

CPRE HEDGEROW PROJECT RISK ASSESSMENT 2025/2026



Charity name: CPRE Herefordshire

Assessment carried out by:

Location: Herefordshire

Date assessment was carried out: October 2025

What are the hazards/risks?	Who might be affected and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>On Site Injuries Injuries from tools or plants, falling over, strains or eye injury from plants, canes and marking out rope</p>	<p>All people working on site</p>	<ul style="list-style-type: none"> -Full assessment of the site before work commences -H&S talk on site. Making all aware of risk assessment cover sheet -Instruction on safe working practices including the use of tools -Organised and tidy working environment -Point out uneven surfaces and hazards -Advise on appropriate footwear and clothing. -Have a first aid kit on site -Providing protective goggles, gloves and Hi-Viz vests for all. 	<ul style="list-style-type: none"> -Ensure adequate training and briefing at the start of each day by the Activity Leader. -Landowner asked to turn off electric fence/s in the vicinity. -All activities to be supervised by the Activity Leader. 	<p>CPRE Herefordshire / Activity Leader</p>	<p>During all onsite working hours</p>	

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Vehicle Safety	All drivers attending the event or task/s	<ul style="list-style-type: none"> -Determine a central meeting point for all sites -Explain safe and correct use of tools, equipment and guards. -All participants park their vehicles at the designated car park (Activity Leader to supervise). - All vehicles parked at owner's risk. - Entrance to the event to be clearly marked 	CPRE Herefordshire plan in conjunction with landowners and include in instructions before the event.	All drivers of vehicles. Speed limit on site of 10mph	Prior to the event and on the day of the task	
Pedestrian Movement	Movement on foot will largely be via the safe designated route from the car park.	Activity Leader will guide all participants.	Carry out a fresh briefing at each new task site.	Activity Leader	During the task	

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Contact with Livestock and Wildlife	All people attending the work event	CPRE Herefordshire / Activity Leader to ensure Landowners have removed all livestock where volunteers are working or walking	-CPRE Herefordshire to monitor livestock activity at each task location -Brief all on site about avoiding contact with livestock in neighbouring fields.	CPRE Herefordshire / Activity Leader	-Assess the situation when planning the work -Monitor while on site	
Medical and First Aid Provision	All people attending the work event	-See 'On Site Injuries' etc. above. -Emergency telephone numbers in the Activity Leader's folder with Risk Assessment. All volunteers will be told where this is located in case of an emergency. -Plus all volunteers to provide an emergency number should they be involved in a medical incident. -A qualified First Aider is nominated for each day onsite.	See 'On Site Injuries' etc. above	Activity Leader to assess all injuries and take appropriate action and call 999 in an emergency	Constantly when on site	

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Provision of Waste Disposal	All people attending the task	Prior discussion with the Landowner about where to position waste products	CPRE Herefordshire to plan prior to the work commencing	CPRE Herefordshire / Activity Leader to check nothing has been left on task site once the participants have finished the work	CPRE to provide black bags etc.	
Water Food and Drink Requirements	All people attending the work event	<ul style="list-style-type: none"> -CPRE Herefordshire to advise all people attending to bring water and food with them -CPRE Herefordshire / Activity to plan breaks for food and drink -CPRE Herefordshire / Activity Leader to provide covered areas for breaks in case of inclement weather 	CPRE to ensure there is access to a drinks supply of tea, coffee and biscuits near the task site	CPRE Herefordshire / Activity Leader	On day of event	

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Toilet/Washing Provision	All people attending the work event	-Locating central toilets and washing facilities made available by landowners -Having a vehicle available to transport people to the nearest toilet when needed	Brief everyone on site about what/where toilet and washing facilities are located	Activity Leader	During the event	
Adverse Weather	Unfortunately people will get wet and cold if there is adverse weather on the day	-There is NO alternative plan for an adverse weather event. -A gazebo is available to provide overhead cover for breaks. -Participants advised to bring wet/warm weather clothing as dictated by the local weather forecast etc.	Check the weather forecast and brief Participants accordingly just prior to the workdays. Hopefully everyone will check the weather forecast for the day and come suitably prepared. If it is assessed that the weather is too severe CPRE Herefordshire / Activity Leader will cancel the day.	CPRE Herefordshire / Activity Leader	During the task. Or in advance	

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Lack of Volunteers for the planned activity	The planned amount of activity will not be achieved	There is a need to look for the right number of volunteers and keep contact with them regularly and right up to the work taking place	Maintain a database of contact email addresses and mob tel numbers	CPRE Herefordshire	Continuous and just before prior to the activity taking place	
Problems with the delivery and security of products (plants, stakes etc.)	The planned activity will not be achieved if the plants and equipment do not arrive on site in time or are stolen	-CPRE Herefordshire to be in regular contact with delivery partners -CPRE Herefordshire to identify secure areas for delivery of plants and equipment in conjunction with landowners	-Make precise arrangements with landowners for delivery. Make arrangements for secure storage overnight where work continues over 2 or more consecutive days	CPRE Herefordshire	When on site	

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Mobile phone signal	Participants may need to call the Activity Leader to find the location. Calls to 999 needed in an emergency	Mobile phone signal will be checked during the site visit and the Activity Leader will check their mobile signal and locate the nearest spot with signal in case of an emergency	If there is no signal a nearby landline needs to be made accessible by the landowner	CPRE Herefordshire / Activity Leader / Landowner	-CPRE Herefordshire to assess during site visit and inform landowner if access to a landline is required. -Activity Leader to monitor on site	
Activity Leader for a planned task becoming unavailable at short notice	All including volunteers involved in the task	-Having all HH CPRE Herefordshire staff trained to manage any task so that reserves can be nominated at short notice If the Activity Leader has to drop out from a day CPRE Herefordshire will look for a substitute and if one is not available the day will be cancelled.	We need good communication between CPRE Herefordshire and Activity Leader in the days prior to commencement of each task	CPRE Herefordshire / Activity Leader	In the days leading up to the task/s	

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Disease outbreak, restricting access to farmland and stopping planned work from proceeding	All staff and volunteers	By maintaining task sites with 3 – 4 different landowners we have the flexibility to move task sites at short notice	Regular contact between CPRE Herefordshire and landowners is important especially prior to planned work on their land	CPRE Herefordshire	Regularly and in the week prior to planned work taking place	
Poor participant behaviour	All staff and volunteers	Ensuring we have capable leaders on each task	-Clear instruction given. -Explain risks to all -Explain 'stop' command	Activity Leader	When onsite	
Participant allergies	All staff and volunteers	Asking all participants to inform the Activity Leader of any allergies when filling in the consent form	-Try to avoid the allergen if possible, or if not then stop the person from participating	Activity Leader	When onsite	
Additional site specific hazards/risks	All staff and volunteers	This is a general risk assessment, Activity Leader will be informed of any additional site specific hazards/risks before the activity takes place.	CPRE Herefordshire to inform Activity Leader of any additional site specific hazards/risks. Activity Leader to note them and take action as appropriate	CPRE Herefordshire & Activity Leader	Prior to and during the activity	