An example Risk Assessment for leading volunteers on a Verge Management task.

nb ACT insurance covers Wildlife Wardens carrying out work specifically for wildlife where the owner of the site has given permission.
It covers Wildlife Wardens leading groups of people who aren't Wildlife Wardens (including work groups, training sessions and guided walks), **as long as they have taken** the ACT Leading Volunteers Course. If you feel you have previous experience and use similar risk assessment methods, please talk to us beforehand.

Narrative and main points eg what you are doing, where and with whom.
Do you, or your organisation have insurance cover, or are you using ACT insurance?

Names of participants: These should be listed on a separate form from the training document.

Name of first aider If there is a 1st Aider present with current training. Only essential if the task involves using dangerous tools such as billhooks, contact the co-ordinator if you are unsure.

Task: Verge management next to a busy cycle path and near a quiet road. **Please DO NOT have work groups close to busy roads!**

Group description: A group of WWs (who have received leading volunteers training) plus other volunteers. People have to book in advance for this task because of busy area and restricted working space – maximum ten in group.

Date and time: ….

Insurance: Using ACT policy

Nb The Likelihood x Seriousness score should be 6 or under. If it is over 6 and no more than 12, then look for measures that will reduce the risk. If it is over 12 then the task is too dangerous and needs to be completely re-thought.

Hazard (what might happen that hurts somebody?)	**Measures taken to prevent the problem**	**Likeli-hood 1-5**	**Serious-ness 1-5**	**L X S 6 or under acceptable.**
Collision of volunteers with cyclists on the path	• Ensure volunteers are well briefed. • Avoid the busiest times (weekends and school holidays. If possible, work early in the morning or in the evening) • Put warning cones on the grass next to the cycle path to alert cyclists to potential hazard.	2	3	6

	• Depending on the number of volunteers, deploy one or two to warn workers of the approach of cyclists, and halt work until they are past. • If the path is busier than expected, abandon the work, and rearrange for a less busy time. • Vols must bring and wear a high-viz vests/jackets, or organiser must provide them.			
Collision of cyclists with equipment	• Ensure that volunteers are well briefed on the need to ensure that all equipment is kept on the grass verge and does not intrude onto the cycle path.	1	4	4

Volunteer trips and slips. Part of the site is on a steep slope and many volunteers are in the older age group.	• Ensure that volunteers are well briefed on:
	  • The need to wear suitable clothing and footwear.
	  • To take sensible decisions to work within their own capability.
	  • If working with a partner, to ensure that the task and the proposed means of tackling it is within the capacity of the partner.
	  • That they are volunteers, and can call it a day when cold, tired, or have had enough.
	• Abandon work if the weather deteriorates and/or the ground is slippery.
	• Bring a first aid kit that volunteers can use
		2	2	4

Infection from dog poo and other litter	• Check and clear site before work starts • Advise volunteers to wear gloves. • Bring hand sanitiser and a first aid kit.	1	3	3
Injury from sharp equipment	• Ensure volunteers are well briefed on:	1	3	3

	○ The need to keep track of kit that they are using, as sharp tools hidden in undergrowth can cause injury. ○ Ask all volunteers to bring thick gloves. ○ Demonstrate appropriate technique. ○ Check that tools are in safe condition. • Bring a first aid kit that volunteers can use.			
Collision with traffic caused by working too close to the road	• Brief all volunteers to keep at least 1.5m from the road edge. • Vols must wear a high-viz vest/jacket.	1	5	5
Catching Lyme disease from a tick (these are likely to be in rough grassland on verges)	Brief all volunteers to • wear trousers rather than shorts, and tuck socks over them. Also long-sleeved shirts. • Check for ticks on all parts of the body after the task. • Remove any tick carefully • Be alert for any Lyme Disease symptoms (redness around the site of the tick and/or any fever or flu-like symptoms). • Go to Doctor if you have symptoms. • See https://lymediseaseuk.com/prevention/	1	3	3
Damage to wildlife	No work should be undertaken on hedgerows during the nesting season – or in bramble patches that might be used by low-nesting birds. Always leave approx 20% of rough grass/brambles etc as refuge areas. This will increase biodiversity.			

Table 1c

Risk Score

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25