

Risk assessment template

Company name: Craigie’s Education and Environment Project SCIO

Assessment carried out by: Graham Clarkson

Date of next review: 1 August 2020

Date assessment was carried out: 2 July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Lack of orientation about the project	All users, especially new people	- Informal introductory meeting	- Formalise process - Offer gloves and CEEP waistcoat - Guidance on footwear, especially when using machines, where stout shoes should be worn	Trustees	31 August	
Slips and trips	Trustees, volunteers and visitors	- Good housekeeping	Remind users to maintain good standard of housekeeping.	Trustees	31 July 2020	

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		<ul style="list-style-type: none"> - work areas kept tidy, goods and tools stored suitably etc. - Clean up spillages (including dry spills) immediately using suitable methods. - Suitable cleaning materials available. - No trailing hoses, cables or obstruction 				
Manual handling Handling heavy items such as compost bags	Trustees and volunteers	- Handling aids provided for movement of large/heavy items.	Users trained in how to lift safely.	Trustees	31 December 2020	
Machinery	Trustees and volunteers	- Users trained in cleaning, and	Attach user instructions to machines.	Trustees	14 July 2020	

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		<p>operating procedures.</p> <p>- Only trained users to operate mower and strimmer</p>				
<p>Coronavirus</p> <p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Trustees and volunteers</p>	<p>- Craigie's provide water, soap and drying facilities at wash stations</p> <p>- Provide hand sanitiser for the occasions when people can't wash their hands</p>	<p>Establish a routine to check and top up hand sanitisers</p>	<p>Trustees</p>	<p>14 July 2020</p>	

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Getting or spreading coronavirus by not cleaning surfaces and equipment	Trustees and volunteers	<ul style="list-style-type: none"> - End of day procedure to include cleaning down water butt taps, gate bolt and metal shed latch - No tools to be shared. All tools used to be disinfected and air dried after use. - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open gates - using electronic documents rather than paperwork - Identify what cleaning products are needed (e.g. surface 	<ul style="list-style-type: none"> - Regular checks to ensure procedures are adhered to - Regular cleaning in with checks to ensure this is carried out. - Regular checks to ensure adequate cleaning materials are available 	Trustees	Ongoing	

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		<p>wipes, detergents and water etc) and where they should be used, e.g. wipes on taps, water and detergent on work surfaces etc</p> <p>- Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p>				
Contracting or spreading the virus by not social distancing	Trustees and volunteers	<p>- Insist that social distancing rules are maintained.</p> <p>Limit the number of people to eight in the garden and at beehives,</p>	implement 'drop zones' for passing materials between people	Trustees	14 July 2020	

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		maintaining social distancing				
Inadequate communication, due to lack of supervision on site.	Volunteers	<ul style="list-style-type: none"> - On site notices - 	<ul style="list-style-type: none"> - Communicate new working procedures to all users and obtain written agreement - Establish a record of all adult attendees with contact details in case there is a need for track and trace - Provide a clear communication channel for all users 	Trustees	14 July 2020	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/