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Inventory of Work Activities				
Reference Number: (please refer to PRS RA Repository for next running number)			Division	POD
Title	POD Active Day			
Ref	Location	Process	Work Activity	Remarks
1		Hike Coney Island	Planning the hiking trail routes	
			Ensuring safety equipment and first aid kits are available	
			Organizing hiking activity schedule and checkpoints	
2		Lunch	Setup of food	
			Eat Lunch	
			Preparation of wastes for disposal	
			Transfer/Transport of wastes to point disposal/collection	


**Note:**

1. This form is to be completed before filling in the Risk Assessment Form.
2. The contents of the Process (column) and Work Activity (column) in the Inventory of Work Activities Form are to be copied over to the Process (row) and Work Activity (column), respectively, in the Risk Assessment Form.

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RISK ASSESSMENT														
<u>Reference Number</u>				<b>RA Leader:</b>				<b>Approved by:</b>						
<b>Title:</b>	POD Active Day			<b>RA Team:</b>				<b>Signature:</b>						
<b>Division:</b>	POD	<b>Location:</b>						<b>Designation:</b>						
<b>Last Review Date:</b>	09 Sep 2025	<b>Next Review Date:</b>	09 Sep 2028					<b>Date</b>						
	Hazard Identification			Risk Evaluation				Risk Control						
Ref	<u>Activity</u>	<u>Hazard</u>	<u>Possible injury / ill-health</u>	<u>Existing risk controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Additional controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Implementation Person</u>	<u>Due date</u>	<u>Remarks</u>
<b>Lunch</b>														
1.1	Setup of food	Hit the corner of tables	a) Bruises b) cuts	a) Administrative Controls - Avoid rushing when setting up the stations	3	2	6		3					
1.2	Setup of food	Trip over the legs of the chairs	a) Bruises b) cuts	a) Avoid rushing when setting up the stations b) Keep chairs neatly tucked	3	2	6		3					

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Hazard Identification				Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				under the tables when not in use										
1.3	Eat Lunch	Consumption of contaminate d food	a) Diarrhoea b) food poisoning c) vomiting	a) Food will be consumed within the stipulated date and time b) Leftover food after the safe-for-consumption period will be discarded c) Good hygiene practices will be adopted while distributing the food	2	2	4		2					
1.4	Eat Lunch	Food allergy	Unable to breath/anaphylactic shock	a) Collect information on food allergies from students b) Remind students who have allergies to bring along their medication/epipen c) Food labels for common	2	2	4		2					

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Hazard Identification				Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				allergies will be prominently displayed										
1.5	Preparation of wastes for disposal	Handling dirty food wastes	Infections	a) Perform hand hygiene before and after handling waste bags b) Ensure bags are not filled too heavily such that the bags may break c) Double bag the waste if there is possible breakage	2	2	4		2					
1.6	Transfer/Transport of wastes to point disposal/collection	Trips and falls while walking to destination	a) Bruises b) cuts c) abrasions	a) Wear proper footwear (coved shoes)er b) Avoid routes which includes kerbs or ledges	3	2	6		3					
1.7	Transfer/Transport of wastes to point disposal/collection	Arm and back strain from carrying	a) Back/arm/ligament strain	a) Adopt proper lifting technique (carry with back straight and squat down to lift heavy objects b) Ensure	2	3	6		2					

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Ref	Hazard Identification			Risk Evaluation			Risk Control							Remarks
	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	
		heavy waste bags	b) spinal cord injury	bags are not filled too heavily										
1.8	Transfer/Transport of wastes to point disposal/collection	Handling dirty food wastes	Infections	a) Perform hand hygiene before and after handling waste bags b) Ensure bags are not filled too heavily such that the bags may break c) Double bag the waste if there is possible breakage	2	3	6		2					
Hike Coney Island														
2.1	Planning the hiking trail routes	Accidental slips, trips, or falls while hiking due to uneven terrain.	a) Sprains b) fractures c) abrasions.	a) Administrative Controls - Route planning should avoid heavily uneven terrain when possible, warn participants of areas with high risk of falling and ensure all hikers have	3	3	9		3					

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Ref	Hazard Identification			Risk Evaluation				Risk Control						
	<u>Activity</u>	<u>Hazard</u>	<u>Possible injury / ill-health</u>	<u>Existing risk controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Additional controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Implementation Person</u>	<u>Due date</u>	<u>Remarks</u>
				proper equipment, like hiking boots and walking poles.										
2.2	Ensuring safety equipment and first aid kits are available	Electrical equipment exploding/catching fire	a) Electrical burns b) cuts	a) Ensure around equipment is not cluttered to allow for ventilation b) Avoid overloading of electrical sockets	4	2	8		4					
2.3	Ensuring safety equipment and first aid kits are available	Back strain from carrying heavy items	a) Back/ligament strain b) spinal cord injury	a) Administrative Controls - Adopt proper lifting technique (carry with back straight and squat down to lift heavy objects	3	2	6		3					
2.4	Organizing hiking activity schedule and checkpoints	Tripping or falling during hiking due to uneven or	a) Fractures b) sprains c) strains d) or other physical injuries.	a) Administrative Controls - Provide clear guidance on hiking path, ensure participants wear appropriate hiking gear,	4	3	12		4					

Likelihood Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
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Ref	Hazard Identification			Risk Evaluation			Risk Control							Remarks
	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	
		slippery terrain.		and schedule regular rest periods.										
2.5	Organizing hiking activity schedule and checkpoints	Exposure to harmful plants or animals during the hiking activity.	a) Bites b) rashes c) allergic reactions.	a) Administrative Controls - Brief participants about local flora and fauna, pack first-aid kits, and if possible, have a trained first-aid personnel as part of the event.	3	2	6		3					
2.6	Organizing hiking activity schedule and checkpoints	Dehydration or exhaustion during hiking due to improper hydration and food intake.	a) Dehydration b) heat exhaustion c) or heat stroke.	a) Administrative Controls - Provide ample water and food, encourage frequent hydration, and monitor participants for signs of distress.	3	5	15	a) Personal Protective Equipment (PPE) - provide sun hats & sun screen & mineral water	3	2	6	test	30 Sep 2025	

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Level	Severity	Description
1	Negligible	Negligible injury.
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort, fatigue, mental well-being).
3	Moderate	Injury or ill-health (including mental well-being) requiring medical treatment (includes lacerations, burns, sprains, minor fractures, psychosocial stress, dermatitis and work-related upper limb disorders).
4	Major	Serious injuries or life-threatening occupational diseases (includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning, diagnosed mental illnesses, disabilities and deafness).
5	Catastrophic	Fatality, fatal diseases or multiple major injuries.

Level	Likelihood	Description
1	Rare	Not expected to occur but still possible.
2	Remote	Not likely to occur under normal circumstances.
3	Occasional	Possible or known to occur.
4	Frequent	Common occurrence.
5	Almost certain	Continual or repeating experience.

Risk score	Acceptability of risk	Recommended actions
Low 1-3	Acceptable	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.
Medium 4-12	Tolerable	A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as reasonably practicable (ALARP) within a defined time period. Interim risk control measures, such as administrative controls, may be implemented while long term measures are being established. Management attention is required.
High 15-25	Not acceptable	High Risk level must be reduced to at least Medium Risk before work commences. There should not be any interim risk control measures and risk control measures should not be overly dependent on personal protective equipment. If practicable, the hazard should be eliminated before work commences. Management review is required before work commences.

**Note:**

- For the Role and Responsibilities of the Approver and RA Leader please refer to sections 4.3 and 4.4 of the [Risk Management Programme](#) respectively.