



Whole Life Community Garden

Risk Assessment

Activity or potential risk	Possible Risk (level of risk)	Prevention	Action to be taken to reduce risk	Responsibility
Use of gardening equipment	<ul style="list-style-type: none"> Injury to self or others 	<ul style="list-style-type: none"> Be aware of others Only use tools that you know how to use Be sensible Be vigilant Parents/carers to supervise own child(ren) when using tools/equipment Children not to be left unattended in the garden Task-leaders to be aware of tool-users 	<ul style="list-style-type: none"> First aid kit to be kept on site* and frequently checked to ensure it is full First aid training to be delivered to some members Posters/notices around garden to identify who is responsible for actions Appropriate PPE to be stored in tool shed 	All volunteers, trustees, committee members and garden users Task-leaders
Working on site by self	<ul style="list-style-type: none"> Attack Injury Locked in 	<ul style="list-style-type: none"> Access codes to be known by appropriate people Be vigilant of surroundings No working on site alone if not necessary Opening hours to be displayed publicly 	<ul style="list-style-type: none"> Lone-working not to be part of regular practice First aid kit to be kept on site* 'Buddy system' in place** 	All volunteers, trustees, committee members Garden users not able to access site at certain times

		<ul style="list-style-type: none"> • Garden users to be encouraged to bring own phone with them on site 		
Events	EACH EVENT WILL BE SUBJECT TO ITS OWN RISK ASSESSMENT SPECIFIC TO THE APPROPRIATE ACTIVITIES.			
Manual labour	<ul style="list-style-type: none"> • Injury • Muscle ache due to bad gardening posture 	<ul style="list-style-type: none"> • Be responsible for own actions • Instructions on appropriate lifting and gardening posture available • Task-leaders to be vigilant 	<ul style="list-style-type: none"> • First aid kit to be kept on site* • Appropriate signs instructing of proper gardening posture • Appropriate signs instructing on proper use of tools • Appropriate PPE to be stored in tool shed 	All volunteers, trustees, committee members and garden users Task-leaders
Pond	<ul style="list-style-type: none"> • Drowning 	<ul style="list-style-type: none"> • Be responsible for own actions • Be vigilant and aware • Garden users go near pond under their own responsibility • Parents/carers to be aware of and take responsibility for their own child(ren) 	<ul style="list-style-type: none"> • First aid kit to be kept on site* • Posters/notices around garden to identify who is responsible for actions 	All volunteers, trustees, committee members and garden users Parents/carers
Safeguarding	<ul style="list-style-type: none"> • Use of garden by different parties (volunteers, children, vulnerable adults etc) • Use of site by different parties (surgery patients, garden users etc) 	<ul style="list-style-type: none"> • Be vigilant and aware • Garden users do so under their own responsibility • Safeguarding policy in place and regularly reviewed • Designated safeguarding officer (DSO) in place • Understand the types of abuse and signs to look for 	<ul style="list-style-type: none"> • Trustees and committee members expected to complete basic safeguarding training • Regular volunteers expected to do basic garden safeguarding training (provided in-house) • Relevant contact details to be listed on-site • Guidelines for safer recruitment to be followed 	DSO All volunteers, trustees, committee members and garden users

	<ul style="list-style-type: none"> • Contact with people from around the community • Witnessing a safeguarding incident • Disclosure of a safeguarding incident 	<ul style="list-style-type: none"> • Use appropriate behaviour and language 	<ul style="list-style-type: none"> • Guidelines for activity to be followed • Safeguarding incident report form to be completed for ANY incident 	
Car park	<ul style="list-style-type: none"> • Injury (falls/trips) • Injury (collision with vehicle) • Collision between vehicle and vehicle 	<ul style="list-style-type: none"> • Be vigilant when crossing/using car park • Parents/carers to supervise own child(ren) when crossing/using car park • Be sensible and responsible for own actions 	<ul style="list-style-type: none"> • Appropriate insurance held by vehicle-owner • Appropriate insurance held by WLCG 	All volunteers, trustees, committee members and garden users
Covid-19	<ul style="list-style-type: none"> • Virus transmission (low risk) 	<ul style="list-style-type: none"> • Garden users expected to take personal precautions and responsibility 	<ul style="list-style-type: none"> • Hand sanitiser to be kept in tool shed 	All volunteers, trustees, committee members and garden users
General risks	<ul style="list-style-type: none"> • Slips, trips & falls • Obstructions on pathways and around garden • Wild animals, bugs, birds etc on site • Wasp/bee stings • Nettle stings • Hogweed • Dog poo (assistance dogs allowed on site) 	<ul style="list-style-type: none"> • Be aware of others • Be sensible • Be vigilant • Parents/carers to supervise own child(ren) when using the garden • Children not to be left unattended in the garden • Ground regularly inspected for dead animals, dog poo and dangerous plants (nettles/hogweed etc) 	<ul style="list-style-type: none"> • First Aid kit to be kept on site* and frequently checked to ensure it is full • First aid training to be delivered to some members • Posters/notices around garden to identify who is responsible for actions • Poo bags kept in the tool shed • Appropriate PPE to be stored in the tool shed 	All volunteers, trustees, committee members and garden users Dog owners Parents/carers Task-leaders

	<ul style="list-style-type: none"> • Task leaders unaware of hidden disabilities 	<ul style="list-style-type: none"> • Adults to take responsibility for their own health (e.g. if they know they are allergic to stings, carry own EpiPen with them) • Parents/carers to take responsibility for their child(ren)'s health (e.g. if they know their child is allergic to stings, carry their EpiPen with them) • Garden users to notify task-leader of any medical issues before starting work in garden 		
Weather	<ul style="list-style-type: none"> • Sunburn • Heatstroke • Dehydration • Hypothermia • Hyperthermia • Slipping in wet weather • Soil blown into eyes (wind) • Flooding 	<ul style="list-style-type: none"> • Parents/carers to be aware of own child(rens) needs • Appropriate footwear and clothing to be worn • Water is available on site, however not for drinking • Encourage garden users to bring water bottles and food for energy if it is needed • Be aware of own needs • Be sensible 	<ul style="list-style-type: none"> • Foil blanket to be included in first aid kit • Garden to be closed during extreme weather 	All volunteers, trustees, committee members and garden users Parents/carers

* First Aid kit will be kept in locked shed – open when garden in use

** Buddy system – any person (committee member, trustee, volunteer) accessing the garden on their own will be expected to tell someone when they are there, and when they leave/get home.

Completed by: Amy Shephard
Signed:
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