

FARM LANE ALLOTMENTS

MINI EXCAVATOR EXCAVATION – FULL RISK ASSESSMENT

Item	Details
Site	Farm Lane Allotments
Activity	Mini Excavator Well Excavation
Maximum Intended Depth	7ft (Approx. 2.1m)
Equipment	Mini Excavator / Micro Digger
Persons Involved	Operators, volunteers and helpers
Assessment Type	General Risk Assessment

1. Scope of Works

This assessment applies to excavation works using a mini excavator at Farm Lane Allotments for the creation of shallow wells, irrigation systems or associated groundworks. Excavations must not exceed 7ft in depth.

2. Persons at Risk

Excavator operators, volunteers, plot holders, visitors, children, contractors and members of the public may all be affected by excavation works or completed wells.

3. Key Hazards & Control Measures

Hazard	Risk	Control Measures	Risk Level
Machine overturning / rollover	Crushing, fatal injury	Operate only on stable ground. Avoid steep slopes. Do not overload excavator or overreach.	High
Struck by moving excavator	Serious injury or fatality	Establish exclusion zone around machine. Keep pedestrians away from operating area.	High
Collapse of excavation sides	Burial, crushing injuries	Inspect excavation regularly. Stop work immediately if cracking or instability occurs.	High
Underground services	Electrocution, flooding, gas leak	Check for underground utilities before excavation. Stop work if services are discovered.	High
Entrapment between machine and objects	Crushing injuries	Maintain safe working distances. No person permitted near moving excavator body or bucket.	High
Bucket or attachment failure	Impact injuries	Inspect bucket pins and attachments before use. Do not stand beneath raised bucket.	Medium
Public access to excavation area	Falls, impact injuries	Barrier off excavation and machine operating area. Warning signage required.	High
Children entering work area	Serious injury or fatality	Children prohibited from excavation area. Excavator keys removed when unattended.	High
Fuel or hydraulic oil leaks	Environmental contamination, slips, fire risk	Inspect machine before use. Clean spills immediately. Keep spill kit available.	Medium
Noise and vibration exposure	Hearing damage, fatigue	Limit exposure duration. Use hearing protection where necessary.	Medium
Poor visibility during operation	Collision or striking hazards	Use banksman where visibility is restricted. Maintain clear communication.	Medium

Hazard	Risk	Control Measures	Risk Level
Adverse weather conditions	Ground instability, reduced control	Stop work during heavy rain, storms or unsafe ground conditions.	Medium
Lone working	Delayed emergency response	Minimum of two persons required during excavation works.	High
Untrained operator	Unsafe machine operation	Only competent persons to operate mini excavator.	High
Unsafe completed well	Falls, drowning, serious injury	Completed wells must be securely covered and protected immediately after excavation.	High

4. Safe Working Procedures

- Excavation depth must never exceed 7ft.
- Only competent operators may use the mini excavator.
- A minimum of two adults must be present during operations.
- Excavation area must be barriered from public access.
- No person permitted within swing radius of excavator.
- Excavator to be inspected before each use.
- Machine keys removed when unattended.
- Spoil heaps must remain away from excavation edges.
- Excavations must not be left open and unattended.
- All excavations must be securely covered at the end of each working session.
- Work must stop during heavy rain or unstable ground conditions.

5. Well Covering & Long-Term Safety

Completed wells present an ongoing hazard and must remain adequately protected at all times.

- Wells must be fitted with secure heavy-duty covers immediately after excavation.
- Covers should support accidental foot traffic.
- Covers must not be easily removable by children.
- Additional fencing or barriers should be installed where appropriate.
- Covers and barriers should be inspected regularly for deterioration or movement.

6. PPE Requirements

- Safety boots
- Hi-vis clothing
- Safety gloves
- Hearing protection where required
- Hard hats where appropriate
- Eye protection if required

7. Emergency Procedures

In the event of collapse, machine incident or injury, all work must stop immediately and emergency services contacted via 999. The excavator should be shut down and isolated where safe to do so. No person should enter an unsafe excavation or attempt rescue unless safe. Fuel or oil spills should be contained immediately where safe.

8. Approval / Acceptance

Name	Role	Signature	Date
	Excavator Operator		
	Volunteer		
	Volunteer		
	Committee Representative		