



Morfa Gateway RISK ASSESSMENTS.

*This document has been adapted from the document produced the RJS Campaign for School Gardening and the Royal Horticulture Society.
The guidance may apply to, and should be available to, all participating individuals.*

PRESTATYN

RISK ASSESSMENT GUIDANCE FOR GARDENING AND CARRYING OUT GARDENING RELATED TASKS AT THE MORFA GATEWAY PROJECT AND COMMUNITY SPACES.

Members, volunteers and visitors to be:

- Made aware that they should be aware of each other's safety and what others are always doing around them, indeed they have a duty of care to each other.
- Always warned to secure personal belongings.
- Asked to keep work area tidy to prevent trips and falls,
- Asked to use a tool depot for tools not in use so these are stored safely in one place and out of the way during work.
- Told to maintain a safe working distance - two tools lengths plus two arms lengths from the nearest person.
- Told to alert an overseer of anything they find that is potentially dangerous.
- Told to discuss allergies (especially insect stings) and possible health issues relating to the work with a Core Group member to evaluate risk and controls to put in place.

At one-day events where volunteers and visitors are working in the spaces, a full tools use and safety talk will be given at the start of the day.

They will be informed at the start of the day of hand washing facilities, toilet arrangements etc. See Risk Assessment Sheets for detailed assessment.

Morfa Gateway Project wishes to encourage children to garden and to appreciate nature - children are the future and nature is the greatest teacher. As such Morfa Gateway Project has not written a policy banning the climbing of trees, paddling in streams, building structures, collecting berries, lighting fires etc. There is however a risk involved with such activities and the level of risk will vary with each child's abilities, nature, experience and mood. It must therefore be up to the child's parents or guardians to gain an understanding of the risks involved and to decide on what each child may or may not do. It is also up to others to respect the parent or guardian's wishes to a certain extent whilst maintaining an eye out for neglectful guardianship.

Hazard	Risk	Who is at Risk	Controls in Place/Action Required	Check by Ticking
Animal manures	Microbial contamination (potentially pathogenic)	Coordinators, volunteer helpers	If working with manures, wear gloves. Wash hands thoroughly in tap water at the completion of the task.	x
Bees, wasps and Insects	Stings	Coordinators, volunteer helpers	These are natural inhabitants of the garden and pose no risk unless provoked. Team leader must be aware of any person who is allergic to specific insects. Seek first aid if stung. Volunteers to be on the lookout for nesting creatures. If a nest is discovered, it should be reported to the team leader.	x
Chemicals used in the garden	Inhalation, skin or eye contact.	Coordinators, volunteer helpers, passers-by	Adopt environmentally sensitive approach to garden i.e. garden without the use of chemicals. If used, chemicals to be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. Where is it is deemed necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out	x
Climbing	Falling	Children and volunteers	Adequate supervision and instructed not to climb objects in the garden unless they have specific permission from their parent or guardian	x
Composting	Airborne particles Flies Vermin Lifting/ Turning	Coordinators, volunteer helpers	Avoid turning compost heaps when others are around. Consider keeping as cold heaps. Adults only to turn heaps when others are not present, adults must wear face mask and gloves to do this. Avoid putting cooked food into compost heaps	x
Fire	Dangers from heat, smoke and fire	Coordinators, volunteer helpers	Emergency evacuation procedures to be in place and understood by all participants. Emergency exits to be kept clear at all times. Assembly point identified and all participants aware of it. Bonfires should always have a team leader in charge of them. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of the day.	x
Infection	Various	Coordinators, volunteer helpers	Everyone to wash their hands after touching plants or soil/compost and before handling food and drink. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. Stout footwear to be worn. All members should have up to date Tetanus immunisation. Be aware of Tetanus and Leptospirosis symptoms and dangers, there is a sheet explaining these attached. If sharp objects such as needles are found volunteers told not to handle but to alert team leader.	x

Hazard	Risk	Who is at Risk	Controls in Place/Action Required	Check by Ticking
Lifting	Injury, strain.	Coordinators, volunteer helpers	People are not to lift heavy objects or to overfill wheelbarrows where in use.	x
Mulching	Airborne particles Fungi Turning	Coordinators, volunteer helpers	Buy organic mulch materials in bags from a reputable source or use a weed suppressant such as mypex. Alternatively, use shredded paper, layers of cardboard or home-made compost. Reduce risk of air borne particles by wetting loose mulch materials before applying.	x
Plant supports	Damage to the eye	Coordinators, volunteer helpers	People to be made aware of hazard and to take care when leaning over beds. Cane toppers to be used where cane height less than 1.8m high.	x
Plants	Ingestion, allergic reactions, poisonous, flicking branches, falling branches, thorns and stings.	Coordinators, volunteer helpers	Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. When tasting garden produce, all produce and hands should be washed in tap water (not water butts) before eating. Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. Label any potentially poisonous plants e.g. rhubarb. Tell children not to eat anything without checking with an adult. Volunteers to use dust masks if they are allergic to plants. Volunteers to wear eye protection if possible when working in bushes, otherwise be aware of flicking branches. Venue supervisor to make volunteers aware of any poisonous, stinging and thorny plants and fungi. Volunteers to be made aware where there is the possibility of falling debris from trees and shrubs.	x
Running children	Slips, trips and falls	Children	Children adequately supervised and instructed not to run or play running games in the garden.	x
Traffic	Injury from vehicles	Children	If there is open access to roads, small children to be constantly supervised and kept away from roads.	x
Soil	Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes	Coordinators, volunteer helpers	Check whether or not people have had tetanus inoculation before sessions start. Hands must be thoroughly washed at the end of each session and especially before eating food/ drinking. Check garden before session and remove any animal mess whilst wearing gloves. Bury/dispose of mess away from the garden and wash trowel and hands afterwards. Gloves to be worn when working with the soil. Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session. If someone has skin irritations e.g. eczema, or cuts/abrasions, or is likely to have a suppressed immune system, then disposable gloves should be worn.	x

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			<p>Bags of compost or potting media should be opened with the head away from the opening as far as practically possible.</p> <p>Moisten dry compost/potting media before using.</p> <p>Avoid storing compost/potting media in greenhouses or other warm places.</p> <p>Avoid using loose compost and digging/ raking soil in dry and windy conditions.</p> <p>Compost heaps – see composting below</p>	
Tools	Injury, trips and falls. Cuts and getting hit.	Coordinators, volunteer helpers	<p>Tools correctly maintained to be safe to use. Children to only use tools when instructed to do so. At start of each session tool safety to be embedded. Training to be given for all sharp tools to be used e.g. loppers, secateurs etc. Garden forks and spades to be used with care, particularly avoiding feet of user and those around. These should not be used with force as levers when digging. Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall. If swinging tools no gloves should be worn unless other hazards are greater. This type of work requires a distance of 20 meters between people. Great care should be taken when using swinging tools in the wet and their use may need to be suspended.</p> <p>Volunteers should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over.</p> <p>All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for use by children.</p> <p>'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session.</p> <p>Ensure adequate working space for people when they are working around garden beds.</p>	x
Water	Slips, trips, falls	Coordinators, volunteer helpers	<p>Children shown how to correctly water plants to avoid soaking pathways. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. Working procedures should be designed to keep water spillages and run off to a minimum</p>	x
Water Butts, Hoses and ponds/water courses	Drinking Washing Hands Water borne bugs/ infections Drowning	Coordinators, volunteer helpers	<p>Water butts must have child proof, locked lids and should be firmly secured on a stable surface.</p> <p>Children must not wash their hands or wash garden produce to eat with water from the butts.</p> <p>When using water from the butts for watering then people must wash their hands afterwards.</p>	x

Hazard	Risk	Who is at Risk	Controls in Place/Action Required	Check by Ticking
			<p>Water butts should be emptied and scrubbed out once a year. This job should be carried out by an adult with gloves and face mask.</p> <p>Water butts to be kept in cool position as far as practically possible.</p> <p>If not, consideration to be given to insulation or light reflecting paint.</p> <p>Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella)</p> <p>If there are ponds or water courses, small children must be supervised closely at all times and older children.</p>	
Weather	<p>Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.</p>	Coordinators, volunteer helpers	<p>Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible.</p> <p>Everyone to apply own sun-cream and wear hats. Supply of sunscreen available for those that have forgotten it.</p> <p>In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimise risk of slipping. For children, no running to, from and within the area. Wear appropriate footwear.</p> <p>Avoid using loose compost and digging/ raking soil in windy conditions.</p>	
Weather (flooding)	Potential (pathogenic) microbial contamination		<p>If gardens become flooded and waterlogged do not harvest crops from these areas for consumption, and relocate garden in un-flooded area.</p> <p>Do not grow crops in flooded area for at least 2 years after the flood.</p>	

Site Assessment Form

Date		Group		Organising group representative (sign & initial)	
Site conditions?			Weather conditions?		
Trip hazards?			Animal Mess?		
Tool count			Condition of tools?		
Other potential risks:					

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