

## HCCV RISK ASSESSMENT RECORD

WORK PARTY LOCATION: <b>Holt Copse</b>		WORK PARTY DATE:		ASSESSMENT DATE: 5 <sup>th</sup> October 2015	
ACTIVITIES ASSESSED: <b>Checking Nest Boxes</b>		DESIGNATED LEADER:		ASSESSED BY: C.S.Melhuish	
HAZARD (potential for harm)	Those at risk?	Risk level	PRECAUTIONS (to reduce the risk level)	Who will do them?	When? B or D
Accidents on ladders	All	Low	Always 2 or more people in the team. Ensure the ladder is positioned safely. Always have someone hold the ladder. Never over-stretch or work with the ladder over-extended. Take care moving from site to site when the undergrowth is dense and overgrown.	All, working as a team.	D
Examining and cleaning nest boxes	All	Low	Take down small boxes carefully ensuring nobody is standing immediately below, but clean large boxes <i>in situ</i> . People on the ground should always watch the 'ladder man'. Remove old nest material carefully and avoid inhaling dust or fine particles. Consider wearing protective gloves if allergic to insect bites. If to be retained, put old nest material into polythene bags or similar and seal to prevent invertebrates escaping.	All, working as a team.	D

<u>Personal Protective Equipment Needed</u> Gloves (optional)	<u>Provided By</u> Individuals/HCCV HCCV	<u>Level of First Aid Provision Needed</u> Minimal	<u>First Aiders</u> Liz Reed Derek Harding
<u>Nearest Telephone</u> Members' mobiles or houses in Martins Drive		<u>Nearest 24 hour Hospital and/or Doctor</u> Royal Berkshire Hospital	
Risk Level: L = Low; M = Medium; H = High		B = Before the activity; D = During the activity	