

Ebony Forest risk assessment

Reviewed 16/11/2023

Activities	Hazards	People at risk*	PPE	Probability	Severity	Hazard rating	Control Measures
Department: Forest restoration and conservation							
Operating of brushcutter, chainsaw, mobile wood chipper machine, machete, tools for pruning and gardening, and power tools	Exposure to noise	L, CS	Ear muffs/Ear plugs	3	3	9	Strict adherence and compliance with manufacturer's safety instructions. Annual OHS training on specific machinery or tool during usage. Regular servicing and replacement of defective tools. Use of appropriate PPE.
	Physical injury, scratches and bruises		Safety helmet, safety goggles, face shields, long-sleeved shirts and trousers, rubber boots, gloves, aprons.	3	3	9	Proper training on use of machinery and gardening equipments. Strict adherence and compliance with manufacturer's safety instructions. Safe work practices. Use of appropriate PPE. Equipment regularly serviced.
	Foreign body in the eye, eye injury, flying debris		Safety helmets, safety goggles, face shields, uniform, rubber boots, leather gloves	2	4	8	Proper use of eye and face protectors. First Aid kit should be readily available. Use of appropriate PPE.
	Slip, trips and falls		Rubber boots, safety helmets	3	3	9	Avoid working on steep terrain when ground is wet. Use of appropriate PPE.
Handling of chemicals	Eye splash	L, CS	Safety goggles, face shields.	3	3	9	Proper techniques of dilution, follow safe work procedures, chemicals are kept locked in a dedicated cupboard, regular training in chemical handling as per MSDS, use of appropriate PPE, never mix incompatible chemicals. Observe proper care during handling of flammable materials. Adherence to MSDS for storage of chemicals.
	Spillage, skin contact, inhalation, ingestion		Safety goggles, face shields, chemical gloves, chemical masks, rubber boots, long-sleeved shirts and trousers.	3	3	9	
Lifting heavy loads	Physical injury, scratches and bruises, back injury	L, CS	Safety shoes or rubber boots, leather gloves, safety helmets.	3	4	12	Assistance of colleagues when needed, use of correct lifting techniques as per training, use of mechanical aids, safe work practices, use of appropriate PPE
Carrying tortoises	Physical injury, back injury	L, CS	Rubber boots	3	3	9	Staff trained on how to lift heavy loads and where to place hands. Low risk of being bitten by giant tortoise.
Accessing nest cavities	Falling from height	CS	Safety harnesses, safety belts, safety helmets.	3	4	12	OHS training on working at heights. Use of appropriate PPE. Adherence to safety rules concerning use of ladders and scaffoldings. Only trained staff.
Setting predator control traps	Physical injury	CS	Gloves	2	3	6	Proper training on setting of traps provided and signage in place to avoid people touching traps.
Disposing of carcasses	Disease	CS	Gloves	2	4	8	Only trained staff handle carcasses. Gloves are worn at all times and deep holes dug, in specific locations.

Probability of injury

1-Very Unlikely; 2-Unlikely; 3-Possible; 4-Likely; 5-Very likely

Severity of injury

1-Negligible; 2-Minor; 3-Moderate; 4-Major; 5-Severe

Hazard rating

1-5 Very low; 6-10 Low; 11-15 Medium; 16-20 High; 21-25 Very high

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Handling of traps and wildlife	Physical injury, scratches and bruises. Disease	CS	Gloves	1	3	3	Staff trained and use of appropriate PPE. Disinfect hands and equipment after handling birds.
Department: infrastructure/maintenance							
Lifting heavy loads	Physical injury, scratches and bruises, back injury	CP, DM	Safety shoes or rubber boots, leather gloves, safety helmets.	3	4	12	Assistance of colleagues when needed, use of correct lifting techniques as per training, use of mechanical aids, safe work practices, use of appropriate PPE
Construction activities	Falling from height		Safety shoes	3	4	12	OHS training on working at heights. Use of appropriate PPE. Adherence to safety rules concerning use of ladders and scaffoldings.
Construction activities	Physical injury from hand/power tools, puncture injury with nails	CP, DM	Safety helmet, safety goggles and shoes, long-sleeved shirts and trousers, rubber/leather gloves.	3	3	9	Regular servicing and replacement of defective tools and equipment, proper training on use of specific tools/equipments. Safe work practices, use of appropriate PPE. Ensure maintenance schedule. Repairs to be carried out by trained personnel only.
	Electric shock		Safety shoes.	2	4	8	Regular maintenance of equipment, power tools and protective devices, compliance to manufacturer's safety instructions. Report and remove from use any faulty equipment, ensure proper training on operation of equipment. Use of proper tools. Never use multi-plugs, use additional sockets, avoid trailing electrical cord across passageway.
	Slip, trips and fall		Safety shoes, harnesses, belts.	3	2	6	Avoid accumulation of water on floor, anti-slip surface and good housekeeping to avoid cluttering work spaces. Seek assistance when needed.
	Bumping into structures or wooden accessories		Uniforms, safety shoes, safety helmet, rubber gloves.	2	2	4	Maintain free passageways. Ensure good housekeeping to avoid cluttering work spaces. Use of appropriate PPE. Proper signages.
	Fire		Leather gloves, safety shoes.	2	3	6	Ensure that fire fighting equipments are readily available and regularly tested. Regular staff training in fire responses. Safe work practices and fire safety. Ensure proper housekeeping.
	Foreign body in the eye, burn, exposure to noise		Safety goggles, face-shields, ear muffs	3	2	6	Use of appropriate PPE.
Department: Office and administrative staff							

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Severity of injury

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Office activities	Slip, trips and fall	OS, CS, CL, SA	na	2	2	4	Good house-keeping practices including proper closing of drawers and storage of materials. Floors should be anti-slip and equipped with hand rails where needed. All electrical, telephone and computer cables should be secured under desks or in trunking devices. Use wet floor signage during cleaning and floor mats where appropriate.
	Eye strain, discomfort		na	2	2	4	Provision of proper seating with proper back and arms rests. Ensure good natural/artificial ventilation and lighting. Re-locate noisy or disturbing equipments.
	Fall from height/ falling objects		na	2	2	4	Use proper step ladder for removing items in high places. Safe stacking of materials. Open one drawer at a time and avoid over loading of drawers and cupboards.
Office activities	Scratches and bruises, cuts and lacerations.	OS, CS, CL, SA	na	2	2	4	Follow safe working practices.
	Back injury		na	2	3	6	Assist colleagues when needed, use correct lifting techniques as per training, use mechanical aids.
	Electric shock		na	2	4	8	Electrical safety devices (RCD) provided and tested monthly. Never use faulty equipments and remove immediately from office .
	Fire		na	2	3	6	Use proper wastes bins and ensure regular disposal of waste. Keep a minimum stock of combustibles materials like carton boxes, paper, files, etc. Maintain fire alarm and fire fighting equipments, fire exits and provide regular training. Posting of safety signs. Conduct regular fire drills.
	Chemical exposure		na	2	3	6	Safety awareness training, clean spillages immediately, wear appropriate PPE during use of chemicals. Ensure good ventilation.
Department: nature reserve management							
Visit to visitor centre and	Slips, trips and falls	V, G,	na	3	2	6	Advised to stay on and use established and clearly marked trails. Proper use of guard rails. Visitors advised to wear suitable footwear. Ensure good lighting. Travel in groups. No running, jumping and horse-play. Access route well maintained.
	Falling object		na	2	3	6	Daily safety checks of walkways, buildings and viewpoints. Trails and road checked for falling branches following windy weather.

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Centre and forest reserve	Physical injury, scratches and bruises.	CL	na	3	2	6	Visitors briefed on difficulty of trails. Trained first aiders on site.
	Fire		na	1	4	4	Appropriate safety signs including directional and exit signs around visitor centre. No smoking, except in a designated area located in the car park.
	Flooding		na	1	4	4	Drains maintained.
Visit to visitor centre and forest reserve	Getting lost	V, G, CL	na	2	1	2	Adequate signage and maps available for warning, prohibition or direction. Ensure visitors follow instructions provided. Visitors explained routes and signage with office telephone number available along trails in case of emergencies.
	Feeling unwell/frightened		na	2	1	2	Provision for first aid. Walkie-talkies in good working order for communication with admin. Seek medical advice if necessary. Trained first aiders on site.
	Accident due to overcrowding		na	1	2	2	Entry numbers restricted and visitors divided into manageable groups, if needed. Staff ensure discipline and avoid horse-play. Visitor access to walkways, buildings and viewpoints restricted, if necessary.
Safari jeep rides	Vehicle accident	V, G, D	Use of seat belts. Steps to access jeep	2	3	9	Seat belts provided to be worn at all times. Each vehicle to have mobile radio transmission. Drivers to be physically fit to drive. Vehicles maintained in good working order and regular servicing.
Raised walkway and viewpoint	Slips, trips and falls	V, G		3	2	6	No running, jumping, horse-play or climbing safety barriers. Visitors accompanied by guide along Flycatcher walkway. Walkway and viewpoint structure checked daily before opening. Staff member to be present at viewpoint. Regular maintenance and annual structural assessment by an external structural surveyor.

Job title code	Job title
CP	Contractor personnel
L	Labourer
OS	Office Staff
CS	Conservation Staff
CL	Cleaner
SA	Shop Assistants
V	Visitors

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G	Guide						
DM	Driver/Maintenance staff						

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