



**SOUTH DERBYSHIRE  
VOLUNTEER FORCE**

a part of South Derbyshire CVS



## COMMUNITY PROJECT HEALTH AND SAFETY DETAILED RISKS AND CONTROLS

Project Name	St. George and St. Mary's Church – Groundworks for NEW Community Garden
Project Reference	PRJ-23-0300

**COMMUNITY  
VOLUNTARY  
SUPPORT**  
SOUTH DERBYSHIRE

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## The Project

### Project Location

**Church of Saint Mary And Saint George, Church Street, Church Gresley DE11 9NR**

The church has managed to secure funding from the National Lottery to establish a Community Garden to the rear of the church. The garden will comprise of raised beds and walkways for accessibility, to enable members of the local community to come together to grow their own and share their own produce.

### Project Overview

This project is to complete the necessary groundworks to start the project. This will comprise of clearing areas of overgrown vegetation and rubbish, cutting back trees and shrubs, trimming grassed areas and establishing a composting area and mini beast log pile to the rear of the space.

Tools will be provided (for example wheel barrows, spades, forks, mower/trimmer (subject to risk assessment) etc), however, the volunteers will be responsible for ensuring they are dressed appropriately and have suitable personal protective equipment (PPE).

Adjacent to the area being cleared is the church hall which will be available as a warm dry location to dry off in the event of inclement weather - toilet facilities - and a kitchen is available for preparing and serving food.

Supporting images or photographs to aid site orientation:





## Health and Safety Detailed Risks and Controls (Project)

Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequenc	Risk Level	Further action required	By when	Review date
Working Outdoors (Environmental and Ground Conditions)	Wet, uneven or slippery surfaces.	Volunteers and Visitors	Muscular injuries. Slips, trips or falls. Loss of control of equipment or machinery.	<ul style="list-style-type: none"> <li>Safety footwear.</li> <li>Operatives instructed not continue work if ground conditions are considered dangerous.</li> <li>Pathways to be cleared of any obstacles e.g. hose pipe, tools. If in use they are located at the edge of the pathways.</li> <li>Tools to be safely stowed to ensure they do not create a trip hazard when not in use.</li> <li>Any large stones or bricks are removed on a regular basis prior to any work being carried out.</li> <li>Mark any temporary holes to make them visible.</li> </ul>	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Heat and or sunshine.	Volunteers and Visitors	Discomfort. Illness. Sun stroke and or Sun Burn. Eye damage.	<ul style="list-style-type: none"> <li>Advise volunteers that comfortable and appropriate clothing to be worn for the conditions.</li> <li>Regular breaks and drinks available.</li> <li>Advice given on dangers of overexposure to sun and protection i.e. sun creams, head covering, work in the shade middle day if possible.</li> <li>Have sunscreen available and reapply as required.</li> </ul>	2	3	MODERATE			
	Cold and or wet.	Volunteers and Visitors	Discomfort. Illness.	<ul style="list-style-type: none"> <li>Comfortable and appropriate clothing to be worn for the conditions.</li> <li>Regular breaks and warm drinks available.</li> </ul>	2	3	MODERATE			
	Extreme weather events.	Volunteers and Visitors	Personal injury.	<ul style="list-style-type: none"> <li>Cancel activities in case of extreme weather.</li> </ul>	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Plants	Volunteers and Visitors	Ingestion, allergic reaction, flicking branches, thorns and stings, eye injuries from plant supports.	<ul style="list-style-type: none"> <li>If unsure about particular plants, leave alone and check with the project lead.</li> <li>Wear long pants/trousers and long-sleeved shirt.</li> <li>Encourage gloves to be worn and hands washed.</li> <li>Provide eye protection and dust masks when working with thorny plants or individuals have an allergy to plants.</li> </ul>	2	3	MODERATE			
	Falling branches or vegetation.	Volunteers and Visitors	Injury.	<ul style="list-style-type: none"> <li>Visual checks before the commencement of work to check for dead wood and branches that may fall from height.</li> <li>In the event of windy conditions avoid areas with overhanging branches and or vegetation.</li> <li>Maintain an awareness of surroundings.</li> <li>Wear eye protection.</li> </ul>	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals.	Volunteers and Visitors	Tetanus, E-coli, Leptospirosis (well's disease), toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil blowing into yes.	<ul style="list-style-type: none"> <li>Check the area before volunteers arrive and remove any mess wearing gloves and disposing in outdoor waste bin.</li> <li>Wash hands after removal of waste.</li> <li>Gloves to be worn when working in contact with soil.</li> <li>Avoid working with soil in dry and windy conditions where soil can become airborne.</li> <li>Hands are washed after any contact with soil.</li> </ul>	3	3	MODERATE	<ul style="list-style-type: none"> <li>Continued checks and raised awareness for volunteers.</li> </ul>		
	Bees, wasps and other insects.	Volunteers and Visitors	Stings and or bites.	<ul style="list-style-type: none"> <li>Supply bite/sting relief cream for the individual to administer.</li> <li>Dispose of any found nests when this poses a risk to others.</li> </ul>	3	2	MODERATE	<ul style="list-style-type: none"> <li>Assess if there is a need for epi-pen administration training</li> <li>Obtain information on allergies and medical requirements of volunteers.</li> </ul>		



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
All Activities	Drug and alcohol use.	Volunteers and Visitors	Injury to self and others.	<ul style="list-style-type: none"> <li>Smoking, consumption of alcohol and illegal drugs are not allowed on the project site or the organisations premises.</li> </ul>	1	3	LOW			
Leaf Clearance (by hand)	Unseen sharp objects. Animal excreta. Repetitive manual work.	Volunteers and Visitors	Cuts/abrasions. Stabbing injuries. Illness/infection or other injuries. Contaminated work wear. Muscular injuries.	<ul style="list-style-type: none"> <li>No leaf clearance by un-gloved hands.</li> <li>Safety boots and protective work wear.</li> <li>Manual handling instruction.</li> <li>Regular breaks.</li> </ul>	4	3	HIGH			
Pruning	Contact with blades, sharp or thorny trimmings/material. Damage/defective/blunt equipment.	Volunteers and Visitors	Cuts and abrasions. Stabbing injuries.	<ul style="list-style-type: none"> <li>Protective gloves and long pants/trouser, long-sleeved shirts to be worn.</li> <li>Face protection as necessary</li> <li>Well maintained tools</li> </ul>	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
Removal of Waste and Litter	Waste material.	Volunteers and Visitors	Infection Personal injury i.e. cuts, grazes, skin punctures	<ul style="list-style-type: none"> <li>• Clear work instruction and safety briefing.</li> <li>• Use of litter picking tongs.</li> <li>• Protective workwear to be worn to include protective gloves and appropriate safety footwear.</li> <li>• Good personal hygiene encouraged and suitable hand sanitation and/or washing facilities provided.</li> <li>• Good quality litter sacks to be used to lessen the risk of splitting.</li> <li>• Volunteers advised to carry sack away from legs to avoid injury.</li> </ul>	3	2	MODERATE			





Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Lifting and/or carrying waste sacks.	Volunteers and Visitors	Muscular injuries.	<ul style="list-style-type: none"> <li>Manual handling instruction.</li> <li>Ensure that volunteers only lift items to their own capability.</li> <li>Use alternative methods to move heavy or large items i.e. trolley, wheel barrows etc.</li> <li>Encourage multi-lifting to reduce individual physical weight strain.</li> <li>Encourage rotation of tasks.</li> <li>Waste sacks to not be filled with heavy rubble items such as bricks, stones etc.</li> </ul>	3	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
Use of Hand Tools (spades/forks etc.)	Unsuitable, defective or damaged tools. Incorrect use/misuse of tools.	Volunteers and Visitors	Stabbing injuries to feet and legs or other injuries	<ul style="list-style-type: none"> <li>Tools purchased from reputable supplier and maintained in good condition</li> <li>Correct tools for job.</li> <li>Ensure volunteers keep safe working distances from others working around them while using tools.</li> <li>Ensure tools are safely stowed and/or do not create a trip hazard when not in use.</li> <li>Regular inspections and defect reporting system.</li> <li>Defective items removed from use.</li> <li>Safety boots/protective gloves to be worn.</li> </ul>	2	3	MODERATE			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
Strimming	Moving machinery.	Volunteers and Visitors	Contact or entanglement with rotating blades	<ul style="list-style-type: none"> <li>No loose clothing to be worn.</li> <li>Staff safety briefing.</li> <li>Safety guards.</li> <li>Machinery immobilised when not in use.</li> <li>Steel toecap safety boots and gloves.</li> <li>Safety switches or cut-out device should be checked to ensure they function correctly before use.</li> </ul>	2	4	HIGH			
	Flying debris.	Volunteers and Visitors	Being struck by flying debris. Property damage.	<ul style="list-style-type: none"> <li>Eye and or full-face protection.</li> <li>Operators aware of hazards and advised to take care when working in public areas or around others.</li> </ul>	2	4	HIGH	<ul style="list-style-type: none"> <li>Strimming to be carried out in a designated area away from others, with a lookout to warn others of danger.</li> </ul>		
	Noise.	Volunteers and Visitors	Hearing damage.	<ul style="list-style-type: none"> <li>Ear defenders worn.</li> </ul>	2	4	HIGH	<ul style="list-style-type: none"> <li>Check correct ear defenders provided for noise levels</li> </ul>		



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
	Carrying and or operating strimmer for long periods of time.	Volunteers and Visitors	Fatigue. Muscular injury.	<ul style="list-style-type: none"> <li>Carry harness.</li> <li>Regular breaks.</li> </ul>	3	3	MODERATE			
	Damaged/defective Equipment.	Volunteers and Visitors	Various personal injuries.	<ul style="list-style-type: none"> <li>Well maintained equipment.</li> <li>Regular servicing.</li> <li>Pre-use inspection.</li> <li>Defect reporting/responsive repairs.</li> </ul>	2	3	MODERATE	<ul style="list-style-type: none"> <li>Check equipment records are up to date</li> </ul>		
	Chemicals – Petrol (if applicable)	Volunteers and Visitors	Inhalation, skin or eye contact.	<ul style="list-style-type: none"> <li>Petrol is stored in a suitable approved container and is stored away from the work site.</li> <li>It is only used by nominated staff and volunteers.</li> <li>Where machinery is fuelled using chemicals (i.e. petrol or diesel) operators must have familiarised yourself with the contents of the COSHH safety data sheet.</li> </ul>	2	4	HIGH			



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
Pedestrian Mowing (Cylinder/Rotary)	Moving machinery.	Volunteers and Visitors	Contact or entanglement with rotating blades	<ul style="list-style-type: none"> <li>No loose clothing to be worn.</li> <li>Correct guards fitted.</li> <li>Staff training/awareness of dangers.</li> <li>Care taken when operating in public areas or around others.</li> <li>Machinery immobilised when not in use.</li> <li>Steel toecap safety boots.</li> </ul>	2	4	HIGH			
	Flying debris (Rotary only).	Volunteers and Visitors	Being struck by flying debris.	<ul style="list-style-type: none"> <li>Eye and or full-face protection.</li> </ul>	2	3	MODERATE	•		
	Damaged/defective Equipment.	Volunteers and Visitors	Various personal injuries.	<ul style="list-style-type: none"> <li>Well maintained equipment.</li> <li>Regular servicing.</li> <li>Pre-use inspection.</li> <li>Defect reporting/responsive repairs.</li> </ul>	2	3	MODERATE	•		



Activity	Hazard Identified	Who is at risk	Effect of hazard	Existing controls	Likelihood	Consequence	Risk Level	Further action required	By when	Review date
General	Illness and or accidents.	Volunteers and Visitors	Cuts, bruises, seizures, head injuries etc.	<ul style="list-style-type: none"> <li>At least one member of staff on site must be first aid qualified.</li> <li>Access to a suitably stocked first aid kit.</li> <li>Where appropriate and agreed by individual's storage of extra medication. For example, a spare inhaler (specific to the individual and labelled with their name).</li> <li>Volunteers emergency contacts to hand - this should be locked away if not in use.</li> <li>Record any medical needs for individuals.</li> <li>Record any accidents/incidents in an accident book.</li> </ul>	3	2	MODERATE	<ul style="list-style-type: none"> <li>Create a concise record of volunteers that may be vulnerable to accidents or medical conditions - this will primarily be done at the induction process.</li> </ul>		

Risk Assessment Completed By Line Manager	Adrian Moore, Volunteer Force Development Officer
Date of Risk Assessment	Liz Gumbley, Community Groups Network Manager
Planned review date	13 March 2023
	12 March 2024

**Risk Severity Matrix**

Likelihood		Consequence				
		1	2	3	4	5
Almost Certain	5	Moderate	High	Extreme	Extreme	Extreme
Likely	4	Moderate	Moderate	High	Extreme	Extreme
Possible	3	Low	Moderate	Moderate	High	Extreme
Unlikely	2	Low	Low	Moderate	High	High
Rare	1	Low	Low	Low	Moderate	Moderate
		Insignificant	Minor	Moderate	Major	Critical