Hazard register

GateBud

Orchard _____ Completed by _____ Date _____ Next review _____

No.	Hazard: what could cause harm	Where and when	Who could be harmed	Risk before controls	Controls	Risk after controls	Who is responsible	Review date
1	**Tractors, trucks and other vehicles moving around the orchard**	Tracks, blocks and the yard, all season	Workers, contractors and visitors	High	Marked route and speed limit. Visitors stay in the car park and are met by a staff member. Drivers are trained.	Medium		
2	**Quad bikes**	Tracks and blocks, all season	Workers and contractors	High	Riders trained, and checked by watching them ride. Helmets always. Use a ute or side-by-side to move people, not a quad. No children on adult quad bikes.	Medium		
3	**Ladders and platforms**	Pruning, thinning and harvest	Workers	High	Ladders for light, short jobs only. Use a platform or tower for longer work. Check the ladder before each use and keep three points of contact. Train the crew.	Medium		
4	**Agrichemicals and fuels**	Chemical store and spray days	Workers and anyone nearby	High	Safety data sheets at the store. Everyone who handles chemicals is trained. Check whether a product needs a certified handler. Keep a spray diary. Tell arrivals about spray days.	Medium		
5	**Working alone or out of reach of help**	Remote blocks, early starts, frost nights	Workers	Medium	Agree contact times and a named person who checks. Make sure there is a way to reach them.	Low		
6	**Heat and sun**	Summer and harvest	Workers	Medium	Shade and water at the block. Regular breaks. Start earlier on hot days.	Low		
7								
8								
9								

The shaded rows are examples only: edit them or delete them, and add the hazards on your own orchard.

For the particular risks they name, regulations 5 to 8 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ask you to identify hazards, choose controls in order, keep them working and review them. Section 30 of the Act asks the same of every risk: eliminate it if you can, otherwise minimise it. Free to print and use in your own business; sharing it? Please link to gatebud.com/templates. A free template from GateBud™. Version November 2026. A starting point, not legal, health and safety or professional advice. You are responsible for checking it fits your workplace. To the extent the law allows, GateBud Limited is not liable for loss from its use.

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Hazard register, continued

GateBud

No.	Hazard: what could cause harm	Where and when	Who could be harmed	Risk before controls	Controls	Risk after controls	Who is responsible	Review date
10								
11								
12								
13								
14								
15								
16								

Rating the risk

- **Low:** harm is unlikely, or would be minor.
- **Medium:** harm could happen and would need first aid or time off work.
- **High:** harm could be serious, or the task is done often with little protection.

Use your own scale if you prefer, and keep it the same across the register.

Choosing controls: work down the list (section 30 and regulation 6)

1. Eliminate the hazard if you can.
2. Substitute it, isolate it or add an engineering control, such as a guard.
3. Use administrative controls: a method of work, procedure, sign or instruction.
4. Provide personal protective equipment for any risk that remains.

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