

FoHP RISK ASSESSMENT



Risks Assessed by: Andy Chaplin/Janet Smith

Date of Assessment: 1st August 2012

Last Amended: 10th September 2012

Hazards	Who may be harmed - how?	Level of risk	What can be done to reduce the risk?
Use of low risk hand tools and equipment	Volunteers in the group – knocks, cuts, bruises	Low	Volunteers will only be asked to use everyday hand tools and garden tools. Volunteers will use them safely, wear correct clothing and check tools for any defects before use.
	Public and other volunteers – injury or damage property	Low	Be aware of public and volunteers in the work area. Do not leave tools lying around and exercise care handling them. If appropriate secure any area where work is to be performed such that the public has controlled or limited access.
Tripping / slipping	Volunteers in the group – cuts, bruises, broken bones	Low	Work will not be carried out in unsuitable areas. Volunteers will wear suitable footwear and clothing suitable for the tasks, location and weather.
Work around the pond and lake	Volunteers in the group – damage to clothing & property, drowning	Low	Volunteers will not work alone on tasks around the pond or lake and children/vulnerable adults will not be allowed at all unless they are supervised by their parents/carers.
Lifting & handling	Volunteers in the group – strains and sprains	Low	Volunteers will assess any items which require lifting or handling and will work together to minimise the risk.
Glass, needles or sharp objects	Volunteers in the group – cuts and puncture wounds	Medium	Any work involving litter picking or clearing park areas will require the use of litter pickers, appropriately sturdy gloves and footwear.
Electricity	Volunteers in the group – electric shock	Medium	Any equipment plugged into the greenhouse electrics will require plugs for special external-supply sockets, require the prior agreement of SCC staff and will have been PAT tested
Plants	Volunteers in the group – scratches, irritation and allergic reactions	Low	Volunteers working with plants will wear suitable gardening gloves. No food will be consumed in work areas and hand washing facilities will be available on site.
Traffic	Volunteers in the group – hit by traffic or mobile equipment	Low	Volunteers will be made aware of the limited, low-speed traffic and motorised equipment that operates in the park.

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Chemicals	Volunteers in the group – poisoning and allergic reactions	Low	Volunteers will use normal domestic procedures if involved in using paints, varnishes or solvents and will take note of instructions on containers.
	Members of the public – injury and damage to property	Low	Do not leave substances lying around, exercise care handling them and if appropriate secure any area where work is to be performed and put up warning signs.
Refreshments	Members of the public – when provided at events	Low	Volunteers will ensure that areas where refreshments are sold are clean and suitable for the preparation of food and drinks.
Children & Vulnerable adults	Members of the public – at volunteer events	Low	Volunteers will not work with children or vulnerable adults unless there is someone supervising who has been CRB checked. Any unexpected issues should be reported as per the FoHP Child Protection policy.
Creating post-activity hazards	Members of the public – possible issues after activities have ended	Low	All areas will be left safe. Tools and equipment must be tidied away, paths cleared, structures left safe and signs left on anything which may still have wet paint or varnish.
High risk tasks	Volunteers in the group, staff and members of the public	High	Volunteers will not be allowed to use electric tools, motorised equipment or work at heights above that which can be performed from a step-ladder without direct instruction from SCC staff. There must also be a risk assessment or work statement for any such activities.
Working at heights	Volunteers in the group, staff and members of the public	Medium	For any work that requires a step ladder then the ladder should be in good order, placed securely and people should not be able to pass under or through the work area.
High risk hand tools – e.g. axes, scythes, saws	Volunteers in the group, staff and members of the public	High	Volunteers will not be allowed to use high risk hand tools without direct instruction from SCC staff. There must also be a risk assessment or work statement for any such use.

Nearest Hospitals	Emergency Arrangements	First Aid Arrangements
Northern General 0114 2434343 Hallamshire 0114 2711900	Establish that at least one volunteer has access to a mobile phone. Be aware where the SCC staff are likely to be working at any time. Emergency vehicle access may have to be via the Penistone Road entrance.	A first aid kit is available within the Potting Shed. Volunteers are covered by the insurance to give basic first aid.