

Title of Risk Assessment: Crossbones Garden: general gardening and volunteer wardens opening to the public

| Activity or Hazard | Those at risk | Seriousness of risk | Likelihood of risk | Action already taken to reduce risk | Further action needed | Likelihood of risk |
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| Wet weather – risk of soaked clothing; slippery surfaces | all | low | weather forecast unknown | <ul style="list-style-type: none"> volunteers 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) | <ul style="list-style-type: none"> lower |
| Warm weather – risk of becoming overheated | all | medium | weather forecast unknown | <ul style="list-style-type: none"> volunteers advised on info sheet to wear layers which can be removed as become warmer volunteers each advised to bring own water bottle | <ul style="list-style-type: none"> Drink plenty of water – to bring on site and more available from nearby cafes (B) | <ul style="list-style-type: none"> lower |
| Physical exertion –risk of overheating | all | medium | medium | <ul style="list-style-type: none"> volunteers advised on info sheet to layers which can be removed volunteers advised to drink plenty of water | <ul style="list-style-type: none"> Drink plenty of water – to bring on site and more available from nearby cafes (B) | <ul style="list-style-type: none"> lower |
| Poisoning from water supply | all | medium | medium | <ul style="list-style-type: none"> water supply is mains water but the hose runs across the carpark beyond the boundary and therefore all advised not to drink – for gardening purposes only. | <ul style="list-style-type: none"> Hot water boiled off site in BOST office and brought in clean flasks. Additional cold water (which can be boiled within the Clink toolstore) brought onto site in clear, clean plastic bottles as needed. | <ul style="list-style-type: none"> lower |
| Camping stove in Clink toolstore – risk of burns / fire | all | Medium | medium | <ul style="list-style-type: none"> Gas canisters used and stored at low temperature in Clink. All volunteers advised on correct usage. | <ul style="list-style-type: none"> Only small gas canisters used – i.e. should flame be left accidentally unattended, gas used up over short period before flame going out so risk of fire if left on unattended is low. | <ul style="list-style-type: none"> lower |

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| Tetanus or toxocara; contamination from soil / dog's mess | 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 with plasters (B) instruct to wear gloves and not to handle soil without them (B) advise to wash hands before eating - facilities available in nearby cafes/Redcross Garden/ anti bacterial wipes on site (B) Signage provided on site by BOST to indicate safety measures required | <ul style="list-style-type: none"> lower |
| Contamination / injury from sharps | all | medium | low | <ul style="list-style-type: none"> sharps removal equipment available to staff | <ul style="list-style-type: none"> BOST 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) Signage on site provided to highlight dangers / safety measures to residents | <ul style="list-style-type: none"> lower |
| Contamination or injury from toxic / irritant/ thorny plants and soil | all | medium | low | <ul style="list-style-type: none"> gloves provided volunteers advised on info sheet to wear long-sleeved clothing encourage hand washing and use of anti-bacterial wipes (provided by BOST) before eating to remove any soil contaminants from hands to avoid ingestion | <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 Redcross Garden/ nearby Cafes (Boot and Flogger and Gentlemen's Barista) and antibacterial wipes available in Clink toolstore (B) advise use of goggles when clearing shrubs to protect eyes from plant debris – available in green toolstore on site Signage on site provided to highlight dangers / safety measures to | <ul style="list-style-type: none"> lower |

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| | | | | | residents outside of gardening club times. | |
| Trip /slip hazards | All and 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 paths kept clear | <ul style="list-style-type: none"> • 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 | all | high | high | <ul style="list-style-type: none"> • volunteers advised on info sheet to rest & not to push themselves to injury • volunteers advised to work in groups of 3 (wheelbarrow work) | <ul style="list-style-type: none"> • advise to rest / stop activity if strain felt – no requirement to continue (B) • instruct to bend knees when lifting & not to lift anything on own if too heavy (B) • advise not to overfill wheelbarrows (B) | <ul style="list-style-type: none"> • lower |
| Injury from tools & equipment | all | high | medium | <ul style="list-style-type: none"> • Volunteers instructed on proper use of tools | <ul style="list-style-type: none"> • instruct in correct use of tools (B) • instruct to keep safe distance from others when using tools (B) • advise that only staff and inducted residents to enter tool shed (B) | <ul style="list-style-type: none"> • lower |
| Occurrence of injury | person with injury | high | low | <ul style="list-style-type: none"> • first aid kit on site • phones available (staff mobile) | <ul style="list-style-type: none"> • advise that first aid kits available • Supervisor to call BOST office if injury occurs and request first aider if required (or ambulance if serious) (B) | <ul style="list-style-type: none"> • lower |
| Working at height e.g. treeworks, Clink toolstore – any works needed on roof – risk of falling and injury | all | high | low | <ul style="list-style-type: none"> • No BOST staff or volunteers allowed on Clink roof. Works on roof to be undertaken by competent contractor only • No BOST staff or volunteers to undertake treeworks – to be undertaken by competent | <ul style="list-style-type: none"> • Reiterate need not to work at height when undertaking briefing at start of session. | <ul style="list-style-type: none"> • lower |

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| | | | | contractor only. | | |
| Unsuitable footwear – risk of injury, slipping or tripping | all | medium | medium | <ul style="list-style-type: none"> volunteers advised on info sheet to wear sturdy footwear & that BOST will provide steel-toe capped boots – volunteers to provide shoe sizes | <ul style="list-style-type: none"> advise to be very aware when using forks – easy to put through foot if not paying attention (B) Signage on site provided to highlight dangers / safety measures to residents outside of gardening clubs times. | <ul style="list-style-type: none"> lower |
| Uncovering human remains | all | low | medium | <ul style="list-style-type: none"> Soil survey and chemical analysis undertaken in 2015. Orange netting and shingle installed as 'buffer' layer to separate gardening soil from human remains Areas where shallow remains present made aware to volunteers at briefing No dig deep digging undertaken beneath buffer layer | <ul style="list-style-type: none"> Volunteers briefed during tools talk No mattocks to be used Signage to be made available by BOST to indicate that no digging should occur outside of the raised beds (this could occur when residents are visiting the garden outside of gardening club times). | <ul style="list-style-type: none"> |
| BOST taking photographs – invasion of privacy | all | medium | low | <ul style="list-style-type: none"> volunteers / members of public (visitors) advised that photos may 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 |
| Injury from anti-social behaviour on site (eg aggressiveness from a member of the public, terrorist attack..) | all | medium / high | low | <ul style="list-style-type: none"> Wardens instructed to open the garden in twos or more (never alone) Personal alarms kept in The Clink for volunteers to carry on their person whilst wardening. Emergency | <ul style="list-style-type: none"> Wardens to lock up and leave if their 'buddy' doesn't arrive. BOST staff to monitor rota. Wardens to carry personal alarms at all times when garden is open Wardens instructed as part of Emergency Procedures to leave the site immediately by nearest exit if threatened without locking up, to go to the nearest busy | <ul style="list-style-type: none"> lower |

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| | | | | procedures to be given to all new wardens and displayed in The Clink | place (BOST office during working hours or Borough High Street / Boot and Flogger Pub out of office hours) and call 999 <ul style="list-style-type: none"> Red Cross gate to be unlocked but closed during opening hours to enable evacuation in emergency at the same time as being aware of who is in the garden at any one time BOST staff member to be on call via a mobile phone at all times when garden open to the public (in case of emergency) | |
| Accidentally locking a member of the public in the garden | all | medium | low | <ul style="list-style-type: none"> Volunteers to be advised in induction to thoroughly check all areas of the garden before locking up Signage on the gate to indicate who to call if this occurs (BOST office or BOST staff member 999 out of office hours) | <ul style="list-style-type: none"> All volunteers to check the garden thoroughly check all areas of the garden before locking up | <ul style="list-style-type: none"> lower |

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| Occurrence of injury | person with injury | high | low | <ul style="list-style-type: none"> first aid kit on site phones available (staff mobile) | <ul style="list-style-type: none"> advise that first aid kits available During office hours - Supervisor / warden's buddy to call BOST office if injury occurs and request first aider if required (or ambulance if serious) (B) Out of office hours – offer person injured use of the first aid kit or phone 999 if serious. Warden to phone WR and report incident. BOST staff member to record in accident book kept in Eco House asap | <ul style="list-style-type: none"> lower |
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Covid 19

Wardens –
volunteers
and staff

High

Low

- Volunteers instructed not to attend volunteering if they are feeling unwell, particularly if they have Covid 19 symptoms eg high temperature, new continuous cough or change to taste or smell
- Volunteers instructed not to attend volunteering if tested positive for Covid 19 until 10 days have elapsed
- Volunteers 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. Red Cross toilet can be used for hand washing, key in The Clink. If not practical to get to this facility volunteers must gel hands using hand sanitiser in The Clink.
- Volunteers advised to avoid touching their face whilst volunteering.

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| | | | | <ul style="list-style-type: none"> • Volunteers must not wash hands or tools in water butts. • Wardens are asked to clean any communal tools they use onsite using anti bacterial wipes before and after use. • Wardens are asked to clean shared surfaces eg door handles, padlocks, skull donation box at the beginning and end of the session using anti bacterial wipes • Hand sanitiser will be on site at all times and volunteers are instructed to clean hands at regular intervals. • Volunteers advised to bring their own refreshments and not use any in The Clink. • Only one volunteer or member of staff to be in The Clink at any one time. • Volunteers / staff to thoroughly clean | <p>BOST to monitor that Red Cross toilet key, anti bacterial wipes and hand sanitser is available in The Clink.</p> <p>Reminder sign to be displayed on Clink door</p> | |
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| | | | | hands with gel after emptying the skull donation box. | | |
| Covid 19 | Members of the public | High | Low | <ul style="list-style-type: none"> The guest book and other literature is not to be used at this time to avoid cross contamination from pens, literature and book, wardens to advise visitors they can email any comments to info@bost.org.uk | | Lower |

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| Other information |
| BOST staff to be vigilant relating to all risk areas above |
| (B) – indicates to be included in briefing with volunteers |

BOST staff supervising event to sign and date:
 William Rallison 14/02/2024