



**RISK ASSESSMENT FORM #UrbanHarvest2022**

Name of Garden:	Assessor(s):	Date:
Location:	Signature(s):	Date for Review:

**CORE ACTIVITIES**

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L <sup>1</sup>	C <sup>2</sup>	R <sup>3</sup>	
General (volunteer site maintenance)	Slips, trips, falls, accidents	Staff/Volunteers	Induction First aid kit Good housekeeping				Public Liability Insurance Keep site tidy and free from possible trip hazards (tools, etc)
	Broken bones	Staff/Volunteers	Induction First aid kit Good housekeeping Volunteers only to do activities/use equipment that they have done before or have been shown how to do safely				Public Liability Insurance Keep site tidy and free from possible trip hazards (tools, etc)
	Hazards from others	Staff/Volunteers	Volunteers informed of other activities taking place on site				
	Injury through mishap	Staff/Volunteers	Induction Practice good housekeeping Always use safe methods Always leave site in safe condition				
	Lone working	Staff/Volunteers	Induction				Public Liability Insurance

<b>L (Likelihood of Occurrence)<sup>1</sup></b> 1. negligible chance 2. little chance but could happen 3. may happen 4. likely to happen 5. almost inevitable	<b>C (Likely Consequences)<sup>2</sup></b> 1. Slight (cuts and bruises) 2. minor injury (under 3 day injury) 3. major injury (RIDDOR) 4. fatality 5. several fatalities	<b>R (Risk Rating)<sup>3</sup> = L x C</b> Key 1-4 acceptable risk 5-12 additional controls required 13-18 urgent attention required 18-25 unacceptable risk – cease activity
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			Staff/volunteers will not work alone				
	Fire	Staff/Volunteers	Induction (fire procedures)				Access to a mobile phone to call for emergency assistance if necessary
	Injury through accident with vehicles or heavy machinery	Staff/Volunteers	Induction First aid kit Raise awareness of other activities on-site				Public liability insurance Access to a mobile phone to call for emergency assistance if necessary
Digging/hoeing/ using heavy tools	Back/muscular strain	Staff/Volunteers	Induction/ ground rules Regular breaks taken Training given Use trolleys provided to transport materials				Public Liability Insurance Only trained staff/volunteers to carry-out task
	Blisters	Staff/Volunteers	Induction Gloves available (use recommended)				
	Splinters	Staff/Volunteers	Ensure tools are well maintained and that damaged tools are fixed/replaced Gloves available, use recommended				
	Drop heavy tool/material on foot	Staff/Volunteers	Induction/ ground rules First aid kit				

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Planting	Back/muscular strain	Volunteers	Induction Regular breaks taken Volunteers experienced Training/demonstration given if needed				Public Liability Insurance Training on correct posture for activity Those unable to bend/kneel on floor to work on raised beds
	Hurt knees	Volunteers	Induction Regular breaks taken Kneeling pads available (use recommended)				
	Infection in cuts	Volunteers	Induction Gloves available (use recommended) Recommend covering existing lacerations Wipes, gel and running water supplied for hand washing				
	Skin irritation	Volunteers	Induction Gloves available (use recommended) Ask about known allergies Wash affected area with water Wipes and gel supplied for hand washing				
	Contact with sharp edged tools	Volunteers	Induction First aid kit				Public Liability Insurance Supply gloves

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			Volunteers experienced Training on how to use and carry tools given if needed				Recommend appropriate clothing
	Cuts and bruises	Volunteers	Induction First aid kit Gloves available (use recommended) Recommend appropriate clothing (long sleeved tops, trousers etc)				
	Blisters/Splinters	Volunteers	Induction Gloves available (use recommended) Ensure tools are well maintained and that damaged tools are fixed/replaced				
Working outdoors	Sunburn, dehydration, heat stroke	Volunteers, staff	Induction				Recommend use of sun block and hats on sunny days, and give plenty of breaks for drinking water
	Hyperthermia	Volunteers, staff	Induction First aid kit				Recommend wearing appropriate clothing for cold/wet weather and taking breaks to go indoors and have a hot drink
	Insects: ill health, stings	Volunteers, Staff	Check work area for swarms or nest of wasps/ants/spiders etc. Be aware of any allergies				
	Abuse/aggression from members of the public	Volunteers, staff	Staff/volunteers will not work alone				

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			Event signage with information about activities taking place				
	Theft from site: tools, produce, equipment, personal belongings	Volunteers Staff	Volunteers responsible for all personal belongings Any money to be secured in a lockbox Tools to be locked in store				

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