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| **18.1 WHS Risk assessment form (5x5 for Leaders of Adults)** |
| Activity or event being assessed: | Risk assessment for yard maintenance and yard-tidying working bees |
| Assessed by: | This is a SAMPLE risk assessment, generated Scouts NSW. Edit this document or add handwritten notes, to customize for your specific activity | Date: |  |
| Consulted: |  | Leader in Charge or Manager’s name: |  |
| Group, site or event name: |  | Leader in Charge or Manager’s Signature: |  |

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|  **L = Likelihood****Almost Certain (A):** Expected to occur during the activity**Likely (B):** Will probably occur during the activity**Possible(C):** Might occur during the activity**Unlikely (D):** Not likely to occur during the activity**Rare (E):** Exceptional circumstances. | **C = Consequence****Insignificant (1) :** No injuries**Minor (2):** First aid treatment only**Moderate (3):** Medical treatment only**Major (4):** Long term illness or serious injury**Catastrophic (5):** Death or permanent disability*Hint: Select the most ‘’realistic’’ consequence, rather than the ‘’worst possible’’ consequence.* | ***Risk Level*** |
| ***Consequence →******Likelihood* ↓** | **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Catastrophic (5)** |
| ***Almost Certain (A)*** | Significant(S) | Significant(S) | High(H) | High(H) | High(H) |
| ***Likely (B)*** | Moderate(M) | Significant(S) | Significant(S) | High(H) | High(H) |
| ***Possible(C)*** | Low(L) | Moderate(M) | Significant (S) | High(H) | High(H) |
| ***Unlikely (D)*** | Low(L) | Low(L) | Moderate(M) | Significant(S) | High(H) |
| ***Rare (E)*** | Low(L) | Low(L) | Moderate(M) | Significant(S) | Significant(S) |

| **Identify the hazards** 🡪 | **Assess the risk**  🡪 | **Mitigate the risk**  🡪 | **Re-assess the risk** | 🡪 **Assign responsibility** |
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| Task or activity being assessed – step by step | Hazards associated with each task or activity  | What is the risk level - Low, Moderate, Significant or High | What reasonable steps are suggested to reduce the risk further? Are any new hazards introduced?  | Revised Risk Level (only proceed if risk level is acceptable) | Person responsible  |
| --- | --- | --- | --- | --- | --- |
| Transporting tools and equipment to site | * Back injury from lifting heavy items
* Items not secured in vehicle, or loose trailer loads causing personal injury when braking suddenly
 | D, 3 = Moderate | * Use team lift for heavy items
* Leader to remind all of correct lifting technique
* Secure items in vehicle properly
 | E, 2 = Low |  |
| Using tools and equipment | * Injury from improper use
* Injury caused by faulty equipment or tools
 | C, 3 = Significant | * Workers only to bring equipment that is in proper working order, AND that they are familiar with using
* If lending tools to others, brief them on safe use
* Wear appropriate personal protective equipment (PPE) - depends on type of work but might include gloves, long pants, safety boots, hearing protection, eye protection, hat
* Have a first aid kit on site (and a trained first aider if possible)
 | D, 3 = Moderate |  |
| Lawn mowing – push mower and ride on mower | * Various injuries, depending on specific site and other conditions
* Accidental ignition by mower spark
 | D, 4 = Significant | * Complete a [H-S 30.2 Mower Pre-Start Checklist](https://www.nsw.scouts.com.au/wp-content/uploads/state_forms/WHS/FORM_30.2%20Mower%20pre-start%20checklist%20v%201.0.pdf) every time - ***mandatory*** for ride-on mowers.
* Only commence mowing if conditions allow
* PPE / Hearing protection
* Check for obstacles, tent pegs, etc in ground first
 | E, 3 = Moderate |  |
| Using chemicals eg cleaners, weed killer, paints  | * Skin irritation, vapors, allergic reaction
* Incorrect use, causing unexpected reaction
* Incorrect storage or labeling causing accidental contact or ingestion
 | D, 3 = Significant | * Follow safety/environmental instructions on pack / Safety Data Sheet for usage and disposal.
* Never leave chemicals unattended
* Never store chemicals in other containers that could be mistaken as food, drink or other chemicals etc.
* Always label the container and keep out of reach of children.
 | E, 3 = Moderate |  |
| Using laddereg for clearing guttering, trimming vegetation | * Fall from ladder
* Ladder tipping sideways
* Ladder or rung failure
* Cuts from sharp objects

**CAUTION!** Under WHS laws, any work involving the risk of falling >2 m is classified as HIGH-RISK WORK and a detailed risk assessment must be conducted and documented. | D, 4 = High | * Consider other methods of doing the job NOT requiring the use of a ladder eg use tools with long handles to reach instead.
* Only use ladder in good condition
* Never lean from ladder and only use on solid, level surface
* Use 2nd person to steady ladder
* Perform a detailed risk assessment if risk of falling > 2m
* Do not attempt the task if risk remains unacceptable. Instead, consider paying a professional to do the task
 | E, 4 = Significant |  |
| General outdoor hazards  | * Sunburn
* Heatstroke
* Insect / spider / snake bite
* Plant / insect allergies
 | B, 2 = Moderate | * Leader to pre-warn workers to bring PPE (long pants, safety boots, long sleeves, hat, gloves) & sunscreen / or provide it to workers.
* Do not work in extreme weather conditions
* Don’t reach into obscured crevices where snakes, insects or spiders could be.
* Be particularly vigilant when lifting items off the ground
 | D, 2 = Low |  |
| Trimming vegetation | * Cuts from saws or other tools
* Falling branches
* If there is a risk of falling > 2m, see above.
* Harm to wildlife / loss of native habitat
 | C, 3 = Significant | * Before starting, be aware of & comply with protected species/heritage and any council approvals required.
* Inspect branches prior to cutting for signs of home to wildlife
* Only use appropriate equipment
* Plan the work /cordon off fall zone / use a spotter, to ensure workers and bystanders are not harmed by falling branches
 | E, 3 = Moderate |  |
| Packing up | * Back injury
* Loss of load
* Piled rubbish posing hazard /nuisance to public
* Leaving hazardous items behind
 | D, 3 = Moderate | * See items under Transporting tools and equipment to site
* Remove rubbish on the day, or pre-book council clean up. Pile neatly for collection in sensible location.
* Secure and cover trailer loads
* Remove or safely store/ Lock up chemicals and equipment
 | E, 2 = Low |  |