

Farncombe Community Garden – General Risk Assessment – Volunteer Activities on Site – September 2025 UPDATE

This working risk assessment covers general volunteer gardening activities at the Farncombe Community Garden site, and can be used to inform external groups who are planning activities on the site so that they can plan appropriate precautions for their people.

NB some garden users will be vulnerable.

It will be reviewed annually and following significant incidents if they occur as part of the incident investigation and reporting process, and revised if needed.

This document is structured as follows: [grey text denotes future revisions to be completed and updated as the site facilities are created]

General site hazards	Gardening activities	Construction and repair activities
1. Site conditions a. Uneven surfaces/Tripping hazards b. Slippery surfaces c. Overhanging branches d. Brambles and stingers 2. Ponds, water features and water storage 3. Falling trees and branches 4. Moving vehicles, safety of pedestrians 5. Wildlife a. Snakes, Bees/wasps/insects – inc. Oak Processionary Moth caterpillars b. Vermin 6. Personal safety / First aid and incident reporting 7. Weather/Extreme weather 8. Disposal of rubbish 9. Composting toilet 10. Boundary fencing and Gates 11. Antisocial behaviour 12. Lone working	13. Manual handling and lifting – inc. Back/posture/muscle ache 14. Compost/manure/fertiliser/mulching – spore Inhalation and other infection hazards a. Cat and fox poo – unwanted manures 15. Weedkillers/pesticides/other harmful chemicals 16. Paint/wood treatment 17. Use of tools/storage a. Use of hand tools, inc. battery drills b. Use of power tools – inc. Chainsaws/hedgecutters/trimmers c. Fuel storage 18. Bonfires and fire pit 19. Sheds/polytunnels/greenhouses 20. Working close to public highway 21. Delivery of bulk materials	22. Excavations 23. Falls from height 24. Falling materials 25. CDM/control of contractors Community Building – opened 2025 26. Access 27. Fire precautions 28. Electrical safety

	Activity	Hazards	Control Measures to reduce likelihood or severity	Residual Risk
1	General site hazards Site conditions a. Uneven surfaces/Tripping hazards b. Slippery surfaces c. Overhanging branches d. Brambles and stingers	“slips, trips and falls” Being a garden that is also a nature reserve there are various environmental hazards present including uneven ground, rabbit holes, tree root tripping hazards, brambles and other sharp plants, low hanging branches, boggy areas. Trip hazards from brambles may be obscured by other vegetation. Gardening activities may create tripping hazards.eg. trailing hose pipes, tools and compost bags left on the ground	Brief members of public and volunteer groups before entering the garden, especially if they will be working in the woodland areas. NB volunteers are advised to wear suitable outdoor footwear. Main paths and car park to be maintained as accessible surfaces and inspected as often as necessary to ensure absence of tripping hazards. Paths to be kept clear of stored items and debris. Woodland walks and other soft paths will kept clear as far as reasonably practicable but they will not necessarily be accessible to mobility impaired people and judgement must be used by individuals. If a path deteriorates due to extreme weather, etc it may be restricted by the Lead Volunteers and warning signs posted and or closed off until restored. Low branches should be reported to Lead Volunteer for trimming if appropriate (eg by a main path, or otherwise if deemed unsafe) Work areas to be kept reasonably tidy, with tools placed safely and hosepipes put away after use. Volunteers who notice any hazards should report these to the lead volunteer on site as soon as spotted. To avoid hidden trip hazards volunteers and visitors should stay on the paths where possible.	Low
2	General site hazards	The wildlife pond has been developed so there is a drowning risk, particularly	The pond is designed with a gently sloping beach section so a person would be able to stand up and walk to the	Low

	Water/risk of drowning, etc.: a. pond, b. proposed water features, c. proposed bulk water storage	for children and other vulnerable people. Other water features will be developed and by virtue of their smaller size and possible elevation above ground level tend to present less risk of drowning. Microbial hazards include legionella and Weil's Disease	side. The deepest point in the middle of the pond is 100 - 120cm. (seasonal variation) Around most of the pond margin there will be a planting of marginal plants in shallow water making it unlikely that anyone would enter the water. The principal control measure will be the supervision of vulnerable persons when on site and particularly when near the pond. A life ring is provided next to the pond. Small children, especially under three years, require constant adult supervision at all times. This should be provided by their parent(s), carer or teacher depending on who brought them to the garden. Simple warning signage is provided to remind volunteers and those responsible for vulnerable adults/children that the pond has some deep water. "Danger – Deep water. Children must be supervised at all times" The garden is not a public space and will be secured by fence and locked gates at times when there is no gardening or other organised session underway. This will prevent children accessing the site/pond when there is no supervision present. Avoid any activity that involves spraying or atomising water such that it could lead to inhalation and possible infection with legionella. When working near ponds or water features keep cuts on hands covered, and wash hands thoroughly after work and before eating and drinking.	
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3	General site hazards Trees and Falling branches. Structural integrity, storm damage, disease, old age	Falling trees and branches could cause serious injury to people in the vicinity – lacerations, bruising, bone fracture, crush injuries. Disease such as ash dieback disease may weaken trees roots to the point where a tree may fail spontaneously. Storms and high winds may weaken trees or blow them over, presenting a risk if persons are present. Branches and higher sections of trunk may be snapped off but remain 'hung up' in a tree and be prone to falling at a later time As trees age some branches may die off and after years of weakening these branches may snap off and fall.	In 2022 a registered Arboricultural consultant reported that some of the ash trees on site had dieback disease and a tree surgeon was then asked to identify the affected ash trees that could present a health and safety concern. The affected trees were felled and removed from site in early 2023. Tree health inspections will be carried out periodically in order to spot unsafe trees and branches. Remedial action will be taken where appropriate. August/September 2025 – A survey was carried out by tree surgeons and remedial action taken where advised on safety grounds -primarily removal of dead wood in oak trees and reducing overgrown willows. Where it is safe to do so dead wood in hedges etc will be left in place to support wildlife diversity.	low
4	General site hazards Moving vehicles, safety of pedestrians- TBC	The site has been developed to include a small car park, with gated access from Summers Road. Vehicle movements will mainly be individual parking their cars but there may be minibus drop offs and very occasionally deliveries of compost, manure, etc. Vehicles enter the site from Summers Road to park on site. They will not normally be able to travel into the garden itself – the exception being for delivery of gardening materials by small vans and tipping trucks where the inner	The car park has a central roadway/pedestrian path with parking spaces on both sides. Due to the relatively small size of the car park vehicles will be travelling slowly. Drivers are responsible for driving with care to minimise danger to others, and particularly with great consideration for pedestrians and cyclists. The inner gates from the car park to the garden will be normally closed to vehicular traffic, but when vehicles need access it will be allowed and garden volunteers briefed to keep clear of moving vehicles. The Lead Volunteer will be in control of this. Major contract work where vehicle access is needed will be carried out under our 'control of contractors'	Low

		gate will be opened to allow access to the site. The other possible exceptions would be access by tree surgeons, mobility vehicles to drop off within the garden site, or vehicles necessary for setting up possible future events in the garden.	procedure and typically volunteer activities will be suspended where significant work is being undertaken so that the contractors have sole use of the site. If vehicle marshalling is needed then a high viz coat or tabard will be worn by the marshal so that the driver(s) can see them more easily.	
5	General site hazards Wildlife a. Snakes, bees, wasps and other insects – inc. Oak Processionary Moth caterpillars b. Vermin	We are gardening the site in ways that will develop a wider range of habitats than previously, to nurture nature, and hope to improve biological diversity – and so wildlife is to be expected and encouraged. Certain wildlife can present a risk from stings, bites and other minor injuries. Possibly the most serious of these are skin irritation from Oak Processionary Moth caterpillars, and the various diseases carried by rats and other vermin. Bee Hive(s) – local bee keepers will be permitted to install bee hives on site and this marginally increases the number of bees active in the garden. Broadwater School installed their first hive in Spring 2025	Snakes should be left undisturbed and no attempt made to interact with them. Sightings should be reported to the Lead Volunteer and logged in the wildlife log. Bee and wasp nests sightings should be reported to the Lead Volunteer so that warning signs can be put in place so people keep clear and leave them undisturbed. The exception would be invasive predatory species like the Asian Hornet. Sightings should be reported to DEFRA who will arrange for any nest to be destroyed. <u>Species alerts » NNSS (nonnativespecies.org)</u> Bee stings and wasps are mild in most cases and can be treated using proprietary medication from a pharmacy by the individual concerned. Bee hives will be accepted only where they are managed by trained local bee keepers who will apply best practice and bee husbandry in line with guidance from The British Beekeepers Association. The school beehive(s) is separated from the rest of the garden site by a medium height dead hedge, and there is a sign to inform people of bees behind the hedge so that people can avoid them if they prefer to. The school have their own risk assessment.	low

		Tick borne diseases include Lyme disease and the emergent tick borne encephalitis. Both are capable of causing serious disease in humans. Rats carry around 70 diseases including Weil's Disease/Leptospirosis which can cause human death via contaminated water.	Anyone who knows that they are hypersensitive to bites or stings should notify the Lead Volunteer before starting work, and carry any necessary medication with them. Oak Processionary Moth caterpillars and their threads can be severely irritant and all contact should be avoided. The secret schoolroom tree would be a critical area and any sightings in this tree must be reported to the Lead Volunteer for confirmation. In this location the RHS have advised that we employ a specialist pest control expert to destroy them. Anyone who is bitten by a tick, particularly if 'target shaped' rings appear on the skin around the bite, should seek medical attention without delay. Signs of vermin should be reported to the Lead Volunteer. Vermin can be discouraged by never putting food waste into the garden composting bins. In any case of immediate safety concerns volunteers should be briefed to leave the immediate area and report to the Lead Volunteer.	
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7	General site hazards Personal safety/first aid and incident reporting	Incidents may occur on site and it is important to manage these to minimise illness and injury, and to investigate the cause adequately in order to identify preventive measures that could reduce the likelihood and severity of incidents in the future. Incidents might occur where an individual receives an injury, or where there is damage to tools, equipment or buildings. Persons on site may become unwell whilst on site and the lead volunteers need to know what action to take in these situations. It is anticipated that the most common injuries/illness during gardening are likely to be cuts and bruises from slips, trips and falls, and the use of hand tools, dehydration and sunburn. Due to the physical nature of gardening musculoskeletal injuries are foreseeable particularly for people unaccustomed to such activities. Making tea and coffee presents a small risk of scalding from splashes of hot water.	All gardening and other activities on site should have a lead volunteer or other responsible person present. The main first aid kit is in the office of the community building. Management team have basic first aid training. The nearest defibrillator is at the Godalming Leisure Centre reception desk. Visiting groups using the FCG space under their own supervision should take care of their own need for first aid provision Volunteers are encouraged to add their emergency contact details to the back of their name badge so that if they become unwell the lead volunteer/emergency services can make contact. There is an incident reporting system to capture incidents and injuries. Initially this is a simple written report with a description of the incident, names of people involved, whether injury occurred, and this be passed to the trustees for investigation. Manual handling of tools and gardening materials should be risk assessed separately but typical preventive measures include avoiding lifting heavy items, twisting while lifting, and minimising the number and frequency of lifting activities. Individuals who may be predisposed to Musculo skeletal injuries will ideally inform the Lead Volunteer in advance, and the individual should avoid activities that they believe are likely to lead to injury and have the option to decline when offered such tasks.	Medium
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			Certain tasks present a risk of injury that may be controlled by the use of personal protective equipment such as gardening gloves, eye protection, stout/closed toe shoes, etc. Avoid lone working where practicable, as a rule there should be at least two people present on site, but if it is necessary for just one person to attend site they should avoid tasks that involve risk of serious or disabling injury such as the use of chainsaws. See section 12 for Lone Working below. If hot water is splashed on the skin the area should be immediately run under cold/lukewarm water to minimise the injury caused – for approximately 20 minutes – and reported to the Lead Volunteer. If a burn is more than superficial the individual will be advised to seek medical advice.	
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7	General site hazards Weather/Extreme weather	Working outdoors naturally exposes people to a range of ambient temperatures, strong sunshine between Easter and the autumn, wind and rain and routine precautions should be encouraged. Extremes of weather, whether it be particularly high or low temperatures, very wet conditions, high winds present greater risks of illness and injury. Types of injury include sunburn, dehydration, being struck by items carried by strong winds such as branches and twigs blown from trees, and slipping on icy surfaces in winter.	Sunscreen and wide brimmed hats/long sleeved shirts advised in summer months. Have a supply of high factor sun screen on site for those who forgot to apply before leaving home. Take breaks in shaded areas. A water supply is available on site but also encourage volunteers to bring drinking water with them. In hot weather session duration may need to be limited and/or frequent rest breaks in the shade planned. Volunteers to wear clothing appropriate for cold and wet weather where those conditions area expected. Where extremes of weather are forecast the activities planned for the volunteer session should be reviewed and limited where appropriate – eg in high winds activities in the woodland area should be avoided due to the risk of falling branches.	Low
8	General site hazards Disposal of rubbish	Rubbish can present health, safety and fire hazards if allowed to accumulate or not stored correctly. Food waste can encourage vermin Incorrectly stored waste left on the ground can present a tripping hazard. Broken glass and jagged metal may cause lacerations, potentially severe.	The site is managed as a low impact site, and materials should not be brought to site unless there is a particular purpose that they are needed for – in this case materials with minimum of packaging should be selected where practicable. E.g. order bulk loads of loose compost and manure rather than bagged materials. The site is secured by fencing and gates to reduce the risk of fly tipping by third parties. Volunteers will be encouraged to take their own waste home with them, and to avoid bringing unnecessary packaging, etc, with them to site. Garden waste will be managed through a combination of composting, dead hedging, and as a last resort burning on bonfires. No plastic will be burned on bonfires or fire pits.	low

			Food waste should not be put on open compost heaps to avoid attracting vermin, but should be put in the wormery or removed from the site at the end of each session by the person who brought it to site. Approved waste storage will be developed for the small quantities of materials (eg. plastic and metal) that cannot be composted, etc. and appropriate disposal routes established. Waste to be secured such that it does not present a risk to wildlife or cause ground contamination.	
9	General site hazards Composting toilet	The composing toilet has been constructed to ensure it is accessible for mobility impaired users. Use – hygiene considerations Cleaning- restriction of cleaning chemicals and storage thereof. Spillages Emptying – manual handling and microbial risks	Access and structure of enclosure to be inspected periodically to check that it is operating as designed. Sliding door to be maintained so that it operates freely and does not require excessive force, and the toilet can be used as intended (eg seat not broken) This will include checking the path and entrance meet site accessibility standards and these are in good repair. The composting toilet chosen has a long drop which prevents contact with pee, poo and paper by persons using the toilet. Hand sanitising solution is provided for users in addition to the handwashing facilities that are installed. Ventilation is provided by high level fresh air vents, and a clever convection ventilation system provided by the external south facing vent pipe. Access to the waste pit is prevented by an external cover that will only be removed by FCG personnel when checking waste levels or allowing access for periodic removal of waste. (this operation to be covered by a specific risk assessment in due course unless emptying is contracted out to a licenced waste operator.)	low

			Cleaning of surfaces and spillage clean up procedures are in place - these include the use of environmentally friendly cleaning and sanitising materials – the use of chlorine based materials is not permitted in the composting toilet but may be used under controlled conditions where a biohazard spillage is encountered but the waste must then be removed from the site.	
10	General site hazards Boundary fencing and Gates	Intruders on the site may cause damage or potential threat to vulnerable persons on site. Vulnerable people on site may wander and leave the site on their own if gates are left open during a garden session. Gates with worn hinges etc may be difficult to operate and potentially contribute to an injury.	Fences and gates to be checked on periodic site inspections to check they are undamaged and working correctly, including gate hinges and latches. Operational procedures on opening and closing gates have been developed and briefed to volunteers on how to keep the site and its occupants safe.	
11	General site hazards Anti social behaviour	The site welcomes all members of the community who are interested in the health benefits of gardening and social interaction. It is possible that volunteers may not agree with each other but for the site to operate with a supportive and welcoming culture areas of potential interpersonal conflict need to be handled sensitively but effectively in protecting all volunteers who come to the site. It is also possible that third parties come on site who are aggressive and potentially violent, intent on theft or criminal damage.	General code of conduct to be developed by FCG in order to identify behaviours that are not acceptable in the event of any questionable occurrence, and strategies and procedures for handling incidents. Where intruders become abusive or aggressive this should be reported to the police, as an emergency call if required by the situation.	

12	General site hazards Lone Working	The garden site is not a public space and is physically separated from the public road such that if someone were seriously injured/incapacitated or taken ill they might not be able to call for help and might not be discovered for some time. Lone working will be a rare occurrence. Organised gardening sessions, etc. will typically involve a number of people on site, and usually people will work in small groups. The Lead Volunteer will keep an eye on where volunteers are and what they are doing. Supported volunteers will usually be partnered with a volunteer to work with them. Lone working might occur when a Lead Volunteer is opening or closing the site for a volunteer session when others are not present, or when site checks and maintenance are being carried out by a member of the FCG team. There may be times when a lone person is on site to water plants in hot spells between organised sessions.	Lone working must be limited to low risk activities that are unlikely to cause serious injury. e.g. higher risk activities like use of chainsaws and motor mowers must not be carried out without a second person being present to observe the work and able to call the emergency services in the event of a serious injury. People working on their own should carry a mobile phone while on site so they are able to call for help if needed. People with known health conditions that mean that they are at risk of becoming unwell in a way that could prevent them from calling for help should not work on their own. E.g. epilepsy, some heart conditions, narcolepsy, etc. Ideally people working on their own should notify a family member, friend or GCG team member if they will be lone working, the expected duration, and the time they should be home so that that person can try to contact them if they are not home by the nominated time. This precaution would also apply if a team member attends to open the site for a visit by new third parties/contractors/strangers. (ref. 1986 Suzi Lamplugh) A person working alone should close the site gates once they have entered the site but not lock them – this will deter opportunist third parties entering the site but will not impede emergency access if this is required.	

13	Gardening activities Manual handling and lifting – inc. Back/posture/muscle ache	Lifting and carrying can lead to musculoskeletal injuries including torn muscles and ligaments, damage to intervertebral discs. The risk is increased by frequent repetition and twisting while lifting as well as the weight of the load itself being manually handled. This category of risk includes pushing and pulling as well as lifting and carrying. Significant tasks include digging, moving bags of compost, etc. and activities such as clearing brambles which required significant physical effort.	Avoid heavy lifting by using wheelbarrows and other lifting aids, where available, and by seeking assistance from another person if lifting is unavoidable. Individuals should only lift items within their own lifting and carrying capacity and always have the option to not take part in such activities. This applies particularly to individuals with pre-existing back problems or other medical conditions that increase their risk of injury. When lifting use correct techniques including bending knees, holding load close to the body, and do not carry any farther than necessary. Simple training can be provided where appropriate, particularly for young, inexperienced or otherwise vulnerable groups. A ‘safe manual handling’ poster is provided. Avoid lifting and carrying in places where space is restricted or ground conditions make a slip or trip more likely.	
14	Gardening activities Handling Compost, manure, fertiliser, and mulching Cat and fox poo – unwanted manures	Organic compost and manure are natural unsterilized materials that carry a range of microbes, some of which may be pathogenic. Stored compost, etc may be contaminated by rat urine. These microbes include bacteria, viruses, parasites and fungi, and the	We anticipate that all Individuals are already immunised against tetanus. Cuts and broken skin to be covered to prevent contact with potentially infectious material, and it is generally good practice is to wear gardening gloves while handling composts and manure. Wash hands after handling compost and manure and before eating – wet wipes and hand sanitising gel can be	low

		following are possibly present across the range of materials: Tetanus, E-Coli, Leptospirosis (Weil's Disease), toxoplasmosis, toxocariasis, fungal spores, respiratory allergens, Toxoplasmosis and toxocariasis are particularly associated with dog and cat faeces Infection hazards from bacteria include food poisoning and tetanus.	used but handwashing facilities are provided and preferable before eating or drinking.	
15	Gardening activities Weedkillers/pesticides/other harmful chemicals	Garden chemicals may present risk to people and the specific hazards will be listed in the hazard phrases on each container. Pesticides are designed to be toxic to insects and other wildlife, and even when carefully applied may have a damaging effect on wildlife and consequently biodiversity	The FGC policy is to avoid the use of weedkillers, pesticides and other chemicals. Organic gardening methods will always be the preferred option. If there is a specific need for the use of such chemicals this will be individually risk assessed (COSHH Assessment) before use. A limited example would be to control an infestation of Oak Processionary Moth on the Secret Schoolroom oak tree – in this case a specialist contractor would be used and all other people kept clear of the area during and immediately after treatment.	low
16	Paint/wood treatment	Some paints and wood treatments may present a risk of inhaling solvent vapour, skin irritation or contain ecotoxic components	The main control is to use water-based paints and wood treatments. If there is a technical reason to use solvent based treatments these should be applied in the open air and not in a poorly ventilated space. Disposable gloves are available to wear by volunteers to keep their hands clean.	

			In general, ecotoxic materials should not be brought to the garden but if there is a technical reason that justifies their use precautions must be taken to avoid any spillage to the soil, groundwater, etc, and all waste must be removed from site as soon as the work is completed.	
17a	Gardening activities Use of Hand tools, including battery operated drills and screwdrivers	Hand tools include garden forks, spades, hoes, trowels, garden shears, saws, hammers, etc. Contact between tools and the human anatomy may result in injuries to eyes, hands and feet of user e.g. from sharp edges, flying particles or misuse. This includes the possible risk to others if misused.	Gardening tools and equipment should be used correctly and for the task they were designed. Appropriate safety clothing and equipment should be worn as necessary – e.g. gloves and footwear. Wear eye protection if flying particles are foreseeable. If volunteers bring their own tools for their own use they retain responsibility for the use of those tools. The garden has a selection of gardening tools available for volunteers to use and these must undergo periodic inspection and be repaired or replaced if damaged or faulty. Ask volunteers to report any faulty tools to the lead volunteer on duty who will remove the tool from use so that it can be inspected and repaired as appropriate. Do not leave tools lying on the ground where they become a tripping hazards. When handing tools to other people, especially tools with sharp parts, offer the handle to the other person so that they can take hold safely. Instruct inexperienced gardeners on how to use tools before they start work – this may take the form of a site induction and direct support from an experienced volunteer when buddied up with a new volunteer.	low

			Young persons and school children to be closely supervised in order to intervene if tools are used incorrectly or waved around in a way that might injure that child or others close by. Tools must not be thrown.	
17b	Gardening activities Use of Power tools – chainsaws, hedgecutters, trimmers, mowers	Powered tools designed for cutting wood and foliage can cause serious and potentially life changing injuries to the user and others nearby - principally lacerations that in worst case can cause catastrophic bleeding and life risk. Petrol powered tools get very hot and can cause burns Risks to others include contact with sharp cutting edges, ejected material, falling branches, etc Mowers have dangerous moving parts and can throw up stones and eject them.	Chainsaws and trimmers will only be used on site by the person owning and bringing to the site – they must not be used by untrained volunteers. Appropriate safety clothing and equipment must be worn by the operator, safe work practices followed, and the tasks tackled must be within the operator's skill level. A second person should be present and acting as lookout to keep others clear of the work area while chainsaw cutting is taking place. They should also be familiar with emergency procedures including calling the emergency services in the event of a serious injury. Other equipment on site such as mowers - only nominated and competent volunteers are to use them. This equipment must be stored in a way that prevents untrained/unauthorised people from using it.	low
17c	Gardening activities Fuel storage	A small amount of petrol is stored on site for the ride on lawnmower, etc.	Store petrol in an approved container. Refuel machines outdoors. Ideally refuel machines before use to avoid risk of spilling petrol on hot engine or exhaust (fire risk)	

18	Bonfires and fire pit/BBQ	Fires can cause injury through burns and smoke inhalation, which can be serious and/or life threatening in cases of severe exposure. Heavy Smoke blowing across the railway line or Summers Road could obstruct the view of drivers and lead to an accident outside the garden Uncontrolled fire can spread to other materials, especially in very dry conditions Burning waste other than dry woody plant matter, such as rubber and plastics, can produce toxic fumes – both immediately harmful to people near the fire and contribute to poor air quality	Bonfires should be kept to a minimum, using other methods to dispose of waste vegetation such as composting and building dead hedges and stacking wood to become habitat for wildlife. If a fire is needed to destroy brambles and pernicious weeds then these must be well dried so that they burn cleanly and with little smoke. Green vegetation should not be burned without drying thoroughly as it makes a lot of smoke and is likely to cause a nuisance to neighbours and adversely affect air quality. It is prohibited on site to burn rubber and plastic material, or anything else that could produce toxic smoke – these materials must be removed from site as waste. A responsible adult must supervise fires. In particular keep fires small and under control. Manage fires so that minimal smoke might drift across Summers Road or the railway line. Do not light bonfires if the wind is blowing towards Broadwater Lodge Care Home next door. Make sure fires are completely out before leaving site Fires should be avoided during drought situations when fire could spread to other materials and very dry vegetation. The use of a fire pit or BBQ naturally contains the fire but must still be treated with respect. Vulnerable people must be closely supervised in the vicinity of any/all fires.	
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19	Sheds/polytunnels/greenhouses	Secure storage is available in the shipping container, and indoor horticultural activities take place in the polytunnel. A Greenhouse is also installed in the vegetable garden area.	The storage container is kept locked when not in use and keys are held by members of the management team. The polytunnel has sliding doors and a level threshold and is accessible. It has doors at both ends. The greenhouse has toughened glass for safety.	
20	Working close to the public highway – e.g. maintaining our frontage to Summers Road, and car park marshalling during events on site	Working close to the public highway presents a risk of being struck by a motor vehicle or cyclist with the potential for life changing injuries or death.	Wear a high vis tabard or other bright clothing so that it is easier for drivers and cyclist to notice pedestrians. Brief persons working along our highway boundary to watch for traffic and avoid stepping into or close to the road when the traffic is busy. Consider placing traffic cones at the kerbside to help drivers notice that gardening activities are taking place close to the road. If young, old or otherwise vulnerable volunteers are being considered for activities near the road then the level of supervision being present is critical before the decision can be taken – in practice vulnerable volunteers should stay withing the garden for their activities.	
21	Delivery of bulk materials	Bulk materials such as compost, wood chip and hard landscaping materials may be delivered by third parties using goods vehicles and lifting equipment FCG volunteers in proximity to these unloading operations might be injured if too close	Delivery of materials will be overseen by a member of the management team or lead volunteer. Having agreed the drop off point with the driver all FCG personnel should stand well clear of the unloading operation and allow the driver/operator to unload. If there is a need to approach the unloading operation this should be signalled manally/verbally to the driver/operator and then wait until they have halted the operation and signalled that it is safe to approach.	

22	Excavations	Excavations present the risk of persons falling into the excavation and depending on the circumstances of the fall may cause life changing injuries. Excavations may suffer from collapse of the earth at the side of the excavation and this can present the risk of burying or crushing a person in the excavation. The excavation may partially fill with water depending on the weather and level of the water table – making it difficult to see the depth of the trench and potentially causing a drowning hazard.	Excavations must be planned for times when people who are not directly involved in digging or working with the excavation can be kept away. Apart from very shallow excavations and trenches people should not enter the excavation unless it is suitable shored up to prevent collapse – this will typically be a job put out to contractors who have the right skills and equipment. If an excavation needs to be left open beyond the immediate work period then it must be suitably fenced and/or covered in a way that prevents people gaining access or falling in. Work should be completed without undue delay so that the excavation can be filled in as soon as reasonably practicable..	
23	Falls from height – TBC			
24	Falling materials - TBC			
25	CDM/control of contractors	Where contractors are used there is a risk of their activities conflicting with other activities on site	See separate control of contractors risk assessment and guidance note – the essence of which is that work will be arranged so that only one contractor will work on site at any one time, and FCG volunteers will be excluded from the contractor’s work area.	low
26	Access arrangements	Our policy is to welcome all members of our local community and we will make appropriate adjustments where reasonable to enable those with particular access needs to enjoy the site	A good quality path provides an accessible route around the main body of the garden. An accessible ramp is provided at the cabin, and (autumn 2025) an accessible path is being built leading down to the wildlife pond and dipping platform. The horticultural/vegetable growing area have been developed with wide paths to accommodate wheelchairs. Raised planting areas are provided and seating is available in the polytunnel such that activities can be done sitting down.	

27	Community Building – officially opened March 25 Fire precautions, Evacuation plans	Burns and smoke inhalation in the event of fire in the building.	Building occupancy is typically less than 30 people depending on the activities underway. Smoke detectors are installed to give early warning of fire to enable escape. Escape in emergency is via full width doors at each end of the building. Both external doors will be unlocked during periods when volunteers and public have access. Maximum travel distance approximately 6m. An accessible ramp is available from the decking towards the car park to assist mobility impaired people leave the building. Young persons to be supervised by adults The building is kept locked when not in use.	low
28	Electrical Safety		The electrical supply to the community building was installed in early 2025 and commissioned by a suitably qualified electrician. Electrical system tests will be carried out periodically All modifications and additional circuits will be carried out by, or under the supervision of, a suitably qualified electrician and test certificates provided. This would include addition of solar panels, or supply to external buildings from the main system. TBA. Portable electrical equipment will be inspected and tested periodically	

J Blades. CMIOSH. 25/09/2025