



Registered Charity No 1186875

Corvid-19 Risk Assessment for Gardening/Landscaping

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| Name of Event | Gardening/Landscaping | Name of event organiser | Taff's Well Village Hall Management Committee |
| Date of Event | 17 th July 2021 | Name of risk assessor | Mike Phillips (Trustee & Chair) |
| Venue Address | Taff's Well Village Hall | Date of risk assessment | 6 th July 2021 (Version1) |

| Area of Risk | Risk Identified | Action to Mitigate Risk? | Notes |
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| Staff & volunteers. Identify what work activity or situations might cause transmission of the Covid virus and the likelihood staff could be exposed | Social distancing is not observed as people congregate around the area to be worked on. Also whilst entering the premise. People drop tissues. | Staff given PHE guidance Mark out 2 metre waiting area outside where possible with tape to encourage care when queueing to enter. | Outside areas are advised by Government to be less risky, the main risk is likely to be where people congregate |
| Vehicle Movement | Risk of collision, people v vehicle | Stewarding to control pedestrian and vehicle movement, in access to parking area. Children to remain within defined event area at all times, must have adult supervision. All personnel to wear hi vis vests during periods where vehicle movement is permitted. | |



Registered Charity No 1186875

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| Car Park/paths/patio/exterior areas | Slippery surfaces (Usually due to weather conditions) Uneven surfaces, potholes/broken paving slabs. Spillages of wet or dry substances | Use appropriate warning signage and arrange alternative bypass routes. Warning signs placed in the affected area. Barriers erected to restrict entry. Event coordinators to clean up any spillages immediately. If a liquid is greasy ensure a suitable cleaning agent is used. | Check site before hand for slipping hazards Cleaning material to be made available in clearly identified location. |
| Garden Area | Obstruction in pathways and around the garden | Keep all pathways clear at all times, including those in outside and inside working areas | |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: Schools & Colleges | Supervision Inquisitive children or other people in work area | If school children are involved teachers and parents are advised that they are responsible for the safety and behaviour of their pupils at all times. Work programme agreed with school or college No lone working | |
| Environmental Conditions/ Ground Conditions | Adverse weather conditions. Weather conditions too cold/wet/sunny | Advise attendees to wear appropriate footwear and bring weatherproof coat/warm clothing as part of pre event information.. Also advise to bring protection against sun -hats, sunscreen, long sleeves | |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: | The use of hand tools/equipment left on the ground. | 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). | Tools purchased from a reputable supplier and maintained in good condition. |



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| | | Stow all hand tools away from the workplace. Do not leave tools laying on the ground or hadle of rakes etc support 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 and seed sowing activity. | Correct tools for the job. Regular inspection & defect reporting system |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: | Risk of cutting injury to feet or hands when using tools | Instruct how to use tools safely before work commences | |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: | Back/muscles ache from incorrect posture | Advised before workshop to bring closed toe shoes & protective gloves. Check site beforehand for slipping and contamination hazzards. Advised to wash hands at end. Check if attendees have any physical injuries and give opinion to not take part in physical activities. Instruct on correct posture techniques to avoid muscle strain. Ensure all attendees have sufficient work space. Set up times staggered to enable working space. | |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: | Working with potting compost – compost in eye, micro-organisms from compost, allergic reactions too compost | Give safety talk to ensure participants know how to work safely with compost. Use quality sterilised soil whenever possible. Keep compost damp Always use fresh copost. Cover any cuts/broken skin. Always use disposable gloves-non latex. Ensure thorough hand washing after | |



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| | | sessions. First aid box nad first aider on site | |
| Planting Hanging baskets and Planters (Erection, dismantling and maintaining) | Working at height, Falls | Only qualified staff allowed to use ladders. Staff training/local knowledge. Materials secured when working at height. Staff training/awareness. Well maintained tools & equipment. | Use only well maintained tools and equipment |
| All Volunteers: The Public: Visitors: Contractors: School Groups: Students: | Covid-19 case has been identified | Track & Trace is in place in Wales. In the event that a person may have attended the hall for a Regular User Class/One off meeting event, the hall will close. | Deep clean of the hall must take place. Contact details for all attendees for use in contact tracing. |