

R B Tree and Landscape Limited

Risk Assessment for Installing Christmas Tree

Scope:

This risk assessment shall include all foreseeable hazards resulting from working at height using ladders and Christmas trees. Following assessment, controls shall be specified and implemented to ensure the health and safety of all staff and others including the travelling public that might be affected by the operations.

Likelihood (L)		Severity (S)	
1	Very Unlikely	1	Minor injury, no lost time, no damage
2	Unlikely	2	Minor injury, up to 7 days lost time, minor damage
3	Likely	3	Reportable injury, 7+ days lost time, temporary disruption to operations
4	Very Likely	4	Major injury, damage, theft
5	Certain	5	Fatality, major damage, industry disruption
Risk Rating (RR) = Likelihood (L) x Severity (S)			

Key to Risk Rating		Severity (S)				
		1	2	3	4	5
Likelihood (L)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Green	This level of risk is workable with care and attention.
Amber	This level of risk may be workable with care and attention, but the company and the operator shall strive to find and implement further controls.
Red	This level of risk is not acceptable. Work must not commence until further controls have been put in place.

This risk assessment must be read alongside the following guidance from the HSE

The guidance specifies the current best practice for the operation and it is the expectation of this company that all operations shall be undertaken as described wherever reasonably practicable to do so

Ref.	Title
INDG402	Safe Use of Ladders and Step Ladders – An Employers Guide
INDG403	A Toolbox Talk on Ladder Use
INDG405	Top Tips for Ladder and Stepladder Safety

Identified Hazard	Level of Risk prior to control			Persons at Risk	Control Measures	Level of risk following control		
	L	S	RR			L	S	RR
Potential to cause harm to people, plant, reputation, product, or the environment.	L	S	RR	Operators, visitors, bystanders, travelling public	To be implemented on site prior to work. Work must not commence until these controls are in place.	L	S	RR
Competence <ul style="list-style-type: none"> Operator not familiar with the equipment or operation may cause injury or damage 	4	5	20	Operator, bystanders and adjacent property	<ul style="list-style-type: none"> All operators must have received appropriate training from a competent person. Climbers shall be trained in the use of ladders and climb in accordance with the most recent HSE guidelines. 	1	5	5
Ladder collapsing due to structural failure <ul style="list-style-type: none"> Injury resulting from falls from height Injury resulting from being struck by falling ladder 	2	5	10	Operator, bystanders and adjacent property	<ul style="list-style-type: none"> All equipment shall be selected as being fit for purpose and shall be maintained as per manufacturers recommendations. Only Class 1 industrial ladders shall be used. All ladders shall be subject to a regular inspection schedule. 	1	5	5

<p>The ladder toppling due to uneven ground or poor footing</p> <ul style="list-style-type: none"> • Injury resulting from falls from height • Injury resulting from being struck by falling ladder 	2	5	10	Operator, bystanders and adjacent property	<ul style="list-style-type: none"> • All ladders shall be fitted with a stabilising foot system or shall be footed by a second operator. • Stand-offs must be used on the top of the ladder to provide a better working position when installing the brackets and trees. • Ladders shall only be used on stable ground and where the head of the ladder can be rested on a stable surface. • The angle of the erection of the ladder shall be established using a ratio of 1m out for every 4m up. • The climber must have at least three points of contact with the ladder at all times. • The climber must hold the rungs of the ladder and not the side rails. 	1	5	5
<p>Use of tools whilst on a ladder</p> <ul style="list-style-type: none"> • Injury resulting from being struck by falling ladder • Injury resulting from being struck by falling tools 	3	5	15	Operator, bystanders and adjacent property	<ul style="list-style-type: none"> • Three points of contact between the climber and the ladder shall always be maintained when using tools. • All tools and fixings shall be carried in a tool belt while climbing the ladder and working from the ladder. • Heavy tools such as the drill shall be secured to the belt using a tool lanyard. • Operators must not over stretch – the ladder must be moved to a more suitable position. • Tree work shall not be undertaken from a ladder. • Operators must wear safety helmets. 	1	5	5
<p>Electrocution and/or damage to services</p> <ul style="list-style-type: none"> • Electrocution from tools 	3	5	15	Operator	<ul style="list-style-type: none"> • Only battery powered tools shall be used. 	1	2	2
<p>Ergonomics and Manual Handling</p> <ul style="list-style-type: none"> • Heavy equipment • Movement of a ladder or long steps is awkward as the ladder can propeller around and strike another person or 	3	4	12	Operator, bystanders and adjacent property	<ul style="list-style-type: none"> • Moving ladders is a two-person task. There must be a person holding each end of the ladder. 	1	4	4

property								
Contact with overhead electricity cables • Electrocutation	5	5	25	Operator	<ul style="list-style-type: none"> Ladders must not be used within 15m of any electricity cable. 	1	5	5
Interest from passers by	4	5	20	Passers by	<ul style="list-style-type: none"> All installations must be undertaken by a two-person team. The ground worker must ensure that all passers by are escorted around the work area. All operators must wear high viz outerwear. All operators must wear an identification card. 	1	5	5
Bogus traders cheat residents by pretending to be from RB Tree and Landscape Ltd	2	3	6	Residents	<ul style="list-style-type: none"> All operators must wear an identification card. Operators must not enter the residents house. 	1	3	3
Monitoring and review					<p>This risk assessment shall be reviewed:</p> <ul style="list-style-type: none"> Annually Following any change in any aspect of the method of work Following any modification to the machines Following any incident 			