Activity Record	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 en	trance:
Nearest Hospital Address:			
SAFETY CHECKLIST	Site surveyed [] Prote	ctive clothing issued [] S	Safety talk [] First aid kit []
Have any hazardous areas be Is there a vehicle for use in a Have you checked the tools & Emergency phone located with	n emergency? Does the gro & PPE for faults or damage? th:	Pup know where the keys are (Remember to report any damage Check emergency	
Weather Conditions: Rain		dy[] lcy[] Other	
	•	ual handling assessment overleadigned this form and given emer	
		igned this form and given emer; ers completed a registration for	
work and hav	ask leader that they have recei	ived a safety briefing, they are a any medical conditions. Volunt	ware of hazards relevant to the
Name (max. 15 people, inc. staff & leaders)	Signature	Emergency contact firs Details will only be used in a	: Laa
Hours at activity (No. Hours x Number of volunteer drivers: Number of skilled Volunteers Number of adult volunteers: Number of 16-18 year olds (N Number of under 16's (Note - Number of people who attender	used on the day (e.g. Leade lote - parental consent forn - must be supervised by par	ns required): rent):	

Note the Common Hazards	Brushcutt	er [] Chainsaws [] General Tasks [] Lad	ders []	
Risk Assessments consulted:	Mowe	rs [] Ragwort Pulling [] Stock Fencing []	[]	
Add any additional hazards and	controls no	t included in the Common hazard risk assessments.	D:-I-	
Hazard	Who may be	harmed Control measures	Risk (H,M,L)	
1				
2				
3				
Manual handling Common hazard	s risk assessm	ent: To be completed prior to the task		
Hazard	Y/N	Measures to reduce likelihood	HML	
Does the task involve?				
Twisting		Take frequent breaks, avoid repetitive handling.	L	
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		
	Υ	provided.	L	
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		
zong can ying distances	Υ	frequent breaks.	L	
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		
onpredictable movement or roads	Y	teams to carry load.	L	
Repetitive handling	Υ	Take rest breaks, vary the work to rest one set of muscles.	L	
Insufficient rest or recovery times	Y	Always stress need to take breaks and model this, don't place undue		
,,,,,,	<u> </u>	stress on need to complete task.	L	
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.	L	
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 constrain	nts?	1	· · · · · · · · · · · · · · · · · · ·	
Constraints on posture		Remove obstacles where possible, move location of task.		
Uneven ground surfaces	Υ	Advise participants of suitable footwear. Be careful not to overbalance	L	
	[when pulling.		
Humid/hot/cold conditions	Υ	Wear suitable clothing, hats and sunscreen; take frequent breaks; check on participants regularly.	L	
Individual capacity – does the job	······································	on participants regularly.		
Require unusual capability e.g. abo	:	Reduce the load, use lifting aids, appoint tasks within group	L	
average strength		appropriately.	L	
Endanger those with a health prob	lem Y	Warn of risks at start of task, ask participants to inform first aiders of any	/ L	
, , , , , , , , , , , , , , , , , , ,		health issues.	L	
Endanger pregnant women	Υ	Participants to inform staff and separate risk assessment conducted.	L	
Call for special information or train	ing Y	Warn participants of risks, consider using specialist contractors.	L	
•	- i	after the control measures are in place then the task cannot proceed.	İ	
Comments / Notes		· ·		
Δrcidents	& Near Missa	es should be recorded in the Accident & Incident Report		
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