

CLEOBURY GARDENERS: RISK ASSESSMENT 2025

OVERARCHING PRINCIPLES

- **Assessment of risk adopts the two categories of:**
 - **likelihood of it happening**
 - **consequences of it happening**
- **Scoring for 'likelihood of it happening' as 1, 2, 3**
 - **1 – unlikely**
 - **2 – fairly unlikely**
 - **3 - likely**
- **Scoring for 'Consequences if it happened' as 1, 2, 3**
 - **1 – low, need first aid**
 - **2 – medium, need medical assistance (such as broken bones or stitches)**
 - **3 – high – death, paralysis etc**
- **Risk lever calculation: likelihood x consequences = risk level**

1. MEETINGS

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Trailing wires and arrangement of furniture	Trips and falls due to trailing wires, walking around chairs and tables	Space allocated to allow movement	Likelihood 1 Consequence 2 Overall 3	Ensure wires covered by tape – buy tape and scissors	Treasurer	Likelihood 1 Consequence 1 Overall 2
Moving furniture	Harm to members moving heavy or awkward items, especially when setting-up and clearing away	Members encouraged to share heavy loads	Likelihood 2 Consequence 1 Overall 3	Tables only disassembled if member confident to do so	Chair/Committee members present	Likelihood 1 Consequence 1 Overall 2
Fire exits unavailable for use	Unable to access fire escape routes due to blocked exits	Fire exits clearly marked and left clear	Likelihood 1 Consequence 1 Overall 2	Ensure members aware of not blocking exits via Newsletter	Chair – informing members/ Committee members present	Likelihood 1 Consequence 1 Overall 2
Harm to health	Members and attendees at meetings, socials (AGM) on provision of refreshments due to: • hygiene issues • food allergies • boiling water and provision of tea/coffee • use of knives	Specific designated kitchen used. Risk assessment in place for Cleobury Country building and its use by external users	Likelihood 1 Consequence 3 Overall 4	Notice on servery 'Please inform us if you have any food allergies'. Check ingredients lists if any. Ensure volunteers know how to use equipment such as water heaters	Chair/Committee members to check notice is on display Member serving refreshments Social Secretary	Likelihood 1 Consequence 1 Overall 2

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Injury from electrical equipment belonging to: • Cleobury Country – screen, lights, kitchen equipment, central heating • members – projectors, laptop, extension leads • outside speaker-projector, laptop, extension leads	Members/visitors/presenters – electric shock	Reliance on providers' having safe equipment	Likelihood 1 Consequence 3 Overall 4	Check PAT testing regime at Cleobury Country Explore PAT testing facility in Cleobury Mortimer Only committee members to adjust any heating controls Check existence and quality of first aid kits available at the venue	Social Secretary Vice-Chair Social Secretary Committee members Social Secretary	Likelihood 1 Consequence 1 Overall 2

2. VISITS AND OUTINGS

- Drivers and passengers offer/undertake lifts to outings at own risk

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Car accident	Passengers/drivers harmed	Check that drivers' insurance companies have been informed that cars are used for non-profit outings and agreed that passengers are covered	Likelihood 1 Consequence 3 Overall 4	Continue to check that drivers have insurance cover	Chair (via Newsletters)	Likelihood 1 Consequence 3 Overall 4

3. PLANT SALES

- Risk assessments of the Market Hall, Parish Hall and Cleobury Festival organisers to be used to identify any additional risks and address risks as required
- Cleobury Gardeners need to have Terms and Conditions of hire, where applicable, to hand and signed

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Harm to health	Members and the wider public	Careful consideration of placement of tables for plants to give maximum space for movement, especially on pavement area used at plant sales when weather allows Provision of chairs and tables for consuming food and drink supplied safely	Likelihood 1 Consequence 2 Overall 3	Check existence and quality of first aid kits at venues used Purchase first-aid kit if not sufficiently stocked Notice on servery 'Please inform us if you have any food allergies'	Social Secretary Treasurer Chair/Committee members to check notice is on display	Likelihood 1 Consequence 1 Overall 2
Moving furniture	Harm to members moving heavy or awkward items, especially when setting-up and clearing away	Members encouraged to share heavy loads	Likelihood 2 Consequence 1 Overall 3	Tables only disassembled if member confident to do so	Chair/Committee members present	Likelihood 1 Consequence 1 Overall 2

Fire exits unavailable for use	Unable to access fire escape routes due to blocked exits	Fire exits clearly marked and left clear	Likelihood 1 Consequence 1 Overall 2	Ensure members aware of not blocking exits via Newsletter	Chair/ Committee members present	Likelihood 1 Consequence 1 Overall 2
Trailing wires and arrangement of furniture	Trips and falls due to trailing wires, walking around chairs and tables	Space allocated to allow movement	Likelihood 1 Consequence 2 Overall 3	Ensure wires covered by tape – buy tape and scissors	Treasurer	Likelihood 1 Consequence 1 Overall 2

4. ALLOTMENTS

- Liability insurance on display, with plot holders required to observe requirements and take responsibility as required
- Plot holders undertake activities at their own risk, including if they choose to use equipment provided by others for their own use

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Faulty community equipment supplied by Cleobury Gardeners	Damage to equipment that cannot be repaired	Allotment co-ordinator checks functionality of equipment on a regular basis	Likelihood 2 Consequence 2 Overall 4	Check condition of equipment on a monthly basis Provide reel for hose to avoid trailing between water butts and plots Insurance allied notices displayed on notice boards: as specified at bullet points above	Allotment co-ordinator Treasurer Allotment co-ordinator	Likelihood 1 Consequence 1 Overall 2
Harm to plot holders	Unsafe and careless filling of petrol tanks on equipment – mower, rotavator	Limited – all plot holders refill equipment as required	Likelihood 1 Consequence 3 Overall 4	Check funnel available and used for filling tanks to avoid spillage Ensure safe storage of fuel cans	Allotment co-ordinator/plot holders	Likelihood 1 Consequence 1 Overall 2

				Inform plot holders that filling needs to be done in open air	Allotment co-ordinator/plot holders Allotment co-ordinator	
Harm to users due to unsafe and careless use of BBQs	More than one person at a time using it (lighting, cooking, extinguishing)	Limited control measures	Likelihood 1 Consequence 1 Overall 2	Allotment co-ordinator/plot holders to identify who should use BBQ		Likelihood 1 Consequence 1 Overall 2

5. WORKING PARTIES

A. ALLOTMENTS:

- Notice to indicate plot holders undertake voluntary activities at their own risk

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Use of ladders	Unsafe equipment and procedures when ladders required.	Limited use of ladders but checked for safety by allotment co-ordinator if used	Likelihood 1 Consequence 1 Overall 2	Allotment coordinator and work party volunteers to check ladders before each use to ensure safety, robustness, suitability, fitness for purpose	Allotment co-ordinator and volunteers	Likelihood 1 Consequence 1 Overall 2
Moving heavy equipment	Volunteers experience skeletal or muscular pain, exacerbated by the working party activities if required to move heavy equipment	Limited moving of heavy equipment				

B. ELSEWHERE

- Members informed that they undertake activities at their own risk

What are the hazards?	Who/what may be harmed?	Existing control measures	Current overall risk	Further actions required	Whose responsibility?	New overall risk
Hazard to public when working in a communal space	Members of the public and/or members injured by tripping over equipment left across the pavement whilst working		Likelihood 1 Consequence 1 Overall 2	Code of conduct for tree pleaching activities, especially attention to keeping the public safe Tree pleaching to be undertaken by members only	Chair in information to working parties	Likelihood 1 Consequence 1 Overall 2