



Example Task Risk Assessment

Remember, this pre-entered text is simply for illustration. You should always create your own Risk Assessment relevant to your circumstances and it should be accompanied by a relevant site risk assessment and backed up by your safeguarding policies and procedures for children and adults at risk from harm.

What are you risk assessing?

Assessor Name:	Job title / role:	Line manager check:
Date of assessment:	Date for revision:	Other related assessments:
Activity / Task: Community Litterpick & Habitat Creation Session	Date of task:	
Additional risk factors to add and consider on the day: <i>(e.g., the weather or any areas which have been designated out of bounds since you completed your assessment)</i>		
PPE Requirements: Hi-Vis – EN ISO 20471-2016, Sharps Container – BS EN ISO 23907-2:2019 Work Gloves – EN 388:2016 Safety helmets (only if working at heights or on steep slopes) – EN397		
Name of First Aider/s: Level of First Aid training acquired and date received: First Aid kit requirements: Required ratio of adult leaders to child participants:		

Assessing the Risks

Likelihood x Severity Matrix

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Slight	Moderate
Likely	Slight	Moderate	Substantial
Very likely	Moderate	Substantial	Intolerable

Hazard If children or vulnerable adults are present, remember to include safeguarding risks.	Who is affected and how many people? e.g. staff, volunteers, members of the public	Typical outcome e.g. minor injury, serious injury, death	How will the risk be controlled? Who will control the risk? How will the control measure be communicated?	Remaining Risk Level e.g. likely x harmful = moderate (using the Likelihood / Severity matrix above)
Slips, trips and falls	5 x staff 25 x child participants 2 x parent helpers	Minor injuries through serious injuries	<ul style="list-style-type: none"> - Carry out pre-event site inspection and ensure any dangerous areas are taped off and avoided. - Ahead of activity, ensure participants have suitable footwear and clothing inc work boots/wellies if required. - At the beginning of the session, group leader to do a site walk around with participants to point out any potential problem areas i.e uneven surfaces, steps etc. 	Unlikely x Harmful = Slight
Repeated bending	All attendees, as above	Strain	<ul style="list-style-type: none"> - Demonstrate to all participants correct posture when bending (good manual handling techniques). - Advise participants to use litter pickers rather than bending to pick things up with their hands. - Encourage participants to stretch before and after the activity - Ensure everyone takes regular breaks during the tasks. 	Unlikely x Harmful = Slight
Handling waste, working amongst unknown litter (e.g. presence of dog faeces, needles, hazardous materials etc)	All attendees, as above	Cuts, needle stick, disease transmission, chemical exposure	<ul style="list-style-type: none"> - Ensure participants are provided with and wear suitable gloves at all times – provide suitable sizes for children if required. - Advise participants to use litter pickers rather than picking things up with their hands in order to avoid handling waste. - Check area thoroughly if anyone will be kneeling or working in long vegetation. Advise participants not to investigate dense vegetation with their hands (risk of unseen hazards); use litter pickers instead. - Ask participants if they have any cuts and ensure open cuts are covered with a dressing before tasks commence. - Ensure soap and water is available and advise participants to clean hands as soon as possible if they suspect contact with faeces/contaminated rubbish 	Likely x Harmful = Moderate

			<p>and before eating/drinking/smoking (<i>task leader(s) to carry wipes/sterilising gel/soap/water</i>).</p> <ul style="list-style-type: none"> - Advise participants not to touch/pick up needles but report to leader(s). Needles to be disposed of in sharps container. - Advise participants to double-bag any glass collected. 	
Carrying bin bags full of litter	All attendees, as above	Strains, back ache, exhaustion	<ul style="list-style-type: none"> - Advise participants not to over load bags; to aid compliance with this demonstrate how to tie bags off with their own corners once they reach a certain capacity. - Demonstrate how to lift bags with good technique (e.g. straight back, lift with the legs - <i>leader(s) to instruct in manual handling</i>). - Advise participants not to carry more than they feel comfortable lifting and to take breaks when carrying over a long distance. - If possible provide carts or wheelbarrows for bags of litter to be collected in. 	Unlikely x Harmful = Slight
Use of wheel barrows/carts	All attendees, as above	Minor injury, muscle strain	<ul style="list-style-type: none"> - Advise participants not to overfill barrows/carts; demonstrate how to use legs not back to lift. - Advise participants not to rush or force barrow forward. - Advise participants to take care on slopes/uneven ground as this can cause you to become unbalanced. - Advise participants to top and reassess load if necessary. 	Unlikely x Harmful = Slight
Working on uneven ground	All attendees, as above	Minor injuries – cuts, grazes, bruises	<ul style="list-style-type: none"> - Advise participants ahead of the event to wear appropriate footwear for the terrain e.g. sturdy boots/wellingtons. Check everyone has appropriate footwear before beginning tasks. - Advise participants to tread carefully and be aware of their surroundings, especially where ground is uneven, on a slope, or walking in tall grass where obstacles might be hidden. - If work is taking place on a steep slope, ensure participants work in pairs/small groups. Leader(s) should assess site conditions on day of task. - Advise participants to take extra care about their movements in wet weather. - Advise participants not carry too much or obscure their line of sight by carrying large objects when walking. 	Unlikely x Harmful = Slight
Working close to others	All attendees, as above	Minor injury	<ul style="list-style-type: none"> - Advise participants to keep a safe working distance from each other – recommend at least 2m apart. - Advise participants to be aware of surroundings and look around them before using any tools or moving any carts/barrows. - If working near public signage to be put up to make them aware of on-going work - i.e. when working on a slope next to a path. 	Unlikely x Harmful = Slight

			<ul style="list-style-type: none"> - If working on a steep slope – be aware people may be working down slope. Care must be taken to prevent tools and loose objects falling from the slope onto others. PPE should be provided – helmets (EN 397). 	
Working near roads/cars	All attendees, as above	Impact injury	<ul style="list-style-type: none"> - Be aware, and make others aware, of any vehicles in the vicinity. Nominate a banksman to guide traffic and/or guide participants in crossing roads etc if appropriate – leader(s) to assess site conditions on day of task. - Ensure use of PPE by all – high vis vests - Ensure all participants comply with highway regulations - if roads that have a speed limit of over 40mph: high vis vests & long sleeves are essential - Leader(s) to seek advice/permission from local council ahead of event if appropriate. 	Unlikely x Very Harmful = Moderate
Slips, trips and falls	All attendees, as above	Sprains, bruising, cuts, broken bones	<ul style="list-style-type: none"> - Ensure pre-event warning to group that it is advised to wear suitable footwear and clothing such as walking boots. - Leader(s) to point out any known hazards to group (i.e steps, slopes, rabbit holes etc) ahead of task but also impress upon the group the importance of them being vigilant to unseen hazards at all times. - Leader(s) to assess site ahead of tasks and tape off any areas that are unsuitable to work in. 	Likely x Harmful = Moderate
Use of spades for digging holes	All attendees, as above	Sprains, bruising	<ul style="list-style-type: none"> - Task day leader(s) to ensure tools are well maintained and fit for use. - Task leader(s) to check participants are wearing appropriate footwear for task (boots or wellies, ideally steel toe-capped). - Task leader(s) to ensure all participants know how to use the tools safely at start of day – give a demonstration in safe use and carrying of spades and other digging tools ahead of task commencing. - Task leader(s) to advise group to exercise due care and take breaks as required. - Ensure lighter, child-appropriate tools are available if children are taking part in activities involving tool use. 	Unlikely x Harmful = Slight
Injury from handling plants and containers	All attendees, as above	Cuts, rashes	<ul style="list-style-type: none"> - Task leader(s) to ensure gloves are available and advise participants to use them at all times when handling plants and containers. - Task leader(s) to advise participants of hazards such as splinters, thorns, and injury to eyes from leaning over whips/canes. 	Unlikely x Sight Harm = Trivial
Over-hanging branches	All attendees, as above	Cuts, grazes	<ul style="list-style-type: none"> - Task leader(s) to use a safe route to take the participants around a site. - Task leader(s) to carry out a pre-activity check for any obstacles and take a pair of loppers to remove any small branches at eye level. - Task leader(s) to ensure that the group are aware of dangers from overhanging branches and avoid walking or working near mature trees in cases of high wind. 	Unlikely x Harmful = Slight

Use of hand tools – screwdrivers, drills hammers etc	All attendees, as above	Impact injuries, strains, puncture wounds	<ul style="list-style-type: none"> - All tools and workbenches to be checked for defects ahead of session – any tools with defects not to be used. - Leader(s) to demonstrate correct technique when using hand tools and deliver a comprehensive tool talk. - Attendees must be supervised at all times by leaders; any children using hand tools should have 1:1 adult supervision at all times. - Workbenches to be set up on level ground. - Anyone using a drill or saw should have a ‘helper’ to ensure workbench and timber remain in position while drilling/screwing/sawing takes place. - Ensure participants wear gloves on both hands with non-swinging tools and remove glove on ‘active hand’ for swinging tools e.g. hammers. - Participants to be advised to wear a glove on ‘helper hand’ during all tasks. - If sharing of a tool e.g. saw is taking place, good communication and coordination is required between the participants – task leader(s) to be vigilant for this. - Ensure lighter, child-appropriate tools are available if children are taking part in activities involving tool use. - Nominate a ‘tool station’ where they are visible and safe and make all participants aware that tools should be left only in this spot when not in use. 	Likely x Harmful = Moderate
Injury from handling timber and construction materials.	All attendees, as above	Minor injury	<ul style="list-style-type: none"> - Make gloves available and advise use. - Advise participants of hazards such as splinters, sharp corners etc - ask participants to handle the wood carefully to reduce risk of getting splinters. - Tweezers to be available as part of first aid kits for extraction of any splinters 	Unlikely x Slight Harm = Trivial
Carrying materials/unusual loads.	All attendees, as above	Minor - Serious injury	<ul style="list-style-type: none"> - Task leader(s) to ensure all participants are aware of safe handling techniques. - Ensure participants check loads before lifting, split into smaller loads if necessary or seek assistance. - Advise participants to plan route and set down point before carrying anything. - Advise participants to work in teams for heavier items to share load and not to carry more than they are comfortable with. - Advise lifting is easier closer to the body and not to lift heavy objects above head height if possible. - Advise to take breaks if needed when carrying a distance. - Children to have 1:1 adult supervision if carrying loads. 	Unlikely x Harmful = Slight
Leptospirosis and Lyme’s Disease	All attendees, as above	Sickness	<ul style="list-style-type: none"> - Ensure appropriate clothing ahead of the event – long trousers and sleeves to be worn if working in areas of long grass. - Avoid working in watercourses or boggy areas if possible. If working in wet areas ensure participants wear wellies and gauntlets and avoid water coming into contact with their face. 	Unlikely x Harmful = slight

			<ul style="list-style-type: none"> - Leader(s) to ensure everyone washes their hands with warm soapy water after completing tasks. - Leader(s) to advise group on symptoms of Leptospirosis & Lyme's Disease and advise they must seek advice from a doctor if they develop any of these symptoms during the task or within the following 48hrs. 	
Allergies	All attendees	Anaphylactic shock, death	<ul style="list-style-type: none"> - Leader(s) to ensure ahead of event that they are aware of any allergies that participants may have and make rest of group aware ahead of the session of any foodstuffs or other materials that need to be avoided. - Leader(s) to ensure that any participants with allergies have the correct medication to deal with any allergic reaction. 	Unlikely x Harmful = slight