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| **Risk Assessment — 1. Supporting Information** | | | |
| **Date of Assessment** |  | **Review / Reassessment Date** |  |
| **Site and Activity** |  | **Type of site  (if applicable)** |  |
| **Supporting notes:**  ***How to complete:***   1. ***Detail the activity here in the Supporting notes section*** 2. ***Go through Section 2 on the following page, including additional risks identified and removing ones that are not applicable to your activity*** 3. ***Complete the Safety Plan in Section 3*** 4. ***Create a checklist for yourself at the start of the activity: what do you need?***       **Nearest phone / person with mobile:** Nearest Hospital A&E: Bath Royal United Hospital, NHS Trust Hospital, [Combe Park, Bath BA1 3NG](https://www.bing.com/local?lid=YN1029x16210499239825231503&id=YN1029x16210499239825231503&q=Royal+United+Hospital&name=Royal+United+Hospital&cp=51.392032623291%7e-2.38971996307373&ppois=51.392032623291_-2.38971996307373_Royal+United+Hospital) Tel: 01225 428331 | | | |
| **Name of Assessor** |  | **Date** |  |

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| **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:** | **Priority** | **Done (Date completed)** |
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| **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 (……………………………………..….) 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 (……………………………………..) 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, 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)