



# The Green Hub Project for Teens

## Risk Assessment

### Who we are

The Green Hub Project for Teens (“The Green Hub Project”) is a community voluntary and fundraising group committed to helping the mental health and wellbeing of teenagers, initially referred to us by local GP’s in Surrey. We aim to utilise the benefits of the outdoors, the environment, and teamwork in projects located at The Lucks Yard Clinic in Milford, Godalming.

### About this Risk Assessment

This document sets out the assessment and mitigation of risks to help ensure good safety management. It has been adapted from a document produced by the Royal Horticulture Society (RHS) for gardening with school aged children and also with reference to the HSE Risk Assessment Best Practice Templates.

**This Risk Assessment applies to anyone associated with The Green Hub Project including Management Committee Members, Adult Volunteers and to the Teens and their families whilst working with us.**

### Supporting Documents

The Green Hub operates within a framework of policies and procedures, guidance and related documents which, where relevant, should be read in conjunction with this policy.

# Risk assessment guidance for gardening and carrying out garden related tasks in the Green Hub garden

**NOTE: This document presents the full Risk Assessment Policy and Procedures. A slimmed-down versions for specific activities will be produced as required ahead of any activity and linked to the Site Assessment Form.**

For the purpose of clarity, the titles referred to in the document shall have the following definitions:

- Teens: Teenagers referred to the garden
- Adult Volunteers: Specialists delivering/hosting sessions/ workshops (Garden Leader and Garden Assistant) and The Garden Manager(s)
- Visitors: Anyone that is not in the Teen or Adult Volunteer category e.g. parents, attendees at information sessions, members of any association/ board.

All Teens, Adult Volunteers and Visitors should, as appropriate to the activities they are undertaking be:

- Made aware that they should be aware of each other's safety and what others are doing around them at all times, indeed they have a duty of care to each other.
- Asked to keep work area tidy to prevent trips and falls.
- Asked to use a tool depot for tools not in use so these are stored safely in one place and out of the way during work.
- Told to maintain a safe working distance - two tools' lengths plus two arms' lengths from the nearest person.
- Told to alert an overseer of anything they find that is potentially dangerous.
- Told it is essential / obligatory to discuss allergies (especially insect stings) and possible health issues relating to the work with the Adult Volunteer or Garden Manager upon the start of an activity and draw attention to recording procedures should there be an incident.
- Told that all relevant Health & Safety risks (such as manual handling, poisonous/allergy causing plants, hand washing, other hazards, etc) should be part of the start-of-activity talk, if relevant for that activity, as well as the usual tools/equipment safety talk.
- Made aware of need for confidentiality. That is, to not share any details of Teens and fellow Teens to anyone outside of the garden. This includes but is not limited to, their family members and friends. See the welcome pack for more information.
- At one-day events where Teens and visitors are working in the garden, a full tools use and safety talk will be given at the start of the day and they will be informed at the start of the day of hand washing facilities, toilet arrangements etc.

**This Risk Assessment Document is a live document and should be reviewed and updated as required.**

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
1. Animal manures	Microbial contamination (potentially pathogenic)	<ul style="list-style-type: none"> <li>a. If working with manures, wear gloves.</li> <li>b. Wash hands thoroughly in tap water at the completion of the task.</li> </ul>	<ul style="list-style-type: none"> <li>i. Purchase gloves</li> <li>ii. Review hand washing facilities at the garden (there is only an outside tap and no sink)</li> <li>iii. Purchase Hand Sanitiser</li> </ul>
2. Bees, wasps and Insects	Stings and bites. Allergic reactions	<ul style="list-style-type: none"> <li>a. These are natural inhabitants of the garden and usually pose no risk unless provoked.</li> <li>b. Adult Volunteer must be made aware of any person who is allergic to specific insects.</li> <li>c. All to seek first aid if stung or bitten.</li> <li>d. Teens and Adult Volunteers to be on the look-out for nesting creatures. If a nest is discovered it should be reported to the Adult Volunteer and, in turn, the Garden Manager.</li> <li>e. Anyone with known allergies should ensure they have any medication with them on all visits to the garden e.g. EpiPens and Inhalers</li> </ul>	<ul style="list-style-type: none"> <li>i. Organise first aid training for all Adult Volunteers.</li> <li>ii. Incorporate check on allergies into Teen induction checklist/documents</li> <li>iii. Provide a procedure for recording names, contact details and any stings, bites or allergic reactions that may be received by members, Adult Volunteers or Teens</li> <li>iv. First Aid Kit (already purchased) to be placed in the garden.</li> </ul>
3. Potential allergy to nuts	Allergic reaction	<ul style="list-style-type: none"> <li>a. All Teens should complete the information in their lanyards, so that there is quick access to information in the event of emergency. For serious allergies, the Teen should let the Adult Volunteer know at the start of the session and also let them know where to find any medication such as an EpiPen that is used to treat a reaction.</li> <li>b. In order to reduce risk. The garden has a no nut policy. That is, no nuts, or food or drinks containing nuts should not be brought into or consumed in the garden.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on allergies into Teen induction checklist/documents</li> </ul>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
4. Chemicals used in the garden	Inhalation, skin or eye contact.	<p>c. 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.</p> <p>d. Where it is deemed absolutely necessary to use chemical(s), a separate risk assessment and Control of Substances Hazardous to Health (COSHH) assessment should be carried out.</p>	None. It is unlikely we will use chemicals. The only thing we may use is an appropriate disinfectant for cleaning tools. We will review proper use and storage if appropriate.
5. Climbing	Falling	a. Adequate supervision and instructed not to climb objects/ trees in the garden.	i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation
6. Composting	<ul style="list-style-type: none"> <li>• Airborne particles</li> <li>• Flies</li> <li>• Vermin</li> <li>• Lifting/ Turning</li> </ul>	<p>a. Avoid turning compost heaps when others are around. Consider keeping as cold heaps. Adult Volunteers only to turn heaps when others are not present, must wear face mask and gloves to do this.</p> <p>b. Avoid putting cooked food into compost heaps</p> <p>c. Masks to be worn when opening compost bags.</p>	<p>i. Incorporate check on this into Adult Volunteer induction checklist/ documentation.</p> <p>ii. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</p>
7. Fire	Dangers from heat, smoke and fire	<p>a. Emergency evacuation procedures to be in place and understood by all participants.</p> <p>b. Emergency exits to be kept clear at all times. Assembly point identified and all participants made aware of it.</p> <p>c. No fires shall be lit in the garden e.g. no burning of garden waste.</p> <p>d. All non-compostable garden waste to be removed from the garden weekly and either placed in the Lucks Yard bins or otherwise disposed of off from the premises.</p>	<p>i. Publish a copy of the Fire Evacuation Plan on the Garden Notice Board.</p> <p>ii. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</p> <p>iii. Notice to go on the notice board re tidying waste.</p>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
		<b>Note that c. and d. are requirements of our insurance policy.</b>	
8. Infection	Various: Illness and in severe cases death	<ul style="list-style-type: none"> <li>a. Everyone to wash their hands after touching plants or soil/compost and before handling food and drink. Either cover any cuts or abrasions before garden sessions and /or ensure gloves are worn.</li> <li>b. Stout footwear to be worn.</li> <li>c. It is recommended that all should have up to date Tetanus immunisation.</li> <li>d. If sharp objects such as broken glass are found Teens should not handle but to alert a Adult Volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation.</li> </ul>
9. Lifting	Injury, strain.	<ul style="list-style-type: none"> <li>a. People are not to lift heavy objects or to overfill wheelbarrows where in use.</li> <li>b. When lifting do so correctly in line with manual handling advice.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation.</li> <li>ii. Publish Manual Handling Guide on Garden Notice Board.</li> </ul>
10. Mulching	Airborne particles Fungi Turning	<ul style="list-style-type: none"> <li>a. Buy organic mulch materials in bags from a reputable source or use a weed suppressant such as mypex. Alternatively, use shredded paper, layers of cardboard or home-made compost.</li> <li>b. Reduce risk of air borne particles by wetting loose mulch materials before applying.</li> </ul>	
11. Plant supports and pruning	Damage to the eyes	<ul style="list-style-type: none"> <li>a. All to be made aware of hazard and to take care when leaning over beds. Cane toppers to be used where cane height less than 1.8m high.</li> <li>b. Goggles to be worn as appropriate to prevent plant pieces flicking into eyes</li> </ul>	<ul style="list-style-type: none"> <li>i. Purchase cane toppers</li> <li>ii. Purchase goggles.</li> </ul>
12. Plants	Ingestion, allergic reactions, poisonous, flicking branches,	<ul style="list-style-type: none"> <li>a. Some plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten.</li> </ul>	<ul style="list-style-type: none"> <li>i. Gloves to be purchased (non - latex)</li> <li>ii. Masks to be purchased</li> </ul>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
	falling branches, thorns and stings.	<ul style="list-style-type: none"> <li>b. When tasting garden produce, all produce and hands should be washed in clean tap or bottled water (not water butts) before eating.</li> <li>c. Do not plant potentially poisonous plants (e.g. daffodil bulbs) in edible beds.</li> <li>d. Tell Teens not to eat anything without checking first with a Adult Volunteer.</li> <li>e. Teens and Adult Volunteers to use face -coverings/ masks if they are allergic to plants.</li> <li>f. Teens and Adult Volunteers to wear eye protection if possible when working in bushes, otherwise be aware of flicking branches.</li> <li>g. Garden Manager to make to make Adult Volunteers aware of any poisonous, stinging and thorny plants and fungi.</li> <li>h. Teens to be made aware where there is the possibility of falling debris from trees and shrubs (Tree surgeon has visited in December 2020 and removed dead. Diseased and dying branches)</li> </ul>	iii. Goggles to be purchased
13. Running in the garden	Slips, trips and falls	a. Teens adequately supervised and instructed not to run or play running games in the garden.	i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation
14. Soil	Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes	<ul style="list-style-type: none"> <li>a. Recommend that all involved in gardening activities have had tetanus inoculation before sessions start.</li> <li>b. Hands must be thoroughly washed at the end of each session and especially before eating food/ drinking.</li> <li>c. Adult Volunteers to check garden before session and remove any animal mess whilst wearing gloves.</li> <li>d. Bury/dispose of mess away from the garden and wash trowel and hands afterwards.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</li> <li>ii. Purchase gloves, masks and googles</li> </ul>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
		<ul style="list-style-type: none"> <li>e. Gloves to be worn when working with the soil.</li> <li>f. Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session. If someone has skin irritations e.g. eczema, or cuts/abrasions, or is likely to have a suppressed immune system, then disposable gloves should be worn.</li> <li>g. Bags of compost or potting media should be opened with the head away from the opening as far as practically possible and/or a mask worn.</li> <li>h. Moisten dry compost/potting media before using.</li> <li>i. Avoid storing compost/potting media in greenhouses or other warm places.</li> <li>j. Avoid using loose compost and digging/ raking soil in dry and windy conditions.</li> <li>k. Compost heaps – see separate item on composting</li> </ul>	
15. Tools	Injury, trips and falls. Cuts and getting hit.	<ul style="list-style-type: none"> <li>a. Tools correctly maintained to be safe to use.</li> <li>b. Teens to only use tools when instructed to do so.</li> <li>c. At start of each session tool safety to be embedded.</li> <li>d. Training to be given for all sharp tools to be used e.g. loppers, secateurs etc.</li> <li>e. Garden forks and spades to be used with care, particularly avoiding feet of user and those around. Steel toe capped shoes should be worn if possible. Forks should not be used with force as levers when digging.</li> <li>f. Minimise use of garden forks.</li> <li>g. Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</li> </ul>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
		<ul style="list-style-type: none"> <li>h. Teens and Adult Volunteers should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over.</li> <li>i. All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for use by Teens.</li> <li>j. 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session.</li> <li>k. Ensure adequate working space for people when they are working around garden beds.</li> <li>l. Remove power source, mains power or battery, from machines before adjusting, cleaning, altering or cleaning.</li> <li>m. Mains power tools used in the garden should not to be used when raining.</li> <li>n. To nullify risk of electrocution battery operated tools should be considered for any tasks.</li> <li>o. Battery chargers should be sited in a dry, covered area, protected from the elements, away from sources of water.</li> <li>p. Any power tools that produce vibrations must be assessed separately to ensure working times are limited in line with Hand Arm Vibration (HAV) guidelines.</li> <li>q. PPE must be worn for any tasks involving power tools that produce (but not limited to), noise and dust particles.</li> <li>r. Steel toe-capped footwear to be worn when carrying out tasks in the garden.</li> </ul>	



Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
16. Water	Slips, trips, falls	<ul style="list-style-type: none"> <li>a. Teens shown how to correctly water plants to avoid soaking pathways.</li> <li>b. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard.</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate guidance into Adult Volunteer and Teen induction checklist/ documentation/ sessions</li> </ul>
17. Water Butts, Hoses	Drinking Washing Hands Water borne bugs/ infections	<ul style="list-style-type: none"> <li>a. Water butts must have closed lids and should be firmly secured on a stable surface.</li> <li>b. Teens must not wash their hands or wash garden produce to eat with water from the butts.</li> <li>c. When using water from the butts for watering then people must wash their hands afterwards.</li> <li>d. Water butts should be emptied and scrubbed out once a year. This job should be carried out by an adult with gloves and face mask.</li> <li>e. Water butts to be kept in cool position as far as practically possible. If not, consideration to be given to insulation or light reflecting paint.</li> <li>f. Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella)</li> </ul>	<ul style="list-style-type: none"> <li>i. The garden doesn't currently have water butts but it is likely that they will be introduced to make the garden more sustainable. Action: Explore potential positioning of Water butts and purchase as required (Garden Manager). Adopt control measures as appropriate.</li> <li>ii. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</li> </ul>
18. Weather	Sunburn, dehydration, hypothermia, Slipping in wet weather, Soil blown into eyes.	<ul style="list-style-type: none"> <li>a. Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy).</li> <li>b. Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible.</li> <li>c. Everyone to apply own sun-cream and wear hats. Supply of sunscreen available for those that have forgotten it.</li> <li>d. In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimise risk of slipping. No running to,</li> </ul>	<ul style="list-style-type: none"> <li>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</li> <li>ii. Purchase sunscreen for the garden</li> </ul>

Hazard	Risk (Identified Hazard Effect/ Event)	Controls Measures in Place/Action Required	Further Action
		<p>from and within the area. Wear appropriate footwear.</p> <p>e. Avoid using loose compost and digging/ raking soil in windy conditions.</p> <p>f. In extremes of temperature consider stopping the sessions</p>	
19. Weather (flooding)	Potential (pathogenic) microbial contamination	<p>a. If garden become flooded and waterlogged do not harvest crops from these areas for consumption, and relocate garden in un-flooded area.</p> <p>b. Do not grow crops in flooded area for at least 2 years after the flood.</p>	Non at current time.
20. Accessibility	Slips and trips on uneven ground in the garden entrance		<p>i. The entrance to the main garden requires landscape work to remove trip hazard. Action: Garden manager and Chris Stone to review and action.</p>
21. Covid-19 Transmission	Spread of infection and illness. Impact on Clinic too.	<p>a. All should adhere to the Covid procedures including social distancing and wearing face coverings as appropriate.</p> <p>b. Sanitise equipment before and after use</p>	<p>i. Incorporate check on this/ guidance into Adult Volunteer and Teen induction checklist/ documentation</p> <p>ii. Purchase some antivirus cleaning products to wipe down tools and goggles.</p>
22. Register of attendees	In case of evacuation, we should have a list of attendees in the garden.	<p>a. All attending the garden should sign in and out of the garden. The list is on the door that lead from the practice to the garden.</p>	<p>i. incorporate check on this start of sessions/induction</p>

## Adoption of this Risk Assessment

This Risk Assessment was adopted by the Green Hub Management Committee, June 2022.

**Signature of Co-Chair :**



**Name: Tone Tellefsen Hughes**

**Signature of second Co-Chair:**



**Name: Vanessa Lanham-Day**

This Risk Assessment was last reviewed on 27 May 2022. It will be reviewed every 2 years, or sooner should any incident at the Green Hub project demand or should legislation change. The latest version is available from [admin@greenhub.org.uk](mailto:admin@greenhub.org.uk)

## Site Assessment Form:

To be completed at the start / before each Teen session by the Adult Volunteer and saved in the folder at the garden. The Adult Volunteer should review the Risk Assessment Table prior to completing. The Garden Manager to review the completed forms regularly and follow up as required.

<b>Date:</b>	<b>Name (Adult Volunteer):</b>		<b>Organising group representative (sign &amp; initial):</b>
<b>Issue</b>	<b>Notes</b>	<b>Issue</b>	<b>Notes</b>
Site conditions		Weather conditions	
Trip hazards		Animal Mess	
Tool count		Condition of tools	
Other potential risks:			
Actions taken if risks identified:			