

RISK ASSESSMENT – LAST UPDATED MAY 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	RISK		
				L	M	H
Slips and trips	Volunteers, contractors undertaking work and users of the garden may be injured if they trip over objects or slip on wet surfaces.	<ul style="list-style-type: none"> Examine location before starting to identify hazards. General good housekeeping is carried out. No trailing leads, cables or hose to be left out without warning signs. If DIY tasks are being undertaken the garden should be closed to users, or section cornered off. Areas to be kept tidy and any boxes or items not in use at community events to be stored in the shed, or under tables/stalls. Work areas kept clear of materials and tools. Spillages should be cleaned up immediately. Carrying of equipment only to undertaken on suitable ground All weeding to go into the compost bins All tools and hose to be put away after use. Wheelbarrow to be used to transfer garden waste to compost bins Rubble bags not to be overfilled; two person lifting to be done where appropriate. 	Housekeeping rules to be repeated to volunteers before each session.	L		
Train movements	Volunteers, may be struck by a train if they stray to close to the platform edge	<ul style="list-style-type: none"> Volunteers given site brief on local hazards. No task to be carried out within 2m of platform edge. Any pruning of vegetation along the platform and garden railings that need to be done on the platform side, should only be carried out by volunteers wearing hi-viz and should report to station office first to inform intent. 	<ul style="list-style-type: none"> Young and persons with special needs should have extra supervision 99% of gardening tasks will be done within the fenced off space of the garden. 	L		
Interface with public and access	Volunteers, Public and Customers may be forced into areas where hazards exist resulting in injury.	<ul style="list-style-type: none"> Any pruning required to be done on the platform side will only be undertaken during less busy times and only by adults with hi-viz. Tools will not be left out. 		L		
Manual handling	Volunteers. Injury strain.	<ul style="list-style-type: none"> Use of correct PPE as appropriate to the task being undertaken. Lift within your capabilities. Correct procedure and posture when lifting. Lift with straight back and bent knees. Use a mechanical lifting method where possible. Make sure your proposed walking route is clear of obstructions 			M	
Use of hand tools	Volunteers. Cuts and abrasions.	<ul style="list-style-type: none"> Sharp edges of tools protected when stored or carried. Stored tidily in the shed after use. Tools kept clean and in good condition, clear of grease. Damaged tools disposed of correctly. Inspect hand tools before use. Specialist tools to only be used by trained individuals. Appropriate PPE to be worn at all times. 		L		



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Use of specialist tools for simple DIY duties, eg, drills, strimmers, etc	Volunteers. Cuts, Injury	<ul style="list-style-type: none"> Specialist tools must only be used by trained adults who have experience using the tools in question. Appropriate PPE to be worn when handling specialist tools, eg face mask when using strimmer. 		L		
Animal manures	Volunteers. Microbial contamination (potentially pathogenic)	<ul style="list-style-type: none"> Avoid the use of fresh organic manures to incorporate into the station plant areas, in favour of alternative soil improvers. When not possible, essential that volunteers wear gloves when undertaking this task. Volunteers to ensure they wash their hands in antiseptic gel at the completion of the task. 		L		
Bees, wasps and Insects	Volunteers. Stings.	<ul style="list-style-type: none"> Organisers must be aware of any volunteers allergic to specific insects. If stung, should seek first aid/medical attention or call 999 immediately if serious reaction observed. 			M	
Chemicals	Volunteers, Staff and Customers. Inhalation, skin or eye contact.	<ul style="list-style-type: none"> Chemicals to only be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. 	Adopt environmentally sensitive approach to planted areas i.e. without the use of chemicals. Where it is deemed absolutely necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out	L		
Fallen leaves, Slips, Trips Litter within leaves	Volunteers	<ul style="list-style-type: none"> Wear gloves and use tools appropriate for the job e.g. lightweight plastic leaf rakes and leaf hands. 		L		
Infection/General	Volunteers	<ul style="list-style-type: none"> Volunteers to wash their hands after touching plants or soil/compost and before handling food and drink. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. 	First Aid box in shed		M	
Infection/COVID	Volunteers, Staff and Customers.	<ul style="list-style-type: none"> Volunteers asked to bring their own masks, gloves and hand sanitizer. General hand sanitizer and soap dispenser to also be available. Hand sanitizer to be at the gates on volunteer/community event days Volunteers to be reminded to wash their hands on arrival and when leaving the garden Volunteers to be stationed to carry out different tasks spaced throughout the garden to limit contact. Two person tasks will only be carried out if 2 m distance can be maintained and/or if masks are worn. Ask volunteers not to attend if they feel unwell. Tools from the shed to only be handled using gloves. If not possible, tools should be washed down at the end of 			M	



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		<p>the sessions. Volunteers to be reminded about the possibility of tools having been handled without prior cleaning and therefore should take precautions to ensure cross contamination is limited</p> <ul style="list-style-type: none"> • Signage to remind staff and volunteers about social distancing • Masks to be worn if working in groups. 				
Mulching	Volunteers, Staff and Customers. Airborne particles, Fungi. Disease, infections	<ul style="list-style-type: none"> • Use organic mulch materials in bags from a reputable source or use a weed suppressant such as mypex. • Alternatively, use shredded paper, layers of cardboard 	Reduce risk of air borne particles by wetting loose mulch materials before applying.	L		
Plant supports	Volunteers, Staff and Customers. Damage to the eye	<ul style="list-style-type: none"> • Take care when leaning over beds. • Cane toppers to be used where cane height less than 1.8m high. 	Plant supports to be avoided where possible.	L		
Plants	Volunteers. Ingestion, allergic reactions. Poking eyes	<ul style="list-style-type: none"> • Organisers to be made aware any volunteers known to have specific plant and food allergies or hay fever, Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. • Any known seriously toxic plants to be avoided or removed from the garden safely. • Inspect and remove overhanging branches that may cause injury. 	Detailed information on harmful or potentially poisonous plants can be found on the gardening section of the RHS Gardening Website.	L		
Road vehicles	Volunteers. Injury from vehicles	<ul style="list-style-type: none"> • Groups to keep to designated paths and to be road safe when moving between locations. PPE Hi-Viz vest 		L		
Soil	Volunteers. Tetanus, Toxoplasmosis, Skin Irritation, Soil blowing into eyes	<ul style="list-style-type: none"> • Organisers to be made aware whether or not participants have had tetanus inoculation before sessions start. • Hands must be thoroughly washed at the end of each session and especially before eating food/ drinking. • Check area before and remove any animal mess whilst wearing gloves. • Dispose of mess and wash trowel and hands afterwards. Bags of compost or potting media should be opened with the head away from the opening as far as practically possible. Moisten dry compost/potting media. Avoid using loose compost and digging/ raking soil in dry and windy conditions. 		L		
Asbestos	Volunteers, Staff and Customers. Contact Asbestos roof on station stairwell may pose risk if disturbed	<ul style="list-style-type: none"> • No reason to work on or near roof. • Area to remove anything that will encourage climbing onto the roof. 			M	
Water	Volunteers, Staff and Customers. Slips, trips, falls	<ul style="list-style-type: none"> • Correctly water plants to avoid soaking pathways. • Ensure hose will not cause of trip hazard, and were necessary close off any areas where hose may be laying. 		L		



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		<ul style="list-style-type: none"> Watering to be done after closure and at specific volunteer events, not when the garden is open to the general public. 				
Water Butts	Volunteers, Staff and Customers. Water borne bugs/ infections	<ul style="list-style-type: none"> Butts must have child proof, locked lids and should be firmly secured on a stable surface. Persons must not wash their hands with water from the butts. When using water from the butts for watering then volunteers must wash their hands afterwards. Water butts should be emptied and scrubbed out once a year. This job should be carried out using gloves and face mask. Water butts to be kept in cool position as far as practically possible. If not, consideration to be given to insulation or light reflecting paint. 	Currently not installed	L		
Weather	Volunteers, Staff and Customers. Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.	<ul style="list-style-type: none"> Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. Apply sun cream. Avoid using loose compost and digging/ raking soil in windy conditions. 			M	
Lone working	Volunteers. No one else is aware of accidents at location or on way to location	<ul style="list-style-type: none"> Ensure a buddy system is in place and that someone knows where you are and when you are expected home. 		L		
Fly tipping, dog fouling and litter	Volunteers and customers. Injury or contamination	<ul style="list-style-type: none"> Use gloves to dig into the soil Use litter pickers to pick litter Wash hands after activity. 	Signs at the garden asking that dog fouling is not permitted and that litter should be taken home	L		
Gas BBQ/food trailer at community events/community market	Volunteers, Staff and Customers. Fire Risk	<ul style="list-style-type: none"> Vendor must have their own public liability insurance and risk assessments, as well as confirm equipment is in good working order. To be inspected by organiser before start of event. Ensure the barbecue is on a flat site, well away from a shed, trees or shrubs. Only one food (with cooking onsite) vendor at each event, to be positioned at the top end of the garden near water source. Keep children, garden games etc, away from the cooking area BBQ to be attended at all times Stall holders requested to have a bucket of water / sand / fire extinguisher nearby stall for emergencies that they supply themselves. Ensure the barbecue is cool before attempting to move it. Make sure the tap is turned off before changing the gas cylinder, in a well ventilated area. Follow Calor Gas safety guidelines. http://www.calor.co.uk/gas-bottles/gas-cylinder-safety 			M	



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		<ul style="list-style-type: none"> After cooking, turn off the gas cylinder before turning off at the controls to ensure any residual gas in the pipe work is used up. No open fires or bonfires allowed at the garden 				
Food Poisoning at community events/market	Volunteers, customers; Food poisoning	<ul style="list-style-type: none"> Vendor must have their own public liability insurance, food safety certifications and risk assessments and food management handling plan, as well as confirm all their equipment is in good working order. To be inspected by organiser before start of event. All litter, food waste, refuse etc, to be removed by the stall holder at the end of the day Stalls and Gazebos to be weighted down in case of adverse weather Erected/dismantled with care. See heaving handling risks and guidance. Stall holders to also equipped themselves with their own first aid kits 		L		
Community even/market setup of stalls, gazebos, etc	Volunteers, customers; Personal Injury	<ul style="list-style-type: none"> Cancel event if weather is hazardous, like gale force winds Doors closed to public during setup and closedown of market. Site inspected for trip hazards before event begins Limit stall tables to ensure clear pathways are maintained at all times to aid crowd flow and movement throughout the garden. 	First aid kit onsite in the shed All stall holders asked to submit their own risk assessments in line with what they are offering. To be checked by coordinator before the day and ensure on the day protocols are being met.	L		
Crowd Flow/Overcrowding	Volunteers, customers;	<ul style="list-style-type: none"> Visitors to events tend to be staggered. Should overcrowding deem to be an issue, deploy one of the volunteers to assist with managing numbers at the gates. Vehicular trailers not allowed into the garden, only stalls. Clear pathway left for walking freely through the garden No of stalls to be limited to ensure clear pathways remain. 		L		