



Risk Assessment: Volunteer Planting Activities in the Parish

Location village green, planters, flower beds, roadside verges)
Organised By Great Blakenham parish Council
Date July 2025
Review Date July 2026
Activity Volunteer planting of flowers, shrubs, or bulbs in public areas

1. Risk Assessment Table

Hazard	Who Might Be Harmed	Potential Harm	Initial Risk	Control Measures	Residual Risk
Manual handling (bags of compost, tools, plants)	Volunteers	Back strain, muscle	Medium	Use proper lifting techniques- Share heavy loads- Provide wheelbarrows if needed	Low
Use of hand tools (trowels, forks, spades)	Volunteers	Adverse weather (sun, rain, cold)	Volunteers		
Slips, trips and falls (uneven ground, tools on path)	Volunteers	Children or vulnerable adults participating	Participants		
Vehicle traffic (if near roads or verges)	Volunteers, especially children	Contact with animal waste or hazardous materials	Volunteers		
Exposure to soil, insects or plant-related allergens	Volunteers	Cuts, puncture wounds, bruises	Medium	- Ensure tools are in good condition- Use gloves- Provide	Low

Instruction if needed	i	area before	Medium	Low bruises	walkways- Check
	- Wear	Collision, serious	High	Low injury	starting - Wear hi-vis vests- Do not allow work on busy roads without traffic
Sprains, fractures, tools/bags out of	a	management-			Supervise children
	r	Rashes, bites,	Medium	Low allergic reactions	activity- Be
Keep	p	aware of known			allergies
	p	Sunburn, heat			- Wear sun protection or
Infection, illness	t	exhaustion,	Medium		weather-appropriate clothing- Bring water- Cancel in
	e	hypothermia extreme weather			- Ensure adult supervision-
-	o	Higher risk of injury			Assign safe tasks- Keep or
	o	wandering into	High	Low	children away from roads and
-	w	unsafe areas tools			- Inspect site before work- Avoid obvious contamination-
	e	Infection, illness	Medium		Provide hand sanitiser and wipes

Hazard	Who Might Be Harmed	Potential Harm	Initial Risk	Control Measures	Residual Risk
Fatigue or	Volunteers	- Take regular breaks- Dehydration, Medium	Encourage volunteers to work	Low overexertion	exhaustion
			at their own pace		

2. Required PPE and Equipment

- Gardening gloves
- High-visibility vest (if near traffic)
- Sturdy footwear (preferably boots or closed shoes)
- Weather-appropriate clothing (e.g., sunhat, waterproof coat)

- Hand tools (trowels, forks, watering cans, etc.)
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3. Emergency Procedures

- First aid kit available on site or with group leader
 - Volunteers briefed on location of nearest emergency assistance
 - Mobile phone available for emergencies
 - Any injuries or incidents to be reported to the Parish Clerk or group organiser immediately
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4. Supervision and Responsibilities

Parish Council / Organiser

Ensure safe areas are designated- Provide risk assessment & Supervise or appoint leader- Arrange disposal of waste/plant material

Volunteers

Follow safety guidance- Wear PPE- Report PPE- any hazards or injuries- Work within comfort zone
