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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)** |
| 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  |  Medium |  None | 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 |  |  |
| Discarded Needles | 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 safely. Ensure you note the location of the needles. | Cuts and infections |  | Seek professional medical attention if anyone comes into contact with discarded needle. | Session Leader and supporter | Check areas at start of session |  |  |
| Using tools – garden forks, spades, bulb planters, secateurs, pruning saws, hand tools | Ensure adults using large tools wear appropriate footwear and clothing and handle tools carefully.Ensuring that children only use small hand tools, and are supervised by a parent or carer.Don’t leave hand tools lying on the ground - to be stepped on or tripped over causing injuryAlways use the correct size of equipment for the thickness of the material to be pruned e.g. loppers. Be mindful of other volunteers and members of public while working – work within allocated space.  | Injuries | Medium | Tool talk about the dangers of tools as appropriate to the site task.Close monitoring of volunteers.Never use the wrong tool for the job e.g knife instead of secateurs.Never use cutting tools e.g. knives towards the handNever use damaged, blunt or broken tools. | Session Leader and supporter | Explain risk at start of session.Ongoing awareness during session |  |  |
| 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 | Low | 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 responsible adult | 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 conditionsDress 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 |  | 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 park 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. | 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 emergencyDo not work out of sight of others, and if you do, have a clear means of communication. |  | Low |  |  |  |  |  |
| 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 |  |  |

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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)