

## Grace & Flavour

### Self-Assessment sheet – Skill Sets

Name, Sign & Date:

I have read the skill sets below and agreed to the Risk Assessment, actions & my proficiency list below.

Skill Set / Activity	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 whom?	Proficient/ YES/NO
Gardening	Use of sharp or pointed garden tools.	Myself and adjacent garden members	Ensure safe distance when working with garden tools	Training if new tools introduced	Duty Garden Manager	
Hedging	Use of sharp tools, shears, loppers	Myself and adjacent garden members	Ensure safe distance when working with garden tools	Training if new tools introduced	Hedging Supervisor	
	Use of electrical & mechanical equipment	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Hedging Supervisor	
Mowing	Use of electrical & mechanical equipment	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Mowing Supervisor	
Pruning	Use of sharp tools, secateurs, saws	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Pruning Supervisor	
Water Heating	Use of gas water heater	Myself and adjacent members	Individual training in use	Maintain regular training	Water Heater Supervisor	
Maintenance Work	Use of maintenance tools, saws, chisels,	Myself and adjacent members	Proficient in use of personal equipment	Ensure safe distance when working with tools	Maintenance Supervisor	

We will review our risk assessment if it is thought to be no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

These sheets are a combined risk assessment and policy template published by the Health and Safety Executive