

General Risk Assessment

Task / activity or premises assessed: Staff & Volunteers Work

Location: Victoria Gardens, Broadstairs flower beds (inc grass borders); War Memorial, Broadstairs flower bed; 2 x circular beds (1 x bedding 1 x Queen Mother memorial bed), Pierremont Park, Broadstairs; Balmoral Gardens, Broadstairs flower beds and grass area .

Name of assessor: Julie Belsey

Date of assessment: October 2024

Review Date: October 2025

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Outline of activity/task: Staff & Volunteers (and when required, contractors) undertaking maintenance work to the flower beds, ornamental grass, weeding around benches at Victoria Gardens, Broadstairs and Balmoral Gardens. Maintaining of 2 x circular flower beds at Pierremont Park, Broadstairs. Maintaining of flower border to War Memorial, Broadstairs. All area tasks include weeding, planting, clearing of rubbish, mowing and watering and general grounds maintenance as required.					
Uneven/slippery paths and surfaces. Risk of slipping, stumbling and injury.	Staff, Volunteers (small groups of experienced gardeners under direction of lead gardener) and general public.	8	<ul style="list-style-type: none"> Ensure pathways are clear of obstacles, e.g. hose pipes and tools. If in use, they are located at the edge of pathways. Any large stones or bricks are removed on a regular basis. Rubbish, plant materials etc are cleared away as they are removed from bedding areas. 	4	
Nearby Highway Staff/volunteers standing on Highway – risk of being hit by vehicle. Rubbish/tools left on highway – cause of accident.	Staff, Volunteers (small groups of experienced gardeners under direction of lead gardener).	24	<ul style="list-style-type: none"> Ensure work is carried out away from the Highway where possible. Ensure equipment and rubbish is kept away from the highway. If working close to the Highway, ensure the area is barriered off and workers wear Hi Vis clothing. 	6	

<p>Litter/broken glass/animal faeces within working areas.</p> <p>Risk of infection/injury.</p> <p>Risk of trips from incorrectly placed waste bags.</p>	<p>Staff and volunteers (small groups of experienced gardeners under direction of lead gardener)</p>	8	<ul style="list-style-type: none"> • Ensure that areas that are being worked on are thoroughly checked and cleared before work starts. Ensure gloves are worn at all times. • Ensure that any areas of skin that have come into contact with rubbish/faeces is thoroughly washed. • Ensure any cuts are treated as necessary. • Ensure that waste is placed in appropriate bags and in the correct location for collection. 	4	
<p>Discarded Needles</p> <p>Risk of injury.</p>	<p>Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)</p>	16	<ul style="list-style-type: none"> • Do not pick up discarded needles. Discarded needles to be picked up by a designated person and placed in a sharps box, or area to be notified to Thanet District Council for clearance. 	8	
<p>Lifting of heavy/awkward objects.</p> <p>Risk of injury – strains/sprains/pulled muscles</p>	<p>Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)</p>	16	<ul style="list-style-type: none"> • Do not move/lift objects unnecessarily. • Use a wheelbarrow for transportation. • Handle items with the appropriate number of people. • Break up into smaller loads. • Always use a good lifting technique. • Stop immediately if suffering from pain or discomfort. • Seek medical attention if ill effects persist. 	8	

Animals Risk of disturbing habitat/loose dogs – possible bites/scratches	Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)	8	<ul style="list-style-type: none"> • Wear appropriate clothing. • Beware of loose dogs. • Seek medical attention as soon as possible if bitten. 	4	
Lone Working Risk of isolation in case of an incident.	Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)	24	<ul style="list-style-type: none"> • Volunteers are not permitted to work alone. • Be aware of aggressive and difficult people. • Withdraw rather than face conflict. • Single members of staff/organiser to have access to a mobile telephone. • Staff to ensure office is aware of working times. (Check in/out). • Wear hi-vis clothing. • Volunteers are not to work out of site of group. • Medical attention to be sought following any assault/injury. 	6	
Irritants – plants, bulbs, compost. Irritation and allergic reactions	Staff & Volunteers (small groups of experienced gardeners under direction of lead gardener)	16	<ul style="list-style-type: none"> • PPE/appropriate clothing should be worn at all times. • Beware of dangerous plants and possible adverse reactions. • Wash exposed skin thoroughly on completion of work. • Seek medical attention for unusual or suspicious symptoms are contact with vegetation. 	8	

<p>Use of tools including garden forks, spades, bulb planters, secateurs, pruning saws, hand tools.</p> <p>Injuries such as cuts, grazes and bruising.</p> <p>Injury and trips from discarded tools.</p>	<p>Staff, Volunteers (small groups of experienced gardeners under direction of lead gardener) and general public</p>	24	<ul style="list-style-type: none"> • Wear appropriate clothing/PPE when using tools. • Appropriate training to be given to staff and volunteers on use. • Use according to instructions. • Do not leave tools lying or ground so as to prevent injury/trips. • Be mindful of those working around you and the general public. • Use correct equipment according to the job required. • Ensure children only have access to small hand tools and are always supervised by an adult. • Ensure tools are returned/put away in appropriate storage area after use. 	8	
<p>Handling Green Waste.</p> <p>Irritation</p> <p>Risk of trips from incorrectly placed waste bags.</p>	<p>Staff, Volunteers (small groups of experienced gardeners under direction of lead gardener) and general public.</p>	8	<ul style="list-style-type: none"> • Gloves/correct clothing to be worn when collecting up green waste. • Waste to be disposed of in correct bags. • Waste to be placed at correct collection point. 	4	
<p>Children volunteering</p> <p>Injury/lost/missing</p>	<p>Volunteers (small groups of experienced gardeners under direction of lead gardener)</p>	24	<ul style="list-style-type: none"> • Child volunteers should be accompanied by an adult. • Child volunteers are not permitted to work alone. • Gloves and appropriate clothing to be worn. • Only small hand tools to be used, alongside appropriate clothing. • Ensure any exposed skin and hands are washed after volunteer work has been completed. 	8	

Use of larger equipment (strimmers/mowers etc) Injury	Staff	24	<ul style="list-style-type: none"> • Correct PPE to be worn at all times. • Ensure appropriate distance from general public/work colleagues. • Ensure tools are appropriately stored in a safe place when not in use. • Ensure tools are returned to storage after use. • Ensure fuel for tools is used correctly and a COSHH risk assessment is carried out. • Powered tools are not to be used by Volunteers. 	8	
Weather Sunburn/sunstroke/dehydration/ Hypothermia/slips/falls	Staff and volunteers (small groups of experienced gardeners under direction of lead gardener)	16	<ul style="list-style-type: none"> • Correct clothing to be worn according to weather (sun hats, covered skin in sun & layered clothing, hats etc in cold). • Wear sun screen in the summer months. • Cancel volunteer sessions if bad weather forecast • Staff to carry out other duties if bad weather forecast. • Cease work if bad weather occurs during working/volunteer session. • Ensure food and drink are eaten/drunk at regular intervals. 	6	
Clothing Slips/injury if incorrect clothing worn	Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)	16	<ul style="list-style-type: none"> • Ensure correct clothing is always worn including footwear for the time of year and the job being carried out. 	6	

Hosepipes Trips	Staff, Volunteers (small groups of experienced gardeners under direction of lead gardener) and general public	16	<ul style="list-style-type: none"> • Ensure hosepipes do not cover the public walkway areas. • Ensure all staff and volunteers are aware of where the hosepipes are being used. • If hosepipe does cause an obstruction, ensure general public are made aware of where they are located. • Ensure hosepipes are stored away directly after use. 	6	
Insects Allergic reaction/stings/bites	Staff and Volunteers (small groups of experienced gardeners under direction of lead gardener)	24	<ul style="list-style-type: none"> • Ensure a first aid kit is on site • Tick remover and insect repellent on site. • Ensure those with known allergies have their correct medication to hand. • Seek medical attention for unusual or suspicious symptoms. 	6	
Contractors Work	Contractors		<ul style="list-style-type: none"> • Contractors to provide their own risk assessments prior to commencement of works. 		

Signature of Assessor: _____

Date: _____