

Risk Assessment

Task	RA 012 Excavating					Assessor	Luke Dennison		
Assessment date	11/05/2026		Location: Swinnow Community Centre - Swinnow Ln, Leeds LS13 4RF						
Activity Date	21/05/2026		Business: Yorkshire Water - Kier - Tilbury Douglas						
Potential Hazard	Risk ranking without controls in place			Controls	Residual Risk with Controls in place				
	Severity *	Likelihood **	Overall Risk		Severity *	Likelihood **	Overall Risk		
Inadequate planning	5	2	10	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers. Planning of any excavation should include the consideration of Ground conditions, underground structures or water courses, underground services, tree roots and surface structure foundations. Excavation work will be limited to the digging of post holes, removal of surface soil for levelling/ the creation of paths or the digging of holes to allow the planting of trees/ plants. No excavation will take place where there is the possibility of any collapse threatening burial of an individual.	1	2	2		
Location hazards	3	3	9	Individual Project sites and the tasks will be assessed as part of the Project RA to identify particular local site hazards. These may include but not be limited to, congestion with other Volunteers or site occupants (eg children), simultaneous work fronts in the same area. On the day of the task, local weather conditions should also be reviewed for their impact on any excavation activities.	2	2	4		
Suitable Tools and	2	2	4	Good condition tools and equipment will be provided to the	2	1	2		

equipment				Volunteers and guidance on the individual usage and safe storage of the tooling will be provided by the Project Lead.			
Number of persons	2	2	4	Excavation requirements should be assessed for the number of persons required. Individuals should not struggle. Allocation and confirmation of personnel to occur at TBT.	2	1	2
Unsuitable PPE	3	3	9	Where possible and as advised Volunteers have arrived with suitable footwear. An on site assessment and guidance by Project Lead should be made with regard to the Volunteers footwear. Provision of suitable Hand Protection, to enable excavation to be carried out safely. Consideration of aggregate type and condition to be removed and handled Volunteers to be reminded at the TBT of their adherence to the use of PPE.	2	2	4
Work duration	2	2	4	Assessment of excavation requirement, aggregate weight, distance any aggregate to be moved on the site and the duration of the task. Consideration of the use of multiple persons in relays or mechanical support methods e.g. wheel barrows as required.	1	2	2
Trips and falls	3	3	9	Ensure that any excavations left unattended are covered or access is restricted to prevent people tripping or slipping into the hole. Emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
Individual capabilities	2	3	6	Volunteers to be asked and offered the opportunity during the TBT to assess their own abilities and highlight any injuries or limits to their abilities to undertake any excavation activities.	2	2	4
User experience	2	3	6	Assessment and questioning of the Business Volunteers should occur during the TBT to best determine their stated knowledge and competency. Identification of “at risk” Volunteers prior to tasks commencing	2	2	4

Lack of Volunteer understanding	2	3	6	Safe and correct usage of the tools provided will be undertaken with the Volunteers. On completion of the TBT all attendees are to sign the TBT to signify their acceptance and understanding of the pre job assessment. All attendees to be offered the opportunity to ask questions and clarify.	2	2	4
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KEY:

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Severity

1. Very small injury – on site first aid treatment only
2. Minor injury – Requires visit to A&E but no time off work
3. Moderate injury – 3 or fewer days off work
4. Severe injury – greater than 3 days off work
5. Risk of death or serious permanent injury

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Likelihood

1. Very unlikely (Almost unheard of)
2. Unlikely (It happens in wider world)
3. Reasonable (Its happened to other charities)
4. Likely (Its happened to us since -10 years)
5. Very likely (Its happened to us recently- year)

Overall Risk = Severity x Likelihood