

## Guidance notes

### **How to use these Risk Assessments**

We intend that these risk assessments help our Task Leaders do the best they can to keep people safe during our tasks.

### **Choosing which assessments to use**

The risk assessments associated with these *Guidance notes* are designed to set a standard for the way that our Task Leaders deliver the pre-task safety briefing and arrange activities during tasks. The assessments identify the risks that are commonly found on different kinds of task and work site and propose control measures for each.

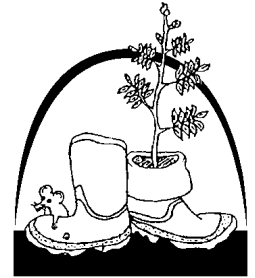
To choose the assessments to use on a particular task, do the following:

- Discuss the work with the client, so you have a detailed understanding of everything that you will be asked to do.
- Find the *Site Safety* assessment. This covers risks found on all tasks.
- If this is a residential task, add the *Residential tasks* assessment.
- For all tasks review the *Vehicle operations*.
- Select any other assessments that are relevant to the work you have been asked to do. (e.g. a boardwalk task on a beach would require *Bridges and boardwalks* and *Dunes and beaches*.)
- Review all the assessments you have collected. These will help you plan the work and tell you what to cover in the pre-task safety briefing. Use your judgement to identify any additional specific risks relating to the site or activity. These assessments are only a guide to managing the risks of the task: **it is vital that the Task Leader makes their own assessment of the hazards on the day.**

### **Words with special meaning**

In the *Control Measures* section of each risk assessment document, we use different phrases to indicate the emphasis that a leader must put on the control measure.

- *'Tell volunteers that they must...'* This means that the control measure is vital to reduce the risk of a volunteer injuring themselves seriously, or of harming somebody else. If the Task Leader sees that a volunteer is not complying with one of these control measures, they must make a specific request to the volunteer to do so. If the volunteer fails to do so, the Task Leader should ask them to desist from the activity. (e.g. If a volunteer won't wear a hard hat when melling, then they must be asked to stop melling)
- *'Advise volunteers...'* This means that the control measure will reduce the risk of a volunteer causing themselves a minor injury, and that there is very low risk of harming anyone else. The Task Leader should recommend (but need not insist) that a volunteer comply with the advice.
- Where the control measure is an instruction without reference to telling or advising volunteers, this means that it is something that the Task Leader must do for themselves, or must delegate to specific individual.
- *PPE is personal protective equipment.* This is protective clothing and other devices designed to protect an individual while in potentially hazardous areas or performing potentially hazardous operations. Examples of PPE include gloves, hard hat, steel toed boots, safety glasses.
- *COSHH* stands for '*control of substances hazardous to health*', and derives from the name of the UK regulations to protect workers from exposure to such substances.



**Lothians  
Conservation  
Volunteers**

**Risk classifications**

The table below shows how we combine the **Probability** of the risk with its likely **Impact** to calculate an overall rating. These risk assessments only describe control measures for risk ratings of 'High' or 'Medium'

<b>Result</b>	<b>Likely</b> Happens repeatedly, expected	<b>Probably</b> Will happen more than once	<b>Remote</b> Unlikely, though conceivable	<b>Improbable</b> Highly unlikely
<b>Fatal</b>	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>
<b>Major injury</b>	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Minor injury</b>	<b>Medium</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>
<b>No injury</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>

**Document control**

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