

ALL VISITORS & VOLUNTEERS– Please Read Thoroughly

What are the hazards?	Who might be harmed and how?	• What are you already doing?	• Do you need to do anything else to control this risk?	Action by who?	Risk Assessment
Slips, trips and falls	Everybody. Could suffer injuries such as bruising or fractures if they trip over objects, slip, or fall.	<ul style="list-style-type: none"> • Keeping all pathways and open areas clear of possible trip hazards. • During sessions Garden Leaders to keep working areas clear of trips and hazards. • Any projects that are underway to be kept in one area and clearly marked. 	<ul style="list-style-type: none"> • Everybody to clear up areas where they have been working and highlight any problems. • Regular checks to make sure the Space is cleared of unwanted and unused items. • Make sure that some volunteer activities are not carried out: <ul style="list-style-type: none"> • No climbing in trees. • Lifting of heavy tools or plants without assistance • No working on the banks of the stream without appropriate footwear (ideally in waders working in the stream to prevent a fall or slip) 	Everybody. Volunteers should alert Group Leaders of any new risks when embarking a new project. Group Leaders to ensure that volunteers are not undertaking in high risk activities like pruning whilst up in a tree.	Medium
Working tools	Everybody. Misuse of tools could mean a cut or injury to their feet if they were dropped.	<ul style="list-style-type: none"> • Tools only to be used by volunteers when a Group Leader is present. • Anybody using standard gardening tools given advice on how to use them. • Tools need to be fit for purpose. • Tools need to be returned clean after use. • Safe use of tools and equipment policy read by all those who join. 	<ul style="list-style-type: none"> • Tool guide to be made available in the shed • Tools to be stored in a trug in the beds when taking a break so they 	Group Leaders to advise new users. Everybody to maintain tools.	Low
Use of Electrical tools	Everybody. Misuse of electrical tools could result in injury.	<ul style="list-style-type: none"> • Electrical tools to only be used when a Group Leader is present. • Induction to be given by Group Leader on how to use tools. • Carry out PAT testing on electrical items. 	<ul style="list-style-type: none"> • All electrical and power items to be PAT tested by selected volunteer and report submitted to space2grow. • No power tools used near or around the pond. 	Group Leaders to supervise volunteers.	Low
Heavy Lifting	Everybody. Risk on injury.	<ul style="list-style-type: none"> • Volunteers to be instructed in the correct method of lifting by the garden volunteer. • No heavy lifting to be carried out unaided. 	<ul style="list-style-type: none"> • Anyone with a medical condition limiting their lifting abilities should not lift any items on the acre. 	Everybody.	Medium

Pond / Surrounding Stream	Everybody. Potential to slip and accidentally fall into the water. Risk of drowning in the center of the pond. Risk of slipping into stream.	<ul style="list-style-type: none"> • Highlighting the features of the pond and the surrounding area to users of the space. • Make users aware of the stream that marks the border of the space. • Small fence has been erected to stop small children being able to walk to pond by themselves. Make sure gates are closed. 	<ul style="list-style-type: none"> • Mention the pond and the surrounding stream to any parents attending with their children. 	Everybody should look out for any missuses of the pond.	Low
Flood	Everybody. Project could be flooded due to location adjacent to flood meadows	<ul style="list-style-type: none"> • Regular checks on stream to ensure there are no blockages and water level is not too high. • Make sure the waterway is clear of foliage, that no large logs or debris build up. 	<ul style="list-style-type: none"> • After the winter, in the spring, when weather is dryer, make sure riverbed is dug deeper to keep clear. • Keep foliage surrounding the stream cut back. 	Group Leaders / Trustees	Medium
Green houses	Everybody. Loose glass panes and glass panes on the floor	<ul style="list-style-type: none"> • Keep the greenhouses tidy. Remove broken panes of glass. 	<ul style="list-style-type: none"> • Keep tidy. • Keep greenhouse out of bounds if any panes are broken until they are repaired. 	Group Leaders to check for glass	Medium
Trees / Falling debris	Everybody. Sheds and project buildings / greenhouses	<ul style="list-style-type: none"> • Checks on trees to make sure that they are healthy and safe. 	<ul style="list-style-type: none"> • Annual health checks on trees to be carried out by Group Leaders / Trustees. 	Group Leaders / Trustees	Low
Dogs	Everybody. Harmed or scared by them.	<ul style="list-style-type: none"> • Dogs are bought onto the Space by their owners and should be kept under control. • If the dog is not suitable for the space the dog should not visit the project. 	<ul style="list-style-type: none"> • bags must be used to make sure the space is kept clear of dog litter. • Dogs should not go into the Veg or the flowers beds. 	Dog Owners.	Medium
Kitchen, scalding water	ONLY THOSE WITH ACCESS TO THE KITCHEN. Burning from the scalding water	<ul style="list-style-type: none"> • Alerting people of the hot water tap. 	<ul style="list-style-type: none"> • Take caution when using the hot water tap. 	Anyone using the kitchen	Low
Bonfires / Fires	Everybody. Burning of foliage or burn injuries from accidents.	<ul style="list-style-type: none"> • Ensure there are always 2 people attending a fire and that the surrounding vegetation is not too close • Always have a bucket of water and fire blanket on hand. • Make sure Fire safety checklist available to read • In case of a fire, a fire extinguisher is in the Talking Shed and Gardening Shed for use on the acre. • On the left-hand side of the BBQ there is a foam spray. 	<ul style="list-style-type: none"> • Remind people to always be mindful when having a bonfire, never leave unattended, never use accelerants. • Make sure that the Bonfire Safety checklist is used prior to each bonfire. 	Everyone	Medium
ASSEMBLY POINT	IN CASE OF FIRE	FIRE ASSEMBLY POINT – BY THE ENTRANCE TO THE ACRE ON THE GRAVEL PATH	<ul style="list-style-type: none"> • Make sure all volunteers are accounted for when evacuating the acre. 	Everyone	Low

First Aid Access	Everybody. Accident and severe injury; ensuring there is adequate training and access to medical supplies on site.	<ul style="list-style-type: none"> • All Garden Leaders First Aid Trained. • First Aid kit stored safely and ensured it is replenished. • The What3words listed on the First Aid Box to help services find space2grow in an emergency. 	<ul style="list-style-type: none"> • All accidents will be reported and recorded along with what action was taken. 	Everyone	Low
Theft / Loss of personal items	Everybody.	<ul style="list-style-type: none"> • All tools, equipment and gardening equipment should be locked in the sheds at the end of the day. • The Gate should be locked at the end of each session. • All participants and volunteers to be responsible for their own items bought onto the acre and do so at their own risk. Any loss or damage to personal items will not be the responsibility of space2grow. 	<ul style="list-style-type: none"> • Access to the acre to be managed by allocated key holders. 	Everyone	Low

You should review your risk assessment if you think it might no longer be valid (e.g., following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)