

Activity	Allotment Site Management	Location	Gas House Fields		
Assessor Council			Author Date January 2021 December 2023	Review by Committee	Next review date Dec 24
Signed on behalf of SWANCC Community Council Manager 4.12.2023					
Explaining the necessary steps					
Step 1	Step 2	Step 3	Step 4	Step 5	
What are the hazards and the risks?	Who might be harmed and how?	What are we doing already	What further action is necessary?	How will you put the risk assessment into action.	
HSE Guidance	HSE Guidance	HSE Guidance	HSE Guidance	HSE Guidance	
<ul style="list-style-type: none"> ■ asking your employees what they think; ■ visiting the <i>Your industry</i> areas of the HSE website or calling HSE Infoline; ■ calling the Workplace Health Connect Adviceline or visiting their website; ■ checking manufacturers' instructions; Contacting your trade association <p>NASL Have been contacted Don't forget long term health affects</p>	<ul style="list-style-type: none"> • people who may not be in the workplace all the time; • members of the public; • if you share your workplace think about how your work affects others present. • some workers have particular needs; • Say how the hazard could cause harm 	List what is already in place to reduce the likelihood of harm or make any harm less serious.	You need to make sure you have reduced the risks as far as is reasonably practical. An easy way of doing this is to compare what you are already doing with good practice. If there's a difference note what needs to be done	Remember to prioritise. Deal with those hazards which are high risk or have most serious consequences first.	
Adopting The Step 1	Necessary steps Step 2	Step 3	Step 4	Step 5	Date:
What are the hazards and the risks?	Who might be harmed and how?	What are we doing already	What further action is necessary?	How will you put the risk assessment into action.	
From any person:- Physical assault	Field Staff 1. Physical assault / verbal abuse or abduction or	SWAN CC Field Staff will read and follow health & safety	Training log held and monitored.	Set a regular inspection routine to ensure that hazards and	Next Committee Meeting

<p>Verbal abuse</p> <p>Abduction</p> <p>Injury</p> <p>Sudden illness</p> <p>False allegation</p>	<p>false allegations from members of the public</p>	<p>policy adopted by Council.</p> <p>Officers will carry a mobile phone at all times</p> <p>Routine inspections to be carried out in pairs and with Site Rep when possible.</p> <p>Staff need to follow government guidance on social distancing and not arrange any face to face meetings.</p> <p>, Provision of Correct PPE for Workers visiting GHF with specific regard to Covid 19</p>	<p>All Members and staff review Risk Assessments before site visits and sign to advise completed.</p> <p>Set up a Regular inspection routine of site to ensure all hazards an risk are considered.</p>	<p>risks are checked routinely. Report this to each Committee meeting on Agenda.</p> <p>Continually update risk assessment as any hazard is identified</p> <p>Review H&S BI- Annually as required with Council Policy.</p> <p>Ensure that plot inspection report is tailored to check for and resolve any potential hazards or risks.</p>	<p>All Committee Meetings</p> <p>Constant practice.</p> <p>2022 Council Meeting to review Policies</p> <p>Next Committee meeting</p>
<p>Disease</p> <p>Uneven ground or uneven structure bases</p>	<p>Field Staff Allotment users and visitors</p> <p>2. Infection or illness including COVID19</p> <p>3. Injury due to slip, trip or fall on the same level or unguarded drops. Uneven ground or uneven structure bases</p>	<p>Consider Disease use Hands Face Space government guidance and appropriate PPE.</p> <p>Workers should wear adequate footwear, clothing and working gloves</p> <p>Officers to wear appropriate footwear to</p>	<p>Staff bringing visitors onto site will ensure they are aware of our health and safety and follow our code of conduct. Including appropriate footwear, clothing, gloves. Written guidance for visitors to be provided</p>		

<p>Animals/ Sharps or needles</p>	<p>4. Injury from attack by an animal</p> <p>5. Infection from animal bites or sharps</p>	<p>avoid slips, trips and falls</p> <p>Officers to consider the ground conditions due to slippery conditions generated by weather including mud, leaves, fruit from trees, burrows created by wildlife and general unevenness of ground conditions</p> <p>No Animals on site, except dogs on leads</p> <p>Officers will ensure all exposed wounds are suitably protected</p> <p>Officers shall be aware of the risk of used hypodermic needles / other clinical waste and avoid contact</p> <p>Officers will ensure all exposed wounds are suitably protected</p> <p>Also to note safety advice for Handling Hypodermic Needles (Sharps)</p>	<p>No Animals on site except dogs on leads</p> <p>Also to note safety advice for Handling Hypodermic Needles (Sharps)</p>		
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Gas/Electricity		Be aware ensure no low lying cables, treat as a hazard			
Bins	<p>6. Injury from cables or power lines</p> <p>7. Injury or Contamination from Bins</p>	<p>Bins should not be entered. Any investigation must be done from a safe distance.</p>			
Open water receptacles / damaged tanks	8. Legionnaires or other water related infections.	<p>Following of Terms and Conditions and requiring no open water receptacles</p> <p>Checking fences, ensuring this is regular and repairs are make quickly</p>			
Broken fencing	9. Injury from broken fencing. Lack of security,	Regular grounds management by Aspire and the volunteers in GHF.			
Plants including thorns, giant hogweed, etc	10. Injury from plants including thorns, giant hogweed, etc	Routine inspections, compliance by tenants of Ts & Cs.			
Tools / any Items left loose or dangerously situated.	11. Injury to any persons or passers by, visitors or children, Contractors, Dogs	Routine inspections, of external compliance by			
Unstable structures					

<p>Petrols/ Chemicals/ Hazardous Substances</p>	<p>12. Injury to persons or passers by visitors or children, Contractors, Dogs</p>	<p>tenants of Ts & Cs.</p> <p>Routine inspections, compliance by tenants of Ts & Cs.</p>			
<p>Fire</p>	<p>13. Injury to persons passers by, children Contractors, Dogs.</p>	<p>Routine inspections, compliance by tenants of Ts & Cs.</p>			