

PARTICIPATE PROJECTS

Health & Safety Management System — Activity Risk Assessment

PROJECT RISK ASSESSMENT

Activity Location: Roleystones Horse and Pony Sanctuary	Assessor: Luke Dennison (Project Lead)
Business Involved: Epta	Assessment Date: 12/08/2026
Activity Date: 07/09/2026	Status: Live

The hazard below covers a wide range of activities, broken down into categories, that you can expect during your team day. This is a live document and as such may be subject to change. When a change is made, you will be notified within 10minutes for the update via email.

RISK ASSESSMENT

RA-002: Painting Outdoors

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-02.1	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 outdoor painting activities should include, but not be limited to, the consideration of: congestion, weather conditions, safe access and egress for the painters and any other workers around site, height of work, cleaning facilities, sheeting out, electrical hazards, work party size.	1	2	2
RA-02.2	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 (e.g. children), simultaneous work fronts in the same area. On the day of the task, local simultaneous work activities should be assessed to identify any clashes.	2	2	4
RA-02.3	Ventilation	1	1	1	Adequate ventilation should be naturally ensured due to the work being outside.	1	1	1
RA-02.4	Dust	2	3	6	Where the creation of dust may become a hazard, during sanding and preparation activities, suitable dust masks must be provided.	1	2	2
RA-02.5	Trips and falls	3	3	9	Ensure that tools are not left lying around unattended and emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
RA-02.6	Suitable Tools and equipment	2	2	4	Good condition tools and equipment will be provided to the Volunteers. Guidance on the individual usage and safe storage of the tooling will be provided by the Project Lead.	2	1	2
RA-02.7	COSHH	3	2	6	Material Safety Data Sheets for all products to be used must be on site and available in the event of an emergency. Suitable protective gloves are to be freely available for Volunteers to use if required. Clear identification of local handwashing facilities to be made during pre work brief.	2	2	4

RA-02.8	Waste disposal	2	4	8	Agreed waste disposal for waste paint pots, brushes and rags to be identified with Project Organisation. Agreement from the Project Organisation on the use of specific sinks to clean brushes and painting products prior to work commencing. Understanding of any limitation of waste into waterways.	1	2	2
RA-02.9	Number of persons	2	2	4	A suitable number of persons should be allocated to the task. Consideration on the use of step ladders and additional volunteer to support ladders as required. Allocation and confirmation of personnel to occur at TBT.	2	1	2
RA-02.10	Working at height	4	3	12	Any requirement for working from step ladders will be assessed during the preliminary site visit and general mitigation is covered in the individual Working at Height RA-013.	3	2	6
RA-02.11	Dropped Objects	2	3	6	Paint pots and other tools should not be rested or stored on top of any structures, above head height, where they could fall onto someone below. A sweep of surfaces should be undertaken on completion of any task to ensure no materials are left at height that could become potential dropped objects.	2	2	4
RA-02.12	Electrical hazards	5	3	15	No removal or electrical disconnection of any services will occur unless via a recognised, correctly installed plug and socket. Any bare wiring must be identified and proven dead prior to painting occurring in its location. Electrical hazards to be identified to the Project Business Volunteers as required.	5	1	5
RA-02.13	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
RA-02.14	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 painting activities.	2	2	4
RA-02.15	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-003: Preservation Products

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-03.1	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 outdoor preservation activities should include, but not be limited to, the consideration of: congestion, safe access and egress for the painters and any other workers around site, height of work, cleaning facilities, work party size.	1	2	2
RA-03.2	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 (e.g. children), simultaneous work fronts in the same area. On the day of the task, local simultaneous work activities should be assessed to identify any clashes.	2	2	4
RA-03.3	Weather Conditions	2	3	6	Awareness of, and monitoring of the current weather conditions and the effect it may have on the site or the volunteers must occur.	1	2	2
RA-03.4	COSHH	3	2	6	Material Safety Data Sheets for all products to be used must be on site and available in the	2	2	4

					event of an emergency. Suitable protective gloves are to be freely available for Volunteers to use if required. Clear identification of local handwashing facilities to be made during pre work brief. Eye washing facilities should also be identified depending upon the nature of the substance used and the necessary MSDS recommendations.			
RA-03.5	Ventilation	2	3	6	Adequate ventilation should be naturally ensured due to the work being outside.	1	2	2
RA-03.6	Dust	2	3	6	Where the creation of dust may become a hazard, during sanding and preparation activities, suitable dust masks must be provided.	1	2	2
RA-03.7	Waste disposal	2	3	6	Agreed waste disposal for waste paint pots, brushes and rags to be identified with Project Organisation. Agreement from the Project Organisation on the use of specific sinks to clean brushes and painting products prior to work commencing. Understanding of any limitation of waste into waterways. Waste should always be tidied from the work site and, where possible, disposed of in correct segregated bins.	1	2	2
RA-03.8	Working at height (Step Ladders)	4	3	12	Any requirement for working from step ladders will be assessed during the preliminary site visit and general mitigation is covered in the individual Working at Height RA-013.	3	2	6
RA-03.9	Trips and falls	3	3	9	Ensure that tools are not left lying around unattended and emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
RA-03.10	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 preservation activities.	2	2	4
RA-03.11	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
RA-03.12	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-005: Construction Activities

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-05.1	Inadequate planning	3	3	9	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers. Planning of any construction activities should include the consideration of: ground conditions, potential dropped objects, volunteer group size, weight of materials, any waste material produced and disposal, manual handling/ transportation, general work environment (inside/ outside), tooling requirements.	1	2	2
RA-05.2	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 (e.g. children), simultaneous work fronts in the same area. On the day of the task, local weather conditions	2	2	4

					should also be reviewed for their impact on any construction activities.			
RA-05.3	Weather Conditions	2	3	6	Consideration of the local weather conditions on the worksite, individuals and the tasks must be undertaken and constantly assessed during the task.	1	2	2
RA-05.4	Unsuitable Footwear	3	3	9	Where the use of pickaxes or wrecking bars are required to break up ground then they should only be used by individuals wearing suitable stout footwear.	2	2	4
RA-05.5	Manual handling	3	3	9	Manual handling considerations and mitigation are addressed in RA-008.	2	2	4
RA-05.6	Excavation	3	3	9	Hazards associated with excavation are addressed in RA-012.	2	2	4
RA-05.7	Dust	2	3	6	Where the creation of dust may become a hazard, suitable dust masks must be available for volunteers.	1	2	2
RA-05.8	Working at height (Step Ladders)	4	3	12	Any requirement for working from step ladders will be assessed during the preliminary site visit and general mitigation is covered in the individual Working at Height RA-013.	3	2	6
RA-05.9	Waste Material Handling	2	3	6	Suitable gloves are to be made freely available to volunteers to allow the safe handling of all waste materials.	1	2	2
RA-05.10	Waste Disposal	2	3	6	Waste should always be tidied from the work site and, where possible, disposed of in correct segregated bins.	1	2	2
RA-05.11	COSHH	3	2	6	Material Safety Data Sheets for all products to be used must be on site and available in the event of an emergency. Suitable protective gloves are to be freely available for Volunteers to use if required. Clear identification of local handwashing facilities to be made during pre work brief. Eye washing facilities should also be identified depending upon the nature of the substance used and the necessary MSDS recommendations.	2	2	4
RA-05.12	Dropped Objects	3	3	9	Tools and waste materials should not be stored anywhere on a structure above head height where if they fall damage or injury to someone below could occur.	1	2	2
RA-05.13	Trips and falls	3	3	9	Ensure that tools are not left lying around unattended and emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
RA-05.14	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 construction activities.	2	2	4
RA-05.15	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
RA-05.16	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-006: Fixing Activities

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-06.1	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 fixing activities should include the consideration of: potential dropped objects, volunteer group size, weight of materials, any waste material	1	2	2

					produced and disposal, manual handling/ transportation, general work environment (inside/ outside), tooling requirements.			
RA-06.2	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 (e.g. children), simultaneous work fronts in the same area.	2	2	4
RA-06.3	Sharp Objects	1	4	4	Suitable gloves and education provided to the volunteers to protect against sharps, where necessary.	1	3	3
RA-06.4	Use of Battery Operated Power Tools	—	—	—	Any requirements for the use of battery operated power tools is covered by RA-007. Refer to RA-07 for all power tool controls.	—	—	—
RA-06.5	Tooling Quality/ suitability	1	5	5	Good quality and correctly sized tools are to be utilised for work scopes to minimise the likelihood of hand injuries.	1	3	3
RA-06.6	Waste Disposal	2	3	6	Ensure that worksites are walked following the completion of any job to ensure no residual sharps or fixing substances are left that could cause injury to persons/ animals outside the volunteer organisation.	1	2	2
RA-06.7	Working at height (Step Ladders)	4	3	12	Any requirement for working from step ladders will be assessed during the preliminary site visit and general mitigation is covered in the individual Working at Height RA-013.	4	2	8
RA-06.8	COSHH	3	2	6	Material Safety Data Sheets for all products to be used must be on site and available in the event of an emergency. Suitable protective gloves are to be freely available for Volunteers to use if required. Clear identification of local handwashing facilities to be made during pre work brief. Eye washing facilities should also be identified depending upon the nature of the substance used and the necessary MSDS recommendations.	2	2	4
RA-06.9	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 fixing activities.	2	2	4
RA-06.10	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-007: Use of Power Tools

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-07.1	Inadequate planning	5	2	10	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers. The scope of work for hand-held power tools explicitly covers outdoor construction, timber framing, and fencing (such as horse sanctuary posts, rail fencing, and school playground structures), removing all historical restrictions to internal works or minor tasks. Hand-held power tool tasks must be balanced against the ability of the users, the size and location of the task, and weather conditions. All activities must undergo site-specific pre-planning.	1	2	2
RA-07.2	Mains operated hand tools	4	2	8	Use of 230V mains-operated power tools is strictly prohibited on site. All power tools must be battery-operated DeWalt tools (operating on	4	1	4

					DeWalt 18V 5Ah, 18V 4Ah, 12V 3Ah, and 12V 1.2Ah battery platforms; no mains power tools are used for task execution). Use of mains-operated tools is avoided at all costs and mitigated entirely by battery-powered alternatives.			
RA-07.3	Condition of tools.	2	2	4	Any battery operated tool should be in good condition with no damage to the battery or the carcass of the tool. Pre use inspection to be undertaken and any damaged tool to be removed from use and quarantined for repair or disposal.	2	1	2
RA-07.4	Cuts/ amputation (circular saw 18V)	5	3	15	There is a STRICT PROHIBITION OF GLOVES for anyone operating high-speed rotating blades (DeWalt Circular Saw 18V), as gloves can catch and pull hands into the high-RPM rotating blade. Battery-operated circular saws may be required on site. Volunteers must complete a health and safety briefing, view a live demonstration, and undergo supervised practice before operating. This will be conducted by the Participate Project Lead of Project Worker. Materials to be cut must be fully clamped to a stable workbench prior to cutting—never hand-held or supported by assistants. Mandatory eye protection (safety glasses) and P2/P3 dust masks must be worn during cutting. Pre-use inspection of riving knives, blade guards, and blade tension is mandatory. Good communication and clear line of sight must be maintained with all assistants, confirming all hands and digits are clear before starting. Long hair and loose clothing must be securely tied back.	4	1	4
RA-07.5	Stabbing/ sprains from power drills	3	4	12	Standard work gloves or general-purpose gloves MUST NOT be worn by anyone operating rotating drive tools (DeWalt Combi Drill 18V, Impact Driver 18V) due to the extreme risk of glove entanglement in rotating bits, chucks, bit extensions, hex heads, or fastener threads. Volunteers must complete a health and safety briefing, view a live demonstration, and undergo supervised practice before operating. This will be conducted by the Participate Project Lead of Project Worker. Volunteers' hands and fingers must remain clear of the active drive zones at all times. When driving a screw, the desired location must be pre drilled. This will support the volunteer when it comes to fixing the screw. Volunteers must maintain a stable, balanced stance, holding the tool firmly with both hands on the designated insulated grips.	3	1	3
RA-07.6	Battery Chargers	3	2	6	Battery chargers are to be inspected prior to use and determined to be in good condition with no visible damage. All battery chargers should hold a PAT certificate. Prior to plugging in and use of battery chargers, on a clients site clarification should be sought as to the suitability of the sockets and circuit to be used.	2	2	4
RA-07.7	Power Tool 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. Volunteers must complete a health and safety briefing, view a live demonstration, and undergo supervised practice before operating any battery-operated tools.	2	2	4
RA-07.8	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 power tool activities.	2	2	4

RA-07.9	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 are offered the opportunity to ask questions and clarify.	2	2	4
RA-07.10	Cuts/ splinters from linear reciprocating saws	4	3	12	Only tight-fitting, high-dexterity dipped gloves (e.g., polyurethane or nitrile-dipped nylon gloves) are permitted when operating linear reciprocating tools (DeWalt Jigsaw 18V, Reciprocating Saw 18V) to protect against splinters and vibration; loose fabric, builder's grip, or rigger gloves are strictly prohibited. All timber or materials must be fully clamped to a stable workbench prior to cutting—never hand-held. Volunteers must complete a health and safety briefing, view a live demonstration, and undergo supervised practice before operating. This will be conducted by the Participate Project Lead of Project Worker. Mandatory eye protection (safety glasses) must be worn. Pre-use inspection of tool blade tension, blade shoe, and guard operation is mandatory. Ensure all cords/cables are absent (tools are cordless) and batteries are removed when changing blades.	2	1	2

RA-008: Manual Handling

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-08.1	Inadequate planning	3	3	9	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers and where possible manual handling activities should be identified and minimised. Where applicable, mechanical assistance such as pallet trucks, sack trucks, wheel barrows should be pre-assessed, provided and utilised to minimise manual handling activities and duration.	2	2	4
RA-08.2	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, Obstructed walkways, immovable obstacles, underfoot conditions, congestion with other Volunteers or site occupants (e.g. children), distance/ height load to be moved. On the day of the task, local weather conditions should also be reviewed for their impact on any Manual Handling activities.	2	2	4
RA-08.3	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
RA-08.4	Awkward load/ weight	2	3	6	Awkward or heavy loads to be identified and sufficient personnel or mechanical means sourced and briefed to enable load to be moved.	1	2	2
RA-08.5	Number of persons	2	3	6	Loads should be assessed for the number of persons required. Individuals should not struggle. Allocation and confirmation of personnel to occur.	1	2	2
RA-08.6	Unsuitable PPE	3	3	9	Where possible and as advised, volunteers have arrived with suitable footwear. An on site assessment of load to be moved and guidance by Project Lead should be made with regard to the Volunteers footwear. Provision of suitable Hand Protection to enable load to be carried safely. Consideration of load shape, sharp edges, banding and individual contents to be	1	2	2

					made. Volunteers to be reminded at the TBT of their adherence to the use of PPE.			
RA-08.7	Work duration	2	2	4	Assessment of the load to be moved, weight and distance to be undertaken on the site and the duration of the manual handling to be monitored. Consideration of the use of multiple persons in relays or mechanical support methods for the load.	1	2	2
RA-08.8	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 manual handling.	2	2	4
RA-08.9	Lack of Volunteer understanding	2	3	6	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-010: Grass Cutting

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-10.1	Inadequate planning	4	3	12	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers. Cutting or trimming using any powered tool will only be undertaken by Project Staff. The use of unpowered hand tools for grass cutting, such as shears, will be permitted by the Volunteers.	3	2	6
RA-10.2	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 (e.g. children), simultaneous work fronts in the same area, exposed hazards on the ground eg: cables.	2	2	4
RA-10.3	Suitable Tools and equipment	2	2	4	Good condition tools and equipment will be provided to the Volunteers and guidance on the individual usage and safe storage of the tooling will be provided by the Project Lead.	2	1	2
RA-10.4	Powered cutting/ trimming equipment	3	3	9	Before use of the Titan 18V Cordless Grass Trimmer (with 18V 5Ah battery platform), Volunteers must complete a health and safety briefing, view a live demonstration, and undergo supervised practice before operating. This will be conducted by the Participate Project Lead or Project Worker. Operators must wear PPE gloves. Only battery-powered tools are used. Before starting, the trimmer head must be checked for tight spool mounting and undamaged cutting lines.	2	2	4
RA-10.5	Unsuitable PPE	3	3	9	The use of powered grass cutting equipment is restricted to staff wearing suitable PPE. Heavy-duty work gloves, eye protection (safety glasses or full clear face visor/shield), sturdy protective footwear (solid leather boots, steel toe-caps preferred), and long trousers are MANDATORY. Sandals, trainers, canvas shoes, shorts, or loose clothing are strictly prohibited. A strict 5-meter exclusion zone must be established and	1	1	1

					maintained around the active trimmer to protect other work parties, volunteers, and the public from flying debris. Volunteers are restricted to unpowered hand tools (e.g., manual shears) and must wear standard protective gloves.			
RA-10.6	Changing Blades/cutting spools	3	3	9	Where it is necessary to change the cutting head or to unblock the cutting head then the battery must be removed from the tool, prior to remedial work commencing, to prevent accidental activation of the tool.	1	2	2
RA-10.7	Trips and falls	3	3	9	Care should be taken to ensure that the work area is clear of other work parties, tools and equipment. Work area and site should be walked and inspected prior to cutting activities starting to ensure no trip hazards are present. Emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
RA-10.8	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 activities.	2	2	4
RA-10.9	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
RA-10.10	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 are offered the opportunity to ask questions and clarify.	2	2	4
RA-10.11	Safe Working Distance	3	3	9	Objects thrown by the product could hit the user or other bystanders. Always ensure that other people remain at a safe distance from the product when it is in operation. A distance of at least 15 m must be observed. If the project location is a school where there may be children within 25m, the equipment is not to be used.	2	2	4

RA-012: Excavating

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-12.1	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
RA-12.2	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 (e.g. 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

RA-12.3	Suitable Tools and equipment	2	2	4	Good condition tools and equipment will be provided to the Volunteers and guidance on the individual usage and safe storage of the tooling will be provided by the Project Lead.	2	1	2
RA-12.4	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
RA-12.5	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
RA-12.6	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
RA-12.7	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
RA-12.8	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
RA-12.9	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
RA-12.10	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 are offered the opportunity to ask questions and clarify.	2	2	4

RA-014: Weather and Environmental Conditions

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-14.1	Extreme Heat & Solar Radiation (Outdoors - fields, playgrounds)	3	4	12	Project Lead must monitor local weather forecasts 24–48 hours prior to the event. If all activities are taking place outdoors and the weather is forecast to be above 28°C, then the volunteer day will be reviewed by the project lead and may be cancelled/postponed. Remind corporate volunteers in advance to wear lightweight clothing, sun hats, and bring high-factor sun cream. Provide plenty of fresh drinking water on-site and mandate regular shade breaks (e.g. 10 minutes every hour in temperatures above 25°C). Seek to work in sheltered spaces with good airflow. Provide high-factor sun cream (SPF 30 or higher, with UVA protection) on-site. Instruct volunteers to apply sun cream before work starts and remind them to regularly top up their sun cream, particularly after washing their hands and lower arms before/after breaks or between activities. Educate volunteers during the morning briefing	2	1	2

					on early signs of heat exhaustion (dizziness, headache, nausea).			
RA-14.2	High Temperatures & Paint Fumes (Indoors - community halls, schools)	3	3	9	Ensure all available windows and doors are secured wide open to maximise cross-ventilation. Use low setting portable electric fans to improve air circulation, ensuring fans are PAT-tested and cables are securely taped down to prevent trip hazards. Implement a rotation system where volunteers take turns working indoors and resting in cooler shaded outdoor areas. Prohibit solvent-based paints in high temperatures; use water-based paints only to prevent inhalation dizziness.	2	1	2
RA-14.3	Wet Weather & Slippery Underfoot Conditions (Outdoors - muddy fields, grass)	3	4	12	Mandatory requirement for sturdy, closed-toe footwear with deep tread grip (no smooth-soled shoes, sandals, or canvas trainers). Identify and cordon off high-risk slippery areas, such as steep grassy slopes or muddy walkways, using hazard tape. Lay down temporary plywood boards or woodchips on high-traffic muddy routes. Suspend manual handling of heavy loads or working from ladders/heights if rainfall is heavy, persistent, or creates unsafe footing.	2	2	4
RA-14.4	High Winds & Blown Debris (Outdoors - tree-lined areas, fields)	4	2	8	Cancel or relocate any outdoor activities near mature trees, scaffolding, or unstable structures if wind gusts are forecast to exceed 30mph. Ensure all temporary gazebos, parasols, and lightweight signage are heavily weighted or securely pegged down (or dismantled if wind rises). Mandatory eye protection (safety glasses) must be worn by all volunteers if dust, woodchips, or dry soil are being blown around.	3	1	3
RA-14.5	Electrical Storms & Lightning (Outdoors - open fields)	5	1	5	Project Lead must immediately suspend all outdoor activities if thunder is heard or lightning is visible. Move all volunteers and staff indoors or inside hard-topped vehicles immediately (avoid seeking shelter under trees, near metal fences, or in open-sided wooden shelters). Keep activities suspended for at least 30 minutes after the last clap of thunder is heard.	5	0	0
RA-14.6	Cold, Wind Chill & Damp Conditions (Autumn/Winter Outdoors)	3	3	9	Project Lead must monitor local weather forecasts 24–48 hours prior to the event. If all activities are taking place outdoors and the weather is forecast to be below 4°C, then the volunteer day will be reviewed by the project lead and may be cancelled/postponed. Advise volunteers in advance to dress in multiple layers, including thermal wear, windproof coats, and warm hats. Provide hot drinks (tea, coffee, soup) on-site during scheduled warm-up breaks. Keep a stock of warm, high-grip gloves for manual handling (remind volunteers to remove gloves if using rotating power tools as per RA-07). If volunteers hands are too cold when removing the gloves, the power tool is not prohibited from use. Monitor volunteers for signs of shivering, blue lips, or loss of finger dexterity.	1	1	1

RA-015: Biological and Environmental Hazards

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-15.1	Zoonotic Infections - Weil's Disease (Leptospirosis)	4	2	8	Volunteers with open cuts, grazes, or abrasions must cover them with waterproof, sterile dressings before starting any outdoor work. Provide clean hand-washing facilities with soap, running water, and clean towels on-site.	4	1	4

					Mandate strict hand hygiene—washing hands and lower arms thoroughly before eating, drinking, smoking, or using toilet facilities. Avoid contact with stagnant water, ponds, or damp ditch soil where rodent activity may be high. Ensure all cuts sustained on-site are immediately cleaned, disinfected, and dressed.			
RA-15.2	Tetanus Infection from Soil/Sharp Objects	4	2	8	Pre-task communication must remind volunteers to verify their Tetanus vaccination status (booster within the last 10 years). Project Lead must maintain a fully-stocked first aid kit containing sterile wound washes and dressings. All puncture wounds or deep cuts from soil-contact items must be cleaned immediately, and the volunteer advised to seek medical attention or check with their GP/NHS 111 regarding a tetanus booster.	4	1	4
RA-15.3	Toxic/Irritant Plants (Giant Hogweed, Nettles, Brambles)	3	3	9	Project Lead must conduct a pre-site survey to identify any hazardous plants like Giant Hogweed, Japanese Knotweed, or dense bramble patches. Cordon identified high-risk vegetation with hazard tape and prohibit volunteer access. For general gardening or clearing, volunteers must wear long-sleeved shirts, long trousers, and suitable thick gardening gloves (note: no gloves to be worn if operating rotating power tools).	1	1	1
RA-15.4	Ticks & Lyme Disease	3	2	6	Remind volunteers to wear long trousers tucked into socks and long-sleeved shirts when working in long grass or wooded clearings. Advise volunteers to check their skin and clothing for ticks at the end of the volunteer day. Provide tick-removal tools in the first aid kit; ticks must be removed safely using tweezers, pulling straight out without twisting or squeezing. Advise volunteers to monitor for a 'bullseye' rash and seek GP advice if it appears.	3	1	3

RA-016: Remote Emergencies and First Aid

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-16.1	Delayed Emergency Response due to Remote Access	4	2	8	Project Lead must determine the precise coordinates of the site prior to commencing work using the 'what3words' app (e.g. for the active work zone and primary entrance). Identify and keep clear a designated emergency vehicle access route and gate. Ensure gates are unlocked or keys are immediately accessible during the event. Record the exact physical address and access instructions on the morning briefing sheet and display it visibly at the sign-in station.	4	1	4
RA-16.2	Lack of Communication/Mobile Coverage	4	2	8	Project Lead must test mobile network signal strength across the site during the pre-event visit. If the signal is weak/patchy, identify a 'hotspot' where the signal is reliable and note its location. If working in an area with zero signal, a secondary communication method (such as a satellite messenger, two-way radios to a base station, or a designated staff vehicle ready to drive to a signal area) must be established. Ensure at least two different mobile network providers are represented among the project staff's phones.	4	1	4
RA-16.3	Inadequate First Aid Coverage on Remote Sites	3	2	6	A fully-stocked first aid kit specifically prepared for outdoor/construction hazards (including eyewash, burn dressings, and large trauma	1	1	1

					dressings) must be on-site and easily accessible. At least one certified Emergency First Aider (or First Aid at Work) must be present on-site throughout the volunteer day per 25 volunteers attending. The location of the first aid kit and the identity of the designated first aider must be clearly stated during the morning Toolbox Talk.			
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2. EVALUATION & SCORING METHODOLOGY

To ensure all control measures are evaluated objectively, Participate Projects utilizes a standard 5x5 Risk Matrix. Every hazard is scored based on Severity (S) multiplied by Likelihood (L) to calculate the Overall Risk Rating (R) both before and after controls are implemented.

Likelihood \ Severity	1 - Negligible	2 - Minor Injury	3 - Moderate	4 - Major Injury	5 - Critical
5 - Almost Certain	5	10	15	20	25
4 - Likely	4	8	12	16	20
3 - Possible	3	6	9	12	15
2 - Unlikely	2	4	6	8	10
1 - Highly Unlikely	1	2	3	4	5

Risk Score (S x L)	Risk Classification	Mandatory Action Required
1 – 4	Low Risk	Acceptable. No additional controls needed. Maintain existing safe working practices.
5 – 12	Medium Risk	Action required. Implement control measures immediately to reduce risk to as low as reasonably practicable (ALARP). Monitor closely.
15 – 25	High Risk	STRICT PROHIBITION / STOP WORK. Work must not commence under any circumstances. Implement robust physical guards/controls and reduce score to Medium or Low before executing tasks.