

Title of Risk Assessment: Gardening with FG Trainees Revised: 14.2.2024 Site: Parks General

Activity or Hazard	Those at risk	Seriousness of risk	Likelihood of risk	Action already taken to reduce risk	Further action needed	Likelihood of risk
Wet weather – risk of soaked clothing; slippery surfaces	all	low	weather forecast unknown	<ul style="list-style-type: none"> • Trainees advised on info sheet to bring wet weather clothing 	<ul style="list-style-type: none"> • advise that surfaces may become slippery, especially if become muddy (B) • Spare wet weather clothing provided for volunteers who do not have their own. 	<ul style="list-style-type: none"> • Lower
Cold or Hot weather	all	medium	weather forecast unknown	<ul style="list-style-type: none"> • Trainees advised on info sheet to wear lots of warm layers if cold. • If hot Volunteers advised to wear sun cream and take breaks in shade and carry a water bottle. 	<ul style="list-style-type: none"> • Drink warm drinks to keep warm – (B) • Keep hydrated with fluids. Drink at regular periods. 	<ul style="list-style-type: none"> • Lower
Tetanus; contamination from soil	all without boosters	high	low	<ul style="list-style-type: none"> • gloves provided • plasters provided 	<ul style="list-style-type: none"> • advise to cover cuts and open wounds with plasters (B) • instruct to wear gloves and not to handle soil without them (B) • advise to wash hands before eating and drinking - facilities available in staff office (B) 	<ul style="list-style-type: none"> • Lower
Contamination / injury from sharps	all	medium	low	<ul style="list-style-type: none"> • Sharps only to be dealt with by staff not volunteers. • sharps removal equipment available to staff and taken on site. 	<ul style="list-style-type: none"> • staff to undertake visual check of site in advance of event • advise on risk of sharps & not to put hands into soil; advise that gloves will not protect from needlestick injury(B) • advise not to touch any sharps found & notify staff immediately to remove (B) • Report it to the group leader immediately who will deal with it. • Avoid putting hands and arms into piles of leafs, rubbish or flower beds and shrubs beds, always use a tools instead of hands. 	<ul style="list-style-type: none"> • Lower

Contamination or injury from toxic / irritant plants	all	medium	low	<ul style="list-style-type: none"> gloves provided Trainees advised on info sheet to wear suitable clothing and wear gloves. 	<ul style="list-style-type: none"> warn that some plants are toxic / irritants (B) instruct to wear gloves near plants & not let plants brush against skin (B) advise anyone with known allergies to identified plants not to handle them (B) advise to take particular care near thorny plants (B) advise to wash hands before eating - facilities available in office (B) advise to be careful of branches / stems in eyes (B) 	<ul style="list-style-type: none"> Lower
Trip /slip hazards	all, prefab resident, visitors to garden	medium	medium	<ul style="list-style-type: none"> BOST to ensure outdoor site clear & tidy in advance of work day BOST to ensure office exits clear 	<ul style="list-style-type: none"> Never leave tools laying on floor. Instruct to prop long tools e.g.spades or rakes against vertical surface (B) instruct to prop rakes with prongs turned inwards (B) 	<ul style="list-style-type: none"> Lower
Back strain from bending / digging / lifting / pushing wheelbarrows. Manual Handling.	all	medium	high	<ul style="list-style-type: none"> Staff to have read HSE Manual Handling at Work volunteers advised on info sheet to rest & not to push themselves to injury instruct to bend knees when lifting & not to lift anything on own if too heavy 	<ul style="list-style-type: none"> advise to rest / stop activity if strain felt – no requirement to continue (B) (B) advise not to overfill wheelbarrows (B) Demonstrate to volunteers in briefing safe ways of lifting objects from guidance from HSE. 	<ul style="list-style-type: none"> Lower
Injury from tools & equipment	all	high	medium	<ul style="list-style-type: none"> instruct in correct use of tools in verbal briefing and info sheet (B) Volunteers not to use power tools apart from Lawnmowers. 	<ul style="list-style-type: none"> instruct to keep safe distance from others when using tools (B) advise that only staff to enter tool shed (B) Staff using power tools trained on 	<ul style="list-style-type: none"> Lower

				See separate risk assessment for Lawn mowers.	use.	Lower
Occurrence of injury	person with injury	high	low	<ul style="list-style-type: none"> • first aid kit on site • staff trained in first aid • phones available (staff mobiles & landline in office) 	<ul style="list-style-type: none"> • advise that first aid kits available & identify first aiders (B) 	<ul style="list-style-type: none"> • Lower
Unsuitable footwear – risk of injury, slipping or tripping	all	medium	medium	<ul style="list-style-type: none"> • Trainees advised on info sheet to wear sturdy footwear that covers the whole foot eg trainers or walking boots & that BOST will provide steel-toe capped boots where needed 	<ul style="list-style-type: none"> • advise to be very aware when using forks – easy to put through foot if not paying attention (B) • Steel toe capped shoes to be worn for high risk activities. 	<ul style="list-style-type: none"> • Lower
Working at Height	Staff	Medium	Low	<ul style="list-style-type: none"> • No Trainees to work from height. 	<ul style="list-style-type: none"> • Only trained staff to use a ladder. 	<ul style="list-style-type: none"> • Lower
Lawnmowers	All	High	Low	<ul style="list-style-type: none"> • See separate risk assessment on lawnmowers 	<ul style="list-style-type: none"> • See separate risk assessment on lawn mowers. 	<ul style="list-style-type: none"> • Lower
Anti-social behaviour. Confrontation.	All	High	Medium	<ul style="list-style-type: none"> • Staff to carry mobile phones on them at all times. • If confronted by a member of the public, do not challenge behaviour. Stop work immediately and retreat to nearest safe place with volunteers. Call 999 or 101 depending on incident. 	<ul style="list-style-type: none"> • Staff in office to assist if needed. • Staff to ring 999 in an emergency or 101 if non emergency. • Incident to be logged in incident book. • Advise volunteers if confronted by member of the public to let garden leader know immediately and do not challenge behaviour. 	Lower
Working with those with criminal records	All	Low	Low	<ul style="list-style-type: none"> • Any student with a criminal record must declare it at interview stage • CG contacted with info and given final decision 	<ul style="list-style-type: none"> • Contact made with probation officer to establish risk • Two references asked for at interview and followed up before the start of the course 	

Storage including storage of Hazardous substances	All	Medium	Low	<ul style="list-style-type: none">Prohibit drink consumption in workshop area. All persons to be reminded to wash hands before consuming food/drink and smoking.	<ul style="list-style-type: none">Dispose of items no longer required to free up storage space. Documented checks to be carried out quarterly that include inspection of arrangements, substances and	Lower
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Weil's Diseases (leptospirosis) and other waterborne causes of ill health	All	Medium	Low	Trainees will be advised about the disease and to wash thoroughly after contact with water. Always wash before eating, smoking or leaving the site if they got into contact with water. If flu like symptoms occur after the event then consult doctor straight away.	Cover cuts and grazes with waterproof plasters. Treat cuts immediately when they occur with antiseptic. In pond wear waders and pond gloves.	Lower
Drowning	All	High	Low	Make trainees aware of any open water on site for example pond or water feature.	<ul style="list-style-type: none"> Water is approximately mid thigh height. Step slowing into water, use stick to feel in front level of ground. Trainees work in pairs with one person in water and one on side of pond to alert danger. Person on side confident in water. 	Lower
Varnish and woodstain.				<ul style="list-style-type: none"> Avoid contact with skin and eyes. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. (B) Wear suitable gloves. If swallowed, seek medical advice immediately and show the container or label. Use only in well-ventilated areas. (B) Dispose of this material and its container to hazardous or special <ul style="list-style-type: none"> waste collection point. 	<ul style="list-style-type: none"> Wear goggles and eye protection.(B) If swallowed rinse mouth with lots of water and no not induce vomiting, seek medical advice immediately. <ul style="list-style-type: none"> If in contact with eyes rinse eyes and remove any contact lenses. 	Lower

BOST taking photographs – invasion of privacy	All	Medium	Low	<ul style="list-style-type: none"> • Trainees advised on info sheet that photos will be taken 	<ul style="list-style-type: none"> • ask permission to take photographs & advise of use for publicity (B) 	<ul style="list-style-type: none"> • Lower
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BOST volunteers And COVID-19	All	High	Low	<ul style="list-style-type: none"> • Trainees groups will have a maximum of 14 volunteers and 1 leader and 1 assistant • Trainees instructed not to attend if they have symptoms of Covid 19 (high temperature, new continuous cough, change to sense of smell or taste) • Trainees instructed not to attend if they have tested positive to Covid 19 (until after ten days have elapsed) • Trainees will be instructed to wash hands thoroughly using soap and water or hand sanitiser when arriving at BOST, again after touching surfaces and at the end of the session. • Trainees advised to avoid touching their face whilst volunteering. • Secateurs and Hand Trowel will be given out at start of session for use of an individual volunteer. Avoid sharing of tools. When tools are returned at end of session they will be cleaned and disinfected. Any large tools on site will be cleaned using antibacterial spray after use. • Trainees may bring their own tools to use at sessions if they are in good serviceable condition. • Trainees will not wash hands or tools in water tanks or butts • Trainees will be given tasks that do not involve swapping of tools. • Hand sanitiser will be on site at all times and volunteers will be instructed to wash hands at regular intervals. • If the BOST staff member feels the area 	<ul style="list-style-type: none"> • Follow government guidelines as they change. • Inform the volunteers of any changes as and when they happen. • Update risk assessment with any changes • Leader to go through risk assessment with all new and returning volunteers. All regular volunteers to be asked to update their information in Salesforce, read risk assessment and sign up to Volunteer Agreement in Salesforce. All corporate and micro volunteers to complete Eventbrite registration and read Information for Participants sheet. 	<ul style="list-style-type: none"> • Lower
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				<p>being worked is too busy the volunteers will either be moved to another site or the staff member will end the session.</p> <ul style="list-style-type: none">• On returning from lunch volunteers will wash their hands with soap and water.• All BOST areas and touch points that are used by volunteers will be kept clean using antibacterial spray or wipes before the volunteers arrive and cleaned again at the end of the session.• BOST staff must ensure that any PPE used is disposed of correctly.• Trainees will no longer need to sign for lunch tokens ruling out having to use the same pen..• Trainees must not promote the time and place they will be volunteering. Only volunteers registered with BOST can attend.• Trainees must not enter Red Cross or Eco House offices without permission.• *New Covid-19 strain symptoms could include fever, pain in muscles, dry and persistent cough, and loss of smell and taste. In addition to conjunctivitis, sore throat, headache, rashes, upset stomach, and discolouration of fingers and toes		
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Signed: Parks Manager: William Rallison.....

Date:14.02.2024.....

Print Park Manager Name:WILLIAM RALLISON.....

Signed: Future Gardener Trainee:

Date:

Print Future Gardener Trainee Name :

