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| **Activity** | **Yes / No**  **or NA** | **Actions Required** | **Person(s) Responsible** |
| Is there a Coordinator appointed to oversee the working bee and workers? |  |  |  |
| Has a hazard identification and risk assessment process been completed with all staff and volunteers to identify any hazards unique to the environment or activity? e.g. slippery or uneven surfaces, proximity to traffic or moving plant, slip or trip hazards, chemicals used |  |  |  |
| Are there adequate controls in place to manage these risks e.g., monitor BOM site, working hours, food safety if provided |  |  |  |
| Do the workers have the required skills or qualifications to complete the tasks safely, have they been inducted to the location, have they signed in/ out? |  |  |  |
| Have workers been provided with Personal Protective Equipment relevant for the task (i.e. gloves, work shoes, safety glasses, earplugs)? |  |  |  |
| Is the necessary equipment for the Bee (e.g. ladders, safety signs, gardening equipment) in good condition, safe, and available for use? |  |  |  |
| Are appropriate mechanical aids such as trolleys, wheelbarrows, vehicles, etc available to move heavy or awkward loads? |  |  |  |
| Have power sources, RCD's, power boards and power leads been tested and tagged? Is a safety switch in use? Can you use battery operated tools? |  |  |  |
| Are walkways, benches and areas containing water clear of cables and leads? |  |  |  |
| Is there a well-stocked First Aid Kit available and easily accessible? |  |  |  |
| Is there an agreed process to manage a medical emergency, provide First Aid or Evacuation? e.g. Emergency Contact numbers, closest Medical Centre, first aid trained staff |  |  |  |
| If working outside is there a traffic management plan to manage moving vehicles and pedestrians e.g. (Designated personal directing traffic with high visibility clothing; designated walkways; exclusion zones; rope/tape barricades, etc) |  |  |  |
| Is there provision for UV Protection e.g. hats, sunscreen, shade and provision of cool water |  |  |  |
| Will ladders be used? Ensure staff are trained in safe use of ladders |  |  |  |
| Do all persons understand the importance to report hazards or incidents immediately to their Coordinator? **Refer Incident Notification Flowchart** |  |  |  |
| Do persons hold a Blue Card “Working with Children” where required? |  |  |  |