

**RISK ASSESSMENT - Grapes Hill Community Garden - Norwich - NR2 4BA**

**Work Description: horticulture**

**Updated July 2019**

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

	<ol style="list-style-type: none"> <li>3. Lone working</li> <li>4. Out of hours working</li> </ol>	<ol style="list-style-type: none"> <li>2. Lone workers must have suitable skills and knowledge to enable safe working in predicted work area.</li> <li>3. Worker must be familiar with location before starting 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</li> <li>4. When meeting people worker must always identify themselves clearly to avoid confusion. Explain reason for contact at the earliest possible opportunity.</li> <li>5. Respect the privacy of people who do not wish to engage in conversation</li> <li>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</li> <li>7. If a person gets agitated or aggressive worker to change the subject and/or walk away.</li> <li>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.</li> <li>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.</li> <li>10. Report to line manager all acts of aggression and intimidation including aggressive animals.</li> <li>11. Keep valuables out of sight.</li> <li>12. Do not carry unnecessary amounts of cash.</li> </ol>
<b>Tree and other planting tasks</b>	<u><b>Typical uncontrolled outcomes</b></u> Scratches to hand, arms,	<u><b>Typical groups at risk</b></u> Practical workers; working during Pregnancy (from toxocara)

	<p>and face; stomach upsets; toxocariasis; muscle strains; lower back strains;</p>	
	<p><b><u>Hazards</u></b></p> <ol style="list-style-type: none"> <li>1. Contact with branches and twigs</li> <li>2. Contact with soil borne organisms</li> <li>3. Digging and moving earth</li> <li>4. Manual handling of bags of plants</li> <li>5. Staking of trees</li> <li>6. Use of fertilisers and other chemicals</li> <li>7. Slips, trips and falls</li> </ol>	<p><b><u>Controls</u></b></p> <ol style="list-style-type: none"> <li>1. All workers will be warned of risk of scratches, safe working distance will be kept between workers.</li> <li>2. Broken skin must be covered with waterproof plaster before work starts.</li> <li>3. Cuts received will be washed and treated immediately.</li> <li>4. Wash hands before eating, drinking and smoking.</li> <li>5. Wear protective gloves if working in or moving soil by hand.</li> <li>6. Use tools and feet to move soils, and to firm soils around plants.</li> <li>7. Work must be rotated to allow rest from more strenuous tasks.</li> <li>8. All workers will be trained in safe lifting and handling techniques.</li> <li>9. Tools will be left in clear view and in safe position, site tripping hazards will be notified to all workers.</li> <li>10. A COSHH assessment will be followed for all chemical use.</li> </ol>
<p>Pumpkin carving activity for volunteers</p>	<p><b><u>Typical uncontrolled outcomes</u></b></p> <ol style="list-style-type: none"> <li>1. Cuts / stabbings</li> <li>2. Cuts when carving</li> <li>3. Cut when handling knives</li> <li>4. Threatening behaviour from unexpected member of public handling a knife</li> <li>5. Messing around/risky behaviour</li> <li>6. Knives breaking, lost, stolen</li> <li>7. Burns from tea lights</li> </ol>	<p><b><u>Typical groups at risk</u></b> Staff; volunteers</p> <ol style="list-style-type: none"> <li>1. Give a safety brief before starting activity. Knives to be carried to each table by leaders and only 2 sharp knives / pumpkin kits per table.</li> <li>2. One leader to work with max of 4 people. Children under 18 should have a parent or leader to cut the top off pumpkin. All children to be supervised when carving.</li> <li>3. Place knife between thumb and index</li> </ol>

finger and keep other fingers out of the way

4a) If a person gets agitated or aggressive leaders must remain calm & ask volunteers and guests to calmly walk away to safe area.

4B) other leader to call 999 immediately

5 &6 behaviour expectations are made clear at the start, participants will be asked to leave if behaviour puts them or others at risk. Activity will stop until it becomes safe to continue.

Knives/equipment of suitable quality for purpose and checked they are safe to use and undamaged. Participants are not able to use own knives unless agreed by GHCG staff and only used by themselves.

Knives/equipment labelled GHCG – could use Tipex/sticky label, scratched on etc

Knives equipment counted out and counted back in.

Clear signage/information that under 18's are to be supervised and responsibility of parent/responsible adult at all times.

7) tea lights only to used with parental supervision if under 18. Otherwise risks of using tea lights explained to all adult participants and expectation that pumpkins will not be left with tea lights unattended. Note that the most common cause of domestic house fires is the use of candles in the home.

**Mobile phone and First aid kit and first aider to be present during activity**

**Special groups at risk:** - Children - Disabled - Elderly - Pregnant workers and Nursing Mothers - Public - Schoolchildren - Young workers -

**PPE needed:** - Leather gloves -

<b>First aid cover:</b>	First Aid at Work updated by 3 members valid until 2021		
<b>Emergency access:</b>	via Golding Place		
<b>Nearest 24 hr A&amp;E dept:</b>	NNUH		
<b>Mobile phone reception:</b>	good		
<b>Nearest telephone:</b>	outside co-op		
<b>Nearest toilets:</b>	On site		
<b>4wd or air ambulance needed:</b>			
<b>Heavy, sustained or repetitive manual handling involved? yes</b>			
<b>Category</b>	<b>Risk</b>	<b>Possible problems</b>	<b>Possible remedial action</b>
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
<b>Completed by:</b>	Fran Ellington		
<b>Approved by:</b>	Jo Rice and Richard Bearman		
<a href="#">View Grapes Hill Community Garden</a>   <a href="#">View All Risk Assessments</a>   <a href="#">View Norfolk Field Office task reports</a>			

\*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.

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

signed October 2016

Reviewed 16 November 2017 and updated July 2019

Grapes Hill Community Garden, Norwich. Registered Charity Number 1156616.

Signed by Chair of Trustees: 

Date: 8<sup>th</sup> July 2019

To be reviewed annually