

Health & Safety Risk Assessment

Organisation name: Lindengate
Risk Assessment No: LG0015
Activity: Covid – 19 updated Hort and Site
Activity Description: Overview of potential hazards for day-to-day site activities. Certain tasks have a specific Risk Assessment.
Those affected: Gardeners (G), Volunteers (V), Staff (S), Visitors (Vs)
Date: 27/10/2020

DISCLAIMER: This risk assessment is to be used as a guidance document to inform any staff and volunteer work that may be carried out during the outbreak of Covid-19. Currently, in accordance to government guidelines we can accommodate groups up to 15 people adhering to social distancing and hand hygiene and use of face mask guidelines. As staff/ volunteer/gardener group, please read and review the below and adjust to your needs to help keep you safe whilst working/volunteering during the Covid-19 outbreak. Those who are clinically extremely vulnerable should not engage in site activities.

Risk assessment guidelines links to existing policies and guidelines:

Safeguarding Vulnerable Adults, First Aid policy and Covid-19 procedures and hand washing protocol, GDPR, public liability insurance, Rest & Reflect Site Health & Safety during Covid-19 pandemic Risk Assessment, COVID-19: Guidance for Green Programme Participants

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
SLIPS, TRIPS & FALLS Ground on site is uneven.	G/V/S/Vs may be injured if they fall or trip.	First Aid kit available with basic supplies to treat any minor injuries and Emergency First aider always available. See First Aid policy for Covid -19 update Non slip materials used where appropriate and additional signage in key areas. Installation of new pathways commenced May 2016	Brief at the start of each Activity session.	Session Leader	Each session
TRIP HAZARD Object or tools left unattended.	G/V/S/Vs may be injured if they fall or trip over an object.	First Aid kit available with basic supplies to treat any minor injuries and Emergency First Aider always available. Regular checks for hazards at the end of each day. Cones, signage and Harris Fencing used for no access activities. See First Aid policy for Covid -19 update	Brief at the start of each Site Activity Session.	Session Leader/Hort & Site Manager	Each session
CUTS & INFECTION Tools.	G/V/S may be injured if tool is used incorrectly or inappropriately.	G/V/S only to use tools familiar to them or following specific training. First Aid kits available+ Emergency First Aider. See First Aid policy for Covid -19 update	Brief at start of each session on safe use of tools. Daily reminders to clean tools after use and store safely	Session Leader and/or Hort & Site Manager.	Each session/as necessary.

Lindengate Health & Safety Risk Assessment

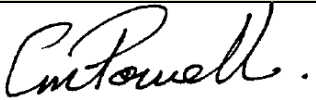

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
CUTS & INFECTION Pruning.	G/V/S may be injured protruding branches from hedges and shrubs.	Basic induction on safe use of tools, gloves to be worn and safety glasses to be available as required. First Aid kits available and Emergency First Aider. See First Aid policy for Covid -19 update	Brief at start of each session on safe use of tools.	Session Leader and/or Hort & Site Manager.	Each session/as necessary
CUTS & INFECTION Digging, planting.	G/V/S may be injured using hand tools when digging, planting or potting on.	Basic induction on safe use of tools, gloves to be worn if appropriate and safety glasses to be available as required. First Aid kits available and Emergency First Aider. See First Aid policy for Covid -19 update	Brief at start of each session on safe use of tools.	Session Leader and/or Hort & Site. Manager.	Each session/as necessary.
LIFTING Heavy objects.	G/V/S may be injured if they lift or move heavy objects such as bags or equipment.	Using equipment to move any heavy objects, such as wheelbarrow or sack trolley.	Brief at the start of each session not to lift heavy objects and to call for advice.	Session Leader and/or Hort & Site Manager.	Each session
COOKING Cuts burns and infections/ allergic reactions	G/V/S/Vs may be injured whilst cooking or eating	CURRENTLY NO ACCESS TO KITCHEN AREA FOR G/V DURING THE COVID-19 PANDEMIC POST COVID-19 :Access to kitchen limited to 2 people at any one time. All safety notices clearly on display. No cooking or preparation done by Gardeners without trained supervision. Area regularly cleaned and separate hand washing facilities available. Trained Food Hygiene staff on site. All G and V asked about allergies on starting and legislative disclaimer notices on display Any sharp knives etc are locked away and oven and hob turned off at isolation switch unless in use. All items cleaned in a dishwasher	Temperature in fridge/freezer regularly monitored No outer layer clothing/muddy boots in kitchen policy	Session Leader and/or staff	
BONFIRE Burn injuries Uncontrolled fire	All	Provide fire retardant gloves for the leader. Close supervision by staff. Group size kept small. Access to running water to treat burns. First aid kit available and trained first aider in attendance. Water available to extinguish fire. Fires to be kept small for the purposes of demonstration. Debris and leaf litter to be cleared around fire sites. Use paving slabs for base of fires. Fires extinguishes and water applied after the event. Use fire pit for main camp fire. Locate seating at safe distance from the fire. Constant monitoring of fire.	Participants briefed on hazards and rules of working with fire e.g. always face the fire and no hands in the fire	Session leader and/or staff.	Each session when fire to be lit or is already alight.

Lindengate Health & Safety Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
TEMPERATURE Weather.	All - Sun and heat could cause dehydration, sunburn. Wet weather likely to make situation more hazardous	Site clearing sessions will be cancelled in the event of rain. Shade and drinking water provided. Regular breaks. Encourage use and provide sunscreen. No activity in polytunnels when hot	Site activities cancelled if heavy rain. Portakabin and poly tunnels available for cover and drinks provided. Outside shade areas planned for construction	Session Leader and/or Hort & Site. Manager.	Each session
WORKING AT HEIGHT Small ladders.	S/V. Hanging pots or repairing equipment (such as irrigation or poly tunnel repairs).	Restricted to authorised Volunteers or Staff – no Gardeners.	Restricted to authorised persons. Regular checks on equipment to ensure in good working order	Hort & Site. Manager and/or designated Vols.	As necessary.
COSHH Paints, varnishes and adhesives	G/V/S if spillage occurs or inappropriate tools are used or skin or eye irritants	G only to use if under skilled supervision. Suitable PPE to be worn and all paints used are non- toxic where possible. All materials cleaned and put away at end of each session	Correct behaviour and methods when dealing with such products briefed at beginning of each session. All products kept separately away from Gardeners access	Hort & Site Manager	As Necessary
FIRE/BURNS Bonfires.	S/V.	Occasional bonfires supervised and at safe distance from other activities and access routes..	Monitored by 2 people at all times.	Hort & Site Manager.	As necessary
POISONOUS PLANTS Sickness or irritation	G/V/S/Vs. Possible allergic reaction or sickness if consumed or in some cases touched	No purchases of known poisonous plants and training to build awareness of likely wild plants that might be on site. Removal of any known culprits Emergency First Aiders and First Aid Kits on site	Notices to train and build awareness.	Hort and Site Manager and Session leaders	As necessary
Ponds – Risk of drowning	All but in particular young children, the elderly and non-swimmers	Areas cordoned off and only entered under supervision. Notices warning of risk in all areas Lifebuoys with floating lines where necessary No loan working when around water's edge Life jackets and safety lines used when working on banks All instructions include reminder of safety measures	Constantly remind people of the dangers Update the risk assessment as and when pond develops – eg dipping pontoons are added Additional perimeter planting and gated entrance to island on plan Purchase of Lindengate's own life jackets	ALL	As soon as can be funded
Ponds – risk of infection and in particular leptospirosis and weils	All who come in contact with the water or related materials plants etc	Anyone who has contact with water washes hands afterwards People with cuts or abrasions have to wear plastic gloves and cover wounds with plasters	Constantly remind people of the risk Put up notices to ensure that all area aware of procedures	Site Team	ASAP
Ponds – overhanging branches, steep banks and silt	Unsupervised Gardeners or children and those working on the pond banks and Therapy Dog	All materials used around the banks are well secured. Gardeners and Children supervised at all times Only those with the skills to be allowed to work in more difficult areas.	Constantly ensure that banks are secure and maintained. Be aware of potential risk when adding or removing materials Constant reminders of need to be cautious	Site Team and Support Volunteers	ongoing

Lindengate Health & Safety Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
Ponds - Ice	Unsupervised Gardeners or children and those working on the pond banks and Therapy Dog	Notices warning of hazard to be put up during cold season Additional barriers to be put in place as needed	Constant reminders of hazard	ALL	Ongoing
Giants Armchair – slips and trips	Anyone who climbs on it	No unauthorised person goes on it unless supervised Particularly no access when it is wet as more slippery Access only when wearing suitable footwear and only if able bodied enough	Notices to warn people of the hazard Constant supervision of those more vulnerable	ALL and Site staff	ASAP
Insects bites and stings	ALL	Warning notices in all areas. Main Bee area padlocked and cordoned off, Full instructions in all first aid kits on how to deal with a sting or bite. Appropriate PPE used at all times. Up to date lists of those who have issues with stings and bits kept in office	Constant reminders to be given and new volunteers/staff and Gardeners to be briefed	CP	Ongoing

	Name:	Signature:	Role:	Date:
Completed by:	Charlie Powell		General Site Manager	12/10/2019
	Charlie Powell		General Site Manager	27/10/2020