


		RISK ASSESSMENT	RISK RATING	
Project: Do Good Networking	Completed By : Jules Mackley	People affected / at risk of being harmed: Operatives and persons working close by	15-25 = HIGH RISK	
Date: April 2024			5 -14 = MEDIUM RISK	
			1 – 4 = LOW RISK	


Pre-Event Information to be given to Volunteers

1. Meet volunteers on site and give introduction on how day will pan out, what to do in an emergency (assigning roles), where to assemble and notify who are First Aiders. **Emphasise COVID controls in place and the need to socially distance.**
2. Give full description of work to be completed, including types of tools and equipment to be used, how to use it correctly, safe storage, maintenance and what PPE must be worn when using i.e. safety goggles when fixing fencing in place (include a demonstration of relevant tools and take questions as appropriate).
3. Ensure all staff and volunteers have correct PPE and run through the dangers of the day i.e. fire, unstable ground, falling debris, manual handling. Inform group of work areas and any danger areas.
4. Ensure adequate first aid provision by having a qualified and competent first aider and 1st Aid kit at the venue.
5. Ensure all tools and equipment are in good condition and suited to the task
6. Ensure volunteers are thoroughly warmed up prior to the activities starting.
7. Ask all volunteers to ensure that at end of work areas are left clear, safe and free from debris
8. Check all tools are collected in and any faulty or broken tools are marked for fixing/disposal
9. Give debrief to group on session and account for all present ensuring no one remains.


No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			S	L	R		S	L	R

All works (including but not limited to): Gardening, Painting and Decorating

1	Use of Electrical Equipment: Fires Electrocution. Cuts from damaged equipment	Burns, Electric shock	4	3	12	All equipment is specifically selected and suitable for the intended use. Any portable electrical equipment will be PAT tested in accordance with IEE Regulations and HSE Guidelines. All equipment will be inspected by the users before use for signs of damage. Any equipment that is found to be defective will be withdrawn from use. Care will be taken to minimise the risks from trailing cables to prevent tripping hazards.	4	1	4
2	Power Tools: Battery Drills	Cuts, abrasions, puncture wounds,	2	2	4	Equipment only to be used by competent persons. Relevant PPE to be worn.	2	1	2
3	Slips & trips: Carrying materials Moving equipment / stationary	Grazes Bruising Sprains/strains Back pains/discs Cuts/laceration dislocation Fracture Disability	4	3	12	If required, ensure that the unloading area is clear so that loads can be unloaded, and then loaded onto handling aids such as trolleys safely as required. Make sure access routes are clear at all times. Ensure that any trip hazards have been clearly marked or painted, particularly on routes used for manual handling of equipment. PPE to be worn as appropriate by all persons – e.g. gloves may be appropriate for sharp edges of boxes. Trailing cables kept to a minimum by use of good electrical practices.	4	1	4

RISK ASSESSMENT		RISK RATING	
Project: Do Good Networking	People affected / at risk of being harmed: Operatives and persons working close by	15-25 = HIGH RISK	
Completed By : Jules Mackley		5 -14 = MEDIUM RISK	
Date: April 2024		1 – 4 = LOW RISK	


No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			S	L	R		S	L	R
4	Manual Handling	Back injuries Crushed feet	4	3	12	Volunteers follow good Manual Handling techniques. Instruction and information given to all about common sense practices and good techniques before the start of the day. Ensure that persons lifting paving slabs or fencing are suitable and able to lift the weight. Ensure that 2-person lifts are undertaken as necessary. Share heavy and bulky loads. Materials to be carried in front, not on shoulders and rolls of wire to be carried on a pinch bar or stake and between two people. Arrange delivery of materials and as near to work areas as is practicable. Use wheelbarrows and other mechanical aids to reduce all lifting and moving of material. Wear appropriate PPE for moving slabs, timber, etc to ensure good grip and reduce risk of cuts and splinters.	4	1	4
5	Working at height – decorating, painting external areas, etc	Falls from height Bruises Fractures	4	3	12	Class 1 steps are available for access to high level areas. Any work at height from steps or ladders must be of short duration with regular rotation of volunteers.	4	1	4
6	Use of Step ladder Collapse or person falling	Falls Cuts, Bruises Fractures Death	4	2	8	Do not overreach when using the steps – reposition. Ensure that the ground surface has a firm, level base. Persons using stepladders should not stand higher than the fourth step from the top of the stepladder except where there is a top platform with a handhold on stepladders up to 2 metres in height. There must always be 3 points of contact with the stepladder at all times. Stepladder work should be restricted to less than 15 minutes in one location. Staff should never attempt to raise heavy or awkward items when using a stepladder or a ladder. This is to prevent falls and items being dropped. The ladder must always be footed by a colleague. Use steps which conform to EN131 with a SWL (safe working load) of 150kgs. Ensure steps are spread to limit of ties. Ensure treads are free from dirt/oil/grease. Ensure footwear is in good condition.	4	1	4

RISK ASSESSMENT		RISK RATING	
Project: Do Good Networking	People affected / at risk of being harmed: Operatives and persons working close by	15-25 = HIGH RISK	
Completed By : Jules Mackley		5 -14 = MEDIUM RISK	
Date: April 2024		1 – 4 = LOW RISK	

No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			S	L	R		S	L	R

Fencing

9	Using hand tools with sharp edged equipment for works as specified – e.g. Stanley knives, Spades or Auger for digging	Cuts from contact with the equipment Eye Injuries Puncture Wounds	2	2	4	Any blades are covered when they are not in use. Retractable blades are used where possible. Tools are stored so that no injury can result whilst the covers are being removed. Staff are experienced and competent in the use of all equipment. Wear impact resistant safety glasses and other PPE as necessary. If an Auger is used for digging post holes, take care to ensure that it is not left unattended as the blades are sharp and pose a cut risk if there is contact.	2	1	2
10	Digging	Contact with Underground Services Falling into holes	3	3	9	Before any digging work commences, ensure that the location of underground services is known. If any services are present in close proximity to area, identify correct location of services. Holes should be hand dug in this instance. Do not leave holes uncovered.	3	1	3
11	Painting and Decorating	Fumes from Paints/Preservative Spills	3	3	9	Containers to be kept on level surfaces. Substances are water based to reduce fume risk. Suitable brushes and rollers are used. Volunteers wear suitable clothing and goggles as appropriate for splash risk.	3	1	3
Animals									
12	Unless specified by the location, the only contact with animals will be limited to small animals only, e.g. hedgehogs	Contact with animals, zoonoses or parasites e.g. fleas	3	2	6	Area to be cleaned and disinfect prior to event. Attendees will not be exposed to contact with animals unless allowed by the location. If so, follow the guidelines and controls as set down by the event location for any safe contact with animals – e.g. there will be no works where dogs are kept. Vaccinations must be up to date for all attendees including tetanus and others as advised. Check whether attendees have existing health conditions which may increase risks if there is contact – e.g. asthma. Follow good hygiene practices (as specified within COVID controls). Wear appropriate protective equipment including gloves.	3	1	3

RISK ASSESSMENT		RISK RATING	
Project: Do Good Networking	People affected / at risk of being harmed: Operatives and persons working close by	15-25 = HIGH RISK	
Completed By : Jules Mackley		5 -14 = MEDIUM RISK	
Date: April 2024		1 – 4 = LOW RISK	

Signed: Richard Jennis	Date: April 2024
-------------------------------	------------------

I HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT AND WILL SIGN THE SHEET TO INDICATE MY AGREEMENT