



The Green Hub Project for Teens

Risk Assessment – Munstead Wood Location

Who we are

The Green Hub Project for Teens (“The Green Hub Project”) is a community voluntary and fundraising charity 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 with main base 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 for activities at the location of Munstead Wood. 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, 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 at Munstead Wood

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:

- Volunteers: Teenagers referred to the garden
- Volunteer leaders: Maintenance Gardeners, Specialists delivering/hosting sessions/ workshops and The Garden Manager/s
- Visitors: Anyone that is not in the Volunteer or Volunteer Leader category e.g. parents, attendees at information sessions, members of any

association/ board.

All Volunteers, Volunteer Leaders 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 Volunteer leader 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 the need for confidentiality. That is, to not share any details of volunteers and fellow volunteers 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 volunteers 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)	a. Check area before session for any droppings. b. If working with manures, wear gloves. c. Wash hands thoroughly in tap water at the completion of the task.	Gloves and Hand Sanitiser to be available
2. Bees, wasps and Insects	Stings and bites. Allergic reactions	a. These are natural inhabitants of the garden and usually pose no risk unless provoked. b. Volunteer Leader must be made aware of any person	i. First Aid Kit to be available

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		<p>who is allergic to specific insects.</p> <p>c. All to seek first aid if stung or bitten.</p> <p>d. Volunteers and Volunteer Leaders to be on the look-out for nesting creatures. If a nest is discovered it should be reported to the Volunteer Leader and, in turn, the Garden Manager.</p> <p>e. Anyone with known allergies should ensure they have any medication with them on all visits to the garden e.g. EpiPens and Inhalers</p>	
3. Ticks in long grass	Ticks can sometimes transmit microbes that may cause human diseases such as Lyme disease and tick-borne encephalitis (TBE), though TBE is rare in the UK.	<p>a. Walking on clearly defined paths</p> <p>b. Using insect repellent</p> <p>c. Wear light-coloured clothes so ticks can be spotted and brushed off</p> <p>d. Performing regular tick checks</p> <p>e. Remove ticks safely and as quickly as possible - using a pair of fine-tipped tweezers or a tick removal tool</p> <p>f. Wear clothing that fully covers legs</p>	<p>Advise parents on clothing and insect repellent advice before first session.</p> <p>Provide tick removal kit on site</p> <p><i>Note : symptoms may be a flu-like illness, fatigue and muscle and joint pain - a characteristic expanding red rash, known as erythema migraines (present in many but not all cases) - persistent headache, confusion or sensitivity to bright light</i></p> <p><i>If you begin to feel unwell with flu-like symptoms, or develop a spreading circular rash (which usually appears within 1 to 4 weeks after being bitten), contact your GP or dial NHS 111 promptly</i></p>
4. Potential allergy to nuts	Allergic reaction	<p>a. All volunteers should complete the information in their lanyards, so that there is quick access to information in the event of emergency. For serious allergies, the volunteer should let the Garden Host know at the start of the session and also let them</p>	

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		<p>know where to find any medication such as an Epipen that is used to treat a reaction.</p> <p>b. Green Hub parents to be advised not to provide any nut based products for their teens to bring, but note that the location cannot be guaranteed nut free</p>	
5. Chemicals	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>	
6. Climbing	Falling	<p>a. Adequate supervision and instructed not to climb objects/ trees, especially if using the wooded area</p> <p>b. Fall risk over low walls in the greenhouse area to be highlighted in each session briefing</p>	Can we put some rope up along the pathway next to the greenhouse?
7. Composting	<ul style="list-style-type: none"> Airborne particles Flies Vermin Lifting/ Turning 	<p>a. Avoid turning compost heaps when others are around. Consider keeping as cold heaps. Volunteer Leaders 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 unless experience of a specific brand shows that the compost is wet enough not to be dusty and OK for outdoor opening</p>	
8. Fire	Dangers from heat, smoke and fire	<p>a. Emergency evacuation procedures to be in place and understood by all participants, described at the briefing at the start of each session</p>	Clear plant pots from in front of door

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		<ul style="list-style-type: none"> b. Emergency exits to be kept clear at all times. Assembly point identified and all participants made aware of it. c. Front door of the cottage must be unbolted at the start of every session d. No fires shall be lit on the premises e.g. no burning of garden waste. e. All waste to be promptly removed f. Strictly no smoking or vaping on the property g. Smoke alarm and CO alarm present and tested monthly in the cottage 	
9. Infection	Various: Illness and in severe cases death	<ul style="list-style-type: none"> 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. b. Stout footwear to be worn. c. It is recommended that all should have up to date Tetanus immunisation. d. If sharp objects such as broken glass are found volunteers should not handle but to alert a Volunteer Leader. 	
10. Lifting	Injury, strain.	<ul style="list-style-type: none"> a. People are not to lift over heavy objects or to overfill wheelbarrows where in use. b. When lifting do so correctly in line with manual handling advice. 	
11. Mulching	Airborne particles Fungi Turning	<ul style="list-style-type: none"> 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 	

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		<p>or home-made compost.</p> <p>b. Reduce risk of air borne particles by wetting loose mulch materials before applying.</p>	
12. Plant supports and pruning	Damage to the eyes	<p>a. All to be made aware of hazard and to take care when leaning over beds. Cane toppers to be used if canes are used with height less than 1.8m high.</p> <p>b. Goggles to be worn as appropriate to prevent plant pieces flicking into eyes when pruning</p>	
13. Plants and trees	Ingestion, allergic reactions, poisonous, flicking branches, falling branches, thorns and stings.	<p>a. Some plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten.</p> <p>b. No plants to be eaten.</p> <p>c. Volunteers and Volunteer Leaders to use face - coverings/ masks if they are allergic to plants.</p> <p>d. Volunteers and Volunteer Leaders to wear eye protection if possible when working in bushes, otherwise be aware of flicking branches.</p> <p>e. Muunstead Wood staff to make to make Volunteer Leaders aware of all poisonous, stinging and thorny plants and fungi in the working area and this should form part of session briefing</p> <p>f. Volunteers to be made aware where there is the possibility of falling debris from trees and shrubs</p> <p>g. Munstead Wood policy on high winds is to close the site at 50mph winds.</p>	<p>Munstead Wood staff to be added to relevant green hub WattsApp group to communicate closure on the day to Volunteer Leaders in advance, If winds rise to 50mph during session, evacuation will be enforced.</p>
14. Running in	Slips, trips and falls	a. Volunteers adequately supervised and instructed not	

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the garden		<p>to run or play running games in the garden.</p> <p>b. It should be noted in pre session briefing that the ground is in some parts uneven and people must be careful with their footing.</p>	
15. Soil	Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes	<p>a. Recommend that all involved in gardening activities have had tetanus inoculation before sessions start.</p> <p>b. Hands must be thoroughly washed at the end of each session and especially before eating food/ drinking.</p> <p>c. Gloves to be worn when working with the soil.</p> <p>d. 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.</p> <p>e. 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.</p> <p>f. Moisten dry compost/potting media before using.</p> <p>g. Avoid storing compost/potting media in greenhouses or other warm places.</p> <p>h. Avoid using loose compost and digging/ raking soil in dry and windy conditions.</p>	
16. Tools	Injury, trips and falls. Cuts and getting hit.	<p>a. Tools correctly maintained to be safe to use.</p> <p>b. Volunteers to only use tools when instructed to do so.</p> <p>c. At start of each session tool safety to be embedded.</p> <p>d. Training to be given for all sharp tools to be used e.g. loppers, secateurs etc.</p>	

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		<ul style="list-style-type: none"> 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. f. Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall. g. Volunteers and Volunteer Leaders 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. h. All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for use by volunteers. i. 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session. j. Ensure adequate working space for people when they are working around each other 	
17. Water	Slips, trips, falls	<ul style="list-style-type: none"> a. Volunteers shown how to correctly water plants to avoid soaking pathways. b. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. 	

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18. Deep Water - Swimming pool and fish pond	Drowning Wiles disease	a) Warning to be included in briefing at the start of session that the swimming pool and pond area (behind the house) are off limits b) Swimming pool to be full roped off c) Do not touch the water at eother location, may be contaminated	Swimming pool to be full roped off
19. Hoses and taps	Water borne bugs/ infections including legionella	a. Full hoses or pipes left in sun or warm conditions may breed micro-organisms such as Legionella - run regularly	
20. Weather	Sunburn, dehydration, hypothermia, Slipping in wet weather, Soil blown into eyes.	a. Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). b. Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. c. Everyone to apply own sun-cream and wear hats. 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, from and within the area. Wear appropriate footwear. e. Avoid using loose compost and digging/ raking soil in windy conditions. f. In extremes of temperature consider stopping the sessions	
21. Electric Fences	Electric shock	a. Pre briefing to note that the white cords carry electric charge and must not be touched. A person touching the wire will receive a painful but not dangerous shock b. Ensure walk around fence not through	

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22. Flight Risk	Volunteers leave site unsupervised, potentially onto busy road	a. Green Hub to have their own lock on the access gate from main road next to the cottage, this to be locked once last person in. b. Volunteers to be personally supervised with a pair, max three, allocated to a specific adult volunteer. No volunteer to be ever left alone in any part of the site	Provide lock
23. Crossing road for entry and exit	Struck by vehicle	Green Hub to provide marshals with high viz before and after session to marshal the road crossing	
24. Greenhouse glass and water tank	Injury from sharp glass and deep water drowning	Inspect for any broken glass pieces before each use of greenhouses Water tank to be kept covered	
25. Underground Cables	Electric Shock	Digging only allowed in areas allocated by Munstead Wood staff	
26. Register of attendees	In case of evacuation, we should have a list of attendees in the garden.	All attending the session should sign in and out (adults) and the leader keep a register of teen attendance	Provide signing in book / register

Adoption of this Risk Assessment

This Risk Assessment was adopted by the Green Hub Management Committee, June 2024

Signature of Chair, Vanessa Lanham Day:

Second Committee member :

Name:

Date of Adoption: June 2024

This Risk Assessment was last reviewed on 19.6.24 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

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

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