

Activity record and daily risk assessment-Conservation and Land Management

Location Name:						Date:				
St		Started	:	Finished	:					
Activity details:										
Activity Leader & phone no					Nearest hospital:					
First Aider/s										
W3W location			W3W Reserve	entrance/s:						
Nb: to be updated if location of work are changes during task		area	W3W Work site/s:							
Weather conditions:		Hot □ F	Hot □ Humid □ Raining □ Windy □ Cold □ Icy □ Other:							
Note the Common Hazard		General	General task ☐ Chainsaws ☐ Brushcutter ☐ Ladders ☐ Mowers ☐ Ragwort							
		Stock Fe	k Fencing Surveying Working in or near water Other:							
Add any additional hazards and controls not included in the Common hazard assessments.										
Hazard Who may be harmed				Control meas	ures	Ris	Risk (H,M,L)			
	2.									
3.										
Manual handling Common hazards assessment: To be completed prior to the task										
Y/N Measures to reduce likelihood HML										
Hazard: Does the task involve?										
Twisting			Take frequent breaks, avoid repetitive handling.							
Stooping			Keep back straight, take regular rest breaks. Use lifting aids.							
Holding loads away from the body			Make the load smaller if possible, carry in pairs.							
Reaching upwards			Avoid lifting over shoulder height, use lifting aid, can a safe platform be provided.							
Large vertical movements			Use lifting aids, avoid lifting from floor if possible.							
Long carrying distances			Seek alternative route, use lifting aid, set up a relay system, take frequent breaks.							
Strenuous pushing or pulling			Pull and pull gently- work in pairs or groups. Seek alternative methods.							
Unpredictable movement of loads			Support loads where possible, reduce size of load, use lifting aid, work in teams to carry load.							
Repetitive handling			Take rest breaks, vary the work to rest one set of muscles.							
Insufficient rest or recovery times			Always stress need to take breaks and model this, don't place undue stress on need to complete task.							
Loads – are they?										
Heavy			Use lifting aid where possible, carry heavy objects in pairs, do not lift loads beyond your capacity.							
Bulky			Reduce size of load, consider working in teams, advise participants of trip/slip hazards.							
Unstable or unpredictable			Reduce size of load, support load where possible.							
Intrinsically harmful e.g. hot, sharp			Warn participants of risks, reduce harmful nature of load, provide suitable protective clothing, consider using specialist contractors.							
Cti-tt		1		vironmental constra		L.				
Constraints on posture			Remove obstacles where possible, move location of task.							
Uneven ground surfaces			Advise participants of suitable footwear. Be careful not to overbalance when pulling.							
Humid/hot/cold conditions			Wear suitable clothing, hats and sunscreen; take frequent breaks; check on participants regularly.							
Require unusual capability e.g. above			Individual capacity – does the job? Reduce the load, use lifting aids, appoint tasks within group appropriately.							
average strength Endanger those with a health problem		n	Warn of risks at start of task, ask participants to inform first aiders of any health issues.							
Endanger pregnant women				inform staff and separate risk assessment conducted.						
Call for special information or training			Warn participants of risks, consider using specialist contractors.							
If the resultant risk likelihood comes out as high after the control measures are in place then the task cannot proceed.										
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Safety Briefing	 □ Have all volunteers registered on Team Kinetic and added their qualifications with expiry dates? □ Are there any medical conditions the leader should be aware of? □ Any potentially hazardous areas/specific site risk assessment i.e. dogs, water, farm machinery. □ Has a tool talk been carried out? □ Protective clothing issued? □ Have all new volunteers had a briefing? □ Have buddies been assigned to new volunteers? First aiders □ Emergency Vehicle and Keys □ Emergency phone location □ W3W Locations □ 										
Are participants aware of the			• ,	Keys 🗆	Emergency p	hone lo	cation \square W	3W Loca	ations \square		
following:	Emergency phone location:										
Leader checklist	☐ Site surveyed										
	☐ Emergency phone fully charged										
	☐ First aid kit- is it all in date? (email <u>volunteers@wiltshirewildlife.org</u> if not)										
	 □ Manual handling assessment completed □ Tools/PPE checked for faults 										
		☐ Safety talk given									
	a surcey tank given										
Volunteers											
In signing this form participants confirm that, before the start of the task, they have received a safety briefing, they are aware of hazards relevant to the work, they have informed the task leader of any medical conditions and that they have indicated whether they give consent to their images being used by WWT.											
Name (max. 15 p	•	Emergency	contact: First name	e &	Signature of participant				Photo	Hours	
inc. staff & leaders)		number:			Sign in		Sign out		consent (Y/N)	worked	
Has everybody signed IN on this form and given emergency details? Has everybody signed OUT on this form?											
				Post tasl	(
Number of under	18's (N o	ote - must be	accompanied by a	respons	ible adult):						
Have any faults or damage to tools or PPE been reported?											
Have all hours been logged and confirmed on Team Kinetic for this activity?											
Any Accidents or I			od.	Accide	nt & Incident	Report	completed?	?			
Comments/Notes/Training Courses required:											