

RISK ASSESSMENT	Conservation Volunteer Work Party
LOCATION	

Assessment of hazards associated with conservation work parties in open space. To be used in conjunction with site risk assessment.

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
General emergency	Injury	Supervisor Participant Public	Supervisors to be aware of nearest Accident and Emergency hospital; A first aid kit must be on site at all times; A mobile phone should be available at all times (if no/poor signal, all supervisors should know the location of the nearest landline); A safety plan should be completed for all sessions; All incidents and near misses to be recorded in an accident book and reported to BDBC	1	4	4	Supervisor
Manual handling	Musculo-skeletal disorders	Supervisor Participant	Explain basic manual handling during safety talk (avoid heavy loads/twisting/straining); Use the right tool for the right job; Take regular breaks during the session; Don't over-exert – work within your means; Use mechanical aids or get help when moving heavy loads.	2	3	6	Supervisor Participant
Hand tools	Muscle strain Head injury Puncture wounds Bruising Crushing	Supervisor Participant	Inspect tools before and after each use, maintain in good condition; Provide users with tool use and safety information; Use correct tool for the job; Ensure firm and stable stance and wear sturdy footwear; Wear gloves unless using a swinging tool; Do not use when handles are wet; Maintain safe working distances	2	3	6	Supervisor Participant

HAZARD	POTENTIAL HARM	PERSON(S) AT RISK	PRECAUTIONS & CONTROL MEASURES	LIKELIHOOD OF OCCURRENCE	HAZARD SEVERITY	RISK FACTOR	PERSON(S) RESPONSIBLE
Arising	Slips, trips, falls Bruising Puncture wounds	Supervisor Participant	Discuss the terrain during the safety talk; Volunteers to wear sensible, sturdy footwear; Ensure safe working distances between volunteers; Ensure arising and unused tools are left in a designated place; Encourage participants to work together to tidy arising as they are cut.	2	3	6	Supervisor Participant
Poor house-keeping	Slips, trips, falls Bruising Puncture wounds	Supervisor Participant	All unused equipment to be stored in a designated place; Participants to use only what is necessary to avoid excess equipment lying around; Encourage participants to keep area safe and tidy.	2	3	6	Supervisor Participant
Traffic	Collision Death	Supervisor Participant	Unload/load vehicle so people and materials/tools are away from traffic; Erect 'At Work' signs on vehicle approaches to work area if necessary; Wear high visibility clothing when working by paths; Volunteers are not permitted to work on the carriageway itself, or within two metres of the edge of the carriageway; No work to be undertaken on verge of roads with a speed limit in excess of 30mph.	1	5	5	Supervisor Participant
Hot water (brew kit)	Burns Scalds	Supervisor Participant	Check hot water urn to ensure no damage/leaking; Prepare hot drinks on a flat surface to avoid spillages; Transport urn upright.	2	2	4	Supervisor

RISK ASSESSMENT FOR:	ASSESSMENT UNDERTAKEN BY:	LAST UPDATED ON:
Basingstoke & Deane Borough Council Civic Offices, London Road, Basingstoke, RG21 4AH	NAME: Charlie Cutt SIGNED: CC DATE: 27/4/20	DATE: DATE: DATE:

RISK MATRIX				Hazard Severity				
				1	2	3	4	5
				Low	Slight	Moderate	High	Severe
Doing this activity every day:				Minor injury not requiring First Aid	Moderate injury resulting in First Aid	Injury or disease resulting in >7 days off work	Death or major injury to one individual	Multiple death
Likelihood of occurrence	1	Unlikely	Injury may occur less than once in a lifetime	1	2	3	4	5
	2	Possible	Injury may occur less than once a year	2	4	6	8	10
	3	Occasional	Injury may occur two-three times per year	3	6	9	12	15
	4	Likely	Injury will occur more than three times per year	4	8	12	16	20
	5	Very likely	Injury is probably going to occur	5	10	15	20	25

	If control measures are followed as described, risk factor is low enough to continue
	Hazard carries a moderate level of risk. Attempt to eliminate or isolate hazard; if this can't be done, decide whether task is essential and who is competent to ensure it is carried out safely. Additional control measures may be necessary
	Hazard is very high risk. Unless it can be isolated/eliminated, do not carry out task. Find alternative solution.