

OPEN DAYS - RISK ASSESSMENT RECORD SHEET v1.4 (April 2017)

EVENT: REFERENCE:	<Insert Event Description- BWGA Open Days Risk Assessment>	DATE:	<Insert Date>	
VENUE:	Bohemia Walled Garden, Summerfields Woods, Hastings	TIME:	<Insert Time>	
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@bohemiawga.org.uk	
		FAX:	None	
BRIEF DESCRIPTION OF THE EVENT: Garden open to the general public with no working tasks.				
PEOPLE ATTENDING: Public (families, children) volunteers and 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	Walking	Uneven paths, undulating levels	-Warning sign at entrance and around garden warning of uneven surfaces -BWGA members who a) overseas the event b) Members willing to assist with First aid -BWGA members wander around the garden on hand to answer questions and be point of contact	LOW
		Unsuitable area owing to use (e.g. storage of bricks, rubble, water butts)	-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
		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	<ul style="list-style-type: none"> -Tool shed to be kept locked -Plot holders are encouraged NOT to complete work on plots on open days but if they do they need to keep tools off the paths and put them out of reach of visitors -Plot owners reminded of need to keep path clear of tools on open days. -No community working tasks to be completed 	LOW
		Animals & Children	<ul style="list-style-type: none"> -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 -Entrance to have one single board with all safety notices and information 	LOW
		Water Storage	<ul style="list-style-type: none"> -All containers are covered 	LOW
		Sudden height drop (by the terraces)	<ul style="list-style-type: none"> -Tree logs are being used to identify the edge and make it more visible 	LOW
2	Cooking	Heating water for hot drinks	<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

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3	General usage	Emergencies	<ul style="list-style-type: none"> -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. 	LOW
4	Exterior Steps near walled garden located in Summerfields Woods	Risk of fall or slip due to poor level of maintenance	<ul style="list-style-type: none"> - These steps whilst not part of the BWGA are in the vicinity of the garden and on open days could be used as we are drawing in members of the public to garden. - As a precaution BWGA will mark the steps as "out of use" by using equestrian posts X2 with hazard tape top and bottom for duration of open days. At other times they are not responsible. 	LOW