

Risk Assessment: Outdoor Garden

Activity	Use of outdoor garden space	Location	Outdoors – 1st Kesgrave Scouts	Version	3.0
Notes: - This risk assessment should be used in conjunction with the 1st Kesgrave Scouts Generic Risk Assessments. - All activities not covered by the generic risk assessment should have a separate risk assessment to highlight specific risks raised as a result of running those activities at the site. - A site survey is recommended prior to any event/meeting being held to ensure that things have been left as expected.					

Hazard	Risk	Who is at Risk	Suggested Controls/Action Required	Residual Risk
Arrival to/from site	Overcrowding whilst waiting Contact with vehicles – road users Lost Children Appropriate adult/child ratios Poor lighting	All	If dropping off/picking up from site ensure that adults are asked to wait outside with their children on the pathway and do not create an obstruction. Advise parents to park in a local safe place and walk to site. Parents need to wait with children until they are signed in. If transitioning between sites as part of a scouting activity or general meeting then - Adults should ensure correct adult/child ratios are maintained at all times. - Ensure highway code is upheld when crossing roads. - Look out for road users – cars, vans, cycles etc. - In the event of poor light – ensure torches/hi-vis available. - Ensure enough adults are available in case an unscheduled return to the Hall is required (eg toilet run/to collect equipment) - Keep register and regular headcount to ensure you know who is at what location.	Low

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Medication	Participants could have a medical emergency whilst over at Garden and need their medication	All	Ensure that relevant medication accompanies owner. Ensure General first aid kit is accessible at all times. Ensure means of communication to emergency services.	Low
Perimeter	Perimeter is not secure	All	Visibly inspect perimeter ahead of participant arriving. Check no gaps / unexpected holes in fencing etc. Ensure walls/fences etc are secure.	Low
Entrance/Exit Gate	Trapping fingers Heavy door knocks over or into individual Latch can be closed behind you Walk into somebody as you exit Only one exit route	All	Make sure all doors are shut at all times. Especially gates and container doors. Have a Tent peg or long object which can be used to lift latch if it falls Open gate carefully and make yourself known by raising voice in case somebody is standing behind gate on entrance/exit. Ensure clear path to exit at all times. Ensure lock is kept safely inside perimeter and not left hanging outside on the gate Have a means of communication	Low
Thornes, thistles and allergens	Cuts, scratches, pricks, catching clothes, body parts (hands/eyes etc) Unexpected reaction to plants Condition of open space (grass etc)	All	Physical inspection of ground prior to event. Ensure that shrubs, plants, grass etc are not protruding to a point that you could catch yourself or stumble into them. Ensure plenty of space is allowed for transition around fixtures and fixings. First aid and medication as above.	Medium

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Permanent objects such as posts, sheds, trees, trailers, doors, walls, fences	These items could cause injury as a result of people coming into contact with items such as running into them, trips, falls, slips, etc	All	Run activities as far as practically away from these objects as possible. Corden off if significant hazard manifests Sign or barrier as required.	Medium
Uneven surfaces	Trips and Falls from hard surfaces and/or grassed areas	All	Minimise the use of these areas where possible. Highlight hazards to individuals as they use the space.	Medium
Working site – temporary hazards such as rubble, netting, garden rubbish	Additional risk whilst site is still being developed – ever changing situation	All	Physical inspection required. Corden off / make safe prior to meeting. Avoid using WIP areas as much as possible. Ensure items don't cause risk of falling onto people / coming loose etc.	Medium
Tools and machinery	Workers may have left items accessible to young people.	Young People	Ensure all tools and machinery are locked away or put out of sights; corden off if not possible and raise awareness to site users.	Low
Lack of running water	No toilet Unable to wash hands	All	If using site for long period of time consider using port-a-loo (camping toilet) – with toilet tent. Ensure leaders are trained in correct use / privacy dignity maintained. Have enough adults so that they can safely move children between sites. Have anti-bac for handwashing.	

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Lack of electricity	No lighting / Wi-Fi / charging opportunities No hot water	All	Ensure phones etc have enough charge. If using is reduced lighting ensure you have sufficient lighting with battery operated devices. Not additional risks in lower lighting situations.	Low
Unwanted guests and items (public/animals/ things thrown into site)	Public / animals may drift into site. Things thrown into site by passers-by [over wall]	All	Ensure site is secure as above. Leader in charge to keep an eye on entry / exits to challenge any persons or animal entering perimeter. Keep an eye out for people loitering outside and for items mischievously thrown over the wall.	Low
Vehicular access	No stops at any time. Blocking road. Blocking entrance / exist. Interception with people.	All	If possible manage vehicular access at different times than people using site (eg before or after event). If access is needed; then use hazard lights whilst entering / exiting. Do not stop outside other than to open door. Keep an eye out for passers-by.	Low
Noise	Upsetting neighbours	All	Be aware of public nuisance. Minimise noise, especially at night. Try to build rapport with neighbours. Do not use anti-social language. Minimise use of ball games / knocking onto neighbouring equipment (fences etc)	Low

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Wind	Unexpected gusts of wind as a result of the space being on corner plot. Fire's flare up unexpected	All	Ensure equipment is properly tethered Have appropriate fire safety / precautions as according to outdoor fire cooking risk assessments (fire extinguishers etc).	
Lone working	People working on their own could become uncontactable / ill without anybody else being aware.	All	Minimise people being over the site on their own. Ensure each person has some kind of communication equipment (phone/radio) Agree regular contact points, and check in with each other. Do not use hazardous equipment whilst lone working.	Low
Manual handling / working at heights	Injury due to over excursion / falls / trips etc	All	Follow generic guidance for Manual handling and working at heights.	Low
General Activities	Specific injury as a result of running activities at the site	All	Follow generic risk assessment, or specific one if exists on a case by case basis.	Medium.
Animal manures	Microbial contamination (potentially pathogenic)	Coordinators, volunteer helpers	If working with manures, wear gloves. Wash hands thoroughly in tap water at the completion of the task.	Low
Bees, wasps and Insects	Stings	Coordinators, volunteer helpers	These are natural inhabitants of the garden and pose no risk unless provoked. Try to be aware of any person who is allergic to specific insects. Seek first aid if stung.	Low

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Chemicals used in the garden	Inhalation, skin or eye contact.	Coordinators, volunteer helpers, passers-by	Adopt environmentally sensitive approach to garden i.e. garden without the use of chemicals. If used, chemicals to be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. Where is it is deemed absolutely necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out	Low
Climbing	Falling	Children and volunteers	Adequate supervision and instructed not to climb objects in the garden unless they have specific permission from their parent or guardian	Low
Composting	Airborne particles Flies, Vermin Lifting/ Turning	Coordinators, volunteer helpers	Avoid turning compost heaps when others are around. Consider keeping as cold heaps. Adults only to turn heaps when others are not present, adults must wear face mask and gloves to do this. Avoid putting cooked food into compost heaps	Low

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Fire	Dangers from heat, smoke and fire	Coordinators, volunteer helpers	Emergency evacuation procedures to be in place and understood by all participants. Emergency exits to be kept clear at all times. Assembly point identified and all participants aware of it. Bonfires should have a team leader in charge of them at all times. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of the day.	Not normally applicable. Fires are not permitted under GCC Parks regulations. Unauthorized fires do happen (anti-social behaviour). Site is very open, with adequate escape routes.
Heat exhaustion Inclement weather	Over heating Sun stroke Dehydration Rain / storms / etc	All	Ensure sufficient shade / shelter available for extreme weather events. Be prepared to abandon and return to Hall for wet weather plan.	Low

Date Assessed	April 2024	Assessor Signature	P M Clack
Review Date	April 2025	Print Name	Paul Clack (Section Leader – Beavers)