

RISK ASSESSMENT - Grapes Hill Community Garden - Norwich - NR24BA

Work Description: horticulture

Updated January 2016

Activity		
<p>Gardening work</p>	<p><u>Typical uncontrolled outcomes</u> Cuts and sprains; puncture wounds; strained back; crush injuries; toxocariasis; phytophotodermatitis.</p>	<p><u>Typical groups at risk</u> Practical workers; supervisors</p>
	<p><u>Hazards</u></p> <ol style="list-style-type: none"> 1. Contact with hand tools 2. Thorny material 3. Handling rubbish and waste material 4. Planting out 5. Dog faeces 	<p><u>Controls</u></p> <ol style="list-style-type: none"> 1. All gardening tools must be maintained 2. Thorny plants must be identified and all workers advised on careful working. 3. Protective goggles must be worn when working in close proximity to thorny plants. 4. Leather gloves must be worn when working with thorny plants. 5. Keep work area clear and tidy, removing clippings frequently. 6. Check and clear ground before kneeling for work. 7. Sharps must be collected using strong leather gloves or tongs and places in correct sharps disposal box. 8. Alternate digging and other work to avoid strains. 9. Dog faeces must be removed before starting work using bags and containers. Skin contact must be avoided. 10. Bags of rubbish must not be held close to the body, use handling aids or carry between two people. 11. Leather protective gloves must be worn when handling or clearing rubbish. 12. All workers must wash hands before eating, drinking or smoking.
<p>Meeting the Public</p>	<p><u>Typical uncontrolled outcomes</u> Bruises and cuts, mental trauma, bites.</p>	<p><u>Typical groups at risk</u> Staff; volunteers</p>
	<p><u>Hazards</u></p> <ol style="list-style-type: none"> 1. Verbal abuse 2. Slips, trips and falls 3. Lone working 	<p><u>Controls</u></p> <ol style="list-style-type: none"> 1. Lone workers to follow HS-P6 and make use of accompanying SIGN.* 2. Lone workers must have suitable

	<p>4. Out of hours working</p>	<p>skills and knowledge to enable safe working in predicted work area.</p> <ol style="list-style-type: none"> 3. Worker must be familiar with location before starting work work. Safety critical issues such as crime rates, gang related violence, or social tension must be considered when planning meetings. Take advice from police or community workers. Areas of strong concern must be avoided 4. When meeting people worker must always identify themselves clearly to avoid confusion. Explain reason for contact at the earliest possible opportunity . 5. Respect the privacy of people who do not wish to engage in conversation 6. Do not engage in conversation about politics, race, religion or any other inflammatory subject as this could cause agitation. Ensure only business matters are discussed with strangers 7. If a person gets agitated or aggressive worker to change the subject and/or walk away. 8. Remain calm with people that express controversial or discriminatory views. Worker to explain that they do not share the views and exit the situation. 9. Never approach minors unless a responsible adult is with them. Never allow yourself to be left alone with a minor or other vulnerable person. 10. Report to line manager all acts of aggression and intimidation including aggressive animals. 11. Keep valuables out of sight. 12. Do not carry unnecessary amounts of cash.
<p>Tree and other planting tasks</p>	<p><u>Typical uncontrolled outcomes</u> Scratches to hand, arms, and face; stomach upsets; toxocariasis; muscle strains; lower back strains;</p> <p><u>Hazards</u></p> <ol style="list-style-type: none"> 1. Contact with branches and twigs 2. Contact with soil borne 	<p><u>Typical groups at risk</u> Practical workers; working during Pregnancy (from toxocara)</p> <p><u>Controls</u></p> <ol style="list-style-type: none"> 1. All workers will be warned of risk of scratches, safe working distance will be kept between

	organisms 3. Digging and moving earth 4. Manual handling of bags of plants 5. Staking of trees 6. Use of fertilisers and other chemicals 7. Slips, trips and falls	workers. 2. Broken skin must be covered with waterproof plaster before work starts. 3. Cuts received will be washed and treated immediately. 4. Wash hands before eating, drinking and smoking. 5. Wear protective gloves if working in or moving soil by hand. 6. Use tools and feet to move soils, and to firm soils around plants. 7. Work must be rotated to allow rest from more strenuous tasks. 8. All workers will be trained in safe lifting and handling techniques. 9. Tools will be left in clear view and in safe position, site tripping hazards will be notified to all workers. 10. A COSHH assessment will be followed for all chemical use.
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Special groups at risk: - Children - Disabled - Elderly - Pregnant workers and Nursing Mothers - Public - Schoolchildren - Young workers -

PPE needed: - Leather gloves -

First aid cover:	First Aid at Work
Emergency access:	via Golding Place
Nearest 24 hr A&E dept:	NNUH
Mobile phone reception:	good
Nearest telephone:	outside co-op
Nearest toilets:	Chapelfield Gardens-residents houses or the Reindeer public house
4wd or air ambulance needed:	

Heavy, sustained or repetitive manual handling involved? yes

Category	Risk	Possible problems	Possible remedial action
Tasks - do they involve twisting?	L	muscle strain	move feet not body
Tasks - do they involve stooping?	M	back pain	take frequent breaks
Tasks - do they involve reaching upwards?	L	muscle strain	don't do it for long

Completed by: Fran Ellington

Approved by:

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*HS-P6

Vulnerability and Lone Working

Staff, volunteers or learners working alone must avoid compromising situations that may leave them vulnerable to allegations of inappropriate behavior, e.g. lone member of staff meeting a client in quiet location or transporting in own car.

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Where these situations arise the risks must be assessed and suitable precautions put in place, e.g. meet in well-populated areas or drive only on main roads during daylight hours.

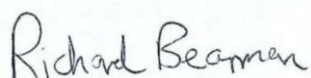
See **HS SIGN 4 – Personal Safety** for further guidance.

If interacting with young people the requirements of **HS – P 17 – Working Safely with Children and Other Vulnerable Groups** must also be followed and complied with.

Situations Where Lone Working is Not Permitted

Due to the level of risk a lone worker must never conduct certain types of work:

- Work on a ladder that can not be secured and which requires footing (**GRA E02**).
- Tree climbing and tree surgery.
- Work with learners or volunteers known (or suspected) to have a recent history of violence or abusive behaviour.
- Any other activity that is risk assessed as potentially high risk.



Signed by Chair of Trustees

February 2016

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