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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 ladder  eg 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 |  |