

## RISK ASSESSMENT

**Name of activity, event, and location:** BULB PLANTING 19<sup>TH</sup> OCTOBER 2024

**Date of risk assessment:** 16/10/24

**Name of person doing this risk assessment:** D Dunning

Hazzard	Who might be harmed and how?	Activity risk rating (no controls)	Control measures already in place	Risk rating with control measures
Slips, trips and falls  Uneven or slippery ground surfaces, steep banks or debris,	Volunteer workers  Head injuries, fractures, dislocations, sprains, cuts and bruises	<b>High</b>	<ul style="list-style-type: none"> <li>Volunteers are made aware to wear suitable footwear that have good tread such as hiking boots or study trainers – no open toed shoes</li> <li>Volunteers to be aware of the surface they are walking on and the current weather conditions</li> <li>Bb planting should only take place during daylight hours</li> </ul>	Low
Collisions  Vehicles, cyclists, joggers, pedestrians	Volunteer workers  Head injuries, fractures, dislocations, sprains, cuts and bruises	Medium	<ul style="list-style-type: none"> <li>Volunteers are advised to be aware of their surroundings and be considerate of other using the pavements and look before making abrupt changes in direction</li> <li>At all times, be mindful of the environment and the passing traffic and pedestrians</li> </ul>	Low
<b>Adverse weather</b>  Heavy rain Ice/snow High winds Extreme heat	Volunteer workers  Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn	Medium	<ul style="list-style-type: none"> <li>Volunteers should be aware of the local weather reports and assess if it is suitable to carry out the bulb planting.</li> <li>Volunteer to be aware of changing weather conditions during the bulb planting</li> <li>No bulb planting in extreme weather</li> <li>Clothing worn should be appropriate to the weather conditions</li> <li>Regular breaks are recommended</li> </ul>	<b>Low</b>
Sharp objects  Broken glass, nails, cans sharp	Volunteer workers  Cuts and abrasions	Hlgh	<ul style="list-style-type: none"> <li>Suitable clothing and sturdy footwear to be worn at all times</li> <li>Volunteers are recommended to wear tear resistant gloves</li> <li>Do not touch any sharp objects</li> </ul>	<b>Low</b>

twigs				
Dog faeces	Volunteers coming into contact with faces are at risk of contracting Toxocara canis	Medium	<ul style="list-style-type: none"> <li>Do not touch dog faeces</li> <li>Always wear gloves and use a shovel when removing dog faeces</li> <li>Thoroughly wash hands and any cuts or abrasions as soon as possible, however minor</li> <li>Seek medical attention where appropriate</li> </ul>	<b>Low</b>
Hand tools/ equipment left on the ground  Muscle strain, Head injury, Puncture wounds, Bruising, Crushing.	Volunteers	Medium	<ul style="list-style-type: none"> <li>Inspect tools before and after use to check condition;</li> <li>Use correct tool for the job;</li> <li>Take care when passing out tools – offer the handle to attendees.</li> <li>Do not leave tools laying on the ground - pick up and store safely</li> <li>Wear sturdy footwear and gloves</li> </ul>	<b>Low</b>
Manual handling  Musculoskeletal disorders	Volunteers	High	<ul style="list-style-type: none"> <li>Avoid heavy loads/twisting/ straining</li> <li>Use the right tool for the right job</li> <li>Take regular breaks during the session</li> <li>Don't over-exert – work within your means;</li> </ul>	
Bulbs and vegetation  if ingested/ allergic reaction to vegetation /insect bites /stings from vegetation	Volunteers	Medium	<ul style="list-style-type: none"> <li>Wear gloves</li> <li>Keep away from face</li> </ul>	<b>Low</b>
Undisclosed health issues:  Diabetes, epilepsy, hay fever and adverse reactions to stings, bites, nettles	Volunteers  Stress, ill health and allergies	Medium	<ul style="list-style-type: none"> <li>Volunteers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity</li> <li>It would be prudent to inform a friend that will be with you of any health issues prior to starting the bulb planting</li> <li>Consider taking a first aid kit</li> </ul>	

Safeguarding	Children volunteers	High	No unaccompanied children	Low
Insurance	All	High	Public liability in place	Low

Name of person completing Risk Assessment (printed):     DAPHNE DUNNING

Signature:

Date: 16/10/24

## Guidance for Event Risk Assessments

### 1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors participating in the event. Carrying out a detailed risk assessment should contribute to this.

A full risk assessment should identify all the hazards associated with the event, the level of risk and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely. A formal record should be kept of the risk assessments and completed forms should be retained for future reference.

### 1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

### 1.3 Identifying the Activity / Area of Concern

An activity is anything which is taking place as part of your event. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

#### **1.4 Identifying the hazards**

All hazards must be identified for each activity. A hazard is something with the potential to cause harm. This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

#### **1.5 Identifying the persons at risk**

For each hazard identified, list all those who may be affected. This list is not exhaustive.

#### **1.6 Identifying the current risk factor**

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable.

#### **1.7 Identifying the actions to be taken to minimize each risk**

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard. This list is not exhaustive.

#### **1.8 Identifying the New Risk Factor**

Once you have identified the action to be taken as per 1.7, insert the appropriate new High, Medium or Low risk rating.

#### **1.9 Review and Revise**

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.