

Risk Management Policy



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Revision History

Date	Details	Author	Review Date
Feb 2011	New policy	J Cliff	
Aug 2012	Revised policy	V Wyer	Nov 2013
Nov 2013	Revised policy	V Wyer	Nov 2014
Nov 2014	Reviewed	V Wyer	Nov 2015
Nov 2015	Reviewed	V Wyer	Nov 2016
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Nov 2018	Reviewed	V Wyer	Nov 2019
Nov 2019	Reviewed	V Wyer	Nov 2020
July 2022	Reviewed	V Wyer	Nov 2022

Aim:

The primary aim of this policy is to ensure that all people engaged in the Triangle Community Garden's activities (see over for definitions) are as safe as possible, whilst involved in Triangle Garden activities.

The secondary aim is to ensure that whilst following best practice in terms of risk assessment and management, those involved with the organisation have a positive experience and the opportunity to take part in a wide range of horticulture-related and other activities.

Strategy:

The key elements of the risk management strategy are as follows:

- a) Experienced staff / volunteer activity leaders who are trained in risk assessment;
- b) Robust risk assessment methodology (see below);
- c) Good health and safety procedures, and promoting an environment where everyone takes their responsibilities seriously.

In addition where Triangle Community Garden projects involve vulnerable individuals:

- d) Good liaison with referrers / referral agencies who will know individuals better in the first instance;
- e) Provision of background paperwork (eg for those with care plans etc);

Risk Assessment Methodology:

The risk assessment methodology employed at the Triangle Community Garden's activities is one widely used by horticultural therapy projects, which work in very similar environments. There is a two way risk assessment:

- a) Combined Activity/Site risk assessment
- b) Individual/personal risk assessment (used in Growing Ability projects)

Activity/Site-based Risk Assessment

A schedule of all activity/site-based risk assessments showing the base risk level and the approved risk level will be available at Ransom's Pavilion to alert and remind all staff, volunteers and service users.

These risk assessments are working documents and should be referred to at every activity/session and updated whenever circumstances are deemed to result in a change in risk level.

Individuals

In light of the risk profile of the individual or group under taking an activity, it is then for the staff / volunteer activity leader running the session to assess what tasks are appropriate and on what part of the site. For individuals / groups where risk levels can vary from day to day, the threshold of "safe" tasks may also change.

Definitions:

Those engaged with TCG include the following:

Staff:	Anyone who undertakes a specific role within The Triangle Community Garden (TCG), whether paid or unpaid, with the exception of GA volunteers* and casual volunteers. Unpaid staff roles include activity leader, bookings clerk, workshops coordinator, workshop opener/closer, etc. GA support workers are also included within this definition.
Triangle Activity leader:	An activity or event organiser – see above
GA support worker	A support worker employed by TCG to support a service user of Growing Ability, Growing Health or Growing Gang.
Support worker/Carer	A support worker not employed by TCG who attends one of the Growing Ability projects to provide support to a service user.
*GA volunteer:	A volunteer supporting the work of Growing Ability, Growing Health or Growing Gang
Casual volunteer:	A volunteer participating in community gardening activities or community events organised by TCG
Volunteer:	Collective term covering GA and casual volunteers
Visitor:	Anyone attending a Triangle Garden workshop, walk or talk, or visiting the site
Service User:	Someone using one of our services: eg Growing Ability, Growing Gang or Growing Health
TCG tutor:	Anyone contracted to conduct a workshop on behalf of the Triangle Garden
Hirer (organised group):	Any person or group hiring our venue or gazebos for group activities over which they have a duty of care
Hirer (casual):	Anyone hiring our venue or gazebos for their own purposes (eg a private party)
Contractor:	Anyone undertaking maintenance or other work for TCG eg electrician, tree surgeon.

Locations and sites:

Triangle Community Garden/Triangle Garden:	The community garden site, in Ransom's Recreation Ground
Ransom's Pavilion:	The community building managed by TCG.
Triangle allotments:	Allotments managed by TCG

Writing a risk assessment

- 1 To identify the hazards and risks, the manager writing the risk assessment will:
 - o Look at the health and safety guidance on www.hse.gov.uk
 - o walk around the site noting things that might pose a risk and taking HSE's guidance into consideration;
 - o Talk to staff to learn from their knowledge and experience, and to listen to their concerns and opinions, paying particular attention to ensuring the service users' safety.
 - o Look at the accident and incident books to gain understanding of what particular risks may have resulted in injury.
2. The person writing the risk assessment will list the hazards and risks identified.
3. They will then list who could be harmed and how.
4. They will then describe the controls already in place to reduce the likelihood of injury, assessing the level of risk presented as either low, medium or high. They will then consider whether further controls were necessary, this approach helps decide whether further controls were necessary and if so, by when these controls should be in place. The aim of the further action is to further reduce the risks to as low as reasonably practicable.
5. After further identified controls have been put in place by the manager, the findings will be discussed with staff and the risk assessment placed in the Health and Safety folder. Service users will be informed of the findings and how the risks to each individual could be controlled. For anyone who has had difficulty understanding a support worker will also be present.

Review of Assessments

Individual risk assessments should be reviewed at the 6 monthly service user review. All other risk assessments should be reviewed at least annually, or when an incident occurs, giving cause to review the risk assessment and safe working practice.

Publication

- This policy will be available at Ransom's Pavilion, and on the Triangle Garden website: www.trianglegarden.org. It is available on request in hard copy – please email info@trianglegarden.org or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard Hitchin SG5 1HR
- Current and new members of staff, activity leaders, GA volunteers, and trustees will be made aware of its existence and any revisions made.

Anyone with any concerns about non-compliance with this policy should refer to our Complaints and/or Whistleblowing Policies

Appendix B: Site Risk Assessment Proforma

Triangle Community Garden Risk Assessment

Site/Activity:Assessed by:Date.....

Setting the scene: (describe the situation and how you carried out the risk assessment – following the risk assessment procedure)

Hazard	How harmed and how?	Control Measures in place	Risk level	Further action required	Action taken by (date & initials)	Residual Risk level

Signed

Appendix B: Individual Risk Assessment Proforma

Triangle Community Garden Individual Risk Assessment

Service User: Assessed by:

Risk factors should be considered under 6 headings: 1 Mental health issues; 2 Physical issues; 3 Sensory issues; 4 Medical issues; 5 Emotional and personality issues; and 6 Other

Hazard / Risk factor	Base risk assessment	Precautions / actions taken	Revised risk assessment	Initialed and dated

Signed by Service User Dated

Countersigned by member of staff Dated

