 4.9 Safety of third parties.
  - 4.10 Supervision.
  - 4.11 Vibration
5. Non-standard operations.
6. Risk assessments/COSHH assessments.

## 1. Description of works.

The operations considered within this risk & method statement consist of Soft Landscaping works on a new commercial, works include: including placement of soil ameliorants, planting trees, shrubs and grass seeding to the specified mix (if possible due to time of works); the placement of a decorative layer of bark mulch will also be considered within this document.

The use of tracked excavators and forward tipping dumpers on company sites has also been considered within this document.

**All work to be carried out in accordance with the latest revision planting plan:  
Landplan Associates:**

**Principal Contractor representative:  
Kingdoms' Contract manager:  
Kingdoms' Site Supervisor – SSSTS accreditation**

Mon-Fri: 08.00 to 17.00hrs

Sat: TBC

Sun: TBC

**Closest A&E Hospital – SO16 6YP**

| Document Review:                   |            |                        |                                                                                     |
|------------------------------------|------------|------------------------|-------------------------------------------------------------------------------------|
| Compilation date:                  | 01.03.2022 | Document produced by:  | Signature:                                                                          |
|                                    |            | Graham Tubby, TechIOSH |  |
| Reviewed by Mr Martin Sallows - MD |            | Date: 25.08.2022       | Signature: Martin Sallows                                                           |

### Tools & Equipment:

- Small tracked excavator – 2-3 tons
- Forward tipping dumper – 2-6 ton
- Hand held petrol 2 stoke auger
- Wheelbarrows
- Spades/shovels
- Landscaping rakes
- Yard brooms
- knives (fully retractable Stanley type knives)
- Grass seed spreader – hand held
- Roll of polythene – floor protection
- Roll of hessian to protect bare root trees from cold weather
- Diesel fuel for excavator & bund
- Spill kit
- 5 ltrs jerry cans with 2 stroke petrol mix

Standard and small whip sized trees may be rootballed or bare root, some wooden crates may be provided by the supplying nursery.

If it is still possible to seed areas of topsoil, then seed will be stored in bags in company vehicles.

Fuel for the small hand-held auger will be contained in small 5 ltrs plastic jerry cans and diesel for the excavator will be provided in 25lt plastic containers all stored in a designated area on a hard standing, secured by Heras fencing with COSHH signage on display. A spill kit and suitable fire extinguisher will be stored at a suitable distance away from the COSHH storage area.

**Example – tracked 3-ton excavator**



**example - One-man small petrol auger**



### **Personal Protective Equipment – PPE**

- **Yellow Hi-Viz tops and trousers**
- **Gloves anti-cut rating – 4-5**
- **Safety boots**
- **FFP3 disposable masks – If required**
- **High impact safety glasses**
- **Suitable hearing protection – disposable and ear muffs**
- **Safety Helmets**

**All PPE to conform to current BS EN as per the requirements of the Personal Protective Equipment at Work Regulations 2002**



## 2. Method of working.

### Operation: Soft Landscaping

2.1 Kingdoms Corporate Horticulture Limited will obtain authorisation from the Principal Contractor to commence work on site, and will confirm with their representative the working areas, welfare facilities, first aid, emergency arrangements, storage & temporary laydown locations of the site, and ensure that this information is communicated to those operatives carrying out the work by way of a site-specific induction – **No operatives will be allowed to start work on site unless inducted. All company operatives undertaking soft landscaping works will be experienced, competent and supervised by a CITB SSSTS qualified supervisor.**

2.2 It is envisaged that deliveries will be required, including deliveries of, standard trees and smaller whip size native tree species, ornamental bark along with sundry items. Kingdoms Corporate Horticulture Limited shall ensure that all deliveries report to the designated company Supervisor/Manager to receive further instructions to ensure that the delivery is booked in and the Principal Contractor is aware. The delivery will then be re-directed to the works location to be received by the works Supervisor & team. All materials will be placed, where possible on existing topsoiled planting beds to prevent car park hard surfaces having to be cleaned, our team will have a roll of protective polythene available to protect car park hard surfaces. A roll of hessian will be available for our team to cover root-balled trees and bare root stock to protect from frosty weather ( if applicable).

**Materials shall not be permitted to be stored on the adjacent pedestrian routes, with due consideration afforded to ensuring that pedestrian walkways and access/egress routes remain free from obstructions at all times.**

2.3 Our Site Supervisor shall inspect the deliveries to ensure that the materials have been correctly ordered/delivered and work equipment including hand tools, such as wheelbarrows, shovels, spades and rakes and any associated equipment, and Personal Protective Equipment, including gloves, safety helmets, eye protection and when required respiratory Protective Equipment are in good condition and suitable for the purpose for which they are to be used.



- 2.4 Diesel for the small excavator will be stored on suitable bunds in a designated hard surface area which will be fenced off secured with suitable safety signage on display (COSHH), spill kits and a suitable fire extinguisher (Co2/Foam or Powder) will be placed within reach of the fuel storage area
- 2.5 Once operatives understand where the work area is located, latest revision planting drawing made available and the methods of work to be used, only then will work commence.
- 2.6 The attending operatives will commence with parking company vehicles in a suitable designated area provided by the Principal Contractor, away from third parties, work equipment will then be offloaded and utilised, ramps will be used where possible to unload small excavators (2-3 ton) and various buckets from flatbed lorries or trailers, to avoid operative's exposure to excessive manual handling risks. Only after pre-start checks have taken place to ensure that the equipment is safe and ready for use will work commence.
- 2.7 A competent Traffic/Vehicle Marshal will then guide our competent CPC/NPORS trained excavator operators (wearing seatbelts at all times) to shrub borders which require standard trees to be planted, our Supervisor will request a permit to dig from the Site Manager before excavating small tree pits, our competent operatives will then use a calibrated cable avoidance tool to scan areas of soil to be planted to detect whether buried services are present, all such work will be in accordance with HSE guidance document HSG 47.
- 2.8 Bagged soil improvers/compost will be placed by wheelbarrow adjacent to areas to be planted by wheelbarrow, which will be placed at this time in layers approximately 50mm deep, to be then later cultivated by rotavator into the top soil. Operatives will then use landscaping rakes to provide a final finish, grade and level to surrounding top soiled areas.
- 2.9 Competent landscape operatives may then use a rotavator to cultivate and mix soil improvers such as compost into areas of topsoil to be planted, operatives will ensure the rotavator is in good condition, including tines and rear flap/guards are also in place and in good condition, operatives will use unleaded petrol and will only refuel machines using suitable nitrile gloves with a drip tray placed below the machine on a suitable hard surface. In the event of a spillage, areas will be cleaned up using spill kits that will be in place on site, used spill kit materials will be disposed of as contaminated waste and the Site manager and or, client informed. Written records of routine inspections of tools and equipment will be kept (weekly) to ensure compliance with the Provision and Use of Work Equipment Regulations 1998. Machinery will be

stored safely after use; operatives will then use landscaping rakes to provide a finish level to planted areas.

- 2.10 Competent operatives or team supervisors will then start to set out trees and shrubs for planting, as per the latest revision landscape drawings, trees will be placed as close to tree pits as possible, manoeuvred where possible by Telehandler forklift/small 2–3-ton excavator, operated by a component qualified operative, a Traffic Marshall may be required to safely guide the operator to the relevant area. All operatives will be wearing suitable PPE for this task at all times including as mentioned before, Hi-Viz vests/coats, safety helmets, gloves, safety boots and eye protection in some cases. Smaller trees may be transported by wheelbarrow. Once trees are in position then our operatives using hand tools including spades will dig holes slightly larger than the root ball or container pot, compost and other soil improvers may be added at this time, the trees will then be planted, backfilled and firmed in by operatives' feet until all air pockets have been removed.
- 2.11 Once our supervisor has obtained a permit to excavate/dig from the Site manager, our team will then install stakes and crossbars to each tree to stabilise the tree until roots can establish. Our team will use rounded 50-75mm wooden stakes, crossbars and rubber strapping to secure the tree, operatives will use a double handed post driver, to drive the stakes into the ground where the tree has been planted to about waist height of the operative, all areas will be checked thoroughly for power cables prior to this work being undertaken. This work will be closely supervised.
- 2.12 Small whip sized trees bareroot or in containers ranging normally from 2 to 3 ltrs will be transferred from a material holding area by wheel barrow or, by crate moved by telehandler close to top soiled areas to reduce manual handling exposure, our works supervisor will then proceed to set plants out as per the latest revision planting plan, operatives using spades or a small hand held auger will commence to install the plants by first removing the pot/bag and by then digging a suitable sized hole, the plants will then be placed within the hole and firmed in by workers boots. Waste materials including tree container bags and plastic pots will then be placed in an appropriate skip. **Small plastic rabbit guards will be fixed to a small wooden stake by cable tie, where applicable, to provide on-going protection from rabbit damage.**



- 2.13 Ornamental grade bark deliveries may arrive in 8-wheel tipper lorries or in the case of bulk deliveries of bark, in an articulated lorry with a sliding floor, only competent trained Traffic/Vehicle Marshals will guide lorries to the designated area of site to unload, lorries will avoid reversing type manoeuvres where possible and company operatives will stay clear when lorries are tipping. **Our supervisor and operatives will adhere to the Principal Contractor's traffic management plan at all times**
- 2.14 Once bulk materials such as bark have been unloaded and the lorries safely guided off site; then our competent site plant operators who will hold relevant CPC or NPORS plant training qualifications will use small 2–3-ton excavators to load company flatbed transit type vans or, small 2-3 ton wheeled dumpers with the material. Operatives will wear PPE suitable for the task including safety helmet, gloves, safety glasses, boots and Hi-Viz vest or coat. Plant will have roll over protection and flashing amber lights switched on at all times
- 2.15 Ornamental bark will be transported by either flatbed transit van or, by way of loaded dumpers. Operatives will then load bark into wheelbarrows to be taken to planted areas, a 50-75mm layer of bark will then be spread over newly planted areas as both a decorative measure and to also retain moisture in the soil, this layer also helps to prevent annual weeds emerging in the future. Operatives will wear suitable gloves and filtered dust masks in some cases when spreading this material. All areas will be swept clean on completion, shrubs and trees may need watering several times a day during warm sunny weather; hoses will not be allowed to block footpaths.
- 2.16 Any material either top soil or compost left on adjacent footpaths or road surfaces will be cleaned up by operatives using brooms, shovels and wheelbarrows, operatives will wear a suitable FFP3 mask when undertaking this work.
- 2.17 If areas are to be grass seeded (if possible due to timing of works) then operatives will grade and level the topsoil using landscaping rakes to create a firm, level seed bed to a suitable tilth ready for seeding, larger areas may be leveled by a small diesel tractor with suitable power rake type attachment in place (separate RAMS will be provided).



- 2.18 The specified grass seed mix will then be broadcast over the seed bed by using a proprietary seeding machine which can be pushed easily by hand, areas will then need to be thoroughly watered in during warm dry weather, hoses will not obstruct footpaths and warning signage will be placed near hoses and sprinklers. If a stand point and key is used to tap into a mains supply, the local water authority will be notified prior to works starting and a time dated permit will be in place recording water usage. Barriers and cones will be placed around the standpipe to reduce the risk of third parties tripping or falling
- 2.19 All waste, including compost bags, plastic pots and wooden crates will be removed to an appropriate general waste skip provided by others. Work equipment will then be placed back into company vehicles and taken back to the company yard.



### 3. Sequence of operations.

#### 3.1 Delivery of materials and equipment

Materials, tools, fuel/oil, sundries etc. will be brought to the work site by a suitable sign written commercial vehicle and will report to the work Supervisor before being directed to any designated loading/unloading location. **The principal Contractor's representative Site Manager will be warned in advance of any deliveries to be sent to site**

Materials and equipment will not be stacked in any access and egress routes but will be received and transported immediately to the designated working area.

In accordance with the Manual Handling Operations Regulations 1992, where it may not be reasonably practicable to utilise any mechanical assistance, i.e., loads will be reduced and split between operatives so far as is reasonably practicable.

A restriction will be placed on the quantity of materials or waste placed in one area at any so as to ensure that trip hazards are reduced with access / egress routes remaining clear.

All waste and work equipment will be placed to as close to the work area as possible, in the interest of avoiding exposure of operatives to excessive manual handling.

#### 3.2 Preparation.

Others within the work area will be advised of the works to be undertaken in the area and of any risks present e.g., slippery surfaces, uneven ground conditions etc.

Operatives will be involved in a pre-works talk to discuss this method statement and to ensure that they are familiar with the method of works specific to this particular document and site conditions.

All personnel working for Kingdoms Corporate Horticulture Limited are familiar with the system of work to be used and use of tools and equipment required in their particular areas of work and have undertaken a history of tasks identical in all respects to the tasks required to be undertaken.

Our Site Supervisor will however, highlight to operatives arriving on site additional hazards that may be present in their immediate environment. Men at work signs and barriers will be utilised where required.

3.3 Commencement of the works in accordance with Section 2.

3.4 Site Clearance

Given the nature and scope of works outlined above, waste will be generated, however all debris and excess materials will be collected and removed from the work area and disposed of as green and general waste at a registered waste transfer station, transfer notes will be kept filed at head office.

Should materials and/or debris become a hazard due to the volume, fire risk or due to trip and slip hazards of wet materials it will be removed from the work area/site immediately.

At all times Kingdoms Corporate Horticulture Limited will take particular care to ensure that trip hazards are reduced or removed and access / egress routes remain clear.

## 4. Arrangements

### 4.1 Access/Egress

Operatives will stick to the designated pedestrian walkways at all times when accessing site, only competent Traffic Marshalls/Banksman will enter non-pedestrian routes. **Operatives may only approach working plant when the plant operator has signaled that it is safe to do so.**

### 4.2 Permits to work.

Given the nature and scope of the work considered within this method statement, it is foreseeable that a permit to work system will be required, i.e., Permit to dig/excavate operated by the Principal Contractor. Our supervisor will return the permit to the permit office when it expires.

### 4.3 Emergency procedures.

Emergency procedures will be arranged on site and will be communicated to the persons undertaking the works during the Principal Contractor's site induction. Our work Supervisor will confirm the escape routes and assembly points with the principal Contractor upon arrival to site and shall ensure the same is effectively communicated to all on-site personnel, before work starts. There will be a mobile telephone on site at all times as a minimum requirement to ensure that emergency services can be contacted.

Should an emergency occur on site, which may affect other occupants of the site, or neighbouring premises the Site Manager will be contacted and made aware at the first opportunity.

### 4.3 Environmental control.

Ensure all waste is correctly kept and disposed of in accordance with The Environmental Protection Act 1990. Prevent so far as is reasonably practicable, pollution of the atmosphere by the discharge of dusts, smoke or fumes and prevent the unauthorised discharge of substances harmful to the environment into adjacent sewers, run offs or nearby waterways.

#### 4.4 Equipment.

All materials shall be checked before first use, following its delivery to site, so as to ensure that all materials are present and in good condition.

#### 4.5 First-aid arrangements.

First Aid arrangements will be implemented for each company team, and agreed with suitable first aid equipment, suitable for the nature and scope of the work provided. Team leaders will be first aid trained either EFAW or FAW.

#### 4.6 Housekeeping

Due to the type of works undertaken waste material will be produced however all debris will be removed from the works area to a storage place of safety until such time as this material can be removed by a licensed "Waste Carrier".

At all times Kingdoms Corporate Horticulture Limited will take particular care to ensure that trip and slip hazards are reduced or removed and access / egress routes remain clear.

#### 4.7 Manual Handling Operations.

Kingdoms Corporate Horticulture Limited are aware of their responsibilities with regards to the Manual Handling Operations Regulations 1992 and will use mechanical or alternative manual handling aids in situations where they are practicable or they will endeavour to reduce the weight of loads to be lifted.

When this is not practicable loads will be reduced in size and weight and sufficient rest areas provided.

#### 4.8 Personal protective equipment.

In accordance with the Personal Protective Equipment at Work Regulations 1992, Kingdoms Corporate Horticulture Limited will reduce the risks to employees as far as is reasonably practical by the implementation of control measures within safe systems of work. Should control measures not be available or they are deemed impractical, as a last resort, operatives will be provided with the necessary protective equipment.

In particular, Operatives will be provided with and instructed to wear suitable personal protective equipment comprising of disposable coveralls, eye protection, hand protection (gloves) and respiratory protection i.e. FFP3 type

half face disposable masks, safety helmets and steel toe-capped boots and if required wellington boots will also be worn.

Operatives expected to wear a filtered dust mask will be subject to face-fit testing to ensure that the respiratory protective equipment is correctly worn and fits the user properly ensuring its effectiveness, this will ensure compliance with the Control of Substances Hazardous to Health Regulations 2002 (as amended).

All protective equipment shall conform to the most current European Norm and/or British Standard.

#### 4.9 Safety of third parties.

The protection of third parties will be considered before the commencement of all tasks. Access and egress will be kept clear at all times. Warning signage and barriers will be utilised where and when required to ensure the safety of third parties.

Should visitors be invited onto site, they will be required to wear all necessary Personal Protective Equipment.

#### 4.10 Supervision.

Throughout the works Kingdoms Corporate Horticulture Limited shall ensure that a supervisor or competent person is available permanently to oversee the works being undertaken. Works will be supervised to ensure that risks identified by this method statement are controlled or are lowered so far as reasonably practicable and further controls are implemented as required.

Our work Supervisor will provide the necessary level of supervision throughout the duration of this contract. Our Managing Director Martin Sallows will ensure work is of the required quality and installed as per the latest issue landscaping drawings and specification.

#### 4.11 Training & Competency

The attendant labour will be trained and experienced soft landscaping operatives familiar in every respect with the nature and scope of the works required together with the tools and equipment necessary to ensure an effective clearance and disposal process. Operatives using small tracked excavators will be CPCS or NPOR qualified.

Additional training requirements will be regularly assessed and provided as necessary by an approved training provider upon request.

#### 4.12 Vibration.

Operative exposure to the hazards of hand arm vibration (HAVS) will be closely monitored and records kept. Our supervisor will ensure that the hazards of using work equipment that produces significant vibration is discussed with company employees, suitable work clothing will be provided to ensure operatives stay as dry and warm as possible and the use of equipment such as rotavator/cultivator & hand-held auger will be rotated among the team as much as possible to reduce worker exposure so far as is reasonably practicable. Information concerning the exposure action and limit values pertaining to the Control of Vibration at Work Regulations 2005 will also be provided to company employees along with the increased risk to smokers.

### 5.0 **Non-standard operations.**

This method statement will be amended as necessary if the works fall outside the scope of this document or the sequence of work changes.



## 6.0 Method Statement/Risk Assessment Register

- **COSHH Assessments – Unleaded petrol, 2 stroke Oil & Diesel**

|                                      |                                                                 |                             |                                                                                |
|--------------------------------------|-----------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------|
| <b>Product Name(s):</b>              | Unleaded Petrol                                                 | <b>COSHH Assess. No.:</b>   | <b>17</b>                                                                      |
| <b>Description of Substance:</b>     | Clear yellow liquid with characteristic odour                   | <b>Assessed By:</b>         | Graham Tubby                                                                   |
| <b>Workplace Exposure Limits:</b>    | Benzene 1ppm<br>n-Hexane 20ppm LTEL                             | <b>Date:</b>                | Nov 2020                                                                       |
|                                      |                                                                 | <b>Review date</b>          | Feb 2022                                                                       |
| <b>Task/Activity:</b>                | Used as a fuel for vehicles, plant and other powered equipment. | <b>Risk Phrases:</b>        | R11 R20 R23<br>R24 R25 R36<br>R38 R45 R46<br>R48 R51 R52<br>R53 R62 R65<br>R67 |
|                                      |                                                                 | <b>Safety Phrases:</b>      | S9 S16 S23<br>S24 S29 S33<br>S61 S62                                           |
| <b>Suppliers Name &amp; Address:</b> | Various                                                         | <b>Telephone/ Fax No's:</b> |                                                                                |
|                                      |                                                                 | <b>MSDS Attached:</b>       | Yes No                                                                         |

## SUBSTANCE PROPERTIES

|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |
| Flammable/ Highly Flammable                                                        | Oxidiser                                                                            | Explosive                                                                           | Harmful                                                                             | Toxic/ Very Toxic                                                                   | Irritant                                                                             | Dangerous to the Environment                                                          | Corrosive                                                                             |
| Yes                                                                                | No                                                                                  | No                                                                                  | Yes                                                                                 | Yes                                                                                 | Yes                                                                                  | Yes                                                                                   | No                                                                                    |

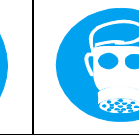
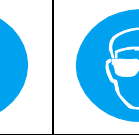
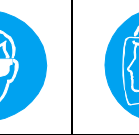
## ROUTE OF EXPOSURE

|           |   |                 |   |            |   |
|-----------|---|-----------------|---|------------|---|
| Skin      | X | Eyes            | X | Inhalation | X |
| Ingestion | X | Cuts/ Abrasions | X | Injection  |   |

## PERSONS AT RISK

|                      |   |                   |   |          |  |
|----------------------|---|-------------------|---|----------|--|
| Users of the product | X | Members of Public | X | Visitors |  |
| Other Workers        | X | Young Persons     | X |          |  |

## PPE REQUIREMENTS

|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |               |               |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|---------------|
|  |  |  |  |  |  | <b>Other:</b> | <b>Other:</b> |
| Yes                                                                                | No                                                                                  | Yes                                                                                 | No                                                                                  | Yes                                                                                 | No                                                                                   | Yes / No      | Yes / No      |

## ADDITIONAL CONTROL MEASURES

|                                                                                                                                                                        |                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>General Precautions</b>                                                                                                                                             | <b>Control Measures</b>                                      |
| ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. | ➤ Ensure that adequate supervision is provided at all times. |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First Aid/Hygiene Arrangements</b> <ul style="list-style-type: none"> <li>➤ Wash skin thoroughly with soap and clean water</li> <li>➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention.</li> <li>➤ If inhalation or ingestion occurs, seek immediate medical attention.</li> <li>➤ Wash out the mouth with clean water where appropriate.</li> </ul>                                                                                                                                                                                                                                                                                            | <b>Fire Precautions</b> <ul style="list-style-type: none"> <li>➤ No smoking to be permitted in the vicinity of the works.</li> <li>➤ No hot works to be allowed in the vicinity of the works.</li> <li>➤ Use CO2 or dry powder extinguisher</li> </ul>                             |
| <b>LEV Requirements</b> <ul style="list-style-type: none"> <li>➤ Ensure that the work area is well ventilated at all times.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Monitoring Requirements</b> <ul style="list-style-type: none"> <li>➤ Consider additional monitoring if this product is to be used within a confined space.</li> <li>➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.</li> </ul> |
| <b>Transport Arrangements</b> <ul style="list-style-type: none"> <li>➤ No special requirements for small quantities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Storage Requirements</b> <ul style="list-style-type: none"> <li>➤ Store in a dry, well ventilated and secure store.</li> <li>➤ Always store upright with the lids firmly secured.</li> <li>➤ Protect from extremes of temperature.</li> </ul>                                   |
| <b>Spillage Procedures</b> <ul style="list-style-type: none"> <li>➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pad. These should then be placed into a suitable container for disposal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Disposal Requirements</b> <ul style="list-style-type: none"> <li>➤ Dispose of as special waste via a licensed waste contractor.</li> </ul>                                                                                                                                      |
| <b>Comments</b> <p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employer's responsibility to ensure that a suitable and sufficient assessment of the risks is undertaken when using any material which may be hazardous to health.</p> <p>An up-to-date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p> |                                                                                                                                                                                                                                                                                    |

|                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    | COSHH Assessment                                                                      |                                                                                    | Date: Feb 2022                                                                     |                                                                                     | Review Date: Feb 2023                                                                |                                                                                      |                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Substance used:                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    | 2 stroke oil                                                                          |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Manufacturer:                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    | Stihl or other                                                                        |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Description of product:                                                                                                                                                                                                                                                                                                                                                                            |                                                                                    | Lubricant for 2 stroke engines. Refined mineral oil.                                  |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Emergency telephone number                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    | Tel.: +49-621-60-43333                                                                |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Location of process                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Activity being carried out?                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    | Soft landscaping work – Use of 2 stroke auger to create planting holes                |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Identify the persons at risk:                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    | Employees<br>(including trainees) <input checked="" type="checkbox"/>                 | Contractors <input checked="" type="checkbox"/>                                    | Public <input type="checkbox"/>                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Describe the activity or work process.<br>(Include how long and how often this is carried out and the quantity of substance used.)                                                                                                                                                                                                                                                                 |                                                                                    | Soft landscaping work, oil mixed with unleaded petrol as per manufacturers guidelines |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Classification under CHIP/CLP                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
|                                                                                                                                                                                                                                                                                                                  |  |     |  |  |  |  |  |  |
| Corrosive                                                                                                                                                                                                                                                                                                                                                                                          | Environment Hazard                                                                 | Explosive                                                                             | Flammable                                                                          | Long Term Hazard                                                                   | Harmful/irritant                                                                    | Oxidising                                                                            | Toxic                                                                                | Pressurised Container                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Hazard Type                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Gas                                                                                                                                                                                                                                                                                                                                                                                                | Vapour                                                                             | Mist                                                                                  | Fume                                                                               | Dust                                                                               | Liquid                                                                              | Solid                                                                                | Other                                                                                |                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Route of Exposure                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Inhalation                                                                                                                                                                                                                                                                                                                                                                                         | Absorption                                                                         | Ingestion                                                                             | Injection                                                                          |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Workplace Exposure Limits (WELs) please indicate n/a where not applicable                                                                                                                                                                                                                                                                                                                          |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| n/a                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| State the Risks to Health from Identified Hazards                                                                                                                                                                                                                                                                                                                                                  |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Skin: Prolongued or repeated exposure can cause dermatitis. Sensitisation and allergic reactions are also possible.<br>Eyes: Causes irritation to the eyes<br>Ingestion: Not known to be harmful. Ingestion should be avoided.                                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Control Measures: (for example extraction, ventilation, training, supervision). Take account of those substances that are produced from activities undertaken by another employer's employees.                                                                                                                                                                                                     |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Skin: Wear impermeable gloves which are resistant to the product. Nitrile gloves are appropriate. Avoid contact with other areas of the skin, such as carrying contaminated rags in pockets etc.<br>Eyes: Wear eye protective goggles if splashes are likely to occur.<br>Ingestion: Do not ingest. Wash hands thoroughly using an appropriate hand cleanser prior to eating, drinking or smoking. |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |
| Personal Protective Equipment                                                                                                                                                                                                                                                                                                                                                                      |                                                                                    |                                                                                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |                                                                                    |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------|----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |  | Nitrile gloves |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Protective goggles if splashes are likely to occur. |  | Coveralls      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |  | Ventilation    |
| <b>First Aid Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                     |                                                                                    |                |
| <p><b>General information:</b> Instantly remove any clothing soiled by the product.</p> <p><b>After inhalation:</b> Supply fresh air; consult doctor in case of symptoms.</p> <p><b>After skin contact:</b> Generally the product does not irritate the skin. Immediately rinse with water. If skin irritation continues, consult a doctor.</p> <p><b>After eye contact:</b> Keep eye lids open and rinse them amply with clean running water for at least 15 minutes. In case of persistent symptoms consult doctor.</p> <p><b>After ingestion:</b> Do not induce vomiting in order to prevent an invasion into the lungs. In case of persistent symptoms consult doctor.</p>                                                                                                                                                                                                                                                            |                                                     |                                                                                    |                |
| <b>Storage &amp; Handling</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                     |                                                                                    |                |
| <p><b>Handling: Precautions for safe handling</b><br/>         Avoid contact with eyes and skin.<br/>         Ensure good ventilation/exhaustion at the workplace.<br/>         Store in cool, dry place in tightly closed containers.<br/>         Keep away from heat and direct sunlight.</p> <p><b>Information about protection against explosions and fires:</b><br/>         Keep ignition sources away - Do not smoke.<br/>         Protect against electrostatic charges.<br/>         Fumes can combine with air to form an explosive mixture.</p> <p><b>Conditions for safe storage, including any incompatibilities</b><br/> <b>Storage Requirements to be met by storerooms and containers:</b><br/>         Store only in unopened original receptacles.<br/>         Prevent any penetration into the ground.</p> <p><b>Information about storage in one common storage facility:</b> Store away from oxidizing agents.</p> |                                                     |                                                                                    |                |
| <b>Disposal of Substances &amp; Contaminated Containers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                     |                                                                                    |                |
| <p><b>Recommendation</b><br/>         The product is suitable for processing by an approved recycling facility or can be disposed of at any government approved waste disposal facility.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |                                                                                    |                |
| <b>Fire Fighting Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                     |                                                                                    |                |
| <p><b>Extinguishing media</b><br/>         Extinguishing powder, foam or water jet. Fight larger fires with water jet or alcohol-resistant foam.</p> <p><b>For safety reasons unsuitable extinguishing agents:</b> Water with a full water jet.</p> <p><b>Special hazards arising from the substance or mixture</b><br/>         Can be released in case of fire<br/>         Carbon monoxide (CO)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                     |                                                                                    |                |

|                                                                             |   |      |   |                 |     |            |                                     |                             |  |
|-----------------------------------------------------------------------------|---|------|---|-----------------|-----|------------|-------------------------------------|-----------------------------|--|
| Water                                                                       | X | AAAF | X | CO <sub>2</sub> |     | Dry Powder |                                     |                             |  |
| This assessment must be shown to all operatives working with this substance |   |      |   |                 |     |            |                                     |                             |  |
| Is exposure adequately controlled?                                          |   |      |   |                 | Yes |            | <input checked="" type="checkbox"/> | No <input type="checkbox"/> |  |
| Risk Rating Following Control Measures                                      |   |      |   |                 |     |            |                                     |                             |  |
|                                                                             |   |      |   |                 | Low |            |                                     |                             |  |

|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |                   |          |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------|----------|
| Product Name(s):                                                                   | Diesel                                                                              |                                                                                     |                                                                                     |                                                                                     |                                                                                      | COSHH Assess. No.:                                                                    | 18                                                                                    |                   |          |
| Description of Substance:                                                          | Clear colourless liquid with characteristic odour                                   |                                                                                     |                                                                                     |                                                                                     |                                                                                      | Assessed By:                                                                          | Graham Tubby                                                                          |                   |          |
| Workplace Exposure Limits:                                                         | Complex mixture of hydrocarbons 100ppm                                              |                                                                                     |                                                                                     |                                                                                     |                                                                                      | Date:                                                                                 | Feb 2022                                                                              |                   |          |
| Task/Activity:                                                                     | Used as a fuel for vehicles and generators.                                         |                                                                                     |                                                                                     |                                                                                     |                                                                                      | Risk Phrases:                                                                         |                                                                                       |                   |          |
| Suppliers Name & Address:                                                          |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      | Safety Phrases:                                                                       |                                                                                       |                   |          |
|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      | Telephone/Fax No's:                                                                   |                                                                                       |                   |          |
|                                                                                    |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      | MSDS Attached:                                                                        | Yes / No                                                                              |                   |          |
| SUBSTANCE PROPERTIES                                                               |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |                   |          |
|  |  |  |  |  |  |  |  |                   |          |
| Flammable/ Highly Flammable                                                        | Oxidiser                                                                            | Explosive                                                                           | Harmful                                                                             | Toxic/ Very Toxic                                                                   | Irritant                                                                             | Dangerous to the Environment                                                          | Corrosive                                                                             |                   |          |
| Yes                                                                                | No                                                                                  | No                                                                                  | Yes                                                                                 | No                                                                                  | Yes                                                                                  | Yes                                                                                   | No                                                                                    |                   |          |
| ROUTE OF EXPOSURE                                                                  |                                                                                     |                                                                                     |                                                                                     |                                                                                     | PERSONS AT RISK                                                                      |                                                                                       |                                                                                       |                   |          |
| Skin                                                                               | X                                                                                   | Eyes                                                                                | X                                                                                   | Inhalation                                                                          | X                                                                                    | Users of the product                                                                  | X                                                                                     | Members of Public | Visitors |
| Ingestion                                                                          | X                                                                                   | Cuts/ Abrasions                                                                     | X                                                                                   | Injection                                                                           |                                                                                      | Other Workers                                                                         |                                                                                       | Young Persons     |          |
| PPE REQUIREMENTS                                                                   |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |                   |          |
|  |  |  |  |  |  | Other:                                                                                | Other:                                                                                |                   |          |
| Yes                                                                                | No                                                                                  | Yes                                                                                 | No                                                                                  | Yes                                                                                 | No                                                                                   | Yes / No                                                                              | Yes / No                                                                              |                   |          |
| ADDITIONAL CONTROL MEASURES                                                        |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |                   |          |



| General Precautions                                                                                                                                                                                                                                                                                                                                                                                                 | Control Measures                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.</li> </ul>                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>➤ Ensure that adequate supervision is provided at all times.</li> </ul>                                                                                                                                      |
| First Aid/Hygiene Arrangements                                                                                                                                                                                                                                                                                                                                                                                      | Fire Precautions                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>➤ Wash skin thoroughly with soap and clean water</li> <li>➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention.</li> <li>➤ If inhalation or ingestion occurs, seek immediate medical attention.</li> <li>➤ Wash out the mouth with clean water where appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>➤ No smoking to be permitted in the vicinity of the works.</li> <li>➤ No hot works to be allowed in the vicinity of the works.</li> <li>➤ Use CO2 or dry powder extinguisher</li> </ul>                      |
| LEV Requirements                                                                                                                                                                                                                                                                                                                                                                                                    | Monitoring Requirements                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>➤ Ensure that the work area is well ventilated at all times.</li> </ul>                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>➤ Consider additional monitoring if this product is to be used within a confined space.</li> <li>➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.</li> </ul> |
| Transport Arrangements                                                                                                                                                                                                                                                                                                                                                                                              | Storage Requirements                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>➤ No special requirements for small quantities</li> </ul>                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>➤ Store in a dry, well ventilated and secure store.</li> <li>➤ Always store upright with the lids firmly secured.</li> <li>➤ Protect from extremes of temperature.</li> </ul>                                |
| Spillage Procedures                                                                                                                                                                                                                                                                                                                                                                                                 | Disposal Requirements                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal.</li> </ul>                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>➤ Dispose of waste as special waste via a licensed waste contractor.</li> </ul>                                                                                                                              |

## 6.1 Method Statement/Risk Assessment Register

Before any task is undertaken the Method Statement for that task **MUST** be read and understood.

To enable Kingdoms Corporate Horticulture Limited to comply with this, please ensure you print your name, date and sign this register.

| Name | Method Statement Title | Date | Signature |
|------|------------------------|------|-----------|
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |
|      |                        |      |           |

## RISK ASSESSMENT FOR – SOFT LANDSCAPING

### 6.2 Risk Assessment

#### Legend

|                                             |                                                    |                                                                    |                                                                                 |                                                                                                                |                                                                                                                             |
|---------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>P = Probability</b>                      | 1 = Remote                                         | 2 = Unlikely                                                       | 3 = Possible                                                                    | 4 = Probable                                                                                                   | 5 = Likely                                                                                                                  |
| <b>S = Severity</b>                         | 1 = Injury not requiring First-aid                 | 2 = First-aid only required                                        | 3 = Over 3 day injury                                                           | 4 = Serious Injury                                                                                             | 5 = Fatality                                                                                                                |
| <b>R = Risk Rating (p x s)</b>              | 1-3 = Negligible                                   | 4-6 = Low                                                          | 7-12 = Medium                                                                   | 13-16 = High                                                                                                   | 17-25 = Very High                                                                                                           |
| <b>RR = Residual Risk</b>                   | 1-3 = Acceptable<br>No further controls necessary. | 4-6 = Acceptable.<br>Regular close monitoring and review required. | 7-12 = Unacceptable<br>Further controls must be implemented to reduce the risk. | 13-16 = Unacceptable<br>Review the assessment process, activity and re-evaluate and apply additional controls. | 17-25 = Activity or process should be abandoned, no works to continue unless a full review of the work has been undertaken. |
| <b>Probability x Severity = Risk rating</b> | <b>E = Employees</b>                               |                                                                    | <b>C = Contractors</b>                                                          |                                                                                                                | <b>T = Third parties</b>                                                                                                    |

|                                      |             |    |    |    |    |
|--------------------------------------|-------------|----|----|----|----|
| S<br>E<br>V<br>E<br>R<br>I<br>T<br>Y | 5           | 10 | 15 | 20 | 25 |
|                                      | 4           | 8  | 12 | 16 | 20 |
|                                      | 3           | 6  | 9  | 12 | 15 |
|                                      | 2           | 4  | 6  | 8  | 10 |
|                                      | 1           | 2  | 3  | 4  | 5  |
|                                      | PROBABILITY |    |    |    |    |

|       |            |  |
|-------|------------|--|
| 1 – 3 | NEGLIGIBLE |  |
| 4 – 6 | LOW        |  |
| 7-12  | MEDIUM     |  |
| 13>   | HIGH       |  |

### Risk Rating Matrix

| Processes                                                                   | Hazard                                  | Persons at Risk |   |   | Risk |   |    | Control Measures Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Residual Risk |
|-----------------------------------------------------------------------------|-----------------------------------------|-----------------|---|---|------|---|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                             |                                         | E               | C | T | P    | S | R  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| Soft Landscaping: inc. Soil preparation improvement by rotavator/cultivator | Ejected stones and particles            | ✓               | ✓ | ✓ | 4    | 4 | 16 | The works Supervisor will walk across top soiled areas to ensure no large stones (50-80mm in diameter), or objects which could damage the rotavator/cultivator are present, or could be ejected from the rear of the machine all such objects are to be removed and disposed of prior to work commencing, operatives will also wear high impact eye protection, either face visors or high impact safety glasses/googles and overalls/coveralls to control the risk of personal injury. Operatives using cultivators will stop work when third parties enter close to work areas. | 3             |
|                                                                             | Contact with cultivator/rotavator tines | ✓               | ✓ |   | 3    | 4 | 12 | Rotavators/cultivators will be kept and maintained in good condition, guards will always remain in place and machinery will be switched off prior to inspection or maintenance of cutting tines. Suitable PPE will be worn including overalls and high impact safety glasses along with hearing protection, operatives will be competent and experienced.                                                                                                                                                                                                                         | 3             |

|                                                             |                                            |   |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
|-------------------------------------------------------------|--------------------------------------------|---|---|---|---|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Use of hand held auger when planting small trees and shrubs | Noise & Vibration (HAV)<br>Hand-held Auger | ✓ | ✓ | ✓ | 4 | 4 | 16 | <p>Work equipment will be kept and maintained in good condition and routine work place inspections will be undertaken by a competent person and records kept. Work equipment will be replaced as and when required and only equipment that has anti-vibration damping in place will be considered for purchase and use.</p> <p>Exposure to vibration will be monitored and records kept; work activities will be rotated so as to reduce exposure to as low as reasonably practicable, health surveillance will be introduced if deemed necessary. Operatives will have suitable workwear to keep them warm and dry, welfare facilities will be provided to our team.</p> <p>Hearing protection will also be utilised at all times when operatives work with garden machinery and plant to reduce the risk of operatives suffering from noise induced hearing loss.</p> | 3 |
| General soft landscaping work                               | Manual handling                            | ✓ | ✓ |   | 3 | 4 | 12 | <p>Plant and equipment along with materials including trees, turf rolls and container grown plants will be carefully loaded &amp; unloaded from company vehicles by way of ramps and vehicle tail lifts, mechanising lifting (telehandler, sack or wheel barrow will always be selected over manual handling. Manual handling training will also be provided to company operatives to provide information and instruction and training including awareness of kinetic best practice lifting techniques and when to seek help when required, tasks such as Cultivation will be rotated among team members and long handled tools and equipment utilised where required to prevent over extension which could cause MSDs</p>                                                                                                                                              | 2 |

|  |                               |   |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |
|--|-------------------------------|---|---|---|---|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|  | Slips, trips and falls        | ✓ | ✓ | ✓ | 3 | 3 | 9  | Operatives will not block access or emergency escape routes with materials or tools and equipment, waste will be cleaned up as the work progresses to maintain good housekeeping standards. Hosepipes will not be allowed to trail over footpaths, suitable warning signage will be in place.                                                                                                                                                                                  | 2 |
|  | Contact with plant or lorries | ✓ | ✓ | ✓ | 4 | 5 | 20 | Operatives will stay on designated pedestrian routes at all times and use crossing points only when the plant or lorry driver has signalled that it is safe to cross. Operatives will stay away from plant compounds and only competent Traffic Marshall will direct plant or vehicle movements, no reversing of plant or vehicles will be allowed. Operatives will always wear Hi-Viz clothing that is clean and in good condition to ensure maximum visibility at all times. | 3 |
|  | Fire (refuelling)             | ✓ | ✓ | ✓ | 3 | 4 | 12 | Plant including tracked excavators and Rotavators/cultivators & hand-held augers will only be refuelled in designated areas, operatives will wear goggles and nitrile gloves. Plant nappies or drip trays will be in place under plant to prevent spills. (COSHH assessments will be available and followed by all operatives). Fuel will be stored on a suitable bunded storage container sited on a hard surface.                                                            | 3 |



|  |                                |   |   |   |   |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |
|--|--------------------------------|---|---|---|---|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|  | Environmental<br>(fuel spills) | ✓ | ✓ | ✓ | 2 | 3 | 6 | No refuelling of plant and equipment will be allowed with 10ms of a water course, operatives will only refuel plant or equipment in designated areas and drip trays will always be placed under and near plant when re-fuelling takes place. Fuel storage will be in suitable bunds stored on hard surfaces. Operatives will be trained to use spill kits and used spill kit material will be disposed of as contaminated waste. In the event of an environmental incident occurring then the Project Management team and Client will be informed immediately. | 2 |
|--|--------------------------------|---|---|---|---|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

|                                       |                                                                                                                                                                                                                     |   |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <p><u>Excavators</u><br/>Slewing-</p> | <p>trapping the person between the excavator and a fixed structure or vehicle.</p> <p>when the moving bucket or other attachment strikes a pedestrian or when the bucket inadvertently falls from the excavator</p> | ✓ | ✓ | ✓ | 3 | 5 | 15 | <p>Manufacturer's guidance on the use of the make and model of machines used on site will be followed at all times.</p> <p>Clearance: When slewing in a confined area the selection of plant with minimal tail swing is preferred. Clearance of over 0.5m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction.</p> <p>Visibility: Excavators with the best view around them directly from the driver position should be selected. Excavators should be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine.</p> <p>Plant and vehicle marshaller: A Plant and vehicle marshaller should be provided in a safe position to direct excavator operation and any pedestrian movements.</p> <p>Bucket attachment: Quick hitches can be used to secure buckets to the excavator arm. Check that you are able to implement and manage any quick hitch used. A number of deaths have occurred in recent years when the bucket has fallen from the machine.</p> | 4 |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

|            |                                     |   |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |
|------------|-------------------------------------|---|---|---|---|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Excavators | Moving, particularly when reversing | ✓ | ✓ | ✓ | 4 | 5 | 20 | <p>Only competent plant operators with either CPCS or NPORS accredited training will be allowed to use excavators on company sites.</p> <p>Amber flashing lights installed on the roof of the cab will always be switched on and working when plant is in use.</p> <p>Exclusion: site operatives/third parties will be kept away from areas of excavator operation by the provision of suitable barriers. Most excavator related deaths involve a person working in the vicinity of the excavator rather than the driver.</p> <p>Suitable barriers or fencing will be provided by others and used to create and maintain a pedestrian exclusion area. Competent Banksman/Vehicle Marshals will be on site to ensure that plant movements are undertaken safely.</p> <p><b>HSE guidance will be followed including; Safe use of vehicles on construction sites: A guide for clients, designers, contractors, managers and workers involved with construction transport HSG144</b></p> | 4 |
|------------|-------------------------------------|---|---|---|---|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

|                                           |                          |   |   |  |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
|-------------------------------------------|--------------------------|---|---|--|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Excavating tree pits by tracked excavator | Striking buried services | ✓ | ✓ |  | 4 | 5 | 20 | Our well serviced and maintained 3-5 tonne excavators will be required to excavate a 1mx1m x 1m deep tree pit to plant new trees into, the work will be carried out by a competent machine operator with either CPCS or NPORS training. Work will only take place once a permit to work is issued by the Principal Contractor's representative with an up-to-date service plan attached. Our excavator operator will then work in accordance with the latest revision planting plan to begin to excavate the tree pits with a digging bucket attached, a competent Banksman/vehicle Marshal will be in attendance wearing suitable PPE including Hi-Viz vest, safety helmet, boots gloves and safety glasses; our Banksman/Vehicle Marshal will carefully monitor the excavation work to reduce the risk of our machine striking buried services. Our excavator bucket will always be at least 0.5ms away from any services that are found during the excavation works in accordance with HSE guidance HSG 47. If services are located during the work the Principal Contractor's representative will be informed immediately. The excavators may also be used to plat the trees and carefully backfill pits with top soil and soil improver. <b>HSE guidance will be followed including; Safe use of vehicles on construction sites: A guide for clients, designers, contractors, managers and workers involved with construction transport HSG144</b> | 4 |
|-------------------------------------------|--------------------------|---|---|--|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

|         |                                                                                                              |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |
|---------|--------------------------------------------------------------------------------------------------------------|---|---|---|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Dumpers | Safe use –<br>loading/unloading<br>and operation/<br>turning over on rough<br>ground and into<br>excavations | ✓ | ✓ | 3 | 5 | 15 | <p>Only suitable machines which are fully inspected prior to use will be used on company sites, documented plant checks will be undertaken every week and defects highlighted to the Supervisor immediately, any machine which is defective will be removed from use until a competent person undertakes a repair. Forward tipping dumpers will only be operated by competent plant operators holding either CPCS or NPORs accredited training. Working amber lights will be switched on at all times, the green flashing light will flash when operators are wearing their seat belts, which be at all times the dumper is in motion. When not in use the key of the machine will be removed and kept with the operator to prevent unauthorised usage. Dumpers will not over speed when in use.</p> <p>Roll over protective structures (ROPS) will always be in place and secured at all times the dumper is used. The front skip of the dumper will never be raised when the machine is in use/movement to ensure good vision at all times.</p> <p>Operators of dumpers will use the hand break and leave the dumper when being loaded with materials by excavators, all loads shall be level and not overfilled by the excavator operators.</p> <p>Excavations will be guarded with suitable barriers and stop blocks will be in place to reduce the risk of the dumper falling in.</p> <p>Competent Vehicle Marshalls will also be on site to ensure plant is used safely.</p> <p>HSE guidance will be followed including; Safe use of vehicles on construction sites: A guide for clients, designers, contractors, managers and workers involved with construction transport HSG144</p> | 3 |
|---------|--------------------------------------------------------------------------------------------------------------|---|---|---|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|

|           |                 |   |   |   |   |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |
|-----------|-----------------|---|---|---|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Covid C19 | Working on site | ✓ | ✓ | ✓ | 3 | 5 | 15 | <p>The Principal Contractors site rules regarding the control and prevention of Covid 19 will be followed at all times by company operatives, the following control measures should be followed at work:</p> <ul style="list-style-type: none"> <li>Welfare facilities will continue to be provided, but on a 1 in 1 out basis. Canteens will be closed and breaks are to be taken in vans. Where possible the Principal Contractor will provide seating areas outside, while maintaining social distancing.</li> <li>Internal works are to be carried out under a permit system, which will help to ensure that only one person works in a room at one time.</li> <li>Social distancing: where possible operatives will maintain a constant minimum 2m separation from other people on site.</li> <li>Operatives will maintain strict hygiene when on site, washing hands with soap and hand sanitizer as often as possible, prior to breaks and after breaks, operatives will avoid touching their faces and will wear suitable gloves at all times on site.</li> </ul> | 6 |
|-----------|-----------------|---|---|---|---|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|



|  |  |  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--|--|--|--|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  |  |  | <p><b>If any company operatives feel typical Covid 19 symptoms including but not limited to the following (as per W.H.O guidelines):</b></p> <ul style="list-style-type: none"> <li>a. High temperature/fever</li> <li>b. Persistent dry cough lasting more than an hour or 3 or more coughing episodes in 24 hours (cough may be worse than usual)</li> <li>c. Difficulty breathing and or shortness of breath</li> <li>d. Chest pain or pressure</li> <li>e. Loss of speech or movement</li> <li>f. Skin on chest and back hot to touch.</li> <li>g. Fatigue</li> <li>h. Sore throat</li> <li>i. Aches and pains</li> <li>j. Diarrhoea</li> <li>k. Conjunctivitis</li> <li>l. Headache</li> <li>m. Loss of taste and smell</li> <li>n. Skin rash and or, discoloration on skin and toes.</li> </ul> <p>Operatives will inform their manager immediately, return home and self-isolate for at least 14 days and contact NHS 111 prior to visiting their GP. N.B operatives with underlying health problems or older workers (60+) should be considered most vulnerable</p> |  |
|--|--|--|--|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|