

Risk Assessment

Ref No:	ASHA002		
Title:	Corporate volunteer activities	Section:	Habitats Team
Location/ Description:	Marwell Zoo; any activities involving corporate volunteer group participation	Assessment carried out by:	Rob Haines
		Date of assessment:	02.01.25
		Review Date: (6 months – 1 year)	02.01.26

HAZARDS	PERSONS AT RISK	BRIEF DESCRIPTION OF RISK	PRESENT RISK			EXISTING PRECAUTIONS	ADDITIONAL CONTROLS NEEDED	ACTION BY WHOM / WHEN	Completion Date
			(L)	(S)	(SR) *				
Digging/weeding/planting/manual handling	All participating persons	<p>Injuries to back when lifting & digging.</p> <p>Potential injuries to feet from forks and spades.</p> <p>Potential strain injuries from overloading shovels.</p>	2	2	4	<p>All participants to be provided with appropriate tools and PPE for task. Corporate volunteer groups to be supervised by competent person at all times. Correct manual handling techniques to be adhered to at all times; participants not using safe methods to be informed of correct techniques and advised to sit out if they do not comply. Participants advised to self-assess their capabilities and invited to opt out of tasks exceeding these.</p>	<p>Ongoing live assessment of participants' actions to be carried out by accompanying staff member.</p>	<p>Staff member(s) supervising corporate volunteer group.</p> <p>Line managers.</p>	Ongoing

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Underground Services	All persons digging and in the immediate vicinity	Electrocution or electric shock causing burns or death from underground cables. Injuries from explosion from high pressure systems from underground water or gas systems.	1	5	5	Works only to commence after a permit to dig has been issued and any necessary CAT scanning has been carried out by a trained and competent person. Site induction/all participants to be made aware of any underground services identified in the area of works.	Barriers/visual markers to be installed around any identified services. Works to be cancelled, or rescheduled for trained staff to carry out, if risk level associated with identified services is deemed too high by site supervisor or line manager.	Staff member(s) supervising corporate volunteer group. Site/project supervisor. Line managers.	Ongoing.
Contact with animals – infection with possible zoonoses (diseases transferred from animal to human)	All persons working within animal areas	Zoonoses (diseases transferred from animal to humans) e.g., Lyme disease, toxoplasmosis, leptospirosis etc.	1	3	3	Animal/Veterinary team to advise of any relevant known zoonoses identified in area of works prior to works commencing. Good hygiene practices must be followed including handwashing with soap and warm water before eating, drinking, smoking or touching eyes/face.	Site/task induction to be carried out by accompanying staff member. Ongoing live assessment of participants' actions to be carried out by accompanying staff member.	Staff member(s) supervising corporate volunteer group. Site/project supervisor. Line managers.	Ongoing

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						<p>Gloves must be worn where deemed necessary.</p> <p>Face masks or shields must be worn where deemed necessary.</p> <p>No eating, drinking, or smoking to occur within any animal area at any time.</p> <p>Wear long sleeves and trousers when working in long grass and check for ticks afterwards.</p> <p>Ticks to be removed safely using tick tweezers.</p> <p>Avoid contact with animal excrement wherever possible and wash it off with soap and water if contact occurs.</p> <p>Avoid ingesting water from or washing hands in any water bodies inside animal areas.</p> <p>Volunteers are not permitted in any animal quarantine area.</p>			

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						Pregnant people must not enter cat enclosures.			
Cuts from sharps/cutting equipment.	Persons using cutting/pruning equipment and close bystanders	Cutting any part of the body with saw or blade	2	3	6	Wear gloves, long trousers and sleeves. Keep body parts away from blades when in operation. Store items safely and away from public when not in use. Appropriate training by a competent person prior to commencement of tasks. Keep a safe working distance between colleagues. First aider to be on site.	Site/task induction to be carried out by accompanying staff member. Ongoing live assessment of participants' actions to be carried out by accompanying staff member.	Staff member(s) supervising corporate volunteer group. Site/project supervisor.	Ongoing

To create extra rows place the cursor in the bottom right hand box and press TAB.

Likelihood (L) = Frequent(5) - Probable(4) - Occasional(3) - Improbable(2) - Remote(1)

Severity (S) = Catastrophic(5) - Major(4) - Reportable(3) - Serious (2) - Minor(1)

Severity of Risk (SR) = (L) LIKELIHOOD x (S) SEVERITY

For more detailed information on how to calculate the Severity of Risk (SR) see explanation below and the supporting “**Attached Information**” document. Where the **Severity of Risk*** score (found in column **SR***) is above 10 (**blue blocks**) you must advise your Line Manager so that appropriate corrective action can be taken to reduce the risk level. If the score is above 16 (**red blocks**) STOP the activity and refer **IMMEDIATELY** to the H&S Manager and your Line Manager to decide on the corrective action necessary.

Risk Assessment Review

Risk Assessment

Signature of assessor:	Rob Haines	Line Manager Signature	
Date Completed:	02/01/2025	Date for Revision:	

Reviewed by	Date	Signature