

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 parson specific assessment must be carried out for young parsons disabled staff and you and avacatent mathers conducting this activity.									

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	Who might be	Existing Controls		Who might be   Existing Controls		Further Controls Required	F	nal Ri Rating (S x L)	g	Act	ion Requir	ed
potential to cause harm)	Harmed & How?	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	(Consider Hierarchy of Control)	Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/)	Done ?
Lone Working	Volunteers Not able to inform staff of injury/incident	Volunteers to always be on site with at least one other person (volunteer or staff)  Volunteers must inform Site Supervisor of all intended visits to site via 01455 290429  Both gates to be closed after last member of team arrives on site to reduce possibility of members of public entering  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	M	_	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	Volunteers not to run when on site (especially when wet)  Appropriate clothing to be worn including gloves/sturdy shoes with grip and PPE as appropriate  Tools and equipment are to be checked before use including completing appropriate documentation (e.g. ladder check lists)  Appropriate training to be given in use of gardening tools by experienced volunteers  Power tools (mower and hedge trimmer) only to be used by trained and experienced volunteers  Tools to be correctly and safely	н	F	3	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.			



stored when not in use					
Volunteers to carry whistles in case of accident when they will blow three blasts to alert other volunteers who will then make their way over to them with first aid supplies. One volunteer should carry a radio to alert site supervisor	ı				
Paths to be maintained by LCC staff and contractors					
Volunteers to advise site staff/ volunteering team if they have any known or new allergies, including to plants					
Plant and flower beds to be checked for animal deposits before work starts, using appropriate supplied equipment					
Area around pond to be checked carefully before any work begins for any hazards					
Pond fence to be inspected by LCC staff as part of daily H&S checks					
Work areas to be kept clean and tidy and gardening waste / rubbish					



		First Aid Box is available in mess room (which is unlocked for most sessions) Otherwise first aid boxes are in the café or admissions hut. Lists of trained first aiders are displayed with the boxes.  LCC staff to advise of other activities taking place on site during Volunteer sessions  Warning signs to be placed on approach to work areas to alert visitors/ staff/ other volunteers to potential hazard  CAUTION MAINTENANCE SIGN is							
Hosepipe/water tap	Volunteers, staff, visitors, contractors Slips, trips, falls, water bourn infections	Outdoor tap supplies water for watering plants and garden. The hose is safely stored when not in use.  When in use the hose is rolled out before use, signage is in place for staff, volunteers, visitors and contractors to inform them that watering is taking place on site.  After use volunteers are to ensure	H	L	M	New tap situated next to shed now reduces need for trailing hosepipes long distances and through the barn			



		all water has drained out of the hose to avoid the breeding of micro-organisms such as legionella.  Outside tap to be flushed weekly when not in use and logged in water management folder by supervisor, or maintenance staff.  Volunteers, staff to wash hand thoroughly after use.							
Pond	Volunteers  Maintenance  Water  Biological Diseases  Poisoning  (Infection / disease  Weils disease  Poisoning (blue -  green algae)	Access to pond restricted by fence with locked gate – gate can also be locked from within to restrict public accesses while volunteers work on Pond  Pond area to be included in LCC staff H&S checks  Edges of the pond and fenced areas to be carefully maintained – edges of Pond to be visible  Do not drink pond water  Ensure all staff know here the first aid facilities are and leave the pond area to seek help should they start to feel ill  Regular maintenance to be in place	т	L	M	If volunteers clothing becomes soaked and spare clothing is unavailable provision should be made to keep the participant warm and may require them to seek warm shelter or return home  https://issr.edu.kh/science/Textbooks_and_CDS/Cleapps%2_OCD/secondary/guidance/PSO_1.pdf			



to ensure that overgrown foliage					
does not create an unsafe					
environment					
Cityii Giiiii City					
Pond edges to be inspected for					
unsafe, slippery surfaces or loose					
stones before work begins – if					
found take remedial action as					
necessary					
,					
Remove any harmful algae that					
develops on the pond surface,					
avoiding skin contact					
Volunteers to work at pond as pairs					
or with one volunteer in orchard					
while one at pond to reduce risk					
Malurata and to an arms the arrangement					
Volunteers to ensure they carry					
their whistle when working in Pond					
Area					
Any volunteers working within the					
Pond Area should ensure it is					
within their means – tasks should					
be suitable to participants ability					
be suitable to participants ability					
Volunteers to act in a sensible and					
appropriate manner when working					
near pond					
Extra care to be taken on muddy,					



and an annual bandle					
soft or gravel banks					
Appropriate PPE to be worn e.g					
sturdy/waterproof shoes or waders					
Gloves should be worn to protect against hazardous diseases passed					
via water					
via water					
Cuts or breaks in skin should be					
covered before taking part in Pond					
activities					
Volunteers to ensure hands are					
washed properly after all pond					
activities. Do not touch any parts of					
the face with hands before they are					
washed.					
Provide paper towels rather than					
communal hand towels					
If a volunteer falls into the Pond					
measures against hypothermia should be taken immediately					
should be taken ininiculately					
Volunteers working near Pond					
should consider having a spare pair					
of clothing onsite in case clothing					
becomes soaked					
No work to be undertaken in pond					
area if dark and area unlit					



		Torch/portable light to be taken to pond during works for additional light if required  No eating in the pond area							
Manual Handling, Building and Repairs	Volunteers Straining Risk of Dropping Objects Risk of falling	Volunteers to recognise that according to the Manual Handling Operations Regulations 1992 (amended 2002) Manual Handling includes "the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force"  Any volunteers not in receipt of manual handling training are to receive it either on an in person course or via workbook  Volunteers should undertake the working at height handbook  Volunteers to only carry loads they feel comfortable with. And are deemed safe by fellow volunteers  Carrying aides such as wheelbarrows and sack barrows to be made available, used and maintained  Volunteers to swiftly let LCC staff know of any incidents that occur  Loads carried by volunteers should not reduce their field of vision	H	ı	Σ	Manual Handling and Working at Height training to be renewed every three years  Individual Risk Assessments are available for all ladder use but where possible ladders should only be used by LCC staff			



T					
Correct lifting procedure to be					
adhered to with shared lifting					
practices encouraged					
It is to be established that the					
individual/s completing the task are					
physically capable and fit and have					
no history of heart conditions or					
other medical conditions that be					
aggravated by this type of work					
Appropriate clothing to be worn					
including gloves/sturdy shoes with					
grip – PPE as appropriate including					
hard hats for any tree					
pruning/building work that includes					
work at multiple heights					
Appropriate training to be given in					
use of tools by experienced					
volunteers					
Tools to be correctly and safely					
stored when not in use					
Any building projects to be					
discussed with LCC Volunteering					
Officer and any extra measures					
deemed necessary put into place					
Volunteers should not undertake					
work at above four metres.					
LCC heavy duty step ladders are					
supplied for medium height work.					
Always check for soundness and					
correct and stable set up before					
climbing. Ladders should always be					



		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	н	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				



	training by a more experienced operator may be required  Never handle blades without gloves and in case of electric hedge trimmers never handle blade while moving
Drowning Employee children	Edges of the pond clearly visible.  The depth should be kept as shallow as possible.  Pond regularly maintained to ensure that the perimeter does not become obscured and that the area around the pond does not deteriorate.  Slip / tripping hazards eliminated from the surrounding area. Edges that are open for access for pond dipping should be gently sloping, or flat and well defined.  Appropriate warning signs posted where applicable ('No unaccompanied children', 'deep water' etc.)

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

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



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 /	Emergency situations should be prevented by following the above procedures
controlled?	
	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.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	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
	999 if necessary
Could any non – routine changes affect the safety	If the above procedures are followed, then non-routine changes should not affect the arrangements as this is a volunteer
arrangements in place for this activity? (E.g. weather,	activity in which change is commonplace and therefore already considered.
people, equipment etc.) What can be done?	

	Laura Waters	Risk Assessor(s) Signature (S):		
Risk Assessor (s) Name(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



		Kw discussed with Gar vols 28/03/24 updated 10/06/24-need to share Liz and vols	form	
Potential Severity of Harm	<b>High</b> 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
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
			Likelihood of Harm Occurring	

19/05/24

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.