

General Garden Risk assessment

Company name: PLANT community garden Assessment carried out by: Staff & committee members

Date of next review: June 2021

Date assessment was carried out: June 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| Uneven surfaces and pathways | Who: Staff, Volunteers and visitors How: Slips, trips and falls | <ul style="list-style-type: none"> We ensure pathways are clear of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways Any large stones or bricks are removed on a regular basis The path is regularly weeded so it is clear to see where the edges of the path are. This is important for those who attend the garden with visual impairment We have warning signs to put out when more intense work is being carried out on the paths and garden grounds | <ul style="list-style-type: none"> Continued maintenance of pathways and grassed areas Continued awareness of keeping pathways clear of clutter and uneven surfaces | Staff | Ongoing | |
| Use of tools | Who: Staff, volunteers | <ul style="list-style-type: none"> Every person working in the | <ul style="list-style-type: none"> Continued regular maintenance of tools | Staff | Ongoing | |

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| | <p>How: Injuries, trips and falls, minor cuts and bruises</p> | <p>garden will have a tool induction and are given instruction and/or demonstration on how to safely to use them</p> <ul style="list-style-type: none"> • Only nominated individuals will use the lawn mower and other power tools • Tools are maintained to be safe to use and if any become unsafe then staff are made aware of this • Tools are stored in a metal locked container which is only open on the garden open days when staff are present • Adaptive tools are provided for those who need them and they are supervised whilst using the tools • We ensure when using large tools that there is a clear working space to avoid any injury to others • We only allow individuals to use tools to their own | | | | |

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| | | <p>personal capability which is stated in their individual risk assessment that is done at their induction</p> | | | | |
| Manual handling and lifting | <p>Who: Staff, volunteers</p> <p>How: Injury, strains and sprains</p> | <ul style="list-style-type: none"> • Provide manual handling training on a regular basis • Ensure that volunteers only lift items to their own capability • Use alternative methods to move heavy or large items – E.g trolley wheels barrow • Encourage multi lifting to reduce individual physical weight strain | <ul style="list-style-type: none"> • Include manual handling techniques in the individual induction process • Provide visual signs to discourage overloading of wheel barrows | Staff | On going | |
| Plants | <p>Who: Staff, volunteers and visitors (including school children)</p> <p>How: Ingestion, allergic reaction, flicking branches, thorns and stings, eye</p> | <ul style="list-style-type: none"> • Control of poisonous plants through removing from the site • Encourage gloves to be worn and hands washed • Provide eye protection and dust masks when working with thorny plants or | <ul style="list-style-type: none"> • Label clearly any poisonous plants eg Rhubarb leaves, digitalis (foxglove) • Determine individual allergies through the induction and registration form • Update signs needed for any plants with toxic content | Staff | ASAP | |

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| | injuries from plant supports | <p>individuals have an allergy to plants</p> <ul style="list-style-type: none"> • Inform all children attending the garden of the plants in the garden and to check with an adult before eating anything found in the garden • Caned plant supports all have tops on them to reduce any eye injury | | | | |
| <p>Soil and unintended animal manures from cats, dogs and foxes</p> | <p>Who: Staff, volunteers, visitor (including school children)</p> <p>How: Tetanus, E-coli, Leptospirosis (well's disease), toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil blowing into eyes</p> | <ul style="list-style-type: none"> • Check the garden on opening days before volunteers arrive and remove any mess wearing gloves and disposing in outdoor waste bin • Wash hands after removal of waste • Gloves to be work when working with soil • Avoid working with soil in dry and windy conditions where soil can become airborne • Hands are washed after any contact with soil | <ul style="list-style-type: none"> • Continued checks and raised awareness for volunteers • Record of volunteers that are up to date with inoculations such as tetanus • Visual sign to remind volunteers to wash hands after contact with soil • Perform a soil test from samples of soil around the garden | Staff | Ongoing/ASAP | |

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| Potting compost | <p>Who: Staff, volunteers</p> <p>How: Infection from airborne particles from dry compost</p> | <ul style="list-style-type: none"> • Potting compost bags are stored outside to reduce drying out • They are opened when needed and this is done by staff who ensure their head is turned away from the bag when opening • Any dry compost is moistened before use to reduce any airborne particles • The compost can be handled without gloves but anyone with a skin irritation or suppressed immune system must wear gloves • Compost is used in a well ventilated place | <ul style="list-style-type: none"> • Continue doing what we do | Staff | Ongoing | |
| Handmade compost and composting | <p>Who: Staff, volunteers</p> <p>How: Airborne particles inhaled, vermin, flies, lifting and turning, adding lime solution</p> | <ul style="list-style-type: none"> • Gloves and dust masks are used when turning the compost and adding any composting additions such as lime (see separate risk assessment) • Maximum of 2 people working on the compost pile | <ul style="list-style-type: none"> • Further training where necessary | Peter | Ongoing | |

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| | | <ul style="list-style-type: none"> • Avoid compost drying out • Limited food waste is used to avoid flies and vermin • Nominated volunteers with training and instructions from the community gardener work on the compost area • Volunteers are supervised where appropriate • Organic composting materials are used such as seaweed, worm juice and chicken manure pellets | | | | |
| Mulching | <p>Who: Staff, volunteers</p> <p>How: Air borne particles</p> | <ul style="list-style-type: none"> • Gloves are worn • As our mulch is mainly leaves from the trees in the garden it is not harmful and has very little risk • Hand washing after mulching is advised | <ul style="list-style-type: none"> • NONE | Peter | As and when required | |
| Farmyard manure (horse/cattle) | Who: Staff, volunteers | <ul style="list-style-type: none"> • Instruct anyone working with farmyard manure to | <ul style="list-style-type: none"> • Continue to do what we do | Staff | Ongoing | |

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| | How: Microbial contamination (potentially pathogenic) | wear gloves and wash hands thoroughly after completion of task <ul style="list-style-type: none"> • Ensure the manure is not too wet avoiding any splashback or to dry to avoid inhalation | | | | |
| Bees, wasps and insects | Who: Staff, volunteers and visitors How: Stings, bites | <ul style="list-style-type: none"> • Supply bite/sting relief cream for the individual to administer • Dispose of any found nests when this poses a risk to others | <ul style="list-style-type: none"> • Explore epi-pen administration training • Updates records of volunteers to include allergies and medical requirements | Staff | Ongoing | |
| Illness, accidents | Who: Staff, volunteers, visitors How: Cuts, bruises, seizures, head injuries etc. | <ul style="list-style-type: none"> • At least 2 staff on site are 1st Aid qualified • Record any medical needs for individuals • Record any accidents/incidents in our accident book | <ul style="list-style-type: none"> • Renew 1st Aid qualifications when they expire • Increased knowledge for both volunteers and staff in the procedure for an accident or emergency • Where appropriate and agreed by individuals explore the storage of extra medication. For example a spare inhaler (specific to the individual and labelled with their name) • Run health and safety sessions for all volunteers, staff and | All | Ongoing - ASAP | |

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| | | | <p>management committee</p> <ul style="list-style-type: none"> • Create a concise record of volunteers that may be vulnerable to accidents or medical conditions – this will primarily be done at the induction process • Have a record of emergency contacts of all volunteers to hand – this will be locked away if not in use | | | |
| Water/hosepipe | <p>Who: Staff, volunteers, visitors</p> <p>How: Slips, trips, falls Drinking, washing hands, water borne infections</p> | <ul style="list-style-type: none"> • Collected rainwater is stored in secured IBC's and only used for watering the polytunnel plants • We have an outdoor tap which supplies water suitable for drinking and watering the outdoor plants • The hose is safely stored when not in use on a wide up wheel. When in use we make sure it does not create a trip hazard and roll the hose out before use. • After use we staff/volunteers ensure all the water has drained out of | <ul style="list-style-type: none"> • Continue doing what we are doing • Paint black the clear IBC's to avoid the build-up of algae | Staff/volunteers | Ongoing | |

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| | | <p>the hose to avoid the breeding of micro-organisms such as legionella</p> | | | | |
| Chemicals - Petrol | <p>Who: Staff, volunteers</p> <p>How: Inhalation, skin or eye contact</p> | <ul style="list-style-type: none"> • Petrol is stored in a lockable metal container • It is only used by nominated staff and volunteers • A COSHH risk assessment has been done | <ul style="list-style-type: none"> • By a small lockable metal box to store the petrol can in • Put up warning signs | Peter/Jessie | ASAP | |
| Weather | <p>Who: Staff, volunteers and visitors</p> <p>How: Sunburn, sunstroke, dehydration, hypothermia, slips and falls</p> | <ul style="list-style-type: none"> • Advise volunteers to wear appropriate clothing • Provide a cool shaded area outside to escape the heat and sun • Provide salt on site to spread over icy paths • Have an outdoor tap with drinkable water • Provide sunscreen and advise individuals to use if they don't have any protection on them when the weather is very hot | <ul style="list-style-type: none"> • Continue to do what we are doing | Staff/volunteers | Ongoing | |