

ASSESSMENT FORM

Date	10.04.2024	
Assessed by	Nathan White	
Location	East Grinstead in Bloom	
Assessment number	1	
Task/premises	Voluntary work – Compass Garden, Windmill Lane, Northdown Orchard, Millenium Garden, Lingfield Road Recreational Ground	
Review date	1 st June 2024	

No.	Activity/plant/materials, etc	Hazard	Persons in danger	Severity 1–5	Likelihood 1–5	Risk SxL	Measures/comments	Risk Acceptable Y / N
1	Water	Risk of falling in and drowning.	Volunteers, members of the public	3	2	6	Volunteers will be working a safe distance away from the water. Approximately 10m away. If we were to approach the water life jackets would be worn and only people comfortable in water will be allowed to approach. There will be no need to go to water.	Y
2	Low growing vegetation and tree routes.	Slips trips and falls	Volunteers, members of the public	2	2	4	Any hazard will be discovered and pointed out to the volunteers. If the obstacle can be removed, we will. If we can avoid the area, we will. If we can warn people and still safely work, we will continue to do so.	Y
3	Sharp material	Cuts	Volunteers, members of the public	2	2	4	If vegetation had spikes or sharp areas, we would make sure the user would wear gloves and handles it safely. If we come across sharp implements like needles or pins, we would not touch the implement photograph and chart it sending that to MSDC.	Y
4	Tools	Potential for injuries	Volunteers, members of the public	2	2	4	A briefing of all tools will be carried out before work. Anyone who is not capable to handle equipment will not be allowed to use the tools. PPE will be advised this being steel toed shoes, Gloves, Goggles. Handing of the tools will be discussed to prevent injuries or strains and pulls.	Y

5	Ground Conditions	Slips	Volunteers, members of the public	2	2	4	Volunteers will be told to wear suitable clothing and footwear for the conditions and if it's unsafe for the task to go ahead then it will be cancelled.	Y
6	Weather	Hazardous working conditions	Volunteers, members of the public	3	2	6	In the event of extreme weather being heat, rain, wind or freezing conditions the work event will be cancelled and postponed to another date for the safety of all volunteers.	Y
7	Working at height through hedge cutting or pruning	Falls and over stretching	Volunteers, members of the public	3	2	6	If working at height is necessary in a work event it should only be carried out if the person has ladder training or it is completely safe and essential. There must be one person footing the ladder and the volunteer using the ladder must have three points of contact and mustn't overreach and should move the ladder to an appropriate position.	Y
8	Manual handling	Pulls and strains	Volunteers, members of the public	3	2	6	In the event of moving large items like compost, waste and, plants then manual handling should be followed lifting from the knees and not the back to prevent strains and pulls. All volunteers should be briefed on this before carrying out a task.	Y
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FURTHER ACTION REQUIRED TO MANAGE RISK – INDICATE / RECORD BELOW – USE CONTINUATION SHEET IF NECESSARY.

	FURTHER ACTION REQUIRED – RECORD BELOW – Re-assess risk to show reduction to acceptable level.	Responsible person	Action date	Completed date
Action 1:				
Action 2:				
Action 3:				
Action 4:				
Action 5:				