

EXTERNAL USER - RISK ASSESSMENT RECORD SHEET (V1.3 June 2017)

EVENT: REFERENCE:	Events by users (e.g. Schools, community or social groups, etc)	DATE:	As on User form	
VENUE:	Bohemia Walled Garden, Summerfields Woods, Hastings	TIME:	As above	
ORGANISER:	Bohemia Walled Garden Association	TEL No.	None	
ADDRESS:	Bohemia Walled Garden Association c/o Hastings Borough Council, Town Hall, Queens Road, Hastings, East Sussex, TN34 1QR	EMAIL:	info	
		FAX:	None	
BRIEF DESCRIPTION OF THE EVENT: As on User Form				
PEOPLE ATTENDING: As on user form				
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	Walking	Uneven paths, undulating levels	-Warning sign at entrance on raised beds warning of uneven surfaces. -User group to be aware of dangers and responsibility to inform attenders at an event. -Child supervision. Dogs on leads. Beware uneven paths. -RISK ASSESSMENT TO BE DONE BY THE USER and seen by BWGA TRUSTEE before the event (Insurancerequirement)	LOW
		Unsuitable area owing to use (e.g. storage of bricks, rubble)	-Unsuitable areas are cordoned off with white and red tape.	LOW
		Unexpected occurrences & dangers. Overhanging vegetation.	Site inspection completed prior to opening to public (for fallen tree branches, etc)	LOW

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		Use of Gardens Tools	-Tool shed to be kept closed/locked when garden in use by others/children -Plot owners reminded of need to keep path clear of tools on open days. -No community working tasks to be completed Plot-holders have access to the garden at any time	LOW
		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
		Water Storage	- All containers are covered	LOW
		Sudden height drop (by the terraces)	-Tree logs are being used to identify the edge and make it more visible	LOW

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2	Cooking	Heating water for hot drinks	<p>IF USER COOKS this must be risk assessed and the actions as below noted:</p> <ul style="list-style-type: none"> - Fire blanket present - Bucket of cold water kept on hand - Heating appliances are kept away from public areas and will contain a sufficient distance from working areas (i.e. making/serving drinks) - Hot Water sign is prominent displayed by the urn. A laminated sign is in the dustbin where urn is stored 	LOW
3	General usage	Emergencies	<ul style="list-style-type: none"> - USER to be sure there are mobile phones available - USER has own First aid kit and persons to deal with emergencies - BWGA First aid kit is in the garden shed...hang on hook high on right hand side immediately as enter shed side above tools - 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. <p>Emergency procedure notice is pinned by wheel barrows by shed.</p>	LOW