

Risk Assessment

Warwick Volunteers



Project Title/ Event:	Community Gardens: Garden of Hope
Summary of Event (number attending, location, activities):	Volunteers will be helping with general garden maintenance e.g. weeding, planting Approx. 10
Date(s):	Monday mornings

Form completed by:	Jenny Watson
Form approved by (Warwick Volunteers Staff):	Jenny Watson
Date form completed:	18/06/2026

Mandatory requirements	Events/Circumstances that could increase risk
First-aid box provided and nominated appointed first-aider always on site	<i>Extreme weather conditions</i>
Appointed First Aider: first Aider or appointed First Aider from St Johns Church	

Degree of Risk Calculation					
		Likelihood			
		Unlikely	Possible	Likely	Very Likely
Consequence / Severity	Minor Injury	Minor Injury - Unlikely	Minor Injury - Possible	Minor Injury - Likely	Minor Injury - Very Likely
	Major Injury	Major Injury - Unlikely	Major Injury - Possible	Major Injury - Likely	Major Injury - Very Likely
	Death/Paralysis	Death/Paralysis - Unlikely	Death/Paralysis - Possible	Death/Paralysis - Likely	Death/Paralysis - Very Likely

Prioritisation of risk factors	
Minor risk	No action required
Moderate risk	If possible action must be taken to reduce risks to a minor risk
Substantial risk	Action MUST be taken to reduce risks or activity MUST be suspended /

Definitions - Severity	
No injury	Participants finish the activity with no negative impact to their health or wellbeing
Minor injury	Might include bruising, minor cuts or light abrasions. Health effects might include mild irritation of the skin or eyes, headaches or ill-health leading to temporary discomfort
Major injury	Might include loss of consciousness, lacerations, concussion, serious sprains, broken bones, deafness, asthma, burns. Health effects might include permanent disability or life-shortening diseases
Definitions - Likelihood	
Unlikely	Under normal circumstances, no injury will occur
Possible	It is probable that no injury will occur, but there is a chance that it could
Likely	It is probable that an injury will occur
Very likely	An injury is likely to occur unless action is taken to prevent it

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood
Slips, trips, falls – uneven ground	participants	- Groups advised to wear appropriate footwear in advance. - Footwear checked before activity and if unsuitable, wellies provided from WV storage. - Keep the site, materials and equipment tidy to avoid obstructions and ensure that tools are left in a safe position in clear view. - Activity leader should have basic First Aid knowledge in case of emergency. - A First Aid box to be taken	Minor injury	Unlikely

Falling branches/trees	participants	- Cancel the activity if strong winds are forecast - Cease working when weather conditions deteriorate.		
Exposure to cold, wet or sun - Hypothermia; Heat stroke; Heat exhaustion; Sunburn, dehydration	participants	- Activity leader takes into account the forecast weather conditions before deciding if the activity can go ahead - Advise all volunteers to dress appropriately for the weather conditions. - Ensure that workers cover exposed skin, wear sun hats and apply a high factor sun cream when working in sunny / hot weather. - Advise workers to undertake suitable rest periods, in the shade, when the weather is hot. - Advise workers of the need to wear layers in cold weather. - Cease working when weather conditions deteriorate. - First aid kit carried by activity leader - Participants advised to bring a bottle of water	Major injury	Unlikely
Damage to Environment	environment	- No litter should be discarded and all litter taken back to university to be recycled/binned. - No flora or fauna should be removed from the site	Minor injury	Unlikely
Biohazards	Participants	- Gardening gloves and long sleeves to be worn by volunteers. - Exposed skin should be washed thoroughly after work and before eating, drinking and smoking. - Cuts to be covered with a waterproof plaster.	Major injury	Unlikely
Tools, equipment and materials	participants	- Tool talk at the start of the session to include instruction in safe use, transportation, and on site storage of tools - Tools to be inspected before use and regularly maintained. - Volunteers only to use hand tools – excluding any use of powered tools or machinery	Minor injury	Unlikely

		• All broken or unsafe tools should be removed from operations and repaired or disposed of. • Gloves to be worn to prevent cuts.		
Cuts, scratches from plants	participants	• Gloves worn • Volunteers told to wear clothing that cover their arms, legs and ankles • Undertake an onsite review of the area to be cleaned, identify any hazards and brief volunteers before • All volunteers to use litter-pickers to collect rubbish - NEVER scoop up items by hand • Be wary of uneven ground and trip hazards including trailing vegetation •	Minor injury	Possible
Syringes and medical waste	participants	Site survey prior to event to check for any evidence of syringes. Volunteers finding syringes should not touch them, but immediately notify the Group Leader who will arrange disposal via the local authority. All work must then cease in this particular area Any accidental piercing by syringe should be immediately treated at A & E	Major injury	Unlikely
Manual handling	participants	Volunteers advised to be aware of their own limitations Group Leader during the briefing advises not lift heavy items on your own. Use proper lifting techniques: bend your knees, keep your back straight, and use your legs for the lift, not your back. Volunteers with pre-existing injuries are not to lift bags or heavy items	Minor injury	Unlikely
Dog fouling	participants	Advise on issue of dog fouling during the briefing Do not touch dog fouling If found warn others in the vicinity	Minor injury	Unlikely

Hazardous chemicals	participants	Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453)	Major injury	Unlikely
Aggressive dogs	participants	Avoid areas if any evidence of aggressive dogs Volunteers to maintain vigilance for dogs off leads Dog Walkers in vicinity to be advised by group leader of the litter pick and to keep dogs under control	Major injury	Unlikely
<i>Traffic</i> <i>(if walking via Westwood Rd its 40mph with no pavements on some sides)</i> <i>(Estates Yard – heavy machinery)</i>	<i>participants</i>	• <i>Hi-vis vests to be worn in the Estate Yard</i> • <i>Estates staff informed before visit.</i> • <i>Volunteers briefed not to follow the group and to check it is safe before crossing.</i> • <i>Cross where it is safe to do so.</i>	<i>Major injury</i>	<i>Unlikely</i>
Harm to children	children	Children should be supervised by their parents/teacher. Staff and volunteers will not be left alone with the children. Staff to provide all volunteers with a briefing	Major Injury	Unlikely

Newly identified hazards – once the activity is underway, if you spot a new hazard, record it here

Potential hazard	Who is at risk?	Control measures	Risk rating after controls	
			Severity	Likelihood

Volunteer Briefing notes:

Activity Leaders:

- Activity leader to visit site before the event to assess ground conditions and identify any potential risks

- Ensure an appointed first aider and first aid box is on site at all times.
- Ensure they have charged mobile phone with them at all times.
- Meet volunteers - sign them in, provide briefing and safety information/demonstrations.
- Ensure volunteers are wearing appropriate clothing and footwear.
- Monitor weather conditions and hazards throughout the day.
- Ensure debris and litter is not left behind
- Provide debrief and ensure no unreported injuries have been sustained.
- Record and report any accidents or near misses.

Volunteer Briefing notes:

- Welcome and introduce Activity Leaders.
- Run through schedule
- Highlight and run through hazards and dangers.
- Where toilets are located.
- Identify appointed first aider and emergency procedures.
- Taking breaks, refreshments provided.
- Volunteers to make sure they are never alone with children don't make any physical contact with children (that includes hugging)
- Volunteers told not to take photos of children.
- Volunteers told not to share personal details (e.g. following on social media)

Key points:

- Inform Activity Leaders of any concerns, accidents or near misses.
- Inform Activity Leaders if you need to leave.

What to do if there is an accident, Incident or near miss during my project activities?

For all accidents, incidents or near miss cases, you must:

1. Inform a Warwick Volunteers staff member (and community partner representative if applicable)
2. Complete an Incident Report Form and submit it to Warwick Volunteers no later than 24 hours after the incident (or when you return from your project). This is to ensure that appropriate action is taken ASAP to ensure future safety

First Aid and Emergency Services

If an incident takes place on the university campus - in the event of an incident on campus that requires first aid support or use of the emergency services, you must call Community Safety

- Community Safety (general enquiries) **024 7652 2083** (or 22083 internal phone)
- Emergency (Security, fire, police, ambulance) **024 7652 2222** (or 22222 internal phone)

If an incident takes place at another organisation, school or in the community - in the event of an incident off campus that requires first aid support or use of the emergency services, you must

- Notify the appointed first aider
- And if needed, contact the appropriate emergency service by calling **999**
- If you feel unsafe while you are volunteering, you can call the Police on **101** (non-emergency number) for advice and support