### Risk Assessment Form

| Location: Bike Garden. Nuns Moor Park | Date Assessed: Dec 2024 | Assessed by: KS |
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| Site Risk Assessment – GENERAL GARDEN | Review Date: Dec 2025 | Reference: |

| **Activity / Task** | **Hazards / Risks** | **Persons at risk** | **Controls currently in place** | **Severity**  **(1-5)** | **Like-lihood (1-5)** | **Risk / Priority** | **Additional controls /action required / reference documents** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Paths | Slips, Trips, Falls | Attendees, Staff, Volunteers, Public | No equipment left on paths.  Paths inspected for damage, cracks, holes.  Paths cleaned to remove algae/weeds.  Slippery surface warnings given on wet / icy days.  Grit spread in icy conditions.  Snow cleared before work commences.  First aid kit located in the shed at the allotment. | 3 | 3 | 9 | Access restricted in wet or icy conditions where current controls are insufficient.  Ramp access paths to garden beds in progress. \*BB attending to this. |
| Using equipment  (Hand Tools, including sharps) | Personal injury, cuts, getting hit | Attendees, Staff, Volunteers | All equipment regularly checked to ensure it remains ‘fit for purpose’.  Make sure task is appropriate to ability.  Training given on safe use of equipment.  Garden Gloves worn during contact with plants and soil, unless guardian permission given.  Collection point for tools to be returned given in each session.  All tools to be stored appropriately.  First aid kit located in the Pavilion. | 2 | 2 | 4 |  |
| Working at raised timber beds or alongside wooden fencing/building. | Scratches and splinters, bruising/cuts from sharp corners/edges | Attendees, Staff, Volunteers, Public | Wear gardening gloves.  Encourage attendees to be aware of others working in close-proximity.  First aid kit located in the pavilion.  Maintain timber and sand down/repair when necessary to reduce risk | 2 | 3 | 6 |  |
| Transporting hand/power tools | Personal injury, cuts, being hit | Attendees, Staff, Volunteers | Transport equipment in wheelbarrows where possible  All hand tools in closed/locked position (eg. secateurs, loppers).  First aid kit located in the pavilion.  Access tp storage containers to staff and lead volunteers only. | 2 | 3 | 6 |  |
| Lifting, moving and equipment handling | Back strain | Attendees, Staff, Volunteers | Facilitator to brief participants on moving heavy items.  Heavy objects not lifted or moved without due precaution.  Wheelbarrows not overfilled.  Wheelbarrows used as standard.  Car/trailer used when necessary.  Wheelbarrows and tyres checked on a regular basis.  . | 3 | 3 | 9 | Facilitator (Northumbria Wildlife Trust employee) to check they have training in manual handling. |
| Removing rubble/rubbish or loading skips | Muscle strain | Staff, Volunteers | Manual handling training and reminders.  Rubble bags/skips not over filled.  Extra caution with large bags.  Carry smaller bundles. Share the weight. | 2 | 4 | 8 |  |
| Working at height | Falls | Staff, Volunteers, workers | Appropriate equipment and ladders used.  All equipment and ladders checked as ‘fit for purpose’ prior to each use.  No working at height if lone working  Ladders must be footed by a second person, at all times, if working at height.  Attendees do not work at height. | 4 | 2 | 8 |  |
| Broken glass and other debris in soil | Cuts | Attendees, Staff, Volunteers, Public | Garden gloves worn at all times of soil contact.  Any glass or debris removed when found and disposed of appropriately.  First aid kit located in the pavilion at the allotment.  Hand washing/cleaning facilities in the pavilion. | 2 | 4 | 8 |  |
| Insects | Bites/Stings | Attendees, Staff, Volunteers, Public | Volunteers to inform staff if they have any allergies. Relevant allergies to be recorded by staff.  Care staff and teachers attending with children / old / vulnerable people inform of allergy status of at-risk individuals.  Vigilance for nesting creatures.  First aid kit located in the pavilion.  Appropriate pest control and reporting measures in place. | 3 | 2 | 6 |  |
| Animal manures | Microbial contamination (potentially pathogenic) | Staff, Volunteers | Disposable gloves worn when handling animal manures.  Hands thoroughly washed on completion.  Separate equipment allocated and used if animal (such as cat) faeces require removal.  Signs of rodent infestation reported. | 4 | 2 | 8 |  |
| Composting | Airborne particles  Vermin nesting  Flies  Splinters | Attendees, Staff, Volunteers | NO cooked food placed in compost bins.  Gloves worn when turning compost.  Turning compost avoided when others are around.  Vigilance for signs of rodents  Bin conditions checked on a regular basis.  Hands washed thoroughly after use.  Staff aware of Tetanus symptoms and angers. | 3 | 2 | 6 |  |
| Mulching | Airborne particles  Fungi  Skin irritation | Staff, Volunteers | Garden gloves worn when mulching.  Mulch dampened down prior to laying to reduce the risk of airborne particles.  Organic mulch from a reputable source used.  Hands washed thoroughly after use. | 3 | 2 | 6 |  |
| Soil | Tetanus  Skin irritations | ,  Staff, Volunteers | Gloves worn when working with the soil.  Hands washed thoroughly after working with the soil.  Disposable gloves can be worn by those with skin irritations (eg. Eczema or cuts).  Tetanus advice given following incidents. | 3 | 3 | 9 |  |
| Plant supports | Eye damage  Splinters | Attendees, Staff, Volunteers | Plant supports topped to make more visible  Assess need for eye protection depending on severity of risk. | 3 | 3 | 9 |  |
| Hoses | Trips, slips, falls | Attendees, Staff, Volunteers, | Hoses rolled up/hung up when no longer needed.  Water emptied out of full hoses to prevent the breeding of micro-organisms such as Legionella.  When garden is open to the public eg for events, no hose pipes used.  During regular sessions, hoses only used once all attending are aware of potential trip hazards. | 2 | 3 | 6 |  |
| Pond | Drowning | Vulnerable persons / children | Children and vulnerable members always supervised.  Pond gate fitted with on self-closing latch. | 5 | 1 | 5 | New fence and gate. Access information should be displayed. |
| Poisonous Plants  Prickly Plants  Including Fungi (mushrooms and toadstools) | Skin irritation  Cuts  Poisoning | Attendees, Staff, Volunteers, | Advise all those entering the garden not to pick or eat any of the plants without permission.  Poisonous plants should be identified and labelled.  Volunteers to inform staff if they have any allergies. Relevant allergies to be recorded by staff.  No potentially poisonous plants in edible beds  Planting to be supervised.  Hands washed thoroughly after handling. | 5 | 1 | 5 |  |
| Use of chemicals and hazardous substances | Ingestion of chemicals  Spillage of chemicals | Attendees, Staff, Volunteers | Limit the use of chemicals/hazardous substances on site.  Use of chemicals and hazardous substances only undertaken when the gardens are not open to attendees or the public or when the area is safely cordoned off.  Use of chemicals and hazardous substances only undertaken by competent persons  Chemicals stored in a locked cupboard as per COSHH requirements.  Spillages cleaned up immediately in accordance with manufacturer’s instructions and area cordoned off for as long as is necessary with hazard warning displayed. | 5 | 1 | 5 | Practice organic methods to limit chemical use |
| Extreme weather | Sunburn  Dehydration  Heat exhaustion  Hypothermia  Slips  Injury from falling branches. | Attendees, Staff, Volunteers | Written guidance issued to clients on what to bring when extreme weather is forecast or can be expected (eg: suncream, hats, gloves, jackets, warm/wet weather gear)  Appropriate footwear to be worn  In extremely hot conditions:  Work carried out in shady areas or indoors.  Staff and volunteers vigilant for signs of heat exhaustion.  Staff and volunteers encourage clients to drink plenty of water.  In extremely cold / wet conditions:  Paths closed if too slippery.  In high winds:  Work carried out indoors.  Staff and volunteers vigilant especially with frail individuals.  Work under trees avoided.  Gardens checked after high winds for fallen branches and tree conditions. | 4 | 2 | 8 |  |
| Emergencies | Any incident or event which requires First Aid treatment | Attendees, Staff, Volunteers, Public | Awareness of first aid kit / station  All incidents and near misses recorded in accident book.  Mobile phone available to call for assistance. | 4 | 2 | 8 | .  First aid kit checked and restocked regularly or after any incident. |
| Fires on site | Burns/scolds | Attendees, Staff, Volunteers, Public | Fire extinguisher on site and serviced regularly as recommended by manufacturer.  Fire to be lit only with a ‘designated fire tender’. | 3 | 2 | 6 | Get fire blanket in kit |
| Use of camping stove for refreshments | Burns/scalds | Attendees, Staff, Volunteers, Public | Only Staff or key volunteers to use camping stove, Safety catch to be released after each use.  Gas canisters stored according to COSHH requirements.  Water available during fire lighting.  extinguisher on site and serviced regularly as recommended by manufacturer. | 3 | 2 | 6 | Fire blanket and first aid kit necessary |
| Food preparation / consuming | reaction | Attendees, staff, volunteers, public | ingredients to be labelled on foods. | 6 | 2 | 9 |  |
| Access/Services for persons with special needs | Falls/trips  tipping out of wheelchair or pushchair | Attendees, Public | Main paths maintained to ensure accessible for wheelchair use.  Ramped access to garden areas | 3 | 2 | 9 |  |
| Emergency evacuation |  | Attendees, Staff. Volunteers, Public | Clear all danger areas immediately and toward exits.  Meet by the tree outside the gate. |  |  |  | ~~I~~ |
| Theft | reaction | Staff/volunteers /participants | Store valuables in safe places |  |  |  |  |

| **Risk / Priority Indicator Key** |
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| **Severity (Consequence)** |  | **RISK / PRIORITY INICATOR MATRIX** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Negligible (no injury; delay only) |  | LIKELIHOOD | **5** | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury needing first aid / damage / interruption) |  | **4** | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, absence up to 3 days absence, illness, damage, lost business) |  | **3** | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury, disablement/ absence more than 3 days’ absence, business interruption, damage, lost time) |  | **2** | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (death / business closure) |  | **1** | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely – (1 in a million chance of the hazardous event happening) |  |  |  |  |  |  |  |  |
| 2. Unlikely – (1 in a 100,000 chance of the hazardous event happening) |  | **Action Levels & Timeframes** | | | | | | |
| 3. Fairly likely / may happen – (1 in 10,000 chance of the hazardous event happening) |  | 17-25 | **Unacceptable** | Stop activity and make immediate improvements | | | | |
| 4. Likely – (1 in 1,000 chance of the hazardous event happening) |  | 10-16 | **Tolerable** | Look to improve within specified timescale (next 3-6 months) | | | | |
| 5. Almost certain / imminent – (1 in 100 chance of the hazardous event happening) |  | 5-9 | **Adequate** | Look to improve at next review | | | | |
|  |  | 1-4 | **Acceptable** | No further action, but ensure controls are maintained | | | | |