

# PROJECT LOG

Dates: from sunday \_\_\_\_\_ to saturday \_\_\_\_\_

Location\* \_\_\_\_\_

Team Leader \_\_\_\_\_ Team \_\_\_\_\_

Car Registration \_\_\_\_\_

\_\_\_\_\_

Team Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\*Specify the locations (i.e Djúpalónssandur, Malariff...)



Náttúruverndarstofnun  
Nature Conservation Agency of  
Iceland



## Check list to do every week:

Car:

Lights \_\_\_\_\_

Oil \_\_\_\_\_

Tyre pressure \_\_\_\_\_

Fuel \_\_\_\_\_

Screen washer \_\_\_\_\_

Cleaning inside \_\_\_\_\_

Cleaning outside \_\_\_\_\_

Other:

Collect the receipts (food, fuel, etc.) \_\_\_\_\_

**Brief Project Description**

(Very brief summary – e.g. ‘Trailwork, wooden steps to viewpoint, way-marking ‘, or ‘General maintenance including painting hut, way-marking’

**Daily Task Summary** (in the following boxes, try to estimate the time you have been working (1/2 day, 1 day...) Note that landscaping is closing path... not landscaping while doing steps 😊)

	Date	No. Of Vols	Stone steps	Wooden steps / boardwalk	Way marking	Drains	Removing invasive plants	Raking off-road tracks	Landscaping (closing unwanted path...)	Other (picking up trash, cairn restoration...)	Trip and activities
<b>Mon</b>											
<b>Tue</b>											
<b>Wed</b>											
<b>Thur</b>											
<b>Fri</b>											
<b>Sat</b>											
<b>Sun</b>											

## Feedback and Comments

	E	G	F	B	Comments (if any)
<b>Safety</b>					Did anything make difficulties? Is there anything we should know in the future?
<b>Equipment</b>					Did you have all you need? Anything we might add or remove to make it better next time?
<b>Mess tent</b>					Tell if some parts of the tent are broken/need to be repaired (due to weather conditions)
<b>Tools</b>					Did you have all you need? Anything we might add or remove to make it better next time? Tell if a tool is broken/needs to be repaired
<b>Food</b>					Anything important not provided/not enough of? Any suggestions for adding to or removing from the stock?
<b>Transport</b>					Was the transfer between locations difficult? Was the vehicle proper to the location?

**E: Excellent – G: Good – F: Fair – B: Bad**

**Further comments if you wish.** Comments might be on Ranger co-operation, 'Team Spirit', Leisure activities or anything else you might think helpful.

**Risk Assessment for Trail Work (amend and complete)**

Site name: \_\_\_\_\_

Hazard or hazardous events: (Health hazards and physical hazards)	Typical uncontrolled outcome:	UST control measure	Who is at risk?
Manual handling Stone splinters Slips, trips and falls Contact with swinging hand tools Contact with micro organisms Public access to work site Others ( please specify):	Back strains Eye injury Minor scrapes/bruises Injury to self/others Stomach complaints Accidents/incidents Others ( please specify):	Demonstrate safe technique Wear safety goggles Demonstrate safe technique Demonstrate safe technique Wash hands before eating Divert with signs Others ( please specify):	<p><b>PPE Required:</b></p>
			Work gloves _____ Safety boots _____ Goggles _____ Hard hat _____ Ear defenders _____

Completed by: \_\_\_\_\_ Signed: \_\_\_\_\_

Assessment date: \_\_\_\_\_