**Big Dig Day – RISK ASSESSMENT FORM #GoodToGrowDay2021**

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| 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** |
|  |  |  |  | **L1** | **C2** | **R3** |  |
| General (volunteer site maintenance) | Slips, trips, falls, accidents | Staff/Volunteers | InductionFirst aid kitGood housekeeping |  |  |  | Public Liability InsuranceKeep site tidy and free from possible trip hazards (tools, etc) |
| Broken bones | Staff/Volunteers | InductionFirst aid kitGood housekeepingVolunteers only to do activities/use equipment that they have done before or have been shown how to do safely |  |  |  | Public Liability InsuranceKeep 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 | InductionPractice good housekeepingAlways use safe methodsAlways leave site in safe condition |  |  |  |  |
| Lone working | Staff/Volunteers | InductionStaff/volunteers will not work alone |  |  |  | Public Liability Insurance |
| 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 | InductionFirst aid kitRaise awareness of other activities on-site  |  |  |  | Public liability insuranceAccess to a mobile phone to call for emergency assistance if necessary |
| Digging/hoeing/using heavy tools | Back/muscular strain | Staff/Volunteers | Induction/ ground rulesRegular breaks takenTraining givenUse trolleys provided to transport materials |  |  |  | Public Liability InsuranceOnly trained staff/volunteers to carry-out task |
| Blisters | Staff/Volunteers | InductionGloves available (use recommended) |  |  |  |  |
| Splinters | Staff/Volunteers | Ensure tools are well maintained and that damaged tools are fixed/replacedGloves available, use recommended |  |  |  |  |
| Drop heavy tool/material on foot | Staff/Volunteers | Induction/ ground rulesFirst aid kit |  |  |  |  |
| Planting | Back/muscular strain | Volunteers | InductionRegular breaks takenVolunteers experienced Training/demonstration given if needed |  |  |  | Public Liability InsuranceTraining on correct posture for activityThose unable to bend/kneel on floor to work on raised beds |
| Hurt knees | Volunteers | InductionRegular breaks takenKneeling pads available (use recommended) |  |  |  |  |
| Infection in cuts | Volunteers | InductionGloves available (use recommended) Recommend covering existing lacerationsWipes, gel and running water supplied for hand washing |  |  |  |  |
| Skin irritation | Volunteers | InductionGloves available (use recommended) Ask about known allergiesWash affected area with waterWipes and gel supplied for hand washing |  |  |  |  |
| Contact with sharp edged tools | Volunteers | InductionFirst aid kitVolunteers experiencedTraining on how to use and carry tools given if needed |  |  |  | Public Liability InsuranceSupply glovesRecommend appropriate clothing |
| Cuts and bruises | Volunteers | InductionFirst aid kitGloves available (use recommended)Recommend appropriate clothing (long sleeved tops, trousers etc) |  |  |  |  |
| Blisters/Splinters | Volunteers | InductionGloves available (use recommended)Ensue 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 | InductionFirst 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 aloneBig Dig signage with information about activities taking place  |  |  |  |  |
| Theft from site: tools, produce, equipment, personal belongings | VolunteersStaff | Volunteers responsible for all personal belongings Any money to be secured in a lockboxTools to be locked in store  |  |  |  |  |