**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 | 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  Staff/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 | 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 |  |  |  |  |
| 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  Volunteers experienced  Training on how to use and carry tools given if needed |  |  |  | Public Liability Insurance  Supply gloves  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)  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 | 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  Big Dig 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 |  |  |  |  |