

## WWCV Event Safety and Risk Assessment Form (WWT sites)

All leaders are required to fill in the following event safety and risk assessment before the start of each event.

Please identify all hazards that the volunteers will encounter during the course of the event and state what steps will be taken to minimise the risk. Please remember that this is a working document - if the situation changes the hazards can change. There is a checklist overleaf of items that **MUST** be considered as the event is being planned. This list is not exhaustive and other items must be added to the Event Safety and Risk Assessment form.

<b>Site Name:</b>			
<b>Activity:</b>			
<b>Assessed by:</b>		<b>Date:</b>	

Put a line through or delete any hazards that do not apply. Add any additional hazards at the bottom.

<b>Hazard:</b>	<b>Precautions: (safety measures to reduce the risk)</b>
Members of the public coming into hazardous areas	Work area marked by warning signs on paths. Volunteers watch out for members of the public and guide them as necessary.
Use of hand tools	Everyone to have instruction in safe use/carrying/storage. Wear safety helmets if felling. Eye protection if appropriate.
Use of chainsaw	Only persons who have the appropriate qualifications and wearing all necessary PPE allowed to use equipment. Assistant to have helmet and ear defenders. Area marked out as hazardous. Other volunteers 2 tree-heights away – assistant watches out volunteers who are too close and for members of the public.
Use of Brush cutter	Only persons who have the appropriate qualifications and wearing all necessary PPE allowed to use equipment. Other volunteers 15 metres away.
Lifting heavy objects	Volunteers to be informed of proper lifting techniques.
Personal attack	Work in sight distance of other volunteers.
Weather: sun/cold/wet/hot	Take suitable precautions – halt work if conditions are severe.
Ground conditions – slipping/tripping	Warn volunteers of any obvious hazards – keep site/tools tidy – recommend boots/wellies.
Tetanus/Leptospirosis/Lyme Disease	Advise volunteers to have a tetanus injection – warn of other risks where appropriate and provide with relevant information.
Risk of smoke inhalation / burning from fire site	Nominate fire person(s) and build fire away from task and down wind if possible. Load from upwind side only and leave pitch forks in obvious places.
<b>Nearest hospital:</b>	<b>Nearest phone (if a mobile phone - check it works at location of event):</b>

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### Task checklist:

1.	Is it safe for the event to take place? If no, then the event should be cancelled.	Y/N
2.	Have hazardous areas been marked out? (For example, for tree felling.).	Y/N
3.	Do you have at least two first aid kits, one in the vehicle and one on the work site?	Y/N
4.	Does everyone know who the first-aiders are and where the first aid kits are located?	Y/N
5.	Is a vehicle available for use during an emergency and is it facing out of the site in an unobstructed exit? Do you know where the keys are?	Y/N
6.	Do you have appropriate safety equipment for the tasks?	Y/N
7.	Have all the volunteers had proper instructions in the safe use, carrying and storage of tools?	Y/N
8.	Are any of the tools damaged or faulty?	Y/N
9.	Do power tool operators have appropriate equipment, training and insurance?	Y/N
10.	Is there a map in the emergency vehicle showing the location of the nearest telephone and hospital casualty units?	Y/N
11.	Do all volunteers have a completed Volunteer Information Card?	Y/N

As soon as possible after the task, please return your completed risk assessment along with your completed *Volunteer Workdays & Events Record* to:

**Neil Pullen, Elm Tree Court, Long Street, Devizes, Wiltshire SN10 1NJ**  
([neilp@wiltshirewildlife.org](mailto:neilp@wiltshirewildlife.org))

**Please make sure that any near misses or accidents are reported on the next working day to:**

**Gary Mantle, Trust Director, Elm Tree Court, Long Street, Devizes, Wiltshire SN10 1NJ**  
(Tel: 01380 725670 Fax: 01380 729017)