

# GARDEN RISK ASSESSMENT

**Document Code: RA05**

**Issue 6– May2021**

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## SCOPE AND PURPOSE

This Garden Risk Assessment fulfils High Performance Sports' legal duty to undertake a risk assessment to ensure the health, safety and welfare of employees and anyone else who may be affected by its operations. This risk assessment has been completed in accordance with the requirements of the following legislation:

- Health and Safety at Work etc Act 1974
- Management of Health & Safety at Work Regulations 1999

This risk assessment is to be read in conjunction with **RA01 – General Risk Assessment** and details additional risks specific to working in the garden.

## GENERAL CONDITIONS OF USE

Large signs are to be made at the three entrance points to the garden (Boulder field, Engine House and Boiler House) welcoming visitors and outlining some general rules when visiting the garden.

Welcome to the Castle Garden. You are welcome to look around, but please take into consideration:

- The garden is a working garden- please keep to the paths and do not pick any fruit or vegetables.
- Children and animals to be supervised at all times. Dogs, in particular, must be kept on a lead at all times and away from the growing beds. Please don't bring them to foul in our garden- if it does happen, please pick up and dispose the poo immediately.
- There is a bee hive located between the Engine House (Café) and Boiler House (ground level) entrances. Do not disturb the bees.
- There is a small pond in the SE corner of the garden- take special care in this area with small children.
- Do not climb the trees. Don't climb on the Outdoor Boulders unless you have checked in to climb at Reception.
- Do not drink from the taps- some of these are untreated rainwater used for irrigation.
- Please dispose of all rubbish responsibly in the recycling and compost bins provided.
- There are a variety of plants in the garden, including some that sting or can make you ill- please don't touch or eat anything.
- Staff regularly monitor this area. Please report any incidents, problems or concerns to the Duty Manager.

## RISK ASSESSMENT

A **hazard** is something with the potential to cause harm. **Risk** is the likelihood that a particular harm will arise from a hazard and the severity of that harm. We have used the simple scale below to determine the risk level of hazards identified:

- **Low** – not likely to occur or not likely to cause serious injury.
- **Medium** – occurs occasionally or could cause serious injury.
- **High** – occurs frequently or could cause serious injury or death.

Hazard	Who is affected?	Risk level before control	Control Measures	Risk level after controls
Trip hazards	All	Low	<ul style="list-style-type: none"> <li>• Areas to be cordoned off where appropriate so that the other garden users don't enter the work area;</li> <li>• Tools and work materials to be kept tidy to the side of work areas;</li> <li>• Pathways used by the public to be checked and maintained by Garden Maintenance staff;</li> <li>• Suitable lighting provided for access to compost area and fire escapes;</li> <li>• People working in the garden to keep an eye out for uneven/slippery ground, especially in wet weather.</li> </ul>	Low
Bee stings	All	Low	<ul style="list-style-type: none"> <li>• Hives placed so that the bee flight path is above the recreational areas of the garden;</li> <li>• Bee hives to be left alone except by qualified bee-keeper or under supervision of bee-keeper;</li> <li>• Bee-keeper to wear appropriate protective clothing when approaching bee-hives;</li> <li>• Staff and volunteers to declare bee-sting allergy if known and ensure their own epi-pen is available and location of it is made known to garden supervisor or colleagues.</li> </ul>	Low
Burns from BBQs/fires	All	Medium	<ul style="list-style-type: none"> <li>• Fires/BBQs only to be lit with permission of the garden co-ordinator or DM;</li> <li>• Fire/BBQs to be strictly controlled and situated away from trees, buildings and long undergrowth;</li> <li>• People handing/lighting fires/BBQs to take suitable precautions/wear protective gloves etc;</li> <li>• Fires/BBQs must never be left unsupervised and must be fully extinguished or made safe before leaving.</li> </ul>	Low
Fires originating from cob oven/BBQ in roundhouse	All	Medium	<ul style="list-style-type: none"> <li>• Fires/BBQs only to be lit with permission of the garden co-ordinator or DM</li> <li>• Fire/BBQs to be strictly</li> </ul>	Low

			<ul style="list-style-type: none"> <li>controlled</li> <li>Fires/BBQs must never be left unsupervised and must be fully extinguished or made safe before leaving.</li> <li>Fire blanket in place and to be on hand</li> </ul>	
Drowning	All	Low	<ul style="list-style-type: none"> <li>Staff to be aware of and take care near water;</li> <li>Pond/water areas to be suitably marked with clear edges and standing area to stop members of the public accidentally walking into them;</li> <li>Children must be supervised at all times when on site.</li> </ul>	Low
Exposure to animal faeces	All	Medium	<ul style="list-style-type: none"> <li>Dogs to be supervised and dog owners informed to keep dogs away from growing areas and to pick up after them.</li> </ul>	Low
Contamination from untreated water	All	Low	<ul style="list-style-type: none"> <li>Visitors warned not to drink water from taps.</li> <li>Water from rainwater tanks marked 'Not for drinking'</li> </ul>	Low
Illness from eating unsuitable plants	All	Low	<ul style="list-style-type: none"> <li>Visitors warned not to pick fruit/veg.</li> <li>Plants are labelled.</li> <li>Children in particular to be supervised.</li> </ul>	Low
Rash from poisonous plants (eg stinging nettles)	All	Low	<ul style="list-style-type: none"> <li>Visitors warned to keep to paths.</li> <li>Plants labelled.</li> <li>Children to be supervised.</li> </ul>	Low
Injury from grass/hedge cutting with mowers and trimmers	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>Appropriate briefing should be given on use of use of equipment;</li> <li>Appropriate eye wear and protective clothing/footwear should be worn;</li> <li>Area to be checked for stones and debris;</li> <li>Power supply should be fitted with appropriate cut-out safety device.</li> </ul>	Low
Injury from hand tools (trowel, shears, etc.) or other garden equipment (spades, forks and rakes)	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>Tools should be in good condition;</li> <li>Appropriate briefing should be given on use of tools where necessary;</li> <li>Appropriate eye and hand protection must be worn;</li> <li>Suitable footwear must be worn at all times;</li> <li>Always stand up tools when not in use.</li> </ul>	Low
Injury from sharp blades	Staff and	Medium	<ul style="list-style-type: none"> <li>Only trained, competent staff may use scythe</li> </ul>	Low

(scythes, etc)	Volunteers			
Injury or allergies or contamination from plants/soil.	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>• Protective gloves should be worn, avoid touching eyes and mouth;</li> <li>• Any cuts to be covered;</li> <li>• Only eat plants that are known to be edible – if unsure consult garden co-ordinator;</li> <li>• Wash edible plants before consumption.</li> </ul>	Low
Allergy or illness from compost	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>• Manure only purchased from reputable supplier to ensure that animal faeces have been rotting for at least 6 months or to be stored in suitably marked containers on site until ready to use;</li> <li>• Protective clothing/gloves to be worn when turning compost;</li> <li>• Wash hands after handling compost/manure;</li> <li>• Wash hands before harvesting fruit/vegetables;</li> <li>• Wash hands before eating.</li> </ul>	Low
Insect bites and stings	Staff and Volunteers	Low	<ul style="list-style-type: none"> <li>• Protective gloves should be worn;</li> <li>• Look out for bees or other insects;</li> <li>• Person with known allergies should inform staff and carry medication where appropriate.</li> </ul>	Low
Working in adverse weather conditions – hot/dry or cold or wet	Staff and Volunteers	Low	<ul style="list-style-type: none"> <li>• Suitable clothing to be worn such as sunhats in hot weather and waterproof clothing in wet conditions;</li> <li>• Breaks to be taken as appropriate for drinks/ shelter from the weather.</li> </ul>	Low
Heavy lifting of soil, wood, equipment etc	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>• Correct lifting techniques to be employed;</li> <li>• Large loads to be shared or moved with barrows or trolleys rather than lifting.</li> </ul>	Low
Falls from height - ladders	Staff and Volunteers	Medium	<ul style="list-style-type: none"> <li>• Briefing in safe use of ladders to be given and adhered to;</li> <li>• Ladders to be visually inspected to be in suitable condition for working on;</li> <li>• Areas to be cordoned off where appropriate so that the other garden users don't enter the work area.</li> </ul>	Low
Injury from needles/glass/metal/splinters	Staff and Volunteers	Low	<ul style="list-style-type: none"> <li>• Look out for needles, broken glass and other sharp objects when working in long</li> </ul>	Low

			<ul style="list-style-type: none"> <li>undergrowth;</li> <li>Protective gloves should be worn.</li> </ul>	
Injury from play structures, and garden furniture, seating benches and hammock, due to wear and tear from extensive use and exposure to outdoors over time.	All	Medium	<ul style="list-style-type: none"> <li>Regular safety check of all garden seating, play structures. Full check every three months and repair and replace, and general check every week</li> </ul>	Low
Covid-19	All	Medium	<ul style="list-style-type: none"> <li>Visitors and staff must adhere to current government guidelines regarding Covid-19 safety. Including advice such as: keeping socially distant, wearing a face covering and washing hands.</li> </ul>	Low

## DOCUMENT HISTORY

Issue	Date	Document Name	Author	Notes
1	November 2009	Garden Risk Assessment	Audrey Seguy	
2	August 2010	Garden Risk Assessment	Audrey Seguy	Updated with new risks in the garden and reformatted to match all other Castle Risk assessments.
3	January 2014	Garden Risk Assessment	Audrey Seguy	
4	July 2015	Garden Risk Assessment	Audrey Seguy	Added conditions of use and some new risks
4	January 2017	Garden Risk Assessment	Ida	Added new risks to do with roundhouse bbq and cob oven
5	June 2018	Garden Risk Assessment	Ida	Added garden structures such as swing, hammock, benches.
6	May 2021	Garden Risk Assessment	VP	Added Covid-19 guidance

## DOCUMENT REVIEW

This document should be reviewed annually by the Managing Director and the Garden Manager

Issue	Review date	Reviewed by	Next review date
4	09/07/2015	Audrey Seguy, Ida Fabrizio	July 2016
4	23/1/2017	Ida Fabrizio	January 2018
5	6.6.2018	Ida Fabrizio	June 2019
5	June 2019	Ida Fabrizio	June 2020
6	May 2021	Victoria Power	May 2022