

COMMUNITY GARDENING: HEALTH & SAFETY RISK ASSESSMENT FORM

Event Name	Community Gardening	Date	Regular activity - 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	Date	Updated March 2021	Permission given by	N/A

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 with Zurich.

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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 on request. • 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 on average 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 • Community gardening is considered as community exercise whilst being carried out under the auspices of EHT and this risk assessment • Hand-washing solution and masks available • People work a minimum of 2m apart • Small groups across several areas • Any shared tools are wiped down after use 			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 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 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	