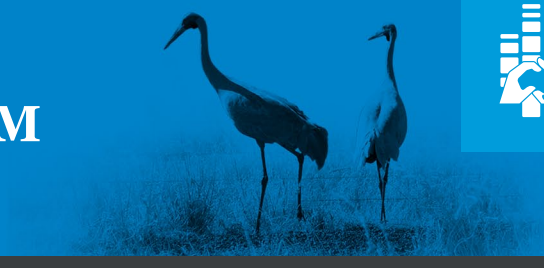
PROJECT RISK ASSESSMENT FORM



Queensland Water and Land Carers QWaLC

Group: .....

Project Location: .....

Project Date: .....

Project Manager: .....

Pre-existing medical conditions checked? Yes ☐ No ☐

Volunteer induction provided? Yes ☐ No ☐

As as organiser or facilitator of an activity in which you encourage other people to participate, you owe those people a duty of care. The expectation is that you will take reasonably practicable steps to protect them against reasonably foreseeable accident or injury. In simple terms this means look ahead, foresee how people could be harmed, then put in place measures to prevent that from happening.

Seven steps to a simple risk assessment

The following steps summarise a simple risk assessment process (The questions are examples and not an exhaustive list).

1. **Consider the site:** Is it rough, steep, rocky, slippery, dusty, exposed to the sun or wind? Is it thickly vegetated? Are there overhanging dead branches? Are there likely to be snakes, bees, wasps, bull ants or spiders?
2. **Consider the tasks to be undertaken:** Do people have to carry awkward objects? Will they be swinging tools? Will they be handling chemicals? Will they be working near machinery or cliffs or roads or dangerous water?
3. **Consider the people:** Are they skilled and experienced in the work to be done. Are there children who require close supervision? Are there older people who are less agile? Do any of the people have re-existing injuries or medical conditions that could be aggravated by doing the planned tasks?
4. **How could a person be injured?** Think about 'these people doing these jobs at this site'. Consider trips and falls, bites and stings, sunburn and dehydration, back or shoulder strains arising from heavy lifting or from overuse or misuse of tools, or eye injuries caused by twigs or spikes.
5. **Identify risk control strategies:** What will people do, or not do, in order to minimize the chance of harm? Involve everyone in the process; utilise all the eyes and experience the group can offer. Jot down the agreed strategies on the risk assessment form. Make sure everyone understands what is expected of them.
6. **Supervise and monitor** to make sure everyone is sticking to the 'rules': Some tasks or people might require closer supervision than others. Be prepared to change any strategies that don't seem to be working.
7. **Emergency response plan:** Make sure you have emergency contact numbers, and ensure everyone knows what to do in the event of an emergency.

Source: *In Safe Hands* – Conservation Volunteers Australia

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RISK SCORE

A **risk score** is obtained by multiplying Likelihood x Consequence. The risk score can then be used to arrive at a risk rating.

Extreme Risk (E): Do not proceed.
High Risk (H): Requires consultation with the Group Management Committee.
Moderate Risk (M): Project Managers with less than three months experience must consult the Group Management Committee.
Low Risk: (L): Standard on-site risk assessment.

Assessing likelihood and consequence

The following tables and matrix will assist with determining appropriate risk controls.

Consequence

Level	Descriptor	Outcome Description
1	Insignificant	No injuries
2	Minor	On-site first aid treatment
3	Moderate	Medical treatment required, loss of time
4	Major	Serious injury, hospitalisation
5	Catastrophic	Death, permanent disability

Likelihood

Level	Descriptor	Probability Description
1	Highly unlikely /rare	Remote possibility (Less than once every 5+ years)
2	Unlikely	Not expected to occur (May occur every 1-5 years)
3	Quite possible	Occurs occasionally (Monthly-yearly)
4	Likely	Occurs regularly (Weekly-monthly)
5	Almost certain	Expected to occur (Daily-weekly)

Risk Rating

Consequence

Likelihood	Insignificant-1	Minor- 2	Moderate- 3	Major- 4	Catastrophic -5
Highly unlikely- 1	1 - L	2 - L	3 - L	4 - M	5 - H
Unlikely- 2	2 - L	4 - M	6 - M	8 - H1	0 - H
Quite Possible- 3	3 - L	6 - M	9 - H	12 - H	15 - E
Likely- 4	4 - M	8 - H	12 - H	16 - E	20 - E
Almost certain- 5	5 - M	10 - H	15 - E	20 - E	25 - E

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Example Risk Assessment

1. Use of Vehicles

If any project activity requires the use of, or travel in, a motor vehicle, then the Group should develop a specific risk assessment.

Travel in vehicles is the highest risk activity in which team members are involved.

Associated Risks

Potentially fatal road accidents; head impact injury while entering or exiting vehicles; hand crush injuries from vehicle doors; travel sickness; fatigue.

Risk management strategies

- Undertake a pre-departure vehicle check prior to departing to, and returning from, each project
- Comply with all State road laws and vehicle seating capacity.
- Drive in a manner that ensures that all occupants are safe, and feel safe. Vehicle occupants must advise the driver immediately if they feel unsafe.
- Wear seat belts, whenever a vehicle is in motion.
- Do not carry chemicals, unsecured tools, equipment or baggage in team vehicles.
- Do not allow arms, heads or any objects to protrude from the vehicle.
- Maintain conditions which optimise the comfort and concentration of the driver eg: minimise distractions, maintain ventilation, take regular breaks.

2. Slips, Trips and Falls

Associated Risks

Twist injuries to ankles and knees; impact injuries, especially to backs, legs, hands, wrists, head and face. A sprained ankle, while not life threatening, may present a major evacuation problem at a remote location.

Risk management strategies

- Avoid any obvious hazards such as slippery logs, loose rocks, steep embankments, etc.
- Remove trip hazards from the worksite by filling holes, removing unnecessary objects etc.
- Flag, or cordon off, immovable trip hazards.
- Allow at least 2 metres ‘visibility space’ between team members when walking along tracks.
- Ensure that boots are firmly laced.
- Exercise additional caution when walking downhill, eg: walk across the slope, have a strong leader control walking speed.
- Avoid carrying heavy, or awkward sized objects on uneven ground.
- Identify, and closely supervise, workers with pre-existing back, knee or ankle injuries.

3. Working in Hot Conditions

Associated Risks

Dehydration, heat exhaustion, sunstroke, sunburn, skin cancer, cramps, skin irritation, falls or tool use injuries associated with fatigue.

Risk management strategies

- Maintain hydration by providing adequate drinks and regular drink breaks.
- Take advantage of, or create, shaded work areas.
- Schedule, or reschedule, work to avoid heavy exertion during the most intense heat of the day.
- Reinforce the need for long trousers and long sleeves, broad brimmed hats and sunglasses.
- Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin.
- Closely monitor team members for signs of fatigue, particularly those who are less fit, inexperienced or unacclimatised.

4. Working in Cold Conditions

Associated Risks

Hypothermia, dehydration as a result of excessive perspiration under heavy clothing, loss of dexterity and fine motor functioning leading to reduced tool control.

Risk management strategies

- Make ample food and fluids available, including warm drinks if possible.
- Demonstrate and encourage simple warm up stretches before commencement, and after breaks.
- Rotate tasks to avoid prolonged exposure.
- Identify shelter area and use this during periods of inactivity eg: breaks or extreme conditions.
- Structure work to avoid the coldest times of the day.
- Encourage team members to wear layered clothing that enables them to adjust their body temperature according to weather conditions and activity level.
- Wear a warm hat (the head is a major heat loss area).

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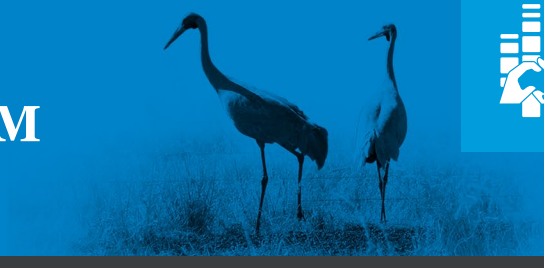

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Risk Assessment

Risk Assessment

Associated Risks

Risk management strategies

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-
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Likelihood..... **Consequence** ..... **Risk Rating**.....

Completed by .....

Date .....

Risk Assessment

Associated Risks

Risk management strategies

-
-
-
-

Likelihood..... **Consequence** ..... **Risk Rating**.....

Completed by .....

Date .....

Project Location Reference points for emergency services: .....
(e.g. 200m west from the intersection of Smith Road and Jones lane)

Date/dates at this location: to

Emergency Contacts: '000' OR '112' for mobile phones

Local Police: ..... **Fire:** ..... **Ambulance:** .....

PROJECT MANAGER: ..... (please print)

SIGNATURE: ..... DATE: .....

Submit

Source: *In Safe Hands* – Conservation Volunteers Australia