

PLOT HOLDERS - RISK ASSESSMENT RECORD SHEET v1.3 (Dec 2017)

EVENT: REFERENCE:	<Ongoing – Anytime when a plot holder maintains/visits their plot>	DATE:	<On going>	
VENUE:	Bohemia Walled Garden, Summerfields Woods, Hastings	TIME:	<On going>	
ORGANISER:	Bohemia Walled Garden Association	TEL No.	None	
ADDRESS:	Bohemia Walled Garden Association C/O Jackson Hall, Portland Place, Hastings, East Sussex, TN34 1QN	EMAIL:	info@bohemiawga.org.uk	
		FAX:	None	
BRIEF DESCRIPTION OF THE EVENT: Any time when a plot holder maintains their plot				
PEOPLE ATTENDING: BWGA Plot Holders				
No.	ACTIVITY (Description) e.g. parade, stalls	HAZARDS (Including who may be harmed and how) e.g. trip, fall, shock	CONTROL MEASURES (How will you reduce the risk) e.g. signs, briefing, stewards	RISK LEVEL (High, Med, Low)
1	Plot Maintenance	Uneven paths, undulating levels	- Always attend the garden with appropriate footwear.	LOW
	Plot Maintenance	Use of Gardens Tools	- A tool box is available for members' tools. Please ensure that this is locked and all tools returned when you leave the garden. - Please do not leave tools on your plot when it's unattended. - BWGA locked tool shed is only open when key holders available. This most Wednesday's and Sunday's 10-12 Middy. - Please keep tools clean and report if damaged. "Do Not use" adhesive tape is available for damaged items - KEEP paths clear at all times and be aware especially on OPEN DAYS	LOW
	Plot Maintenance	Animals & Children	-All Under 16 Children to be accompanied by a responsible adult who is accountable for their behaviour and any first aid required. -All animals to be kept on a lead	LOW

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1 (Continued)	Plot Maintenance	Water Storage	-All containers remain covered -Use water carefully as rain harvested	LOW
	Use of tools in locked tool box for use by members when garden shed closed	Tools not safe to use	- Tool inspection prior to use by member. - Maintenance and upkeep of the tools are the responsibility of the member. - Label your tools if you do not wish others to use them. - Please keep tools clean.	LOW
	Plot Maintenance	Risk of Infection or Injury	- Ensure you inoculations and tetanus are up to date - A first aid box is located in the shed with some essential equipment - Please record all accidents in the book in the shed in white box	LOW
	Lone Working	Risk of injury whilst unaccompanied	- For Plot holders completing work we encourage you to tell someone when you are visiting the garden and when you expect to return - A bolt can be used inside the door. Please remember others may wish to enter so please listen out for other knocking on door wanting to come in.	LOW
	Night Working	No illumination	-No night working is completed	LOW
2	General usage	Emergencies Non urgent Police number 101 Emergency number 999	-Ensure that there is a mobile phone on site to contact emergency services -In the event of needing the emergency services a member will go to main road by law courts and direct emergency services to location of incident. -Emergency Procedure guidelines pinned by wheel barrow storage area.	LOW
3	Welfare	Risk of dehydration	Bring your own drinks. No drinking water at garden.	LOW