

Activities Covered by this Assessment	1620s House and Garden – Garden Volunteers	Reference:	
Site Address / Location	1620s House and Garden (Donington le Heath)	Department / Service / Team	Heritage
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (–/–/–)	Done ?
Lone Working	Volunteers Not able to inform staff of injury/incident	<p>Volunteers to always be on site with at least one other person (volunteer or staff)</p> <p>Volunteers must inform Site Supervisor of all intended visits to site via 01455 290429</p> <p>Both gates to be closed after last member of team arrives on site to reduce possibility of members of public entering</p> <p>Can be on site alone to water the garden, though must inform site supervisor or volunteering officer and a 'buddy' (person you live with/friend/family member) times</p>	M	L	L							

		when intend to enter and leave site. And message via phone to inform when arrived and left. Please refer to volunteers lone working policy (escalation procedures will be carried out in line with lone working policy in order to ascertain volunteers whereabouts)										
Activities outside	Volunteers Trips/Falls Potential Injuries from gardening tools Allergies Animal Deposits	<p>Volunteers not to run when on site (especially when wet)</p> <p>Appropriate clothing to be worn including gloves/sturdy shoes with grip and PPE as appropriate</p> <p>Tools and equipment are to be checked before use including completing appropriate documentation (e.g. ladder check lists)</p> <p>Appropriate training to be given in use of gardening tools by experienced volunteers</p> <p>Power tools (mower and hedge trimmer) only to be used by trained and experienced volunteers</p> <p>Tools to be correctly and safely</p>	H	L	M	Some members of the Garden Volunteer team are First Aid Trained If number of blasts can't be remembered for a particular emergency due to stress a blast on the whistle is better than none.						

[illegible]

[illegible]

[illegible]

[illegible]

		used in pairs with one person securing the ladder. The ladder should always be moved to allow easy reach to avoid stretching. LCC have supplied hard hats which must be worn if overhead work is involved. Eg person securing a ladder while another is pruning. Volunteers to wear protective eyewear when necessary e.g. during pruning/hedge trimming										
Fire	All Gardeners	Follow instructions as set out in Emergency Evacuation Procedures	H	L	M	If number of whistle blasts can't be remembered for a particular emergency due to stress a blast on the whistle is better than none						
Fatigue	Volunteers	Volunteers to take sufficient breaks Hot and cold drinks available in the mess room One free drink available from the barn café each shift	M	L	L							
Cutting Vegetation	Participant, public, staff and volunteers in vicinity	Appropriate PPE should be worn including eye wear Work away from legs, body and face If using an electric hedge trimmer	H	L	M							

During this activity, what could go wrong resulting in an	It is likely that even with the above measures in place that an accident could result in an emergency situation however
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emergency situation?	the risk is very low. However, if it was to occur then the volunteer team would ask LCC to follow emergency procedures.
How could this emergency situation be prevented / controlled?	Emergency situations should be prevented by following the above procedures
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<p>In the event of an emergency on an open day, volunteers should use the whistle and radio system to alert LCC staff in the admissions cabin who should then put LCC emergency procedures into place.</p> <p>In the case of an emergency situation when the site is closed to the public and no LCC staff are on site, then the garden volunteer nominated team leader should respond by following the risk assessment advice and also by contacting sister site Bosworth Battlefield where managers for the Heritage Team are based to inform them and receive guidance until such time as a member of the team can get to the house to take over responsibility</p> <p>999 if necessary</p>
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	If the above procedures are followed, then non-routine changes should not affect the arrangements as this is a volunteer activity in which change is commonplace and therefore already considered.

Risk Assessor (s) Name(s):	Laura Waters	Risk Assessor(s) Signature (S):			
Authorised By:	Tim Savage	Authoriser Signature:			
Date Conducted:	19/05/23	Date Review Due	Date of Review	Initial	
		30/03/23	06/04/23	LW	

		19/05/24		
		Kw discussed with Garden vols 28/03/24 updated form 10/06/24-need to share with Liz and vols		
Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.

High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.