

WWCV Task Report

Location Name: _____

Date: _____

Activity Details note below

Started: _____

:

Finished: _____

:

% of activity achieved: _____

Activity Leader & phone no: _____

First Aider/s: _____

Grid reference at work site: _____

Grid reference Reserve entrance: _____

Nearest Hospital Address: _____

SAFETY CHECKLIST

Site surveyed [] Protective clothing issued [] Safety talk [] First aid kit []

Have any hazardous areas been marked out, or made known to participants? Yes []

Is there a vehicle for use in an emergency? Does the group know where the keys are? Yes []

Have you checked the tools & PPE for faults or damage? (Remember to report any damage after the task) Yes []

Emergency phone located with : _____ Check emergency phone fully charged Yes []

Weather Conditions: Raining [] Sunny [] Windy [] Icy [] Other...

Completed manual handling assessment overleaf? Yes []

Has everybody signed this form and given emergency details? Yes []

Have all volunteers completed a registration form? Yes []

VOLUNTEERS

Confirm to task leader that they have received a safety briefing, they are aware of hazards relevant to the work and have informed the task leader of any medical conditions. Volunteers to bring own pen or task leader to ensure pen is sanitised between use.

Hours should be to the nearest half-hour.

Name (max. 15 people, inc. staff & leaders)

Signature

Emergency contact first name & number:
Details will only be used in a genuine emergency

Individual hours worked

Hours at activity (No. Hours x No. Vols):

Number of volunteer drivers:

Number of skilled Volunteers used on the day (e.g. Leaders, chainsaws users, first aiders etc.):

Number of adult volunteers:

Number of under 18's (**Note** - must be accompanied by a responsible adult):

Number of people who attended a public event e.g. guided walk (not including volunteers):

Note the Common Hazards	Brushcutter []	Chainsaws []	General Tasks []	Ladders []
Risk Assessments consulted:	Mowers []	Ragwort Pulling []	Stock Fencing []	COVID-19 []
Add any additional hazards and controls not included in the Common hazard risk assessments.				
	Hazard	Who may be harmed	Control measures	Risk (H,M,L)
1				
2				
3				
Manual handling Common hazards risk assessment: To be completed prior to the task				
Hazard	Y/N	Measures to reduce likelihood	HML	
Does the task involve?				
Twisting	<input type="checkbox"/> Y	Take frequent breaks, avoid repetitive handling.	<input type="checkbox"/> L	
Stooping	<input type="checkbox"/> Y	Keep back straight, take regular rest breaks. Use lifting aids.	<input type="checkbox"/> L	
Holding loads away from the body	<input type="checkbox"/> Y	Make the load smaller if possible, carry in pairs.	<input type="checkbox"/> L	
Reaching upwards	<input type="checkbox"/> Y	Avoid lifting over shoulder height, use lifting aid, can a safe platform be provided.	<input type="checkbox"/> L	
Large vertical movements	<input type="checkbox"/> Y	Use lifting aids, avoid lifting from floor if possible.	<input type="checkbox"/> L	
Long carrying distances	<input type="checkbox"/> Y	Seek alternative route, use lifting aid, set up a relay system, take frequent breaks.	<input type="checkbox"/> L	
Strenuous pushing or pulling	<input type="checkbox"/> Y	Pull and pull gently- work in pairs or groups. Seek alternative methods.	<input type="checkbox"/> L	
Unpredictable movement of loads	<input type="checkbox"/> Y	Support loads where possible, reduce size of load, use lifting aid, work in teams to carry load.	<input type="checkbox"/> L	
Repetitive handling	<input type="checkbox"/> Y	Take rest breaks, vary the work to rest one set of muscles.	<input type="checkbox"/> L	
Insufficient rest or recovery times	<input type="checkbox"/> Y	Always stress need to take breaks and model this, don't place undue stress on need to complete task.	<input type="checkbox"/> L	
Loads – are they?				
Heavy	<input type="checkbox"/> Y	Use lifting aid where possible, carry heavy objects in pairs, do not lift loads beyond your capacity.	<input type="checkbox"/> L	
Bulky	<input type="checkbox"/> Y	Reduce size of load, consider working in teams, advise participants of trip/slip hazards.	<input type="checkbox"/> L	
Unstable or unpredictable	<input type="checkbox"/> Y	Reduce size of load, support load where possible.	<input type="checkbox"/> L	
Intrinsically harmful e.g. hot, sharp	<input type="checkbox"/> Y	Warn participants of risks, reduce harmful nature of load, provide suitable protective clothing, consider using specialist contractors.	<input type="checkbox"/> L	
Are there environmental constraints?				
Constraints on posture	<input type="checkbox"/> Y	Remove obstacles where possible, move location of task.	<input type="checkbox"/> L	
Uneven ground surfaces	<input type="checkbox"/> Y	Advise participants of suitable footwear. Be careful not to overbalance when pulling.	<input type="checkbox"/> L	
Humid/hot/cold conditions	<input type="checkbox"/> Y	Wear suitable clothing, hats and sunscreen; take frequent breaks; check on participants regularly.	<input type="checkbox"/> L	
Individual capacity – does the job?				
Require unusual capability e.g. above average strength	<input type="checkbox"/> Y	Reduce the load, use lifting aids, appoint tasks within group appropriately.	<input type="checkbox"/> L	
Endanger those with a health problem	<input type="checkbox"/> Y	Warn of risks at start of task, ask participants to inform first aiders of any health issues.	<input type="checkbox"/> L	
Endanger pregnant women	<input type="checkbox"/> Y	Participants to inform staff and separate risk assessment conducted.	<input type="checkbox"/> L	
Call for special information or training	<input type="checkbox"/> Y	Warn participants of risks, consider using specialist contractors.	<input type="checkbox"/> L	
If the resultant risk likelihood comes out as high after the control measures are in place then the task cannot proceed.				
Comments / Notes				
Accidents & Near Misses should be recorded in the Accident & Incident Report				