

# Health and Safety Risk Assessment

<b>Chairman/ Senior Director: Gerry Robbins</b>		<b>has overall and final responsibility for health and safety</b>
<b>Lead Gardeners: John Whitlock &amp; Ray Beard</b>		<b>have day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of : Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent <b>accidents</b> and cases of work-related ill health by managing the health and safety risks in the workplace.	John Whitlock & Ray Beard	<ul style="list-style-type: none"> <li>• Inspect general work areas and keep tools in tidy manner.</li> <li>• Making volunteers aware of any possible trip hazards.</li> <li>• Clearing snags as they become apparent.</li> <li>• Rules are displayed in the Potting Shed and Allotment areas.</li> <li>• A G&amp;F Handbook is available to all volunteers which includes a Health &amp; Safety section.</li> <li>• No work to be undertaken at heights in excess of 2m or below 1m depth.</li> <li>• Suggesting volunteers check their tetanus injections are up to date.</li> <li>• Rest breaks are taken regularly. Refreshments are served typically every two hours.</li> <li>• Some of the volunteers are First Aider trained. A list is in the potting shed.</li> <li>• First Aid box is available in the Potting Shed.</li> <li>• A Defibrillator is available in the Potting Shed.</li> <li>• Ask new volunteers to make us aware of any limitations to work they are prepared to undertake.</li> <li>• Ask volunteers to make us aware of relevant allergies, e.g. food stuffs and plants.</li> <li>• All volunteers to complete a Skills Form annually or if material changes in circumstances.</li> </ul>
Provide clear <b>instructions and information</b> , and adequate training, to ensure employees, volunteers and other volunteers are competent to do their work.	John Whitlock, Ray Beard & Beverly Nash	<ul style="list-style-type: none"> <li>• Giving induction talk and walk work areas to new volunteers.</li> <li>• Discuss new arrangement in garden at start of working day or break-times as required.</li> <li>• Rules are displayed in the Potting Shed and Allotment areas.</li> <li>• A G&amp;F Handbook is available to all volunteers which includes a Health &amp; Safety section.</li> </ul>
Engage and consult with all on <b>day-to-day health and safety</b> conditions.	John Whitlock & Ray Beard	<ul style="list-style-type: none"> <li>• Discuss new arrangement in garden at start or 'break-times' e.g. tea or lunch, as required.</li> </ul>

# Health and Safety Risk Assessment

Statement of general policy	Responsibility of: Name/ Title	Action/Arrangements (What are you going to do?)
Implement <b>emergency procedures</b> – evacuation in case of fire or other significant incident.	John Whitlock & Ray Beard	<ul style="list-style-type: none"> <li>• Ring the bell or whistle to evacuate to carpark safe area.</li> <li>• Fire extinguishers are available in the Potting Shed and the Kitchen and are serviced annually by a local company.</li> <li>• Evacuation procedures are on the wall of the Potting Shed.</li> </ul>
Maintain safe and healthy working conditions, provide and maintain <b>plant, equipment and machinery</b> , and ensure safe storage/use of substances.	John Whitlock & Ray Beard	<ul style="list-style-type: none"> <li>• Inspect and report issues to be resolved in a timely manner.</li> <li>• Chainsaws not allowed to be used in the garden as per garden rules.</li> <li>• Rules are displayed in the Potting Shed and Allotment areas.</li> <li>• People are not to approach machinery operators whilst machine is in use – wait until a break in activity.</li> </ul>
Maintain safe and healthy working conditions, associated with the <b>Garden Wall</b> – Designated Wall Team.	Robert Treble	<ul style="list-style-type: none"> <li>• Inspect and report issues to responsible senior management all be resolved in a timely manner.</li> <li>• A set restraining structures have been agreed with the National Trust Rural and Buildings Surveyors and installed to ensure the Wall is safe where required.</li> <li>• Monitoring of movement of the wall is in place and checked regularly.</li> <li>• Further restraining structures are in plan to be fitted when required.</li> </ul>
Procedures relating to <b>burning</b> materials and bonfires.	All Volunteers	<ul style="list-style-type: none"> <li>• Rules are displayed in the Potting Shed and Allotment areas. These include insurance constraints i.e.</li> <li>• Minimum Standards:               <ul style="list-style-type: none"> <li>• fires shall be lit at least 20 metres away from any building or structure or of any material which is combustible or susceptible to damage by heat or smoke.</li> <li>• suitable fire extinguishing appliances shall be kept available for immediate use at the point of work.</li> <li>• every fire will be attended and properly supervised when lit and for the period of not less than one hour after burning has been completed.</li> <li>• No fire shall be lit unless permitted by local or national law or regulation.</li> <li>• A fixed site outside the wall will be used as a safe site for the bonfire.</li> </ul> </li> </ul>

# Health and Safety Risk Assessment

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Ensure procedures are in place when <b>lifting heavy items.</b>	All Volunteers	<ul style="list-style-type: none"> <li>The G&amp;F Handbook is available to all volunteers which includes a Health &amp; Safety section on Lifting.</li> <li>Ask new volunteers to make us aware of any limitations to work they are prepared to undertake.</li> <li>Allot sufficient people to task. Use wheelbarrows to transport heavy items.</li> </ul>	
Prevent health hazards related to use of <b>chemicals.</b>	All Volunteers	<ul style="list-style-type: none"> <li>No chemicals covered by the H&amp;S at Work Act CoSHH Regulations are allowed to be used in the garden.</li> <li>Garden adheres to principles where use of chemicals is limited as far as possible.</li> </ul>	
Children under 14 years	John Whitlock, Ray Beard & Beverly Nash	Children under 14 years should be directly supervised at all times whilst in the garden on a one- to-one basis by their parent or other adult designated by their parent to act in ' <i>loco parentis</i> ' i.e. with a duty of promoting the safety and welfare of the child in their care. The parent or designated adult will be required to undergo induction as provided for all new members but with emphasis on the particular risks to children and need for continuous supervision.	
Ad hoc visits by children	John Whitlock, Ray Beard	Children visiting the garden on an ad hoc basis should be supervised at all times by their parent or other adult designated by their parent to act in ' <i>loco parentis</i> ' i.e. with a duty of promoting the safety and welfare of the child in their care.	
The total number of children in the Garden	John Whitlock, Ray Beard	The total number of children allowed in the garden at any one time will be at the discretion of the head gardener or the person so designated.	

# Health and Safety Risk Assessment

## Relevant Documents

Health and safety law poster is displayed	Potting Shed
First-aid box is located:	Potting Shed
Accident book is located:	Potting Shed
G&F Handbook inc Health & Safety details	Potting Shed
G&F Garden Rules	Potting Shed
First Aider trained Volunteer list	Potting Shed

# Health and Safety Risk Assessment

## Hazards and Risk Assessment

This risk assessment has been drafted to define what is expected in the garden. We have looked at how this might apply to the garden and how to control these risks. We have also identified the hazards associated with the West and North Walls.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All work to be carried out in day-light hours. Volunteers keep pathways and work areas clear and in a tidy state.	Better housekeeping in kitchen needed, eg on spills.  All volunteers to continue to move bricks, sticks etc. throughout the garden to ensure safety.	All volunteers and Directors to monitor and report to Lead Gardener.	Ongoing from this interim risk assessment.	Ongoing on garden work days.
Sharp Objects Broken glass, stones, bricks	Volunteers and visitors may be injured if they are weeding or digging up vegetables and other crops.	<ol style="list-style-type: none"> <li>1. Sharp objects particularly glass has been systematically removed in known areas around the original glass houses</li> <li>2. Anyone clearing ground in the area of the old potting shed wearing protective gloves.</li> <li>3. Some of the area within the old greenhouses has had wood chip covering.</li> </ol>	Garden teams to continue to monitor new and old dug areas. Advise new and existing volunteers of hazard when planting out seedlings.	All volunteers and Directors to monitor and report to Lead Gardener.	Ongoing from this interim risk assessment.	Ongoing on garden work days.
West and North garden walls reported to have cracks and visual incline.	Volunteers and visitors may be injured if the wall become unstable and they are working near to the west side of the wall.	<ol style="list-style-type: none"> <li>1. An engineer's inspection &amp; report has been made.</li> <li>2. Props and cable restraints have been installed along the west &amp; north walls to stabilize it in strong winds &gt; 20mph.</li> <li>3. Monitoring points to measure the inclination have been installed along the southern length of west wall</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue monitoring the inclination points on an agreed frequency of quarterly and report results.</li> <li>2. Monitor weather forecasts for windspeeds. When 20 mph winds predicted stop all work in area of west wall. (Reference Engineer's report advice)</li> </ol>	Wall owner (NT) and Building Team. (NB The Company G&F are tenants to National Trust, NT)	Ongoing from this interim risk assessment.	Ongoing from this interim risk assessment

# Health and 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 control this risk?	Action by who?	Action by when?	Done
East Wall (adjoining the allotments) was reported to have a lean.	Volunteers, allotment holders and visitors may be injured if the wall become unstable and fell.	The wall has been inspected. The ivy has been removed as the weight was of concern. Capping has been added to stabilise the walls. Props and cable restraints have been installed.	1. Continue monitoring the inclination points on an agreed frequency of quarterly and report results. 2. Monitor weather forecasts for windspeeds. When 20 mph winds predicted stop all work in area of west wall. (Reference Engineer's report advice)	Wall owner (NT) and Building Team. (NB The Company G&F are tenants to National Trust, NT.)	Ongoing from this interim risk assessment.	Ongoing from this interim risk assessment .
Log splitting	Person using axe or persons in close proximity.	Keep area in front of axe man clear in case of flying wood or axe head.	1. Keep area in front of axe man clear in case of flying wood or axe head. 2. Axe user to wear strong shoes and protective goggles.	Person I/C of activity	Ongoing	Ongoing
The Pond	Anyone visiting the garden.	1. Pond is partly surrounded by a fence (over the bridge) and mature planting around the rest of the pond. 2. Notices have been put up to warn of the hazard.	1. All volunteer to call out if children are near the pond to parents or carers. 2. Newsletter reminder 3. Handbook update	Parents, Carers and all volunteers  Committee	Ongoing	Ongoing
Infections	Anyone who receives a cut or digests contaminated substance whilst working.	Suggesting volunteers check their tetanus injections are up to date	Be watchful of unusual substances if found	Volunteers	Ongoing	Ongoing

# Health and 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 control this risk?	Action by who?	Action by when?	Done
(1) Heart attacks (2) Physical distress	(1) Anyone with risk factors for heart disease. (2) Unfit individuals.	Rest breaks are taken regularly. Refreshments are served typically every two hours.	1. Some of the volunteers are First Aider trained. A list is in the potting shed. 2. First Aid box is available in the Potting Shed 3. A Defibrillator is available in the Potting Shed.	Volunteers	Ongoing	Ongoing