

SURREY WILDLIFE TRUST

Template Risk Assessment Form - Wildlife Recording Kits - Minibeasts

Site Location					Date:		
Assessed By:					Review: Annually		
Type of Hazard	Likelihood of Occurrence	Hazard Severity	Risk Factor	Precautions <small>Action to be taken to reduce the risk.</small>	New Likelihood of Occurrence	New Hazard Severity	New Risk Factor
Exposure to Inclement Weather Conditions	3	2	6	Minimise exposure as much as possible. Where exposure cannot be prevented, suitable PPE and/or skin protection should be used. Do not visit site unprepared for possible adverse weather conditions e.g. downpours or great heat/cold or strong sunshine. Stop work promptly if people are clearly ill attired for conditions, in discomfort, or the work is increasing in risk.	1	2	2
Slips, Trips & Falls	3	2	6	Inspect area of work for natural hazards such as banks, holes and roots etc., pointing out and marking if necessary. Keep site & equipment tidy. Avoid obstructing access routes. Recommend use of sturdy boots or wellingtons, with good grip.	2	2	4
Use of equipment	2	2	4	Anyone using the equipment, to have read the instruction in safe use beforehand. Always use the correct equipment for the task. All equipment should be correctly maintained. Stop using, and report, any defective equipment immediately.	1	2	2
Thorny vegetation	3	2	6	Keep thorny vegetation cut back from well used paths and rake up cuttings. Protect exposed skin and eyes against thorns, especially blackthorn, which can break off and turn septic. Seek medical advice where thorns become embedded.	1	2	2
Food poisoning/illness	1	2	2	Wash hands thoroughly after survey and before eating or drinking.	1	2	2
Manual Handling	3	2	6	Assess the need to move items. If lifting is essential, use lifting aids where possible. Plan handling of heavy or awkward items prior to commencing task. Nobody should lift more than they feel confident with.	1	2	2
Hazards from/to Traffic or Public	2	2	4	Plan work away from roads. Erect signs warning of work hazards/preventing access on approaches to site if work is taking place near to roads. Leave vehicle parked on site able to leave quickly in case of emergency.	1	2	2

Personal Attack	1	3	3	Lone working should be discouraged wherever possible. Avoid confrontation and attempt to leave the scene of any potential aggressive situation. Keep personal valuables out of sight. Any violent or aggressive incidents should be reported to the police. Check the locations of a public phone if mobile phones are in poor reception areas.	1	3	3
Dog faeces - toxicara and general infection risk	2	3	6	Use disposable gloves or bag if handling faeces. Warn others if working in a contaminated area. Where possible, discourage fouling.	1	3	3
Snakes	1	2	2	Avoid snakes wherever possible. In areas of risk, wear long trousers and tuck into boots or socks. Be aware of First Aid procedures and check communication methods.	1	2	2
Sharps	1	3	3	Carry out thorough inspection of sites where drug use is suspected before any work commences. Record all sharps finds and arrange for clinical disposal using a 'Sharps Pack'. Seek immediate medical treatment if injured.	1	3	3
Lyme Disease	2	3	6	All individuals to be aware that Lyme Disease can be contracted from ticks present in bracken and other vegetation. Wear long trousers and sleeves. Brush clothes down regularly. Check skin for ticks at the end of work. If bitten, seek medical advice immediately.	1	3	3
General Emergency	2	2	4	All individuals to be aware of nearest Accident and Emergency Dept. A mobile phone should be available at all times (if no/poor signal, all individuals should know the location of the nearest public telephone).	2	2	4
Tetanus and Leptospirosis	2	4	8	These diseases may not be very common but can have severe effects, in rare cases death. Tetanus can be contracted if earth gets into cuts or abrasions. Treat all cuts, etc. immediately & cover adequately. If water that is contaminated with rats or cows urine gets into cuts, Weil's or Hardjo varieties of Leptospirosis can result. In areas likely to be soiled by rat/cow urine, e.g. urban stream banks/farms, avoid water contact; if contact with potentially contaminated water is made, wash thoroughly with clean water before eating drinking or smoking and prior to leaving the site.	1	4	4
Skin Irritation from Plants	2	2	4	Skin and/or eye contact with irritant sap & other plant materials (e.g. Hogweeds, Spurges, Hemlock, Wild Parsnip, Foxglove) is to be avoided by wearing suitable PPE. Wash off skin and/or irrigate eyes with clean water thoroughly without delay if it does occur. Do not expose contaminated skin to sunlight.	1	2	2
Alcohol and Drugs	2	2	4	Prevent anyone who is suspected of being under the influence of drink or drugs from participating.	1	2	2