

HEALTH & SAFETY RISK ASSESSMENT

Risk Assessment for..... (task or situation being assessed):

- Gardening Tasks by Volunteers and / or Gardeners being paid for works in Common Areas of the UEHA

Location of the activity or situation:

- Any common areas on the Uplands Estates
(including the Meadow, the Spinney, Scout Hut Lane, Orchards Way and Uplands Way.)

What are the key hazards?

- Cuts and abrasions – eg. brambles /sticks / grasses / use of sharp tools
- Head injury - falling branches / hitting head whilst bending down or getting up on anything nearby
- Trips / falls – irregular work surface associated with rough fields and irregular paths / curbs / roads.
- Slips- particularly if surfaces are wet
- Insect Bites – bee stings, ants, ticks, mosquitoes and other insects.
- Upper Limb Disorder
 - vibration from electrical / petrol powered equipment eg. Hedge trimmers but can include all other electrical equipment.
 - repetitive strains from use of secateurs / manual hedge cutters, scythes, etc
- Lower Limb Disorders - from kneeling / squatting or long periods of standing
- Rashes / Allergic reactions to certain plants or parts of plants (e.g. Duffodil bulbs)– from grass / plant irritation or skin sensitivity
- Eye injury – due to branches / leaves / grass falling in eye or leaning / bending into foliage.
- Hay fever and other allergies associated with seasonal outdoor exposure.
- Skin damage / sun burn – from sun exposure

What are the key hazards? CONT..

- Heat Stroke/ exhaustion / dehydration – from hot weather, failing to drink enough fluids, overworking in heat, too much time in heat
- Cold Exposure – from cold weather
- Bruising / blisters – from use of garden tools.
- Back problems due to poor Manual Handling – back strain, other muscle strain from bending, lifting bags of green waste / soil / branches /and any other garden materials / repetitive use of one motion
 - lifting heavy or bulky loads
 - carrying loads awkwardly, possibly one-handed
 - pushing, pulling or dragging heavy loads
 - *manual handling in awkward places, such as during delivery work*
 - repetitive tasks, such as packing products
 - bending, crouching or stooping
 - stretching, twisting and reaching
 - being in one position for a long time
 - *working beyond your capability or when physically overtired*
- Damage to cars parked near areas being gardened / maintained by persons or by vehicles used for delivery of goods / digging / etc
- Damage to garden tools / loss of garden tools and equipment
- Damage to gas / electrical / water supplies (for example, if digging is involved or large vehicles which could knock a pole)
- Possible Exposure to Chemicals – any chemicals which may be used by any persons on the estate
- Exposure to Animal faeces / urine
- Lone working
- Visibility - Not being seen whilst working
- Working on roads – hit by cars / bikes etc
- Working at height – pruning fruit trees
- Injury to people / animals passing by or observing
- Abusive behaviour by people passing by or observing
- Drowning – in stream if trip / fall or water levels become high
- Water borne diseases – such as Leptospirosis (Weil's Disease)

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HIGHFIELD SOUTHAMPTON

Date: 22/10/22

Who is at risk, and how might they be harmed?

- Any person doing gardening tasks and other garden maintenance work on the common areas of the estate (known as the Uplands Estate Housing Association)
- Any person / animal walking by or observing
- The Uplands Estate Houseowners' Association – possible harm by legal action (low)

Generic Controls:

- Annual Tree Survey by professional arborist and recommended works being done in a timely manner.
- Road Survey and plans for improvement.
- White paint on edge of steps near 24-26 Orchards Way
- No use of electric powered or petrol powered tools, unless authorised by the Grounds Manager, and the person has appropriate training /experience / equipment and PPE (Personal Protective Equipment)

Add any additional local controls here:

- Supervision of under 18's will be the parents / guardian of the person who is under 18.
- Any persons doing gardening tasks to adhere to road safety laws.
- Persons to supply their own clothing to protect them from the hazards listed.
- Persons to stop work and seek support if unclear on how to deal with a potentially hazardous situation or abusive behaviour
- Any persons deemed unsuitable to garden due to failure to prevent risks will be asked to cease working by the Grounds Manager.

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ASSESSMENT and CONTROLS

(add your own local hazards and controls as appropriate)

Specific hazards and associated potential harm	What are we currently doing locally to control the risk	What more do we need to do	Who will do it and when
<p>Cuts and abrasions - brambles /sticks/ grasses/ use of sharp tools</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Ask gardeners to wear long sleeves, long trousers, and gardening gloves as appropriate to the tasks they are doing. • Anyone seen or known to be using sharp tools like secateurs in an unsafe manner will be asked to cease gardening. • No use of powered tools either petrol or electric unless person has experience. This is done at entirely at persons own risk. (Hedge trimmers, saws, chainsaws, etc U of these types of tools will NOT be under regular tasks by gardeners) 	<ul style="list-style-type: none"> • Communicate to the persons involved and give them a copy of the Risk Assessment. • Verbal, email or written acknowledge from the gardeners that they understand the risks and will do all they can to prevent them. • Provide education to inexperienced persons in regards to handling of sharp tools. 	<ul style="list-style-type: none"> • Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read.

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<p>Head injury - falling branches / hitting head whilst bending down or getting up on anything nearby</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> Regular Tree assessments for large branches which would be a higher potential harm if it falls on a person. Communicate to persons to always be aware of their surroundings and to be careful in areas where they may bump their head. For example, if bending over under bushes / trees with low branches. They could use a second person to "spot" for them if they cannot do it themselves. 	<ul style="list-style-type: none"> Persons to avoid gardening in inclement weather such as rain, wind, or storms. Ensure no working when Met Office issue an extreme weather warning, Red. Extra care when Amber weather warning issued by Met Office <p>Amber: Be Prepared. There is an increased likelihood of severely or extremely bad weather affecting people in the area concerned, which could potentially disrupt people's plans and possibly cause travel delays, road and rail closures, interruption to power and the potential risk to life and property.</p> <p>Extremely bad weather is expected. Red means people in the areas concerned should take action now to keep themselves and others safe from the impact of the weather. Widespread damage, travel and power disruption and risk to life is likely.</p>	<ul style="list-style-type: none"> Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read
<p>Trips / falls – irregular work surface associated with rough fields and irregular paths / curbs / roads.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> Persons to wear sturdy footwear and be aware of their surroundings. 	<ul style="list-style-type: none"> Any known "holes" in flat lawn areas to be filled in. Regular maintenance on footpaths to minimise irregular surfaces. Regular repairs to potholes. 	<ul style="list-style-type: none"> Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read
<p>Slips- particularly if surfaces are wet</p> <p>Potential Harm is MODERATE</p>	<ul style="list-style-type: none"> Persons to wear sturdy footwear and be aware of their surroundings. Persons to be aware of water on surfaces. 	<ul style="list-style-type: none"> Repairs to known water leaks in roads and footpaths 	

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<p>Insect Bites – bee stings, ants, ticks, mosquitoes, and other insects.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none">• Persons to be responsible for wearing long sleeves, long trousers and gloves to avoid being bitten.• To wear any other PPE (Personnel Protective Equipment) as suitable to the task.• Persons must be responsible to carry medicine such as an EpiPen if they are known to be allergic.• Persons with serious reactions to stings / bites must notify the person on the estate arranging the works.	<ul style="list-style-type: none">• Recommend anyone with a serious allergic allergy NOT to be involved in gardening activities. We will not allow persons with serious reactions to participate in gardening activities on the estate unless they have their own insurance.• Non serious reactions to bites can be dealt with by using an ice pack or an antihistamine cream / tablet. Medicines will not be supplied by UEHA and persons must bring their own.• However, if asked neighbours can be obliging for assistance with ice packs / cool water.• Recommend persons to avoid areas of activity (eg. Bees nest) until activity is very low.	<ul style="list-style-type: none">• Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read
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<p>Upper Limb Disorder – vibration from electrical / petrol powered equipment</p> <p>eg. Hedge trimmers but can include all other electrical equipment.</p> <p>Repetitive strains from use of secateurs / manual hedge cutters, scythes, etc</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Persons must cease the task they are doing if they feel any numbness or tingling in their upper arms, wrists, hands or neck. • Rest breaks and rotation to other tasks is recommended. • Anyone with known Upper Limb Disorders must manage their symptoms and know their limitations on tasks. 		
<p>Lower Limb Disorders – from kneeling / squatting or long periods of standing</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Persons must cease the task they are doing if they feel any numbness or tingling or pain in their lower limbs or feet. • Rest breaks and rotation to other tasks is recommended. • Anyone with known Lower Limb Disorders must manage their symptoms and know their limitations on tasks 		
<p>Rashes – from grass / plant irritation or skin sensitivity</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Persons to be responsible for wearing long sleeves and long trousers and any other protective clothing such as gloves or hats. 		
<p>Eye injury – due to branches / leaves / grass falling in eye or leaning / bending into foliage.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Persons to wear protective eyewear or glasses and to be aware of their surroundings. • Blink reflex. 		

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<p>Hay fever and other allergies associated with seasonal outdoor exposure.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none">• Persons who suffer from Hay fever usually know they do and avoid activities such as gardening when the pollen count is high.• Persons will be responsible for their own medication.• It would be recommended they did not participate in gardening tasks.		
<p>Skin damage / sun burn – from sun exposure</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none">• Recommend persons wear breathable long sleeves, long trousers, sunscreen and wear a hat.		

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<p>Heat Stroke/ exhaustion / dehydration – from hot weather, failing to drink enough fluids, overworking in heat, too much time in heat</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend doing tasks early or later in the day to avoid the heat. • Recommend doing tasks that are in the shade. • Recommend limiting the amount of time doing the task • Persons to supply their own drinking fluids and to recommend more fluids on warmer days. • Recommend breathable clothing • Only do tasks that are absolutely necessary for safety reasons. • Ensure work in Amber weather warning is only done in the cooler times of the day and/or in the shade. Should only be very necessary. 	<p>Ensure no working when Met Office issue an extreme weather warning, Red</p> <p>Extra care when Amber weather warning issued by Met Office</p> <p>Amber: Be Prepared. There is an increased likelihood of severely or extremely bad weather affecting people in the area concerned, which could potentially disrupt people's plans and possibly cause travel delays, road and rail closures, interruption to power and the potential risk to life and property</p> <p>Red: Extremely bad weather is expected. Red means people in the areas concerned should take action now to keep themselves and others safe from the impact of the weather. Widespread damage, travel and power disruption and risk to life is likely.</p>	
<p>Cold Exposure – from cold weather</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend limiting the amount of time doing the task • Recommend appropriate clothing that can be layered and adjusted as required 		
<p>Bruising / blisters – from use of garden tools.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend Gardeners wear sturdy gloves and rotate tasks to avoid overuse of tools which could cause blisters / bruising. 		

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<p>Back Problems due to Manual Handling</p> <p>Potential Harm is LOW-MEDIUM</p>	<ol style="list-style-type: none"> 1. Recommend persons read information found: https://www.hse.gov.uk for Manual Handling. This is to include lifting, pushing / pulling. 2. Recommend more than one person to lift or carry awkward loads or heavier loads. 3. Recommend persons rotate tasks (eg.sweeping) with other jobs or to change the direction / technique of sweeping to change the muscles used. 4. To avoid bending over and instead sit where possible or use tools to help pick up debris. 5. Use bags of a smaller capacity so as not to make too heavy. 6. Recommend the use of wheelbarrow or similar wheeled equipment to move waste or other equipment around. 	<ol style="list-style-type: none"> 1. - 2. Access to a wheelbarrow / wheelie bin for use 3. - 4. Access to appropriate tools for use. 5.Smaller Blue bags can be supplied for heavier waste such as pine needles, wet debris, stream debris, etc Large waste bags to be only 1/3 -1/2 full depending on what the waste is. Common sense to be used to assess. 6.If necessary, do it in more than one trip to avoid overloading. 	<ul style="list-style-type: none"> • Grounds Manager to periodically assess suitable use of equipment by gardeners, if indicated by persons. • Grounds manager to recommend suitable equipment or to stop tasks due to inadequate equipment. • Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read.
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<p>Damage to Parked Cars /vehicles near areas being gardened</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • If cars are parked too close, then do not do the job if you feel there is a risk of damage. • Let the person who has organised you to do the job know that is it not possible due to the proximity of vehicles. 	<ul style="list-style-type: none"> • See if there is a different way of doing the task or use of different tools to avoid damage. 	<ul style="list-style-type: none"> • Grounds Manager or other Committee member to ask residents to move their vehicles so that the job can be done. • It must be explained to residents what the job is. • Does not necessarily mean straight away. Depends on the urgency of the task • Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read
<p>Damage to garden tools and equipment</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Persons will be responsible for any gardening tools and equipment they use. • If borrowing any equipment, you must discuss with the lender what you would do if it was damaged or broken. UEHA does not accept any liability for equipment not owned by the Estates. • Persons will be responsible for not leaving equipment unattended and at risk of theft. 	<ul style="list-style-type: none"> • Make an inventory of any equipment owned by UEHA that can be used by persons gardening. • If left, then residents or other gardeners may be asked to keep an eye on the equipment but ultimately, they will not be held responsible. 	<ul style="list-style-type: none"> • Grounds Manager will alert gardeners / volunteers to Risk Assessment but persons own responsibility to read

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<p>Possible Exposure to Chemicals (COSHH)</p> <p>COSHH- Chemicals and Other Substances Hazardous to Health</p> <p>Potential Harm is LOW-MEDIUM</p>	<ul style="list-style-type: none"> • Use hand tools to remove weeds rather than weed killer • Asking Mowing Company for Safety Data sheet on product used so we can do a COSHH report (done 13/7/22 PB) • NB: Currently only Paul Ladkin (New Life Garden Services) uses a sprayable weed killer. He is licenced to use more toxic weedkiller and the one he uses is at the lower end of the spectrum. This is helpful information to minute at the next meeting under the weedkiller issue • No reference to toxicity to wildlife due to the Risk Assessment being for people. 	<ul style="list-style-type: none"> • Decrease / limit or cease the use of Weed Killer on Common Areas of the Estate. • Will require COSHH report and decision in meeting • COSHH report to be distributed to all committee members to read and also to all person's gardening. • If weed killer is used then we ask for it to be used the lowest quantities possible and in the least areas possible. • Paul Ladkin is the most at risk and not covered by this Risk Assessment however it is noted he wears appropriate clothing and sprays only when there is no breeze. He has said he has training. 	<ul style="list-style-type: none"> • Grounds Manager and Committee Members • Grounds Manager to obtain data sheet for Round Up Pro which Paul uses (13/7/22) • COSHH report to be written. • Nb. Control of weeds is difficult by hand tools alone and gardeners will need training in this. Grounds Manager can provide training.
<p>Exposure to Animal Faeces /Urine</p> <p>Potential Harm is LOW-MEDIUM</p>	<ul style="list-style-type: none"> • Persons to be aware of the possibility of animal excrement • Persons to wear gardening gloves when hands are in contact with any soil. • Persons to wash their hands after gardening. • Persons to wash their hands before eating or drinking. • Persons to avoid touching their face / mouth with dirty gloved hands 	<ul style="list-style-type: none"> • Recommend that pregnant people do not garden in the Common Areas due to the possibility of toxicity from parasites. <p>NB: Toxocariasis is not caught from fresh poo. It's usually caught from soil or sand that has contained worm eggs for a few weeks or months.</p>	

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<p>Lone Working</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend that persons notify either a personal household member or UEHA committee member or friend/ neighbour of the possibility of lone working • No headphones to be worn unless sounds like traffic / people approaching can be heard. • Persons to be always aware of their surroundings. • No lone working to be done at night. 	<ul style="list-style-type: none"> • When only one person gardening they will have a “buddy” for communication. • The buddy may be a relative, friend, volunteer, work associate or person on the estate that they can communicate their hours of work with. 	
<p>Visibility - Not being seen whilst working</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend High Visibility clothing to be worn when working near or on roads especially in the winter / when lighting poor. • Persons to be always aware of their surroundings. • No tasks to be done at night. 		
<p>Working on roads – hit by cars / bikes etc</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Recommend High Visibility clothing to be worn when working near or on roads especially in the winter / when lighting poor. • Persons to be always aware of their surroundings. • No tasks to be done at night. • Persons encouraged not to wear headphones or at least at a volume that they can still hear around them. • 15mph speed limit 	<ul style="list-style-type: none"> • Ensure 15mph speed limit is communicated regularly • Possible marking of speed limit on roads at entrances to Uplands Way off Brookvale Road and Orchards Way off Highfield Lane 	<ul style="list-style-type: none"> • Committee members via newsletters and email • To be discussed in further meetings

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<p>Working at height</p> <p>Potential Harm is MEDIUM</p>	<ul style="list-style-type: none"> • Other than the pruning of fruit trees there should be no working at height. • Avoid working at height by using tools to aid this such as, long handled cutters. • When pruning fruit trees, it is advisable that any pruning required at height or of larger branches we employ a company with its own insurance. • It is recommended that a ladder of no more than 1.8 metres (or 6 feet) is used, and that a second person holds the ladder. • Persons to be always aware of their surroundings • Wear suitable footwear • No headphones to be worn. 	<ul style="list-style-type: none"> • If people want fruit trees to clear the footpath by 2 meters (and width conform to road verges / Council H & S) then basically almost all pruning will need to be done by tree surgeons £££ who likely specialise in big cuts & don't have the finer skills for pruning fruit trees, • Recommend to residents to avoid longer ladders. And instead use long handled fruit picking tools. • Otherwise becomes impractical and more dangerous for residents to pick fruit 	<ul style="list-style-type: none"> • We should inform residents of the risk of picking fruit. • Seems obvious but this is a risk to be discussed at first meeting?? • Fruit picking at own risk??
<p>Supervision of under 18's will be the parents / guardian of the person who is under 18.</p> <p>Potential Harm is LOW</p>	<ul style="list-style-type: none"> • Any person under the age of 18 will be under the supervision of a parent or guardian. • This does not mean they need to be always there, but the parent/garden needs to know what tasks their child is doing and where / how long for. • Separate risk assessment for the paid Employment of U18's • No paid employment of U16-18 year olds without parent/guardian consent form. • No paid employment for children under the age of 16 due to the current laws and safe guarding of children. 	<ul style="list-style-type: none"> • Training / checking on correct use of equipment can be made by Grounds Manager • Need to check if the Estate Insurance doesn't cover certain age groups eg. Under 16's 	<ul style="list-style-type: none"> • Grounds Manager to periodically assess suitable use of equipment by gardeners no matter their age. • Chris Dancer, Treasurer to ask following questions at time of Policy renewal in Aug 2022. (emailed on 13/7/22 PB) • Can the insurance documentation explicitly include volunteers? • Are there any age limits to this cover? Check upper /lower age limits. This may mean we cannot have anyone under the age of 18. • If we can / cannot then I need to add that to the Risk Assessment. • Does the insurance company want the Risk Assessment?

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<p>Drowning – in stream if trip / fall or water levels become high</p>	<ul style="list-style-type: none"> No work to be done in stream in high water flows. Persons to notify a family member / or other if they are going to work in the stream. 		
<p>Water borne diseases – such as Leptospirosis (Weil's Disease)</p>	<ul style="list-style-type: none"> Persons to be aware of any illness that could have been contracted through working on the Estate and to seek medical help. Persons to communicate to the committee if they believe to have become ill from contaminated water. <p>The Weil's disease form of leptospirosis is contracted from the urine of infected rats. The bacteria get into your body through cuts and scratches or through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water. It is a rare condition in the UK.</p>	<ul style="list-style-type: none"> To control rats if we believe there to be an infestation. 	
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

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SUMMARY of ASSESSMENT	
Name of the person who completed this risk assessment	Peta Bateman
Risk assessor's signature	
Date of this assessment	22/10/2022
Expected review date of the risk assessment <i>All risk assessments must be reviewed annually or in the event of any significant change, including local or national guidance.</i>	22/10/2023
Who will lead on the action plan? <i>A copy of the action plan can be kept with the risk assessment in the local H&S file (electronically and/or paper)</i>	Grounds Manager and Committee
Target date/s for completion of actions <i>(Items in the "what more do we need to do?" column)</i>	Aug 2023
How will the findings of this risk assessment be communicated to those at risk?	On website / electronically to persons doing the activities
Which person/manager will communicate the assessment, action plan and controls required?	Grounds Manager
Senior/Line Manager's signature	
Dates of subsequent reviews of this assessment and name of reviewer	Date: Name:
	Date: Name:
	Date: Name:
	Date: Name:

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