

## WORKING DAYS - RISK ASSESSMENT RECORD SHEET v1.1 (April 2016)

EVENT: REFERENCE:	Generic Assessment	DATE:	Wednesday, Sunday (& Plot holder use outside these days).	
VENUE:	Bohemia Walled Garden, Summerfields Woods, Hastings	TIME:	10:00 to 12:00 (& by Plot holders use outside these times)	
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:	bohemiawga@yahoo.co.uk	
		FAX:	None	
<b>BRIEF DESCRIPTION OF THE EVENT:</b> Any planned work is carried out in the garden by BWGA members and <b>NOT</b> open to general public. This is typically a Sunday and Wednesday. It also covered use of the garden by ploy holders at any time.				
<b>PEOPLE ATTENDING:</b> BWGA Members.				
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	Tasks associated with the general maintenance and upkeep of the garden	Uneven paths, undulating levels	-Warning sign at entrance and around garden warning of uneven surfaces - Annually and as part of the induction process, all members sign to say they have read "BWGA Garden Site Rules" and "SITE SAFETY for Visitors & Workers" (Available under on the web site). A record of annual attestations is held by Secretary	LOW
		Unsuitable area owing to use (e.g. storage of bricks, rubble)	-Unsuitable areas are cordoned off with white and red tape. -Warning sign at entrance and around garden to keep out of areas marked with red and white tape.	LOW

## WORKING DAYS - RISK ASSESSMENT RECORD SHEET v1.1 (April 2016)

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)
		Use of Communal Gardens Tools	<ul style="list-style-type: none"> <li>-Tool inspection prior to use by member.</li> <li>- Tools to be kept clear of paths</li> <li>- When using tools keep a safe distance from other members.</li> <li>- Damaged tools are identified and taken out of use and marked with tape of "Do not use" kept on site. A committee member needs to be advised of the damage.</li> <li>- New members are given a "tools talk" on safe handling of tools before using them.</li> <li>- Individuals using any tools must ensure that they wear the correct PPE (personal protective equipment) e.g. shoes, clothing, eye protection and gardening gloves.</li> <li>-Periodic inspections of tools will occur to identify and remove any un-reported defects on tools.</li> </ul>	LOW
		Animals & Children	<ul style="list-style-type: none"> <li>-All Under 16 Children to be accompanied by a responsible adult who is accountable for their behaviour and any first aid required.</li> <li>-All animals to be kept on a lead</li> <li>-Entrance to have one single board with all safety notices and information</li> </ul>	LOW
		Water Storage	<ul style="list-style-type: none"> <li>-All containers are covered.</li> </ul>	LOW
		Working at height	<ul style="list-style-type: none"> <li>-Ladders must be secured at top and bottom</li> <li>-Immediate work area is roped off.</li> <li>-Inform other members that work is being carried out and to avoid the marked off area.</li> <li>- PPE (Personal Protective Equipment) is used e.g hard hat or equivalent.</li> <li>- Ladders to be locked with a padlock when not in use and the lock combination only known by those who have completed a competency check by the HBC ranger.</li> <li>- The ladders can only be used by people who have been approved by HBC rangers for competency.</li> </ul>	LOW
		Infection & illness	<ul style="list-style-type: none"> <li>- Hand gel is available in shed (as no clean running water exists)</li> <li>- Members encouraged to wash hands thoroughly after working in the garden</li> </ul>	LOW

## WORKING DAYS - RISK ASSESSMENT RECORD SHEET v1.1 (April 2016)

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)
		Sudden height drop (by the terraces)	-Tree logs are being used to identify the edge and make it more visible	LOW
		Use of Members Own Gardens Tools	- Tool inspection prior to use by member. - Maintenance and upkeep of the tools are the responsibility of the member.	LOW
2	General usage	Emergencies	-Ensure that there is a mobile phone on site to contact emergency services	LOW
3	Lone Working	Risk of injury whilst unaccompanied	-Working days are only held when there are a suitable number of members available. - Lone working on working days is not allowed - For Plot holders completing work we encourage you to tell someone when you are visiting the garden and when you expect to return	LOW
4	Manual Handling	Risk of Injury	- Guidance given to new members. - Avoid carrying large loads	LOW
5	Grass Cutting with Lawn Mower & strimming	Risk of Injury	- Task completed when no members present - Two people present - Petrol not stored on site - Suitable footwear & eye protection is worn	LOW
6	Night Working	No illumination	-No night working is completed	LOW

## WORKING DAYS - RISK ASSESSMENT RECORD SHEET v1.1 (April 2016)

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)
7	Falling objects	Risk of Injury	-Areas with obstructions liable to fall are marked with red and white hazard tape. - PPE (Personal protective equipment) is made available to members who need to work in such areas	LOW
8	Structures to support vegetable growth	Risk of Injury	-Such items will include sticks to guide beans, etc and must be kept clear of paths. - Will only be at a maximum height of (6") and will not need a ladder to maintain (i.e. from ground level)	LOW