

Southsea Green Community Garden Risk Assessment and plan

Description of activity			
Location	Southsea Green Community Garden	Date Risk Assessment created	17/11/22
Event activity reference	General Use of the Garden		

Description of work activities, processes, etc. covered by the assessment:

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
Existing medical conditions, injury, health & fitness	Visitors, Volunteers At risk of: Onset of existing condition, e.g. asthma attack, epilepsy, heart attack etc	<ul style="list-style-type: none"> <input type="checkbox"/> For some events we'll have a qualified first aider available <input type="checkbox"/> First aid kit on site <input type="checkbox"/> All encouraged to report any issues and accidents to lead volunteer immediately. <input type="checkbox"/> Lead volunteer to have contact details for hospitals for minor injuries <input type="checkbox"/> Log any incidents and do a post activity review <input type="checkbox"/> Volunteers to remain vigilant in regard to visitors who may have an existing medical condition and take appropriate action immediately should the need arise. <input type="checkbox"/> Encourage people to have drinks and food <input type="checkbox"/> Keep a record of allergens in food and drink & communicate with people as necessary 	1	<p>Remind volunteers to look out for each others wellbeing - include info about this in the Induction process for group leaders, lead volunteers and general volunteers</p> <p>First aid kit available on site</p> <p>Find out where the nearest defibrillator is to the garden</p> <p>Get funding to get more volunteers first aid trained</p>		

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
Adverse weather conditions	Visitors, Volunteers At risk of: Potential exposure, sunburn, dehydration, cold, shock, sickness, accident	<ul style="list-style-type: none"> <input type="checkbox"/> Assessment of weather conditions the days before and on the day of event or general attendance at the garden <input type="checkbox"/> Should the weather prove unfavourable and potentially dangerous, events will be cancelled or postponed (either before, or at any point during the session) <input type="checkbox"/> Put water out for dogs (especially in hot water) <input type="checkbox"/> Participants are encouraged to have a drink or snack at events we organise, bringing a water bottle for them to fill up <input type="checkbox"/> If it is going to be windy, Volunteers to:- <ul style="list-style-type: none"> <input type="checkbox"/> Fold away and lock in place the umbrella <input type="checkbox"/> Close & lock the polytunnel doors <input type="checkbox"/> Close the cabin shutters <input type="checkbox"/> If it is going to be hot, Volunteers to:- <ul style="list-style-type: none"> <input type="checkbox"/> Leave the polytunnel doors open 	1	<p>Place as much seating in the shade if possible if particularly hot</p> <p>Cancel if weather will be wet, stormy or very cold</p> <p>Lead volunteer responsible for a gathering at the garden to keep an eye on the weather & liaise with marketing person to get a message out to people to let them know the garden is closed/event cancelled due to adverse weather</p> <p>Show people where they can fill their water bottles from at the garden</p>		
Disruptive Behaviour	Visitors, Volunteers At risk of: Disruptive behaviour could cause distress amongst visitors and volunteers	<ul style="list-style-type: none"> <input type="checkbox"/> Any visitor being disruptive will be asked to leave <input type="checkbox"/> Work together in group of volunteers to deal with any disruptive behaviour <input type="checkbox"/> Ask Volunteers to call 111 or 999 depending on the incident 	1	<p>Get funding to give people Difficult behaviour/ Communication skills training</p> <p>Get funding to give Volunteers training to communicate with Autistic people and those with learning difficulties who may need some extra care & communication skills</p>		

What are the hazards?	Who might be harmed and how?	Control measures	Risk Rating*	Do you need to do anything else to manage this risk?	Action by whom and when?	Date Action Complete
Site Hazards	Visitors, Volunteers At risk of: Insect bite or sting to any participant. Reaction to plants which are potentially harmful Tripping on tree roots, uneven ground, plant pots, hose pipe, tools left lying around etc Minor – cuts, grazes, bruises, bumps, sprains, splinters Major – serious trauma, head, spine, internal injuries, drowning Ingesting any chemicals in the cabin or poly tunnel Being struck by a vehicle outside the garden Damage to plants, nature and wildlife Fire	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure any harmful plants are cut back if they could be touched by any visitors <input type="checkbox"/> First Aid kit on site <input type="checkbox"/> Encourage all volunteers to be aware of any potential trip hazards or dangers and to sort them if they see them and get into the habit of putting things away <input type="checkbox"/> Pots are kept around the pond to keep children away from the edge and remind parents to keep an eye on their children around the pond <input type="checkbox"/> Tools are locked away in safe places in the polytunnel and cabin <input type="checkbox"/> Chemicals out of reach of children <input type="checkbox"/> Be mindful of the Umbrella edges, especially for sight impaired people <input type="checkbox"/> Tool sheds locked when not in use <input type="checkbox"/> First Aider handles any injuries, logging them in the Accident Book, do a post activity review <input type="checkbox"/> Volunteers to make sure any damage to plants, nature and wildlife is looked after <input type="checkbox"/> Do regular maintenance checks in the garden and deal with any potential hazards before they're a problem, making repairs a regular practice (esp nails and splinters) <input type="checkbox"/> People who are dropping off heavy things to the garden can only do it at designated times as per the lease. <input type="checkbox"/> People who have been trained to use the gas heater can use it and make sure it is turned off after use <input type="checkbox"/> People who have been trained to use any specialist equipment can use it (chainsaw. <input type="checkbox"/> Follow standard rules for having a fire on site <input type="checkbox"/> Keep driving on site to a minimum 	2	Remind volunteers to be mindful of these risks - include info about this in the Induction process for group leaders, lead volunteers and general volunteers. Create a culture of accountability & responsibility to make the garden safe for all Remind people, especially parents of children to move around the garden with care Make sure anything chemical is out of the reach of children Make sure all tools are out of reach of children Do a log of the plants in the garden, checking for any plants that needs cutting back or removing throughout the year. Do Maintenance checks to see any risky plants and hazards are managed safely Create signage to raise peoples awareness to risks and control measures (artists to make it fun) Create a list of experts to speak to ref specific problems at the garden e.g. Andy Wilder ref nature & wildlife, Tree wardens ref trees etc. Speak to experts in making the space accessible for people with sight impairment and other disabilities whose experience we could enhance		
Fire Safety Applicable if using Chiminea	Volunteers and visitors at risk of spread of fire	<ul style="list-style-type: none"> <input type="checkbox"/> Chiminea should only be lit when there is at least 3 volunteers on site <input type="checkbox"/> Permission to light the chiminea must be obtained in advance from the organising group <input type="checkbox"/> The side gate must be unlocked to provide an additional exit <input type="checkbox"/> The hose must be connected or a bucket of water must be available to extinguish the hazard and on leaving the garden the fire must be damped down 	2	Ensure all volunteers are made aware of the the fire safety precautions and these are available and on display in the cabin		


		<ul style="list-style-type: none"> □ Account must be taken of the wind to ensure that the fire can be kept under control before lighting. □ Please inform immediate neighbours and advise the fire brigade that we will be doing this to avoid unnecessary call outs of the fire brigade by concerned passers by. The number to use is 023 8064 4000 Hants and IOW Fire and Rescue Service 				
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Plan completed by

Name	Jenni Van Wijk	Date	17/11/22
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Plan reviewed by Peta Sampson .Insert name of person who is reviewing this plan

By implementing this plan, I am satisfied that the Health and Safety risks associated with the garden will be reduced to an acceptable level.

Name		Date	17/11/2022
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Risk quantification model: (taken from Jenni Jones, Sustrans Risk Assessment for the Healthier, Happier Neighbourhoods workshop 2021)

		Severity (Se) rating		
Probability (Pr) rating		Minor (1)	Serious (2)	Major (3)
Low, may happen (1)		1	2	3
Medium, could happen (2)		2	4	6
High, will happen (3)		3	6	9

Risk categories:

Acceptable	Marginal	Moderate	Unacceptable
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A. Risk quantification model:
 A.1 The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $R_i = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low, may happen	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.
Medium, could happen	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day.
High, will happen	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.

Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.

Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.

Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.

Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.