

COMMUNITY GARDENING: HEALTH & SAFETY RISK ASSESSMENT FORM

Event Name	Community Gardening	When does activity take place	March - Oct. Often Thursday Mornings	Time	10am - 12pm
Location	East Haven	Event organiser	EHT Trustees	Event safety controller	Wendy Murray Anne and Ian Bancroft
Assessor	Wendy Murray	Original Assessment Date	March 2015	Updated	January 2023

Section 1 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

1.	Welfare of volunteers	X	7.	Layout and traffic	X
2.	Slips, trips, falls	X	8.	Fuel Storage	X
3.	Unforeseen accidents/emergencies	X	9.	Covid 19	X
4.	Use of gardening tools	X	10.	Use of power tools and mowers	X
5.	Manual handling	X	11.	Electrical equipment	X
6.	Contamination/Infection	X	12.	Disposal of waste	X

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Volunteers	X	Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Special Needs	<input type="checkbox"/>
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East Haven Together have a Bothy shed and a Resilience shed within which they store community equipment. The sheds are kept tidy and in good condition. The Bothy has an electric supply. East Haven Together maintains public liability insurance.

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No	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	Welfare of Volunteers Dehydration Fatigue Sunburn	<ul style="list-style-type: none"> • People encouraged to bring refreshments with them. • Volunteers look out for one another and take regular breaks as required. • Sun cream available if required. • Volunteer handbook given to new volunteers 			X	
2	Slips, trips and falls There are no obvious trip hazards in the area such as low fencing, steps or steep banking etc.	<ul style="list-style-type: none"> • If a cable is in use for any reason then other volunteers would be kept out of the area to avoid trips. • Plenty of space for Volunteers to lay out tools in the area they are working without risk of others tripping over them. 			X	
3	Unforeseen Accidents and Emergencies	<ul style="list-style-type: none"> • First aid kit in Bothy. • Public Access Defibrillator in Village square • 999 emergency phone in Village square. 			X	
4	Use of gardening tools Volunteers new to gardening may not have used standard gardening tools before	<ul style="list-style-type: none"> • Volunteers are taught how to use tools • Volunteers can observe other people using the tools • Volunteers look out for one another and would highlight concerns if they thought somebody was using a tool in a way which could cause harm or personal injury • Some use their own gardening tools 			X	

5	<p>Manual Handling Carrying garden waste Carrying tools</p>	<ul style="list-style-type: none"> • People are encouraged to use buckets/ trops to dispose of weeds etc • A green bin is brought on-site so Volunteers do not have to carry their waste very far. • Volunteers are encouraged to make more than one trip to the Bothy if they have to return a number of items which might prove heavy. • People carry things for each other and share the load when required. 			X	
6	<p>Contamination/Infection Working with soil and fertilisers can be a source of infection</p>	<ul style="list-style-type: none"> • Most Volunteers bring their own gardening gloves • Gardening gloves are also readily available. Also disposable aprons. • Hand sanitiser available in the Bothy • Public toilets also available for hand washing • Gloves and hand washing solution available for volunteers handling fertiliser or refilling the petrol mower or ATV 			X	
7	<p>Layout and Traffic Main risk of traffic is at the cycle path corner</p>	<ul style="list-style-type: none"> • All Volunteers are made aware of the dangers of crossing the small road from the village square to the cycle path. 			X	EHT have recently achieved a speed reduction down to 20mph in this location.
8	<p>Fuel Storage A small amount of fuel is stored in the Resilience shed for the ATV and petrol mower</p>	<ul style="list-style-type: none"> • No more than 30L of fuel is stored at any one time and normally the amount stored is nearer 10-20L. • All fuel is stored in approved containers. 			X	

9	<p>Covid 19 Community gardening must be carried out safely within Covid 19 restrictions and guidance</p>	<ul style="list-style-type: none"> • Follow current Scottish Government guidance • Hand-washing solution and masks available • People work a minimum of 2m apart 			X	
10	<p>Use of Power Tools and Mowers Petrol Mower Electric Mower Petrol Strimmer Cordless Strimmer Cordless Hedge Cutter</p>	<ul style="list-style-type: none"> • All power tools and mowers are kept in good condition, serviced, and checked regularly for any faults. • All power tools are stored safely. • Only volunteers who have been fully trained in the use of a tool/mower are able to use it. 			X	
11	<p>Electrical Equipment</p>	<ul style="list-style-type: none"> • All standard power tools and equipment are either cordless or petrol powered • An electricity supply has been installed in the Bothy for charging batteries etc. • A circuit breaker plug is available for any corded power tool brought on-site. • The kettle in the Bothy is switched off at the plug when the Bothy is vacated. • All electrical equipment is checked. 			X	
12	<p>Disposal of Waste</p>	<ul style="list-style-type: none"> • 3 Green Bins for garden waste • 1 recycling bin in the Bothy • 1 general waste bin in the Bothy 			X	