

**BIGGLESWADE COMMUNITY GARDEN RISK ASSESSMENT FOR GROUP ACTIVITIES**

Name and Nature of Activity – Group Gardening Sessions

Date: **16/11/2022 Reviewed 24/04/24**

Location: Biggleswade Community Garden - Northfields

Individuals Involved (including numbers):

All volunteers and members, the management committee, and anyone visiting the community garden.

People at Risk: members, Volunteers, the management committee, and anyone visiting or using the or tending the community garden.

Medical Assistance:  
1st Aid Kit on site  
Emergency Services (call 999)

**Risk Evaluation**

<i><b>Potential Hazards</b></i>	<i><b>Potential Risks</b></i>	<i><b>Initial Rating</b></i>	<i><b>Control</b></i>	<i><b>Actions</b></i>	<i><b>Residual Risk</b></i>
Uneven surfaces and pathways	Slips, trips and falls.	4 (medium)	<ul style="list-style-type: none"> <li>• We ensure pathways are clear of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways.</li> <li>• Any large stones or bricks are removed on a regular basis.</li> <li>• Paths are regularly maintained and cleared of obstructions, particularly important for those with visual impairments.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued maintenance of pathways and grassed areas</li> <li>• Continued awareness of keeping pathways clear of clutter and uneven surfaces</li> <li>• Ensure awareness is raised of specific problematic areas.</li> </ul>	2 (low)

Use of tools	Injuries, trips and falls, minor cuts and bruises	4 (medium)	<ul style="list-style-type: none"> <li>• We only allow individuals to use tools they are comfortable with.</li> <li>• Tools are maintained to be safe to use and if any become unsafe then volunteers are made aware of this.</li> <li>• Tools are stored in a locked shed which is only open on the garden open days when members are present.</li> <li>• Adaptive tools to be provided for those who need them and they are supervised whilst using the tools.</li> <li>• We ensure when using large tools that there is a clear working space to avoid any injury to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued regular maintenance of tools.</li> <li>• Any faulty tools beyond repair will be disposed of.</li> </ul>	2 (low)
Manual handling and lifting	Injury, strains and sprains	4 (Medium)	<ul style="list-style-type: none"> <li>• Volunteers to be advised of good manual handling techniques.</li> <li>• Ensure that volunteers only lift items to their own capability.</li> <li>• Use alternative methods to move heavy or large items – E.g trolley/ wheelbarrow.</li> <li>• Encourage multi lifting to reduce individual physical weight strain.</li> </ul>	<ul style="list-style-type: none"> <li>• Each person can lift or handle heavy objects within their own limits.</li> </ul>	2 (low)

Plants	Ingestion, allergic reaction, flicking branches, thorns and stings, eye	2 (low)	<ul style="list-style-type: none"> <li>• Control of poisonous plants through labelling.</li> <li>• Encourage gloves to be worn and hands washed.</li> <li>• Inform all children attending the garden of the plants in the garden and to check with an adult before eating anything found in the garden.</li> </ul>	<ul style="list-style-type: none"> <li>• Label clearly any poisonous plants eg Rhubarb leaves, digitalis (foxglove).</li> <li>• Update signs needed for any plants with toxic content.</li> </ul>	1 (low)
Soil and unintended animal manures from cats, dogs and foxes	Tetanus, E-coli, Leptospirosis (Weil's disease), toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil blowing into eyes	2 (low)	<ul style="list-style-type: none"> <li>• Check the garden during gardening sessions and remove any mess wearing gloves and disposing in an outdoor waste bin.</li> <li>• Wash hands after removal of waste.</li> <li>• Gloves to be worn when working with soil.</li> <li>• Hands are washed/ sanitised after gardening</li> </ul>	<ul style="list-style-type: none"> <li>• Continued checks and raised awareness for volunteers</li> <li>• Bathroom and sink facilities at Northfields Community Centre so volunteers have access to handwashing.</li> </ul>	1 (low)
Potting compost	Infection from airborne particles from dry compost	1 (low)	<ul style="list-style-type: none"> <li>• Compost is opened when needed and this is done by volunteers who will be made aware of risks of airborne particles.</li> <li>• The compost can be handled without gloves but anyone with a skin irritation or suppressed immune system must wear gloves.</li> <li>• Compost is used in a well-ventilated place.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to do what we do.</li> <li>• Bathroom and sink facilities at Northfields Community Centre so volunteers have access to handwashing.</li> </ul>	1 (low)

Handmade compost and composting, applying compost and mulching.	Airborne particles inhaled, vermin, flies, lifting and turning, adding lime solution	1 (low)	<ul style="list-style-type: none"> <li>• Gloves to be used when turning the compost and adding any composting additions such as lime.</li> <li>• Maximum of 2 people working on the compost pile at one time.</li> <li>• Avoid compost drying out.</li> <li>• Limited food waste is used to avoid flies and vermin.</li> <li>• Volunteers are supervised where appropriate.</li> <li>• Organic composting materials are used such as seaweed, worm juice and chicken manure pellets.</li> <li>• As our mulch, and compost is mainly leaves from in the garden it is not harmful and has very little risk.</li> <li>• Hand washing after mulching is advised.</li> </ul>	<ul style="list-style-type: none"> <li>• Further training where necessary</li> <li>• Bathroom and sink facilities at Northfields Community Centre so volunteers have access to handwashing. .</li> </ul>	1 (low)
Farmyard manure (horse/cattle)	Microbial contamination (potentially pathogenic)	2 (Low)	<ul style="list-style-type: none"> <li>• Instruct anyone working with farmyard manure to wear gloves and wash hands thoroughly after completion of task.</li> <li>• Ensure the manure is not too wet avoiding any splashback or too dry to avoid inhalation.</li> <li>• Use well-rotted manure</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to do what we do</li> <li>• Bathroom and sink facilities at Northfields Community Centre so volunteers have access to handwashing.</li> </ul>	1 (low)

Bees, wasps and insects	Stings, bites	2 (low)	<ul style="list-style-type: none"> <li>• Advise volunteers to bring their bite/sting relief cream for the individual to administer.</li> <li>• Dispose of any found nests when this poses a risk to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise volunteers more at risk to bring their own bite relief cream and epi-pens if necessary.</li> </ul>	1 (low)
Illness, accidents	Cuts, bruises, seizures, head injuries etc.	4 (medium)	<ul style="list-style-type: none"> <li>• At least 1 member on site with access to 1<sup>st</sup> aid kit. Ideally 1<sup>st</sup> Aid Trained.</li> <li>• Seek medical attention when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Renew 1st Aid qualifications when they expire.</li> <li>• Increased knowledge for both volunteers and members in the procedure for an accident or emergency.</li> </ul>	2 (low)
Water/hosepipe	Slips, trips, falls Drinking, washing hands, water borne infections	2 (low)	<ul style="list-style-type: none"> <li>• Collected rainwater is stored in a secured IBC and only used for watering the plants. Water from the IBC will not be sprayed out from a hose and watering cans will be used only.</li> <li>• We have access to a tap in the garage which supplies water suitable watering the outdoor plants, and is used for filling up watering cans.</li> <li>• No hoses will be used to decrease risk of legionella.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue doing what we are doing</li> <li>• Affix sign to IBC to advise watering can use only and no drinking.</li> </ul>	2 (low)


Weather	Sunburn, sunstroke, dehydration, hypothermia, slips and falls	2 (low)	<ul style="list-style-type: none"> <li>• Volunteers have access to the inside of the community centre to escape the heat and sun.</li> <li>• The community centre has access to drinking water so volunteers will be hydrated.</li> <li>• Advise the use of sun cream on sunny days.</li> <li>• All volunteers know their own limits and will not volunteer if weather is too cold or too hot.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to do what we are doing.</li> <li>• Cancel gardening sessions in cases of extreme weather or in cases of icy conditions.</li> </ul>	1 (low)
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Attendees shall only undertake activities they feel comfortable performing and should stop, seek assistance and/or go home if they feel unsafe at any time.

Assessment Prepared by		
Name.....Andy Skilton.....	Signature:.....Andrew Skilton.....	Date:.....16 November 2022.....
Assessment Approved by		
Name.....Rhiannon Barrow.....	Signature:.....R.Barrow.....	Date:....24/04/24.....

## Risk Evaluation Matrix



LIKELIHOOD 	1	2	3
1	<b>LOW</b> - 1 -	<b>LOW</b> - 2 -	<b>MEDIUM</b> - 3 -
2	<b>LOW</b> - 2 -	<b>MEDIUM</b> - 4 -	<b>HIGH</b> - 6 -
3	<b>MEDIUM</b> - 3 -	<b>HIGH</b> - 6 -	<b>HIGH</b> - 9 -