

Risk Assessment — 1. Supporting Information			
Date of Assessment	17/05/23	Review / Reassessment Date	17/08/23
Site and Activity	Alderfield/Pumpkin Patch/ White Ribbon Garden/Green Croft Valley Woodland/ Outreach Working	Type of site (if applicable)	Allotment/ Community Gardens/ Woodlands
<p>Supporting notes:</p> <p><u>How to complete:</u></p> <ol style="list-style-type: none"> 1. <i>Detail the activity here in the Supporting notes section</i> 2. <i>Go through Section 2 on the following page, including additional risks identified and removing ones that are not applicable to your activity</i> 3. <i>Complete the Safety Plan in Section 3</i> 4. <i>Create a checklist for yourself at the start of the activity: what do you need?</i> <p>Nearest phone / person with mobile:</p> <p>Nearest Hospital A&E: Royal Preston Hospital, Sharone Green Lane, Fullwood, Preston, PR2 9HT Tel: 01772 716565</p>			
Name of Assessor	Afka Ray	Date	11/02/2023

Risk Assessment — 2. Risk Assessment						
What are the hazards?	What precautions are already in place?	What are the risks? (Are the risks foreseeable by children?)	Risk Rating	What further actions are necessary? And why?	How will you put this into action?	
					By whom:	By when
Slipping on wet grass/mud/trip hazards from stones and rocks	Explain to volunteers about the risks of trips and falls. Include children if present. Close monitoring of volunteers during activity.	Trips, slips and falls Risk of injury, breaks, sprains, bruising	Medium	ensure volunteers have appropriate treaded footwear for gardening activities to prevent slips	Session Leader and supporter	Explain risk at start of session
Litter/broken glass/dog faeces in areas where people may come into contact with the ground	Ensure that areas where planting or weeding is taking place are thoroughly litter picked/checked for dog faeces before work starts, and remove all waste. Ensure that all volunteers wear gloves during activities.	Cuts and grazes, contact with dog waste (Toxocara canis)	Medium	Close supervision of volunteers. Thoroughly wash any cuts or abrasions as soon as possible, however minor and basic first aid is applied. Carry antiseptic wipes. Report litter location to the Council if needed.	Session Leader and supporter	Remind participants / volunteers at start of session
Cliffs and steep slopes	Check routes before bringing volunteers. Explain to volunteers about the risks of trips and falls. Include children if present. keep near paths and be aware of areas that may be dangerous. Close monitoring of volunteers during activity.	Slips, Trips, Falls Risk of injury, breaks, sprains, bruising	Medium	Instruct volunteers to stay away from these areas. Avoid picking on or close to the edge of cliffs, steep slopes etc and below unstable cliffs & slopes. Take weather conditions and possible weather changes into account. Seek medical treatment in the event of injury. Take account of tides. Seek medical attention where appropriate. Ensure hi-viz is provided	Session Leader and supporter	Explain risk at start of session

<p>Water, marshes, bogs</p>	<ul style="list-style-type: none"> • Avoid banks, especially if they appear unstable. Always work in pairs if close to water. • Shower and change into warm dry clothing if immersed. • Never allow children to work in these areas. • Adults should be cautious & non-swimmer must not litter pick near water 	<p>Hypothermia, drowning.</p>	<p>low</p>	<p>Seek medical attention where appropriate.</p> <p>Shower and change into warm dry clothing if immersed.</p> <p>Perform CPR if not breathing</p> <p>Ensure hi-viz is provided</p>	<p>Session Leader and supporter</p>	<p>Explain risk at start of session</p>
<p>Discarded Needles</p>	<p>Ensure that areas where group are working are checked first. If there is any evidence of any discarded material, then leave the area alone and report to Parks Cleansing Team so the Council can remove it safely. Ensure you note the location of the needles.</p>	<p>Cuts and infections</p>	<p>Low</p>	<p>Seek professional medical attention if anyone comes into contact with discarded needles.</p>	<p>Session Leader and supporter</p>	<p>Check areas at start of session</p>
<p>Using tools – garden forks, spades, bulb planters, secateurs, pruning saws, hand tools</p>	<p>Ensure adults using large tools wear appropriate footwear and clothing and handle tools carefully.</p> <p>Ensuring that children only use small hand tools, and are supervised by a parent or DBS checked Volunteer/Director</p> <p>Don't leave hand tools lying on the ground - to be stepped on or tripped over causing injury</p> <p>Always use the correct size of equipment for the thickness of the material to be pruned e.g. loppers.</p> <p>Be mindful of other volunteers and members of public while working – work within allocated space.</p>	<p>Injuries cuts, bruises, severe injury, infection</p>	<p>Medium</p>	<p>Tool talk about the dangers of tools as appropriate to the site task.</p> <p>Close monitoring of volunteers.</p> <p>Never use the wrong tool for the job e.g knife instead of secateurs.</p> <p>Never use cutting tools e.g. knives towards the hand</p> <p>Never use damaged, blunt or broken tools.</p> <p>Ensure hi-viz is provided to ensure visibility</p>	<p>Session Leader and supporter</p>	<p>Explain risk at start of session. Ongoing awareness during session</p>

Heavy or awkward to handle items, such as heavy sacks and manual handling - lifting, twisting, bending, pushing and pulling causing - strains and sprains.	Use good lifting practices. Share the load with an appropriate number of people. Take care.	Strains, pulled muscles	Medium	Be mindful while lifting and carrying and seeing others lifting and carrying especially during clearing up	Session Leader and supporter	Remind participants as appropriate
Poisonous plants, including poisonous bulbs, and plant irritants	Ensure participants are aware if plants or bulbs being handled are poisonous and that plants have the potential to be e.g. Foxglove, Daffodil bulbs. Ensure participants understand the potential of some plants to be irritants e.g. Euphorbia.	Poisoning or allergic reaction	Low	Remind participants and volunteers to wear gloves, and not to put hands to mouths. Seek medical attention where necessary.	Session Leader	Explain risk at start of session
Handling pruning waste or diseased shrubs	Ensure volunteers handle green waste appropriately.	Health	Low	Ensure Parks Service notified of green waste needing clearing	Session Leader	Ongoing awareness
Children volunteering in sessions	Ensure any children are accompanied by a responsible adult or guardian at all times during the session. Ensure children wear gloves, and use hand tools safely. Ensure children have clean hands before handling food.	Health	Medium	Check that any child is being looked after by a parent or responsible adult Ensure hi-viz is provided to ensure visibility	Session Leader	Ongoing awareness
Weather e.g. thunderstorms or very hot weather	Cancel a session if bad weather is forecast. Cease work in bad weather conditions. Dress for the conditions. Ask volunteers to wear hats and sun screen in hot sun.	Various health issues		Check on volunteers during the session. Advise volunteers to go home early if anyone starts to look vulnerable. Carry spare sun screen and cold drinking water.	Session Leader and supporter	Ongoing awareness
Food and drink on site	Ensure volunteers wear gloves so that they can safely eat and drink during breaks in the session.	Health	Low	Have hand wet wipes available and antibacterial gel, or remind participants to wash their hands in any nearby facilities.	Session Leader	Remind as necessary

Working in public areas or on allotments with tools	Ensure all volunteers are aware of location of tools, especially any sharp tools. Tools left on the ground become trip and injury hazards. Be aware of aggressive or difficult people	Injuries. Tools are lost, or taken by public.	Low	Where possible keep all tools together in a wheelbarrow next to the working site, and ask volunteers to take and return tools to the wheelbarrow. Ensure hi-viz is provided	Session Leader and supporter	Remind volunteers while working on site as needed
Lone working	Always work in a minimum of pairs and ensure a charged mobile phone and signal is present in case of emergency Do not work out of sight of others, and if you do, have a clear means of communication.	Risk of injury and falls	Low	Ensure hi-viz is provided to ensure visibility	Session Leader	Ongoing awareness
Gazebo (for equipment protection or for Friends membership sign up or surveys)	Blown away in wind, to become public hazard and risk to people. Ensure gazebo pegged at each corner with guy ropes pegged in at each corner. Ensure gazebo weighted as necessary.	Cuts, bruises, injury	Med	No gazebo or temporary structure to be put up in winds (including gusts) of more than 23mph.	Session Leader	Check weather forecast regularly. Check Gazebo safely secured regularly

Risk Assessment - 3. Safety Plan

Session Leaders: plus mobile phone contact numbers

Second in charge: Plus mobile phone number

If a problem arises the Session Leader (.....Afka Ray.....) will be carrying a fully charged mobile phone to call for emergency services. If there is a problem and the Session Leader is incapacitated then the Second in Charge (.....Jeffery Cartwright/ Denise Moore.....) who will also be carrying a fully charged mobile phone, will call the emergency services.

No children under the age of 18 years will be allowed to join in the gardening session unless they are accompanied by a responsible adult.

The site will be check and cleared of any waste before gardening begins, unless allocated litter picking day (separate risk assessment provided)any waste found will be disposed of in rubbish bins as appropriate.

The session leader, or second in charge, will give each new volunteer a 'toolbox talk' to introduce the activity and any Health & Safety risks.

Also the supporter / second in charge will continually monitor all volunteers throughout the gardening activity.

Session Leader to bring:

- Gloves and tools or access to lock up where these are stored
- Charged mobile phone with necessary contact numbers
- Sheet to record number of volunteers
- Drinking water (if very hot)
- Sun screen (if very hot)
- Antiseptic wipes
- Hand wipes
- Flask of hot water for drinks (if necessary)
- High Vis jacket
- Basic First Aid Kit (when possible)

Signed Alpha L Ray

Date 17/05/23