

Gardening Project - Risk Assessment Form

Start Date: **End Date:**

Lead Person:

Overview of the Project

A group of volunteers of varying ages and abilities who are taking part in a “Give a day to the City” between the above dates in **location**.

Volunteers will be advised to wear loose fitting, comfortable clothing and sturdy shoes on the day and also be prepared for all weathers e.g. sun hat, sun cream and waterproof clothing and accessories. Regular breaks will be taken and hydration maintained

Volunteers will be asked to sign in and given a thorough site induction. The Project Leader will be on site to ensure welfare facilities and health, safety and fire safety requirements are met at all times

No specialist equipment will be used unless the person using it has received training

Risk/Hazard Something with the potential to cause harm	Possible affects/harm Who/what may be affected/harmed and how	Current Measures Details of control measures already in place.	Any Further Action Needed? Details of any further action that may be needed.
Slipping, tripping and falling	Injury resulting in medical attention	The grounds will be checked prior to the volunteers coming on site. Volunteers advised to wear appropriate clothing and footwear for working in the grounds. Volunteer lead to provide continual assessment and supervision	Volunteers to be taken on a full walk around of the site before commencing activity.
Use of gardening equipment, machinery and electrical equipment	Injury resulting in medical attention Damage to Property	Volunteers to be given clear instruction by volunteer lead of how to carry out tasks using appropriate tools/equipment PPE to be provided (gardening gloves) Machinery is used at volunteers own risk and insurance	Demonstration by volunteer lead on the day for proper use of tools/equipment and continual supervision on the day. Training and supervision by volunteer lead each day.
Moving vehicles on site	Injury resulting in medical attention	5 mph speed limit Designated car parking spaces Volunteers to use designated walkways where possible	All staff notified that volunteers expected on site and that ground works are being undertaken between arranged times and asked to be extra vigilant when using the car park

Static vehicles on site	Damage to property	5 mph speed limit Designated car parking spaces Volunteers to use designated walkways where possible	N/A
Weather	Injury from effects of cold/hot weather	Appropriate clothing for weather conditions on the day. Sun cream advised if sunny.	Weather forecast checked day before the volunteers on site.
Moving and Handling	Injury resulting in medical attention	Volunteers notified of best practice when moving and handling items on site by Volunteer lead. Volunteers will only work on identified projects which are project managed by volunteer lead on each day. Wheel Barrows and PPE (gardening gloves) to be provided.	N/A
Welfare	Dehydration, infection control, toilet facilities, hand wash facilities	Toilet facilities Alcohol Gel Hand Washing facilities Water Refreshment provided/volunteers advised to provide own	N/A
Fire Safety	Injury/Death	Volunteers advised of Fire Safety procedures and where Fire Assembly points are located Volunteers to sign in and out	Volunteers to be taken on a full walk around of the site before commencing activity.