

Risk Assessment Form For Local Action Groups Example

GROUP NAME: The Brilliant Balsam Bashers

OUTDOOR EVENT: Spring Balsam Bashing Work Party

DATE: 22 May 2022 LOCATION: Beautiful Woods SSSI

SITE ENTRY Grid Ref: SO 000 0000 SITE ENTRY W3W Address: made.up.address

EVENT ACTIVITY: Survey, Pulling, Cutting Himalayan Balsam

NO. OF VOLUNTEERS: Max. 20

ASSESSOR (print): Daisy Smith

DATE: 20 April 2022 SIGNATURE:

ASSESSMENT DISCUSSED AND AGREED WITH EVENT ORGANISER:

COORDINATOR NAME (print):

AGREEMENT DATE: COORDINATOR SIGNATURE:

Assessment Review Dates (annually/change occurs):

DATE: BY WHOM:

DATE: BY WHOM:

DATE: BY WHOM:

Risk Rating:

HAZARD (Severity)	VALUE	RISK (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)

1 - 4	1	Low Risk
5 - 15	2	Medium Risk
16 - 25	3	High Risk

Low Risk: Risk can be acceptable.

Medium Risk: Acceptable with adequate control measures in place.

High Risk: Action MUST be prioritised and timetabled to reduce risk to an acceptable level.

Risk Assessment Form For Local Action Groups Example

Hazard and Risk Identification

SHEET No: 1 of 3

GROUP: *The Brilliant Balsam Bashers*

LOCATION: *Beautiful Woods SSSI*

EVENT: *Spring Balsam Bashing Work Party*

Grid Ref: *SO 000 0000*

DATE: *22 May 2022*

SITE ENTRY W3W Address: *made-up-address*

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING <small>Hazard x Risk = Risk Level</small>		CONTROL MEASURES	DATE ACTIONED & SIGNATURE
Volunteer underlying medical conditions - injury or illness is triggered by physical, outdoor activity.	Volunteers	1		1. Ensure all volunteers complete the daily sign-in form detailing medical conditions and measures they have in place e.g. those with asthma ask to see their inhaler. 2. Risk to individual and group is assessed and work allocated accordingly or volunteer stopped from taking part in activity.	19/5/22 LB
Catching Covid-19 from volunteers	Volunteers	3		1. Use own transport to reach site. 2. Work is outdoors in wide open spaces. 3. Hand sanitiser and spare face masks are available. 4. Safe distance is maintained between volunteers as per current guidelines. 5. Tools and equipment not to be shared, but if they are then sanitize. 6. Number of volunteers on site at one time set by Covid-19 guidelines.	
Minor cuts and scratches from pulling or cutting vegetation incl. Himalayan balsam, bramble, bracken, thorny bushes, nettles.	Volunteers	3		1. Risks outlined at start of each work party 2. All instructed as to what to do if sharps are found 3. Gloves to be used. 4. Extra care to be taken if handling blackthorn	
Cuts from using slashers, pruning saws, loppers, secateurs.	Volunteers	3		1. Risks outlined at start of each work party 2. All instructed in safe use of tools - the 'tools talk' 3. Gloves must be used when using saws	
Bruises, strains, sprains and from slips, trips and falls, when moving around on site, carrying tools, moving vegetation	Volunteers	3		1. Risks outlined at start of each work party - warning of unstable ground and issues of working on slippery, wet or uneven ground or on a slope. 2. Regular breaks are built in to the event to reduce risk of accidents from tiredness or exhaustion	

Risk Assessment Form For Local Action Groups Example

Hazard and Risk Identification

SHEET No: 2 of 3

GROUP: *The Brilliant Balsam Bashers*

LOCATION: *Beautiful Woods SSSI*

EVENT: *Spring Balsam Bashing Work Party*

Grid Ref: *SO 000 0000*

DATE: *22 May 2022*

SITE ENTRY W3W Address: *made-up-address*

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING <small>Hazard x Risk = Risk Level</small>		CONTROL MEASURES	DATE ACTIONED & SIGNATURE
Physical exhaustion, dehydration	Volunteers	2		<ol style="list-style-type: none">1. Risks outlined at start of each work party.2. Volunteers informed about importance of drinking water regularly, to pace themselves and not work excessively.3. Regular breaks are built in to the event, and more so during hot weather.	<i>19/5/22</i> <i>LB</i>
Stings, tick bites (potentially leading to Lyme disease) and allergic reactions.	Volunteers	3		<ol style="list-style-type: none">1. Check online that there's not been a Lyme disease area warning.2. Volunteers with allergies let us know before starting (via sign-in form and verbally) and ensure they have an EpiPen. If no EpiPen in group, send volunteer home.3. Risks outlined at start of each work party.4. All to wear protective clothing e.g. long sleeves, trousers tucked into socks.5. Regularly wash hands and always wash hands before eating.6. Volunteers to check for signs after activity e.g. if develop an oval or circular rash, flu-like symptoms with aching joints check with their GP re. Lyme disease.	
Exposure, hypothermia, heat exhaustion, sunburn.	Volunteers	2		<ol style="list-style-type: none">1. Check weather forecast 72, 48 and 24 hours ahead of event2. Inform volunteers, advise them of appropriate dress for weather, to have a spare set of dry clothes to hand if weather due to be wet.3. Volunteers informed to drink water regularly, wear sun-cream, don't get overheated or soaked.4. Have an emergency shelter as part of First Aid kit5. Event will be cancelled in extreme conditions e.g. very wet, heatwave.	

Risk Assessment Form For Local Action Groups Example

Hazard and Risk Identification

SHEET No: 3 of 3

GROUP: *The Brilliant Balsam Bashers*

LOCATION: *Beautiful Woods SSSI*

EVENT: *Spring Balsam Bashing Work Party*

Grid Ref: *SO 000 0000*

DATE: *22 May 2022*

SITE ENTRY W3W Address: *made-up address*

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING <small>Hazard x Risk = Risk Level</small>		CONTROL MEASURES	DATE ACTIONED & SIGNATURE
Anti-social behaviour from residents/members of the public	Volunteers	1		1. Surveying can only be carried out from volunteers own private land, Public Right of Way (PROW), pavement or highway verge. 2. Landowner permission (and any other relevant consents) must be secured before venturing on to a site to work. 3. If aware of any anti sentiment locally, prior to the event use social media and posters to raise awareness of the importance of the work. 4. Ensure volunteers are equipped with knowledge of the reasons for the work so they can respond to questions. 5. Volunteers that experience anti-social behaviour are to inform the coordinator and call the Police on 101.	<i>19/5/22</i> <i>LB</i>

Additional safety measures include:

- A first aid kit always to hand with trained 1st Aider.
- Water and/or cleanser will be available on site to wash hands, eyes and wounds
- A mobile phone for emergency contact will be on hand.
- Houses/amenities close by (fill out relevant house names) can provide a land line in the event of poor mobile phone signal or battery failure (unless owners are selfisolating).