
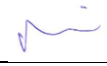












<b>Root &amp; Branch</b>	<b>Risk Assessment</b> In accordance the Management of Health and Safety Regulations 1999	Ref: RA27 Date: 25 Jul 17
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	<b>Task:</b>	<i>Garden &amp; Poly-tunnel for external groups</i>		<b>Location:</b>	<i>Root &amp; Branch</i>
	<b>Name of Assessor</b>	<i>S.R. Coombs</i>		<b>Name of Reviewer</b>	<i>Mark Wild</i>
	<b>Job Title</b>	<i>R &amp; B Health &amp; Safety Officer</i>		<b>Job Title</b>	<i>Trustee</i>
	<b>Signature</b>	<i>S Coombes</i>		<b>Signature</b>	
	<b>Persons Potentially at Risk</b>				
	<b>Operator</b>	<b>Other service users</b>	<b>Staff / Volunteers</b>	<b>Public /Other Contractors</b>	
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>		

Operative PPE requirements for this operation										
										
Safety Boots	Coveralls	Gloves	Eye Protection	Face Protection		Hearing Protection	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots	Hard Hats
<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>		<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>
<b>Specific PPE comments or requirement</b> Gloves, For use of strimmer's and mowers: safety boots, eye & face protection, hearing protection										

Estimated Level of Risk (Based on Maximum Risk Identified)		
<b>Low (1-4)</b>	<b>Medium (5-12)</b>	<b>High (13-25)</b>
<b>Yes</b>	<b>Yes, until properly trained</b>	

Emergency Details			
<b>Nearest A &amp; E:</b>	<i>Great Western Hospital Swindon</i>	<b>Telephone No:</b>	<b>01793 604020</b>
<b>First Aid:</b>	<i>First Aiders listed on board in lobby</i>	<i>First Aid Kit in Kitchen</i>	<i>Additional Kits in Forge and Wood Shop</i>

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Defective Equipment	Defective equipment presents a risk of injury	3	3	9	<b>Lead member of staff to ensure that before use,</b> 1. Volunteers to carry out a visual and physical, <i>implement to handle security</i> safety check. 2. Garden wheelbarrows and trolleys to be checked for security of handles and wheel-ability, prior to loading and using. <b>If defects are found then the, tool/ wheelbarrow is not to be used, but to be taken to garden activity supervisor immediately.</b>	1	4	3	Refer to specific risk assessments for strimmer's and mowers.
Manual Handling	Risk of injury & Muscle strain From lifting heavy items, such as large plant pots, paving slabs and over laden wheelbarrows. Heavy digging can lead to muscle strain and friction blisters to hands.	2	3	6	Lead member of staff to recommended safe lifting techniques <b>Emphasis to be given "If concerned in any way" then ask for assistance</b> Wheelbarrows and trolleys Must Not be overloaded, Emphasis to be given to <b>"Two Trips of a half load, are safer and easier than one over laden one"</b> When carrying out heavy digging, that if they feel <b>any strain or pain</b> , that they should stop immediately. When heavy digging a 15 minute break should be taken after every 30 minute digging session.	1	3	3	
Slip, Trip and Fall	Risk of injury associated with slip, trip and fall. Un-even pathways and wet weather conditions can prove extremely hazardous.	3	4	12	Garden activity leader to walk all garden pathways each week and resolve or report any deficiencies to the centre manager, who will assign our hard landscape specialist to countermeasure any concern points. Gardeners should wear sturdy and "grippy" footwear. In adverse weather conditions, the garden activity leader should assign service user jobs that avoid known slippery areas.	1	4	4	

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Cuts and Scratches	There is a risk of injury from cuts and scratches, that could then become infected leading to even more serious illness	4	4	16	Volunteer groups advised to wear gloves whenever possible, and that if they sustain a cut or nasty scratch, then they should have our first aider clean and treat it. First aid kit available	1	4	4	Recommend that we supply surgeon-type disposable vinyl gloves.
Sunburn or Sunstroke	Throughout the spring and summer season, staff, volunteers and service users, could be at risk of injury from exposure to the sun, such as sunburn or sun stroke	4	4	16	Staff and volunteers strongly advised to regularly apply sun cream/lotion and wear a sun hat – which will be provided by R & B.	1	4	4	
Germs & Soil Bourne Diseases	There is a risk of illness from cuts and scratches, that could then become infected leading to even more serious illness	4	4	16	Volunteer groups advised to wear gloves whenever possible, and that if they sustain a cut or nasty scratch, then they should have our first aider clean and treat it. Staff and volunteers should wash hands thoroughly prior to eating and drinking.	1	4	4	
Fire	There is a risk of injury or death should a fire occur in one of the buildings	2	5	10	All volunteers should sign in /out prior to and after the gardening session. Lead staff member should explain the fire escape procedure prior to starting the session. Lead staff member to demonstrate the sound of the fire bell prior to the start of the session.	1	4	4	

Signed on behalf of Root and Branch:

Date:

Signed on Behalf of (name of external group):

Date: