



KDAA Volunteer Working Parties – Risk Assessment

KDAA Working Party Overview

Kelvedon & District Angling Association are committed to maintaining the safety of members who volunteer to help maintain the club's fisheries for the benefit of all members.

Volunteering in this way can best be described as an activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individual or groups) other than, or in addition to, close relatives, and as undertaken freely and by choice without concern for financial gain.

The key points of volunteering with KDAA are;

Volunteering is unpaid, and without expectation of payment.

Volunteering is done with own free will and choice, with no coercion.

Volunteering is for the wider social, public and environmental benefit.

Volunteering is undertaken at the direction and on behalf of KDAA.

Volunteering is not legally binding.

In order that Kelvedon & District Angling Association operate safe environments for those volunteers that choose to attend scheduled working parties the following generic risk assessment has been completed. Those leading working parties and those attending as volunteers should be mindful that new hazards may present themselves on the day and that were unforeseen at the time of writing this risk assessment. Where new hazards present themselves, those leading the working party should assess the ongoing risk and consider the introduction of appropriate mitigations or control measures as reasonably practicable. Where a new hazard presents a high risk or a risk cannot be adequately controlled for the safety of all, work should not proceed. **IF IN DOUBT ABOUT AN ACTIVITY DON'T DO IT!**



Methodology

This risk assessment aims to identify potential hazards and the likelihood of persons coming to harm through the activities undertaken by working parties. Volunteers and Club Officials should be mindful that we have a moral duty of care to ensure the safety and welling of others and that we should take all reasonable steps to protect people from foreseeable harm.

Definitions

Hazard – Something with the potential to cause harm

Likelihood – The probability of something being likely to occur

Risk – Where the combination of a foreseeable hazard and the likelihood of something occurring combine to present a risk to persons.

Severity – The recognition of the potential injury or outcome that a risk may present, this may range from a small graze to the loss of life.

Control Measures - The action of reducing the severity or seriousness of risks through reasonably practical interventions i.e. life jackets to be worn on boats.

The table below is simply a guide to define the risk category for those hazards identified, it should be noted that this is not a scientific calculation but based on individual perception and as such should be reviewed annually or where there is a change to the environment where the work will take place.

	Likelihood					Severity	Likelihood
Severity	1	2	3	4	5	1 = Insignificant – no or slight injury	1 = Very Unlikely
	2	4	6	8	10	2 = Minor – small cuts or bruises	2 = Unlikely
	3	6	9	12	15	3 = Significant – medical treatment needed	3 = Possible
	4	8	12	16	20	4 = Serious – emergency medical treatment	4 = Likely
	5	10	15	20	25	5 = Severe – death or permanent injury	5 = Very Likely



No:	Hazard	Assumes no control measures in place			Control Measures	Assessment of residual risk with control measures		
		Severity	Likelihood	Risk		Severity	Likelihood	Risk
1	Ground/underfoot conditions on club waters, slip and trip hazards. The natural rural settings at club waters will offer a number of ground conditions, from grass and mud to hard gravel or wooden swims. These may on occasion be wet and may become slippery or contain exposed tree roots or loose ground.	2	3	6	Assessment of underfoot conditions prior to working party starting and communicate any elevated risk to those involved in the briefing. Remind all to be aware of trip hazards that may be present. Volunteers to wear suitable footwear for working outside.	2	2	4
2	Weather conditions on site, may include rain, cold or strong winds. Conversely sunny and hot conditions may prevail. Volunteers may suffer from the effects of being cold and wet or experience heat stress or sun burn. High winds present greater hazards from tree branches that may fall or lightweight equipment or debris being blown about.	2	3	6	Where severe weather is expected or prevails on the day the working party should be re arranged for another date. Where cold, wet or hot conditions prevail, volunteers should make use of suitable clothing to protect them from the effects of weather. Ensure volunteers recognise the benefits of using sun cream and saying hydrated.	2	2	4
3	Personal injury sustained through working with hand tools or equipment, such as minor cuts or bruises.	2	3	6	Volunteers should wear suitable clothing during the work, this may include gloves, eye protection depending on task. Suitable footwear should be worn.	2	2	4



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4	Falling into the water from the bank, risk of drowning, cold water shock, hypothermia,	5	2	10	Bankside swims are generally flat ground with easy access and generally free from trip hazards. When working near or in the close margins, work party volunteers should work in pairs and remain within comfortable wading depth, if wearing appropriate waders and life jacket. Club waters have life rings stationed around the lakes. Where the margin is deep or unstable consider the use of a boat with occupants wearing lifejackets as an alternative option.	2	2	4
5	Litter and waste found on site whilst clearing swims of vegetation. Risk of cuts and grazes or contamination from rotting waste or hidden excrement. Potential for discarded needles stick injury.	2	3	6	When removing or clearing litter or vegetation from banksides or swims gloves should be worn. litter pickers should be used where possible. Soap, water and hand sanitiser to be available to working party.	1	3	3
6	Weil's Disease and water borne pathogens. When working near the water and particularly on margins there is a risk of coming into contact with water borne pathogens, these can enter the body through small cuts or by hand to mouth contact.	3	2	6	Care should be taken with personal hygiene during working near or on the water, existing cuts should be covered. Gloves can be worn and individuals should wash their hands and use hand sanitiser after contact and before eating and drinking.	3	1	3



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7	Moving heavy objects can prove hazardous to individuals and present muscular or skeletal injury or crushing of body parts.	4	3	12	Where objects such as logs or debris need moving, the object should be assessed to decide if it is achievable and within the capabilities of those involved. Good manual handling techniques should be applied to any lifting and where items are considered to exceed 25kg they should be tackled by two persons. Where large logs or tree boughs are encountered consider the need to cut up into manageable sections before moving or use a mechanical means to reduce the individual load. Appropriate footwear and gloves should be worn.	2	2	4
8	Discarded hooks, lines and rigs that may be lost on snags, trees or left as litter within swims, presents a skin penetration hazard and subsequent infection.	2	3	6	Volunteers should remain vigilant to the presence of discarded or lost rigs, hooks and lines. Gloves should be worn when handling to prevent injury.	2	2	4
9	Using boats on any water brings a potential for the user to end up in the water, whether due to a fall from the boat or a capsize. This may result in cold water shock, hypothermia or drowning.	5	3	15	All boat users MUST wear a lifejacket when entering and using boats on KDAA waters. Where possible two persons should be present whilst boats are in use although one of these may remain bankside as a safety spotter.	4	3	12



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		Severity	Likelihood	Risk		Severity	Likelihood	Risk
10	Power tools present a personal hazard to the user and to others working or standing nearby. Tools have the potential to cut, bruise or sever finger/limbs.	4	3	12	Domestic power tools such as a strimmer or hedge trimmers must only be used within the manufacturer’s guidelines by a competent adult who is familiar with the tool and has the correct PPE. Tools not in use should be kept securely to prevent unauthorised use. Please note our club cannot allow the use of personal chainsaws without being able to prove competency i.e. holding the relevant NPTC chainsaw qualification (chainsaw maintenance and crosscutting NPTC as a minimum)	4	2	8
11	Personal wellbeing (Physical Fitness or Medical Conditions) Volunteers may have physical limitations or suffer from known medical conditions which may impact on their level of involvement. May result in a medical emergency.	3	3	9	Volunteers should be open an honest about their own physical capabilities, there are many varied tasks that can be carried out and not all those tasks are physically demanding. Volunteers should speak to the working party supervisor to alert them of any medical condition that may manifest, this will be treated in confidence. If you are in doubt that you can achieved what is asked, don’t do it, speak to the working party supervisor.	3	2	6



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12	Members of the public impacted due to working party activity, leading to injury or harm	3	2	6	The majority of KDAA waters are on private land with no public access or right of way. Where works do take place near or adjacent to public footpaths or roads care should be taken not to impinge on those public rights of way, remain vigil to any members of the public who may approach and treat them with courtesy and direct them away from any hazard.	3	1	3
	Bonfires may risk minor burns and may spread if not managed correctly.	3	3	9	Site the bonfire appropriately with no risk of spreading. Wind direction and strength should be taken into consideration to avoid smoke being blown over the working area. If fire starters or accelerants are used, they should be handled carefully and not used in excess. Take care when lighting or adding items to the fire.	2	2	4

Completed for and on behalf of Kelvedon District Angling Association Committee

Mark Wilson – Fisheries Manager KDAA

28th February 2026

*Next review date 1st March 2027.