

Activity record and daily risk assessment-Conservation and Land Management

Location Name:				Date:	/	/
Started		:	Finished	:		
Activity details:						
Activity Leader & phone no			Nearest hospital:			
First Aider/s						
W3W location <i>Nb: to be updated if location of work area changes during task</i>			W3W Reserve entrance/s: W3W Work site/s:			
Weather conditions:		Hot <input type="checkbox"/> Humid <input type="checkbox"/> Raining <input type="checkbox"/> Windy <input type="checkbox"/> Cold <input type="checkbox"/> Icy <input type="checkbox"/> Other:				
Note the Common Hazard Assessments consulted		General task <input type="checkbox"/> Chainsaws <input type="checkbox"/> Brushcutter <input type="checkbox"/> Ladders <input type="checkbox"/> Mowers <input type="checkbox"/> Ragwort Pulling <input type="checkbox"/> Stock Fencing <input type="checkbox"/> Surveying <input type="checkbox"/> Working in or near water <input type="checkbox"/> Other:				
Add any additional hazards and controls not included in the Common hazard assessments.						
Hazard	Who may be harmed	Control measures			Risk (H,M,L)	
1.						
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.				
Are there environmental constraints?						
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.				
Individual capacity – does the job?						
Require unusual capability e.g. above average strength		Reduce the load, use lifting aids, appoint tasks within group appropriately.				
Endanger those with a health problem		Warn of risks at start of task, ask participants to inform first aiders of any health issues.				
Endanger pregnant women		Participants to 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.						

