



Activity Description: **Hedge Planting**

Risk Assessment

Organisation: Sapperton Wilder	Assessed by: Chenie Prudhomme	Date of Assessment: 20 January 2026
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Likelihood: 1- Unlikely: <i>Not expected to happen, but possible.</i> 2- Possible: <i>Could happen during the project</i> 3- Likely: <i>Expected to happen during the project</i>	Consequence/ Severity: 1. Minor: <i>No injury or damage; minimal impact on people or the environment.</i> 2. Moderate: <i>Some injury or disturbance; manageable impact</i> 3. Serious: <i>Major injury, serious or lasting harm to people or the environment</i>	Overall Risk (fig 1.): Low: <i>acceptable risk, to be monitored during the activity</i> Medium: <i>Precautions to be put in place to mitigate risk</i> High: <i>Unacceptable level of risk: action needed before proceeding</i>
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Main hazards and Associated Risks:

Ref. No	Hazard/ Risk: What could cause harm?	Who is at risk?	Control measures and ways to mitigate the risks	Further actions or monitoring needed during the event.	Likelihood (1-3)	Consequence/ Severity (1-3)	Overall Risk:
1	Slips/ Trips/ Falls	Volunteers Supervising Sapperton Wilder staff	Assessment of site prior to event to ensure suitability of area for work Ensure working environment is clear throughout the day. Highlight any potential trip hazards to all attendees (e.g. tree roots/ stumps, uneven ground). Ensure a first aid kit is present and stocked for each day.	Continual monitoring of ground/ working area by all participants. Administer first aid if necessary	2	1	Low

2	Cuts and scratches from thorny plants	Volunteers Supervising Sapperton Wilder staff	Ensure the participants are given a list of recommended clothing to wear prior to the event. Ensure that participants wear protective gloves when working with plants Include an educational talk about the plant species that will be used in that days and highlight any species that have thorns. Ensure a first aid kit is present and stocked for each day.	Administer first aid if necessary Ensure there are extra pairs of gloves available during the day	3	1	Low
3	Cuts and scratches from tools	Volunteers Supervising Sapperton Wilder staff	Provide a tool safety talk to ensure the equipment is being used in correct and safe ways Ensure a first aid kit is present and stocked for each day.	Check in with participants to ensure they are using tools correctly Administer first aid if necessary.	2	2	Medium
4	Roadside working	Volunteers Supervising Sapperton Wilder staff	Hi vis to be worn if necessary Create a clear working area, using a cordon if necessary	Monitor traffic levels throughout the day. If needed move to area further from the road if traffic picks up	1	2	Low
5	Uneven surfaces and changes in grounds	Volunteers Supervising Sapperton Wilder staff	Carry out site inspection prior to the event Notify all attendees of potential dangers. Ensure appropriate footwear is worn	Administer first aid if necessary	2	1	Low
6	Weather conditions	Volunteers Supervising Sapperton Wilder staff Members of the public	Monitor the weather reports regularly in the run up to the even. Adapt work according the conditions	Check in with participants to ensure they are happy to continue working if weather conditions change.	2	1	Low

7	Livestock	Volunteers Supervising Sapperton Wilder staff Members of the public	Notify participants if they are to be working near livestock and to not approach If necessary, approach the site via an alternative entrance	Monitor any nearby livestock throughout the day. If needed move further from livestock if possible	1	2	Low
8	Injury from Barbed Wire fences	Volunteers Supervising Sapperton Wilder staff Members of the public	When possible, remove barbed wire before task starts Make all participants aware of any areas with barbed wire	Ask participants to make the group aware if any barbed wire is found. Supervisor to remove barbed wire if possible	1	2	Low
9	Injuries from manual handling	Volunteers Supervising Sapperton Wilder staff	Demonstrate correct lifting techniques before the task begins. Ensure participants change tasks throughout the day to avoid repetitive strains Ensure those with health conditions or are pregnant do not undertake heavy/ manual lifting Ensure on the contact form for sign ups has a section for them to report any physical problems.	Check in with participants continually throughout the event to make sure everyone is alright. Ensure regular breaks and rests throughout the day, and add in more if the participants need it.	1	2	Low
10	Insect and tick bites	Volunteers Supervising Sapperton Wilder staff Members of the public	Inspect sites prior to work for insect nests Notify all participants do a "tick check" at the end of the day, and what to look out for if they have been bitten. If a nest is uncovered during the days work, move away from the area to new area if possible	Administer first aid if necessary Check in with participants throughout the day to check if they have been bitten	1	2	Low
11	Sharps- Non-hedge planting tools	Volunteers Supervising Sapperton Wilder staff Members of the public	No volunteers to move sharps Dispose of any sharps in appropriate boxes if possible	Include instructions on what to do if sharps are found on site to Volunteers	1	1	Low

				Check in throughout the day in case anyone has discovered any sharps			
12	Violence: Physical and verbal assault	Volunteers Supervising Sapperton Wilder staff Members of the public	Always stay in visual contact with volunteers Explain there is a zero-tolerance policy of violence towards any members of the group	Call emergency services if necessary	1	2	Low
13	Personal safety	Volunteers Supervising Sapperton Wilder staff	Supervisor will have a first aid kit and can administer basic first aid if necessary. Supervisor to discuss any health with the upmost confidentiality at all	Supervisor to observe volunteers and if anyone seems to be struggling with the work, check in with them and check if they want to have a break or change to a different task.	2	2	Medium
14	Thorns/ sharp twigs causing injury to legs whilst kneeling	Volunteers Supervising Sapperton Wilder staff	Look out for dead wood, thorns, insecure branches and any signs of decay both in the trees to be felled in adjacent crowns and on the ground. Wear thick clothing/ trousers and wear protective gloves	Sweep the area prior to the task starting Monitor the workspace and keep it tidy throughout the day	2	1	Low
15	Fatigue	Volunteers Supervising Sapperton Wilder staff	Ensure people work together Take regular breaks and ensure beforehand participants are told to bring plenty of water and food	Check in with participants and take extra breaks if necessary	1	2	Low
16	Wildlife Disturbances (nests)	Flora and Fauna at site	All activities for this projects to be completed before the end of March	N/A	1	2	Low
17	Eye injury from branches, twigs and thorns	Volunteers Supervising Sapperton Wilder staff	Always cut back small branches to clear a working area near the tree/ hedgerow	In necessary, wear safety goggles to protect eyes.	2	3	Medium
18	Safeguarding issues for volunteers under the age of 18	Volunteers under the age of 18	Any volunteers who are under the age of 18 must be accompanied by an adult who will take responsibility for their	If a responsible adult is not available, then no volunteers under the age	1	3	Low

			welfare and safety throughout the event.	of 18 will be able to participate			
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Personal Protective Equipment:



Action Plan

Action	Person Responsible	Completion date
Ensure all persons involved have been given access and made aware of the risk assessment	Cherie Prudhomme	22 January 2026

Conclusions:

If the above recommendations are followed then risks can be minimised.

A safety Method Statement can be used as part of this risk assessment which can be used to assist with training and when monitoring work activities.

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed): *Cherie Prudhomme*

Dated: 20 January 2026

Manager (Signed):



Dated: 20 January 2026

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.

Please document that this information has been provided

Figure 1. Risk Matrix

Consequences/ Severity

Likelihood

	1	2	3
1	Low	Low	Low
2	Low	Medium	Medium
3	Low	Medium	High