

## **Task Risk Assessments**

Risk assessments for most Econet activities are assembled from a series of 'base' documents. These documents are broadly based on The Conservation Volunteers (TCV) generic risk assessments. It is an insurance requirement that there are risk assessments for all our activities.

The base documents fall into various categories:

1. Activity related assessments which apply to specific activities, e.g. 'Hedgelaying'.
2. Site related assessments which will apply to all activities at a particular site (work location), e.g. 'Public Open Space' at sites where there is unrestricted public access and relates to issues such as dog fouling and sharps.
3. Site related assessments which will apply to all activities at some sites (work locations) but may also apply to others depending on the task, e.g. 'Roadside working' which always applies to tasks at some of Ruscombe's ponds.
4. In addition, there is a General Conservation Activities assessment and currently a Coronavirus assessment, which apply to all tasks.

### **Creating a risk assessment**

For *Friends of* tasks there will be a generic risk assessment for each site, covering all the activities normally undertaken at the site. This may be varied when a particular task falls outside the norm.

For CRoW tasks, a risk assessment is created for each task.

For events, a risk assessment is created for each event. Note: This process is only appropriate for 'simple' events, e.g. a walk. For more complex events, e.g. Bean Pole Day, a standalone risk assessment must be created.

- For each site, any assessments which will apply to all activities at that site are identified and held against the site.
- Depending on the activity:
  - For *Friends of* tasks, assessments relating to all tasks which might normally be undertaken at the site, are identified and stored against the organiser, e.g. FoCC. Any variations relating to a particular task are stored against the task, either being added to or replacing those assessments which normally apply.
  - For CRoW tasks, assessments based on the task description provided, are identified and stored against the task.
  - For events, assessments based on the type of event, are identified and stored against the event.
- From these assessments and other information about the site such as meeting point location, nearest hospital, etc., the risk assessment for the task is assembled and will be loaded on the website and linked to the task entry in the programme. It may also be referenced in programme emails. A copy of the risk assessment is archived.

### **Amendments to a risk assessment**

If during the task an activity is undertaken not covered by the risk assessment, e.g. there is a bonfire, this should be noted and the archive version of the risk assessment will be updated with the additions tagged as 'written in'.

For CRoW tasks, a task sheet will be produced which will include a summary of the risk assessment including PPE requirements and may be used to record amendments.

A list of and links to, all the risk assessment base documents can be found on the website, <https://www.econetreading.org.uk/admin/RAOverview.html>.

### **Standalone risk assessments**

Where a standalone risk assessment is created for an event, we are required by our insurers to retain a copy of that risk assessment.

### **Maintaining and updating risk assessments**

The base documents may occasionally be updated to improve clarity, correct omissions, etc., and new base documents created for new activities or elements of existing documents better treated as activities in their own right, for example 'Felling' might be separated from 'Coppicing, felling and scrub clearance'.

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