

General Risk Assessment example – not for use

(a) Title of Risk Assessment:		(b) Location:				
		(c) Written by:			(e) Date:	
		(d) Signature:			(f) Review Date:	
(g) Safety Code/s and other documents relevant to this risk assessment:	(h) List all personnel involved in activity: Personnel DETAILS	(i) Other Groups at risk: <i>(Put a cross in Yes or No)</i>				
		Volunteers:	Yes:	:	No:	:
		The public:	:	:	:	
		Visitors:	:	:	:	
		Contractors:	:	:	:	
		School Groups:	:	:	:	
		Students:	:	:	:	
(j) Sign to confirm all staff listed above have read the relevant Safety Code/s:						

(k) Hazards:	(l) Precautions: <i>(Do not undertake activity until all precautions are in place.)</i>	(m) Risk Rating			(n) Precaution in place? <i>(Yes or No)</i>
		L	M	H	
<ul style="list-style-type: none"> Vehicle Movement– risk of collision people vs vehicle 	<ul style="list-style-type: none"> Stewarding to control pedestrian and vehicle movement Clear instructions and site plans sent to attendees/participants Monitoring by stewards or event management team Access to parking area Children to remain within defined event area at all times When outwith competition areas, must have adult supervision All personnel to wear hi-vis vests during periods where vehicle movement is permitted 		✓		Yes
<ul style="list-style-type: none"> Slippery Surfaces (Usually due to weather conditions) 	<ul style="list-style-type: none"> Use appropriate warning signage and arrange alternative bypass routes. 				
<ul style="list-style-type: none"> Uneven Surfaces, potholes/broken paving slabs 	<ul style="list-style-type: none"> Warning signs placed in the affected area. Barriers erected to restrict entry. 				
<ul style="list-style-type: none"> Obstructions in pathways and around the garden 	<ul style="list-style-type: none"> Keep all pathways clear at all times, including those in outside and indoor working areas. 		✓		Yes

Risk Assessment – Form D1

(k) Hazards:	(l) Precautions: <i>(Do not undertake activity until all precautions are in place.)</i>	(m) Risk Rating			(n) Precaution in place? (Yes or No)
		L	M	H	
	<ul style="list-style-type: none"> Tidy up frequently 				
<ul style="list-style-type: none"> Spillages of wet or dry substances 	<ul style="list-style-type: none"> Event coordinators to clean up any spillages immediately. If a liquid is greasy ensure a suitable cleaning agent is used. 		✓		Yes
<ul style="list-style-type: none"> Supervision 	<ul style="list-style-type: none"> If schools or children are involved, teachers and parents are advised that they are responsible for the safety and behaviour of their pupils at all times. 		✓		Yes
<ul style="list-style-type: none"> Weather conditions – too cold/wet/sunny 	<ul style="list-style-type: none"> Advise attendees to wear appropriate footwear and bring weather proof coat/warm clothing as part of pre-event information. Also advised to bring protection against sun – hats, sunscreen, long sleeves. 	✓			Yes
<p>Other on site risks, e.g. contact with sharp objects, falling in canal. <i>Identify your own hazards & precautions in additional boxes</i></p>	<ul style="list-style-type: none"> If schools are involved, they should be asked to complete their own risk assessment for the event 				
<ul style="list-style-type: none"> Hand tools/ equipment left on the ground. 	<ul style="list-style-type: none"> Training and instruction to attendees as to the correct procedure for storing hand tools either between activities or when away from the place of work (use of trugs ‘tool stop’). Stow all hand tools in a trug when away from the workplace. Do not leave tools laying on the ground or the handle of rakes etc. supported through the handles of other tools. Pick up and store safely any equipment that falls on the ground. Take care when passing out tools for soil prep & seed sowing activity – offer the handle to attendees. 		✓		Yes
<ul style="list-style-type: none"> Risk of cutting injury to feet or hands when using tools. 	<ul style="list-style-type: none"> Instruct on how to use tools safely before they work 		✓		Yes

Risk Assessment – Form D1

(k) Hazards:	(l) Precautions: <i>(Do not undertake activity until all precautions are in place.)</i>	(m) Risk Rating			(n) Precaution in place? <i>(Yes or No)</i>
		L	M	H	
Back / muscle ache from incorrect posture.	<ul style="list-style-type: none"> • Advise before workshop to bring closed toe shoes & gloves. • Check site beforehand for slipping and contamination hazards. Advise to wash hands at end. • Check if attendees have any physical injuries and give option to not take part in physical activities. • Instruct on correct posture and technique to avoid muscle strain. • Ensure all attendees have sufficient work space. • Set up times staggered to enable working space 				
<ul style="list-style-type: none"> • Obstructions in pathways and around the garden 	<ul style="list-style-type: none"> • Keep all pathways clear at all times, including those in outside and indoor working areas. • Tidy up frequently 		✓		Yes
<ul style="list-style-type: none"> • Working with potting compost – compost in eye, micro-organisms from compost, allergic reactions to compost 	<ul style="list-style-type: none"> • Give safety talk to ensure participants know how to work safely with compost. • Use of quality sterilised soil. • Keep compost damp. • Always use fresh compost. • Cover any cuts/ broken skin. • Always use disposable gloves – non-latex/ polypropylene. • Ensure thorough hand washing after session. • First aid box on site & first aider. 		✓		Yes

KEY: L = Low Risk (Risk of minor injury or minor ill health issue); M = Medium Risk (Risk of injury or ill health causing 4 days or more off work); H = High Risk (Risk of death or major injury/ill health)