

TASK DAY RISK ASSESSMENT FORM

Assessment date		Location and Activity details:	
Site Address			

Step One - Identify the activity and hazards

Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1	EXTREME WEATHER CONDITIONS – (sun burn, hypothermia)	☐	2	FALLING OBJECTS - (Cuts and bruises)	☐	3	ELECTRICAL HAZARD OR EQUIPMENT - (shock or burn)	☐	4	FLY TIPPED WASTE - (Including sharps and needles, Nitrous Oxide and other gas canisters)	☐	5	LONE WORKING (staffing visitor centre, kiosks)	☐
6	MANUAL HANDLING - (lifting, carrying, pushing and pulling, sprain and strains)	☐	7	USE OF HAZARDOUS SUBSTANCES - (cleaners, paint, fuel, oil, solvents irritation, sensitisation burns)	☐	8	POWERED TOOLS AND EQUIPMENT - (cuts and grazes)	☐	9	BURIED UTILITIES - (Gas/Water/Electricity,)	☐	10	SPORTS COACHING	☐
11	SLIPS, TRIPS & FALLS ON LEVEL - (uneven, wet or soft surfaces, fractures, cuts and bruises)	☐	12	HAZARDOUS FUMES/DUST/CHEMICALS - (irritation, sensitisation burns)	☐	13	HAND TOOLS AND EQUIPMENT - (cuts, grazes noise)	☐	14	PEDESTRIANS - (members of the public including children and animals)	☐	15	GUIDED NATURE WALKS	☐
16	FALLS FROM HEIGHT - (fractures, cuts and bruises)	☐	17	SHARPS & BIOLOGICAL - (glass, syringes, dog waste, insect bites, leptospirosis, psittacosis)	☐	18	VIBRATING EQUIPMENT – (injury or illness through excessive exposure)	☐	19	WELFARE FACILITIES	☐	20	COVID-19.....	☐
21	OVERHEAD HEAD STRIKES - tree branches etc. (cuts and grazes)	☐	22	VEHICLES - Struck by vehicles, including bicycles, cuts, grazes, fractures)	☐	23	FLYING DEBRIS WHEN USING POWER TOOLS - (cuts and eye injury)	☐	24	STREAM AND POND CLEARING	☐	25	OTHER.....	☐

Step Two - Decide who might be harmed

Consider who might get hurt by those hazards and how. (tick the boxes that apply).

Volunteer(s)	☐	Public	☐	Visitor(s)	☐	Other(s).....	☐
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Step Three - Evaluate the risks and determine the controls required

Consider the control measures required to reduce the risk of the significant hazards (tick the boxes that apply).

1	Safety / sturdy footwear	☐	2	Warm up exercises prior to work commencing	☐	3	Task Leader Supervision	☐	4	Inspection of tools and equipment prior to use	☐	5	Access to welfare facilities	☐
6	Gloves	☐	7	High visibility work wear	☐	8	Litter picker tools	☐	9	First Aid provisions	☐	10	Safety task talk prior to working	☐
11	Barriers / cones /signage	☐	12	Dust mask (minimum PF2)	☐	13	Waterproof clothing	☐	14	Double bagging of glass	☐	15	DBS Check (criminal record check)	☐
16	Demonstration in safe manual handling techniques and observation	☐	17	Hard hat	☐	18	Eye protection	☐	19	Supply of water / drinks for rehydration	☐	20	Cancellation	☐
21	Two person operation or observing banks manwhen using power tools	☐	22	Lone working communication	☐	23	Hearing protection	☐	24	Sun protection cream	☐	25	Suitable “labelled” storage containers for fuels and oils	☐
26	Syringes and Nitrous Oxide Gas Canisters to be reported to SMBC and volunteers removed from the location	☐	27	Low vibration equipment / work rotation	☐	28	Long reach tools E.g. Pond clearing	☐	29	Protection measures for Weil's disease/Leptospirosis	☐	30	Digging by hand to depths less than utility supplies are laid.	☐

Step Four - Record the findings and implement

List the hazard numbers, give a description and score the risks associated with no control measures, then list the control measure numbers, give a description and re-score.

Hazard / Activity Number	Hazard / Activity & consequences	Resulting Risk			Control Measure Number(s)	What else (if anything) do you need to do to control the risk further if it is still medium to high	Reduced risk		
		Severity score	Likelihood score	Overall Risk score			Severity score	Likelihood score	Overall Risk score
1									
2									
3									
4									
5									
6									
7									
8									

9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

RISK RATING MATRIX

Severity						
Likelihood		Insignificant	Minor	Moderate	Major	Fatal
	Impossible	1 Green	2 Green	3 Green	4 Green	5 Green
	Unlikely	2 Green	4 Green	6 Green	8 Amber	10 Amber
	Possible	3 Green	6 Green	9 Amber	12 Amber	15 Red
	Likely	4 Green	8 Amber	12 Amber	16 Red	20 Red
	Almost certain	5 Green	10 Amber	15 Red	20 Red	25 Red

RISK LEVEL

Risk rating	Risk level
1 – 6 green	Low
7 – 12 amber	Medium
13 – 25 red	High

Risk score and description

Risk score	Risk level	Category	Description
1 – 6	Low	Acceptable	No further actions needed.
7 – 12	Medium	Tolerable/Adequate	Ensure there is nothing else which could be done to reduce the risk further.
13 – 25	High	Unacceptable	Stop activity and make immediate improvements.

Step Five - Review and revise

Take a copy of the risk assessment with you on the task day and if your plan, or the situation, changes (for example you find that you can't achieve one of your controls) review and if necessary revise the assessment – and record those changes below.

Date of review	Name of Reviewer	Reason for review	Comments

Task Leader declaration

I confirm that this risk assessment is an accurate reflection of the risks and controls in place for the task day, which will be communicated to the volunteers as part of the task talk

Yes ☐

No ☐

Name (print):

Signature:

Date: