



Health and Safety Risk Assessment for Dr Neil's Garden Trust

(Dr Neil's Garden Trust (Scottish Charity No SC028097 ("the Trust"))

Document History

Version	1.0
Author	Alan Mitchell
Role	Dr Neil's Garden - Volunteer Manager
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Signature / role of approver	Barbara Haward, CMIOSH (Retired)
Voluntary role of approver	Dr Neil's Garden H&S Advisor
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Dr Neil's Garden – Volunteer Activities - Risk Assessment

1. General Event Information

Event: Volunteer sessions Location: Dr Neil's Garden 5 Old Church Lane, Duddingston. EH15 3PX Date(s) : April 2024 - Present Time(s) : 09:30 – 16:30 Estimated numbers attending: 10	Nearest Hospital A&E (Inc Tel Number): Royal Infirmary of Edinburgh 51 Little France Crescent Old Dalkeith Road Edinburgh EH16 4SA Telephone: 0131 536 1000 Venue OS Grid Reference - NT 28355 72597 Postcode - EH15 3PX What Three Words - whips.precautions.fake Mobile Phone Reception: Good
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Contact Details: Name: Alan Mitchell Mobile: 0782 446 1551 'Backup' Contact Details: Name: Barbara Haward Mobile: 07900 190968	Designated First Aider(s) during Event: Alan Mitchell First Aid Kit is located in the Volunteers Hut / Workshop adjacent to the door where it is clearly visible.
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2. Location Specific Hazards

Description of Hazard	Description of Potential Harm (ie who might be harmed and how)	Risk Level (Before Controls)	Prevention and controls to reduce Risk/Hazard	Residual Risk ie risk level once controls are in place
Trip hazards, slippery surfaces	Falling onto sharp objects or landing awkwardly.	low	Make people aware of the site conditions and likely obstacles to be aware of. When using one area to work in, keep the working area tidy. Avoid creating a mess and slippery surfaces - especially in wet weather. Do not leave tools lying around on paths where they may be a trip hazard.	trivial
Branches at eye height	Damage to eyes	medium	Make people aware of the hazard and to be careful when walking through or working close to trees. Paths will have most branches cleared from eye height where they may be walked into.	low
Tools being used by others	Being cut by tools left lying around, or other people using tools.	low	Explain to everyone clearly that tools are to be looked after and not left lying across paths where people may trip over them.	trivial

Extreme heat/ wet weather / Stormy weather	Hypothermia, heat stress, etc	low	Wear suitable clothing, avoid too much exposure to the sun, put on additional clothes if cold. If extremely windy then a session may be moved to avoid being close to debris falling from trees or being blown around.	trivial
Deep Water / Mud	Drowning or stuck in mud	low	No volunteers to work within the water or muddy banks of the loch unless part of a larger coordinated team workday focusing on vegetation management in this area.	low
Ticks	Lyme's disease	low	Make people aware that deer can occasionally get into the garden and therefore there may be ticks present. Check yourself for ticks and be aware of the symptoms of lyme's disease.	low

3. Activity Risk Assessment

Description of Hazard	Description of Potential Harm (ie who might be harmed and how)	Risk Level (Before Controls)	Prevention and Controls to Reduce Risk/Hazard	Residual Risk ie risk level once controls are in place
People unaware of the risks highlighted by the Risk Assessment	All volunteers	med	Go through Risk Assessment with everyone when they start volunteering or undertake a new activity.	trivial
Lighting fires	Burns	low	Unlikely as most material will be composted and seldom will there be any fires.	trivial
Using tools	Strains, cuts, RSI	low	Give training to all volunteers in the safe use of each tool. Use the appropriate tool for the job. Do not overload wheel barrows/buckets or carry excessive loads. Bend your knees and keep your back straight when lifting loads. Stretch out muscles after a work session.	trivial
Using very sharp tools – knives, axes, billhooks	Cutting yourself or other people	low	Safe cutting techniques will be demonstrated and individual tuition will be given to ensure people are following those techniques. Train people to do the safe techniques for each tool. Watch them working to help them improve cutting techniques.	trivial

Personal injury	Cuts, stab wounds , stings, bites.	low	Make people aware of brambles and other hazardous plants not to grab hold of. Make people aware of the wildlife that may be using the site –wasps/ants/ticks, etc and to be alert when digging and moving materials. Wear suitable footwear for working in.	trivial
Foraging	Poisoning, eating contaminated plants	low	Foraging is not encouraged and people should not be eating the plants unless part of a training course to identify edible plants.	trivial
Loss of concentration / tiredness	Cutting yourself	low	Take regular breaks and drink water to stay alert. Tell people that anytime they feel tired or distracted to take a break. Work sessions are limited to 2.5 hours to ensure regular breaks.	trivial
Further Control Measures and Event Procedures: Continuous training throughout the year with regular reminders on improving techniques for using each tool. Tools to be kept sharp regularly as blunt tools are harder to work with and more of a hazard. Avoiding muscle strains – regularly stretching exercises to keep muscles flexible. Wear appropriate clothing – covered feet to avoid injury if tools are dropped, do not drink alcohol or work under the influence of previous drinking, no smoking, etc.				

Hazard Table

A Guide to assess level of risk with each identified hazard

	PROBABILITY OF HARM		
SEVERITY OF HARM	<i>Probable (near miss, or Incident causing harm has occurred or is likely to)</i>	<i>Possible (reasonable to believe an incidence may occur, but not frequently)</i>	<i>Improbable (incident unlikely to occur, or only in an unlikely combination of circumstances)</i>
SEVERE - fatality, or serious injury to more than one person	Actual Risk: <u>HIGH</u> Hazard must be included in risk assessment	Actual Risk: <u>HIGH</u> Hazard must be included in risk assessment	Actual Risk: <u>LOW</u> Hazard must be included in risk assessment
SERIOUS - serious injury, or irreversible damage to health	Actual Risk: <u>HIGH</u> Hazard must be included in risk assessment	Actual Risk: <u>MEDIUM</u> Hazard must be included in risk assessment	Actual Risk: <u>LOW</u> Hazard must be included in risk assessment.
MODERATE - minor injury requiring first aid or, health effect reversible	Actual Risk: <u>LOW</u> Hazard must be included in risk assessment.	Actual Risk: <u>TRIVIAL</u> <i>Do not include hazard in risk assessment</i>	Actual Risk: <u>TRIVIAL</u> <i>Do not include hazard in risk assessment</i>
NOT SIGNIFICANT - minor injuries such as cuts and bruises	Actual Risk: <u>LOW</u> Hazard must be included in risk assessment.	Actual Risk: <u>TRIVIAL</u> <i>Do not include hazard in risk assessment</i>	Actual Risk: <u>TRIVIAL</u> <i>Do not include hazard in risk assessment</i>