

Risk Assessment

Event: Chapters Gardening **Location / Venue:** Chapters Coffee Shop outdoor area (Garden & Pathways Lichfield Cathedral)
Event Date: Organised dates by SI Lichfield & District **RA Assessor(s) :** Nancy Archer, Christine Corless (PA Lead), Gill Tomlinson (Planet member)
Event Outline: Sorooptimists Lichfield & District volunteer event to undertake gardening activities on the external areas (Gardens, Courtyards & Pathways) of Chapters Coffee Shop at Lichfield Cathedral

Risk Assessment Date: September 2020

Risk Assessment Scoring Matrix				Risk Factor (RF)					
Severity Rating (SR)	<ul style="list-style-type: none"> Incident resulting in Multiple fatalities Catastrophic, Permanent environmental damage outside site perimeter 	⇒	6	6	12	18	24	30	36
	<ul style="list-style-type: none"> Incident resulting in Single Fatality Catastrophic, Permanent environmental damage within site perimeter 	⇒	5	5	10	15	20	25	30
	<ul style="list-style-type: none"> Multiple injuries or Single Severe/disabling injury or occupational illness injury or occupational illness Severe semi-permanent environmental damage within site perimeter 	⇒	4	4	8	12	16	20	24
	<ul style="list-style-type: none"> RIDDOR – Significant Injury resulting in absence from work/school above 3 days Significant environmental damage within site 	⇒	3	3	6	9	12	15	18
	<ul style="list-style-type: none"> Injury that requires Medical attention from a medical professional, potential loss of time not exceeding 3 days Limited Environmental damage within area of event 	⇒	2	2	4	6	8	10	12
	<ul style="list-style-type: none"> Injury that requires First aid treatment only, but no loss of time from work/school Minor Spillage easily cleaned up 	⇒	1	1	2	3	4	5	6
					1	2	3	4	5
Likelihood Rating (LR)	Improbable: Extremely unlikely to occur during task/event	⇒							
	Remote : Would be surprised for this to occur during task/event	⇒							
	Unlikely: Potential but not expected to occur during task/event (occurs within 5 years)	⇒							
	Possible: Potential to occur during task/events of this kind (occurs within 2 years)	⇒							
	Likely: Occurs occasionally during task/events of this kind	⇒							
	Frequent: Expected to occur during every task/event of this kind (reports recorded)	⇒							
Risk Factor Actions									
1 to 5/6	Minimum risk identified	M	6 to 16	Controls required	A	18 to 36	Not Adequately controlled	N	
Low risk of harm undertaking activity			Adequate Controls, but caution required			Risk Not adequately Controlled - Further controls to be identified before activity starts			

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Risk Factor Actions **M = Minimal Risk** **A = Adequately Controlled** **N = Not Adequately Controlled** **U – Unable to decide (further information required).**

NB: THE SEVERITY X LIKELIHOOD RATINGS ARE CALCULATED AFTER TAKING INTO ACCOUNT EXISTING CONTROL MEASURES

	Activity / Task /Machine	Hazard	Persons in Danger	Comments / Controls	Severity	Likelihood	Risk Rating	Risk Factor Action
1	Location Enclosed garden area with mature trees at one end of property. Area maintained includes brick/stone courtyard and pathways - open to public	No foreseen hazards	• Soroptimist Volunteers/helpers	- Garden and courtyard are enclosed situated back off a restricted roadway and not immediately on the kerbside nor directly next to traffic. The area is a property of Lichfield Cathedral who have an estates management team. The activities undertaken by SI Lichfield are basic gardening tasks.	1 First aid Injury	1 Improbable	1 Minimal Risk	M Low Risk of Harm
2	Personnel Movement Movement around the areas during activity, and moving tools to and from activity area	Potential Trip hazard on kerbing/garden edge when moving garden tools/bins.	• Soroptimist Volunteers/helpers • Pedestrians using the footpath	- Personnel arriving will use usual street access to area. - Route is along a well maintained footpath with adequate access to allow gardening activity to take place, allowing space for café customers. Some gardening activity is undertaken when the café itself is closed. No Stepped areas within gardening area	2 Medical attention	3 Unlikely to occur	6 Minimal Risk	M Low Risk of Harm
3	Set-Up No specific arrangements required. Volunteers bring their own Gardening Tools, Cathedral Garden Waste Wheelie bins used for waste removal	- Manual Handling of Garden Tooling, - Movement of Bins for Garden Waste	• Soroptimist Volunteers/helpers	Soroptimist Volunteers will turn up and leave as convenient to themselves within the specified duration of the event. Standard Wheelie bins used from Cathedral refuse provision	1 First aid Injury	1 Improbable	1 Minimal Risk	M Low Risk of Harm
4	Housekeeping Tools & Equipment in area	Trip hazard created by tooling and waste bags within areas of activity	• Soroptimist Volunteers/helpers • Pedestrians using the footpath	Soroptimist Volunteers will ensure the footpaths, courtyard and garden does not become blocked by waste bags, and excess tools will be carefully placed to avoid trip hazard	2 Medical attention	3 Unlikely to occur	6 Minimal Risk	M Low Risk of Harm
5	Use of Equipment Standard Gardening tools will be used during event, supplied by individuals	Tripping, Slipping with tools,	• Soroptimist Volunteers/helpers	Only general hand tools will be used, no power tools. Light gardening / weeding activity with secateurs, garden fork, trowels etc	1 First aid Injury	1 Improbable	1 Minimal Risk	M Low Risk of Harm
6	Work at Height ie stepping up or down levels Step access to Café room from Garden	Potential to Slip/fall	• Soroptimist Volunteers/helpers • Pedestrians using the steps access to garden	Limited access required (potentially) for access to café room – will not be required for usual gardening activity other than rarely to speak to café staff	2 Medical attention	2 Remote	4 Minimal Risk	M Low Risk of Harm
7	Clean-Up Removal of waste and tools from area	Manual handling of gardening matter and tools from area	• Soroptimist Volunteers/helpers	Volunteers will fill waste bags/buckets only to a weight they are comfortable moving. Waste being transferred into Garden Waste Wheelie bins – these should not be over filled above the weight that they can easily be pulled back onto the Cathedral road for collection	2 Medical attention	2 Remote	4 Minimal Risk	M Low Risk of Harm
8	Environmental Impact Waste plant organic matter removed from garden	No negative impact on Environment	• Soroptimist Volunteers/helpers	Planting of bulbs/flowers within the garden area will help support the bio-diversity of the garden	1 Minor spill	1 Improbable	1 Minimal Risk	M Improbable Environment Risk

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9	Covid-19 Garden, Courtyard and pathway to Toilets open to public when Chapters Café open.	Exposure to Covid-19 virus from people within area	SI Volunteers & Pedestrians walking through area	<ul style="list-style-type: none"> - Number of SI Volunteers attending will be limited during the Coronavirus Pandemic - Government guidelines for social distancing for outside areas will be followed in relation to distance between volunteers and between members of public - Attendance at times understood to be at a time when garden is 'populated' will be avoided - Volunteers will take personal decision on whether to wear face covering/mask during activity - Volunteers to avoid contact with public and will stop activity if social distancing cannot be maintained 	5 Single fatality	3 Unlikely	15 Adequate Controls	A Adequate Controls – Caution Required