

Annex – Risk Assessment – Victoria Garden Volunteers

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Working in flower beds, harm from:</u>		<u>Brief volunteers to ensure that:</u>		<u>Committee Members</u>	<u>Annually and when a new volunteer starts</u>	
Incorrect use of gardening tools	Volunteers	All are fully conversant with proper use of each tool. No use of power tools	N/A			
Poorly maintained gardening tools	Volunteers	Keeping tools oiled and those with blades sharp	N/A			
Thorns and stings	Volunteers	All made aware of the risk – wear gloves – wash hands afterwards	N/A			
Poisonous plants	Volunteers	Ditto	N/A			
Broken glass, cigarette ends and	Volunteers	Ditto	N/A			

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drugs paraphernalia remnants						
Dog faeces	Volunteers	Ditto plus notice to dog owners on board when it is observed to have happened				
Exposure to extreme sun, heat, cold, wet	Volunteers	All made aware of the risk – wear appropriate clothes	N/A			
<u>Clearing up litter, broken bottles, drugs detritus, dog faeces and green waste</u>	Volunteers	Ensuring: all work with appropriate gloves and tools	N/A	Committee Members	Annually and when a new volunteer starts	
<u>Disposal of the above</u>	The Public	Ensure all place these materials in suitable bags and leave in or by the litter bins.	N/A	Committee Members	Annually and when a new volunteer starts	
			Provide another litter bin to	Parks Department	As soon as	

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			reduce accumulation of waste on the ground		possible	
<u>Injury from hazards above</u>	Volunteers	Providing First Aid Kit	Provide sharps box for sharp objects	Ranger	As soon as possible	
<u>Tackling ASB and criminal activity</u>	Volunteers	Keeping clear of risk of violence whilst observing and reporting to the Police	N/A	Volunteers	Whenever a volunteer sees such activity	
<u>Volunteers not observing any of the above risk control measures</u>	Volunteers		Volunteers to take personal responsibility for avoiding the briefed risks by measures outlined above	Volunteers	Whenever volunteers do any work in the park	
<u>Trip Hazards</u> (currently exacerbated by weed growth on paths)	Volunteers and the Public	Annual meeting in September with Parks Department officers to report this and other maintenance matters	The Friends can only keep reporting the hazard – the action needs to be taken by the Parks Department	Parks Department	As soon as possible	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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