

## Volunteer Risk Assessment

October 2024

This risk assessment outlines risks and how we can reduce the severity of each named risk. The aim of the risk assessment to minimise the potential harm to those who volunteer at Growing Local.

Please read this document and ask the volunteer coordinator if you have further questions.

Hazard/Potential harm	Who's at risk	Risk Level (H/M/L)	Actions required to reduce risk
Soil-contact with skin and face-spread of bacteria, spores, fungi and germs.  (such as tetanus, legionnaires disease. Weil's disease and salmonella)	ALL	L	Wear gloves if you have a cut or sore on your hands. Avoid touch face while handling soil. Wash hands after handling any garden materials. Washing up bowls and anti bacterial handwash provided.
Cross contamination	ALL	L	Wash hands before coffee break and lunch. Water, antibacterial soap and towel provided
Outer area of site used as public dog walking area so potential for dog faeces	ALL	L	Signs around site for public to pick up after dogs Site inspection prior to group attendance Verbal warning for awareness of potential hazard.
Plant allergy	ALL	L	Check for any known allergies. Wear gloves when weeding or touching plants. Plants only to be eaten under adult guidance
Poisonous/ Toxic Plant	ALL	L	Avoid and do no touch if unsure about plant identity. Note location and inform volunteer coordinator.
Tripping on edges of weed membrane/path markers	ALL	L	Do not run on site. Edges to be pegged down.
Falling off seats	ALL	L	Chairs to be placed on firm surface. Seats may sink onto wet ground
Being struck by storage container door	ALL	L	Fully open door and weigh down with door prop
Entering storage container-tripping	ALL	L	Keep entrance free from obstructions. Limited to 3 people in shipping container at one time
Tools falling down in shipping containers/sheds -	ALL	L	Container to be kept tidy. Heavy tools/items not to be stored above head height.

Carrying tools-tripping, knocking others	ALL	L	Always carry tools with the head of the implement facing downwards. Carry one tool at a time. No running with tools. Be aware of each other.
Using long handled tools- e.g. digging, raking, hoeing. Injury to others.	ALL	M	Tools never to be lifted above waist height. Constantly be aware of each other. Keep a safe distance (2 metres) between each tool user
Putting tools down- injury to body Tripping, standing on tools.	ALL	M	When not using tool to put down carefully and upright.
Moving soil/sand etc; Injury from sand in eyes.	ALL	L	Soil/sand not to be tossed into barrow
Use of wheelbarrow- injury to others-strain injury	ALL	L	Do not overfill the barrow. Always face forwards.
Use of small hand tools	ALL	L	Keep at ground level. Never leave as trip hazard. Return tool after use Ensure blades are kept down when being passed
Splinters from top of new fences	ALL	L	General awareness wood has splinters. Wear gloves when working on fences
General use of tools	ALL	L	Ensure that all tools used on the site are returned to their storage space  Ensure everyone using a tool understands how that specific tool is to be used  GL is to be responsible for ensuring tools are kept in good condition  GL to advise on cleaning tools after use  Inform volunteer coordinator if tool is damaged or broken
Over Exertion	ALL	L	Work within limits  Take regular breaks  Try to avoid working on one side only
Trip/Slip/Fall – Uneven ground Use of tires on site Ground cover/Weed suppressant	ALL	L	Be aware when moving about the site. No running on site
Trip/Slip/Fall – Incomplete ground works	ALL	L	Be aware when moving about the site. Recommend wearing sturdy suitable foot ware

Trip/Slip/Fall – Slip due to water logged soil	ALL	L	Take care when moving about the site after heavy rain
Ingesting Bore Hole Water	ALL	L	Do not drink bore hole water. Signs in educational garden warning not to drink
Site traffic movement	ALL	L	Only move farm vehicles when necessary. Stop, Look and Listen for site traffic.
Cut from using tool with blade (e.g secateurs, harvest knife, fencing pilers)	ALL	M	Induct volunteers to the safe use of tools. Do not use tools under the influence of drugs Return tools to storage space after use
Using Battery operated power tool	ALL	L	Tie long hair back Remove cover dangly clothes/jewellery Train volunteer in safe power tool usage Do not use if unsure how to use Do not use if tool appears damaged – Report to volunteer coordinator
Petrol	Those using petrol operated machine	L	Only transport petrol in sealed jerry can Only fill cool machinery Do not attempt to fill machinery while running
Hearing damage from loud machinery use (e.g. lawn mower)	Machine operator	M	Use ear defenders to ensure ear volume is less than 85 dB
Lifting on site – e.g. timber, farm equipment, generator	ALL	L	See Safe Manual Handling Poster
Using lawn mower	ALL	L	GL to ensure that lawnmower is in good working order  Induct volunteer in safe usage of mower  (see hearing damage and petrol assessment)
Working at height (e.g. ladder usage)	ALL	L	Ensure the ladder is resting securely on level ground. Do not over stretch while using ladder Have someone foot the ladder if necessary Do not use if unsure
Illness spread from person to person	ALL	L	If contagious with illness it is encouraged to wait until illness has passed before mixing with group

## **Site Address and Directions**

What three words – amuse.deep.rainy

HR2 7BF (adjoining Belmont Wanderers Football Club)

## **Directions**

From Hereford on A465 towards Tesco. At Tesco roundabout go left to Southolme Road. Go over a small roundabout and proceed uphill through the chicanes until you turn right into Vernon Williams Close. Follow the close around to the left and go into the car park at the end.

Proceed on foot (about 5 minutes) heading towards brown shipping containers to the right and in front of you a picnic table and oak tree The site is immediately to your right. Continue towards the fenced garden area heading towards the green shipping containers.

## **Staff**

Volunteer Coordinator – Simon Cox 07938406660

Volunteer Coordinator – Kathy Heath 07582719859

Project Coordinator – Louisa (Lou) Foti 07902802982

## **RISK ASSESSMENT:**

- A generic Risk Assessment has been carried out as above
- This includes Postcode and directions to the site as well as other contact numbers
- Hazards identified at the site have been noted and assessed with regard to their likelihood and severity and control measures have been put in place to limit their risk
- This Risk Assessment to be available in the shipping container at all times
- The Risk Assessment is to reviewed periodically as site develops and in relation to seasonal changes
- Risk Assessments will need to be carried out for each of the activities which will take place during a session
- These will identify risks associated with a particular activity and will be site specific
- A pre-session Assessment will be carried out before each session to check for changes or new risks on site (Fallen branches/vandalism etc;)
- New volunteers will have a personal induction where by a volunteer coordinator will show the volunteer around the site and induct the them as a volunteer.
- The volunteer coordinator will make a decision about each individual's suitability for inclusion in the general volunteer day. Alternative sessions are potentially available and can be discussed as necessary.
- Individual risk assessments may need to be carried out for volunteers who are identified as being potentially high risk or vulnerable