

# Risk Assessment Sheet

Site: Stammer allotment and 'Wilderness' area  
Activity: Group sessions

Risk assessed by: Jess Bayley, Jo Dempster  
Date: (revised) 23/02/2021

What are the hazards?	Who might be harmed and how?	Risk (High, Medium, Low)	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Completed?
<b>Garden tools</b>	Client gardeners/ volunteers/ staff.  Injury through negligent use of tools.	Low	Alert users to appropriate behaviour in working environment.  Appropriate use of tools. Instruct all users in correct use of tools to ensure people understand how to hold, carry and use all the tools and equipment used in the sessions.	Be alert to bad practice.  Observation of clients use of tools	Staff and volunteers.	Every session.	Ongoing.

<b>Sharp blades</b>	Client gardeners/ volunteers/ staff.  Negligent use of tools such as axe, knives, secateurs and scythes leading to cuts and serious injury.	Medium	Alert users to potential dangers of using bladed tools. Advise awareness and appropriate behaviours.  Equipment maintained and stored safely.	Close observation of users' behaviour when using bladed tools and implements for sharpening.	Staff and volunteers.	Every session.	Ongoing.
<b>Fire</b>	Client gardeners/ volunteers/ staff.  Negligence around fire pit.	Medium	Alert and advise users on appropriate activity and behaviour around fire.  We keep a clear space free from equipment or undergrowth around the fire area.	Be alert and vigilant when fire is being used.  All users to know where the water water point is.  A Bucket to be kept close to fire pit when fire is lit.	Staff and volunteers.	Every session.	Ongoing.
<b>Track next to allotment.</b>	Client gardeners/ volunteers/ staff.  Negligence to traffic on track.	Low	Alert users to potential traffic and advise awareness.	Be alert and vigilant to proximity of users to track and use of track by traffic.	Staff and volunteers.	Every session.	Ongoing.

<b>Toxic plants</b>	Client gardeners/ volunteers/ staff.  Ingestion of toxic plants leading to allergic reaction or poisoning.	Low	Alert users to toxic plants.  Policy of nil by mouth except plants grown in the allotment or positively identified by staff.	Be alert and vigilant to users eating habits and potential threats.	Staff and volunteers.	Every session.	Ongoing.
<b>Pond</b>	Client gardeners/ volunteers/ staff.  Drowning or ingestion of water.	Low	Alert users to potential dangers.  Advise awareness around pond.	Be alert and vigilant to users proximity and awareness of pond.	Staff and volunteers.	Every session.	Ongoing.
<b>Trip Hazards</b>	Client gardeners/ volunteers/ staff.  Multiple objects on ground to trip over.	Medium	Alert users to potential trip hazards and advise appropriate behaviour in working environment.  Ensure participants are wearing appropriate footwear.	Be alert and vigilant to users behaviours in proximity to trip hazards and any mobility issues.	Staff and volunteers.	Every session.	Ongoing.

<b>Falling dead wood.</b>	Client gardeners/ volunteers/ staff.  Concussion and head injury from falling materials.	Low	Alert users to potential hazards.	Staff to regularly examine plots to check for dangerous overhanging material.	Staff and volunteers.	Every session. Particular vigilance during or after windy conditions.	Ongoing.
<b>Brambles and branches.</b>	Client gardeners/ volunteers/ staff.  Cuts, trips and eye injuries.	Low	Alert users to potential hazards.	Cut back growth on frequently used paths.	Staff and volunteers.	Every session.	Ongoing.
<b>Stinging insects.</b>	Client gardeners/ volunteers/ staff.  .	Low	Ensure any allergic reactions and what action to take in an emergency are detailed in volunteer induction form.	Staff to remain vigilant and aware especially with people with known allergic reactions.	Staff and volunteers.	Every session.	Ongoing.
<b>Inclement</b>	Client gardeners/	Low	Alert users to	Staff and volunteers remain	Staff and	Every session.	Ongoing.

<b>weather</b>	volunteers/ staff.  Slips, hypothermia, sunburn, sunstroke.		potential hazards.  Dynamic assessment of weather condition throughout the session. Session terminated if conditions deteriorate sufficiently.  Sun cream carried. Water provided.	vigilant to conditions and ensure that users wear appropriate clothes.	volunteers.		
<b>Heavy lifting</b>	Client gardeners/ volunteers/ staff.  Injury due to unsafe lifting.	Low	Ensure that users follow safe lifting techniques (outlined in safe lifting policy).	Staff and volunteers remain vigilant to alert users to potential hazards.	Staff and volunteers.	Every session.	Ongoing.



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# Health and Safety Policy

The purpose of this policy is to provide guidelines to ensure that risks to all those participating in the Centre for Ecotherapy's activities, in whatever role, are minimised as far as is practicable. There is a degree of risk in many activities and to prevent it completely is impossible and undesirable. The Centre for Ecotherapy believes that people learn, develop and mature when taking part in activities that challenge them and which sometime involve taking risks. Through exposure to these activities (such as fire lighting and cutting trees) people can increase their risk competence, developing skills to assess and manage risks, according to their age and ability. However what risk there is in a session will be thought about conscientiously and minimised where possible. Weighing up the risks and benefits will be achieved through using ongoing, relevant, dynamic assessments and active supervision in all sessions.

As well as the general guidelines outlined in this policy, specific procedures have been developed around fire, tool use and heavy lifting.

In general we will seek to:

- Monitor and control health and safety risks arising from our activities
- Be informed, through consultation with clients, volunteers, staff and others, about anything that may affect their personal health and safety
- Provide and maintain safe facilities, equipment and working conditions
- Provide information, training and supervision for employees and volunteers
- Minimise accidents and cases of work related ill-health
- Review and revise this policy at regular intervals

Specifically we will ensure that:

- An appropriate first aid kit and trained first aider will be available on site at all times.
- The Centre for Ecotherapy site, and all activities, are risk assessed by a competent person on a regular basis.
- New activities are reviewed with the group at the beginning of the day to ensure that everyone is aware of the potential hazards and risks and what they can do to minimise them.
- Accidents are recorded using the Accident Report Book. Accident books will be reviewed on a quarterly basis. Near misses are also recorded.
- Volunteers, when necessary, will receive training in Health and Safety.

Staff, volunteers and clients of the Centre for Ecotherapy should, at all times:

- Follow safety procedures.
- Exercise awareness, alertness, self control and common-sense.
- Be mindful of their own safety and the safety of others.
- Report promptly any hazards, equipment defects and health/safety concerns they may have.

Disciplinary procedures will be applied to staff, volunteers and participants who breach these guidelines.

## **Responsibilities**

Overall and final responsibility for health and safety is the responsibility of the Appointed Health and Safety Officer.

Day-to-day responsibility for ensuring the policy is followed is delegated to the Project/Activity Co-ordinator.

To ensure health and safety is maintained/ improved, the following people have responsibility for the following areas:

- Risk will be assessed by the Project/Activity Co-ordinator.

- The findings of the risk assessments will be reported to the management team.
- Action required to remove/control risks will be agreed by the management team.
- Project/Activity Co-ordinator will be responsible for ensuring the required action is implemented and recorded as completed.
- Risk assessments will be reviewed every 6 months or when the activity changes, whichever is soonest.

Written and approved by: Bayley and Dempster  
The Centre for Ecotherapy, January 2021.