

PROJECT RISK ASSESSMENT MASTER TEMPLATE

Activity Location: Footprints Family Centre - The Crescent, Buttershaw, Bradford BD6 3PZ	Assessor: Luke Dennison (Project Lead)
Business Involved: e.g. Vanquis Banking Group	Assessment Date: 14/08/2026
Activity Date: 27/08/2026	Status: Live

1. ACTIVE RISK ASSESSMENT BOARD

RA-001: Painting Indoors

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-01.1	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 indoor painting activities should include, but not be limited to, the consideration of: room size, congestion, room layout to be painted, safe access and egress for the painters and any other workers in the building, location of fire exits, height of work, cleaning facilities, fire alarm buttons, sheeting out, electrical hazards, work party size.	1	2	2
RA-01.2	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-01.3	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-01.4	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-01.5	Ventilation	2	3	6	Adequate ventilation should be ensured to minimise the build up of paint fumes.	1	2	2
RA-01.6	Dust	2	3	6	Where the creation of dust may become a hazard, during sanding and preparation activities, suitable dust masks must be available.	1	2	2
RA-01.7	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-01.8	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	2	1	2

					support ladders as required. Allocation and confirmation of personnel to occur at TBT.			
RA-01.9	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-01.10	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 in a room 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-01.11	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-01.12	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-01.13	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-01.14	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-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 made. Volunteers to be reminded at the TBT of their adherence to the use of PPE.	1	2	2
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-013: Working at Height

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-13.1	Inadequate planning	5	2	10	Individual project tasks are to be reviewed by Project Lead prior to the attendance of the Business Volunteers. Any working at height should be recognised and mitigated at this stage. Planning of working at height activities should include, but not be limited to, the consideration of: congestion, site layout, safe access and egress, location of fire exits, height of work, fire alarm buttons, electrical hazards, work party size.	1	2	2
RA-13.2	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-13.3	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-13.4	Number of persons	4	3	12	A suitable number of persons should be allocated to the task to ensure adequate support of step ladders. Allocation and confirmation of personnel to occur at TBT.	3	2	6
RA-13.5	Trips and falls	3	3	9	Ensure that ladders are not left lying around unattended and emphasis is made to Volunteers on maintaining a tidy work site.	2	2	4
RA-13.6	Ladder Inspection	4	3	12	A pre-use inspection of ladders must be completed by the Project staff prior to use on a task. Regular inspection and maintenance of step ladders must be undertaken and records kept.	2	2	4
RA-13.7	Working from Step ladders	4	3	12	Work duration from step ladders should be kept to a minimum. The top two step rungs of the step ladder should not be used for working from, only used to support tools and equipment.	3	2	6
RA-13.8	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 working at height activities.	2	2	4

RA-13.9	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-13.10	Lack of Volunteer understanding	2	3	6	Safe and correct usage of the tools provided will be undertaken with the Volunteers. Demonstration of good ladder positioning and handhold techniques. 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-017: Public Safeguarding and Interaction

Ref Code	Potential Hazard	Pre-S	Pre-L	Pre-R	Mandatory Control Measures	Post-S	Post-L	Post-R
RA-17.1	Unsupervised Contact with Children (Safeguarding in Schools)	4	2	8	All volunteers are NOT required to undergo individual DBS clearance because they are strictly supervised at all times and work under pre-arranged protocols with the host school. Host school arrangements must be finalised in writing beforehand, agreeing on segregated work zones, dedicated volunteer toilets, and scheduled pupil-free break times. The Project Lead must hold an active, up-to-date Enhanced DBS certificate and provide their official DBS document and photo ID to the school reception upon arrival. The Project Lead acts as the designated safeguarding coordinator and is responsible for the direct supervision of the volunteers. Volunteers must work in groups of two or more and are strictly prohibited from being alone with a child at any time (e.g. if a child enters the work zone, work must pause and school staff are notified immediately).	4	1	4
RA-17.2	Unsupervised Contact with Vulnerable Adults (Safeguarding in Community Settings)	4	2	8	Corporate volunteers are NOT required to undergo individual DBS clearance because they are strictly supervised at all times and work under pre-arranged protocols with the host centre/project. Host arrangements must be finalised in writing beforehand, agreeing on segregated work zones, dedicated volunteer toilets, and scheduled pupil-free or centre-user-free break times. The Project Lead must hold an active, up-to-date Enhanced DBS certificate and provide their official DBS document and photo ID to the centre staff upon arrival. The Project Lead acts as the designated safeguarding coordinator and is responsible for the direct supervision of the volunteers. Volunteers must work in groups of two or more and are strictly prohibited from being alone with a vulnerable adult at any time.	4	1	4
RA-17.3	Interaction with Pupils/Vulnerable Adults (Active Shared Spaces)	3	2	6	Corporate volunteers must be briefed during the morning session on strict interaction boundaries: no engaging in personal conversations, no offering gifts/sweets, and absolutely no taking of photos or videos of pupils or school activities. All photos of the volunteer day must be taken only by the Project Lead or a designated coordinator, ensuring no children or non-consenting public appear in the background. Any safeguarding concerns or unusual interactions must be reported immediately to the Project Lead, who will notify the school's Designated Safeguarding Lead (DSL).	1	1	1

RA-17.4	Public Access to Work Zones / Tool Theft or Injury	4	2	8	Physically segregate and secure all active work zones using hazard barriers, safety tape, or temporary fencing. Post clear 'No Entry - Work in Progress' signage. Never leave tools, sharp implements, paints, or power equipment unattended. When not in active use, all tools must be locked in a secure vehicle, staff-monitored container, or designated school storage room. At the end of each session and at lunch, all tools must be counted back and verified by the Project Lead before the area is vacated.	4	1	4
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2. EVALUATION & SCORING METHODOLOGY

To ensure all control measures are evaluated objectively, Participate Projects utilises 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.
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