

Community Gardens Risk Assessment Template

Risk Assessment Template

This document has been developed to assist you in conducting a risk assessment for your community garden. Council has provided you with a list of indicative activities involved in the construction and ongoing use of a community garden. We have outlined possible hazards associated with each activity. You should also add any other relevant activities, hazards and control protocols in the additional spaces provided.

How to use this template:

STEP 1: REVIEW THE LIST OF ACTIVITIES AND HAZARDS PROVIDED IN THE TABLE. BE SURE TO ADD ANY ADDITIONAL ACTIVITIES AND HAZARDS SPECIFIC TO YOUR GARDEN PROPOSAL IN BOXES LABELLED 'OTHER'. These could include site-specific or design-specific activities (for example: water features, BBQs or engaging with contractors, if these are relevant to your proposal). Common hazards to consider for each activity include:

- | | | | |
|-------------------------------|------------------------------------|--|---|
| • Noise | • Electricity | • Incorrect use of equipment | • Lack of training |
| • Light | • Moving or falling things | • Manual handling | • Radiation |
| • Lack of safe work practices | • Flammable or explosive materials | • Repetitive Work | • Things under pressure (e.g. compressed gas) |
| • High or low temperatures | • Obstacles, slippery surfaces | • Any other energy sources or stresses | |
| • Movement of vehicles | • Lack of suitable equipment | | |

STEP 2: REVIEW THE RISK SCORES WE HAVE PROVIDED FOR EACH HAZARDS IDENTIFIED. DETERMINE RISK SCORES FOR ANY ADDITIONAL ACTIVITIES YOU HAVE ADDED IN THE TABLE. A Risk Score is a measure of how likely the hazard is to occur vs the scale of risk involved. Use the risk score matrix on page 9 to make this assessment.

STEP 3: DETERMINE APPROPRIATE RISK CONTROLS AS REASONABLY PRACTICAL FOR EACH OF THE HAZARDS IDENTIFIED AND RECORD THEM IN THE TABLE. We have included some examples to assist you, but you should be adding more.

STEP 4: DETERMINE A FINAL RISK SCORE FOR EACH ACTIVITY BASED ON THE PROPOSED RISK CONTROLS BEING IN PLACE. You should use the risk score matrix for this task too.

STEP 5: ONCE YOUR YOUR GARDEN COMMENCES, ENSURE ALL GARDEN GROUP MEMBERS READ, UNDERSTAND AND SIGN THIS DOCUMENT. This process should be part of your site induction for new members, as well as refreshed annually for existing members. We have provided a template for recording this information on page 10 for your convenience.

ACTIVITY	HAZARDS	RISK SCORE (FROM RISK SCORE MATRIX)	PROPOSED RISK CONTROLS	FINAL RISK SCORE (FROM RISK SCORE MATRIX)
1. Gardening activities and participation	<ul style="list-style-type: none"> Participants unaware of gardening rules Participants unaware of gardening hazards and risks 	Medium 10	<ul style="list-style-type: none"> Inform and induct gardens participants on emergency and evacuation procedures, equipment and tool usage, and site features and hazards Record conducted training and inductions of garden participants Inform and induct gardens participants unavailable toilet and handwashing amenities Inform and induct gardens participants on first aid amenities 	Low 3
2. Site Access	<ul style="list-style-type: none"> Insufficient disability access Insufficient access for activities Vehicle and materials access 	Medium 10	<ul style="list-style-type: none"> Implement signage to direct garden participants and guide participants Designate and communicate vehicle movement areas, and material delivery areas 	Low 3
3. Working in garden	<ul style="list-style-type: none"> Injury/incident arising from incorrect use of or faulty tools 	Medium 10	<ul style="list-style-type: none"> Explain and demonstrate correct tool use techniques Consider appropriate tool and equipment for use at the garden site Use PPE as required 	
4. Working in garden	<ul style="list-style-type: none"> Unsafe exposure to elements sun, wind, and rain from working outdoors (e.g. dehydration, sunburn) 	Medium 10	<ul style="list-style-type: none"> Avoid working during hottest part of the day Wear hats, long sleeves, long pants 	

			<ul style="list-style-type: none"> • • 	
5. Working in garden	<ul style="list-style-type: none"> • Soil contamination, and unintended animal manures, i.e. domestic animals 	Medium 10	<ul style="list-style-type: none"> • Check the garden and remove any observed animal contamination wearing gloves and disposing appropriately • • • • 	
6. Working in garden	<ul style="list-style-type: none"> • Working near bodies of water, features or fixtures 	Medium 10	<ul style="list-style-type: none"> • Ensure any constructed water feature is approved by Council • • • • 	
7. Working in garden	<ul style="list-style-type: none"> • Bites and stings from wildlife and hazardous plants 	Medium 10	<ul style="list-style-type: none"> • Apply insect repellent • Wear gloves, sturdy footwear, long pants and long sleeved shirts • • • • 	
8. Working in garden	<ul style="list-style-type: none"> • Manual handling activities 	Medium 10	<ul style="list-style-type: none"> • Provide opportunities for manual handling technique training when introducing new participants to the community garden • • • 	
9. Working in garden	<ul style="list-style-type: none"> • Injury or incident from faulty gardening fixtures, constructions and features 	Medium 10	<ul style="list-style-type: none"> • Ensure design and construction is approved by Council prior to commencement • 	

			<ul style="list-style-type: none"> • • • 	
10. Working in garden	<ul style="list-style-type: none"> • Working near vehicles, equipment or machinery 	Medium 10	<ul style="list-style-type: none"> • Do not work near a road/traffic lane or in the proximity of moving vehicle, plant equipment, machinery or equipment • • 	
11. Needles, syringes and other sharp objects	<ul style="list-style-type: none"> • Cuts and punctures, infections and blood diseases 	Medium 10	<ul style="list-style-type: none"> • Ensure design and construction is approved by Council prior to commencement • Obtain design and construction advice to ensure structure is sturdy and safe • • • 	
12. Walking through garden (community member or member of community garden working group)	<ul style="list-style-type: none"> • Injury from slips, trips and falls 	Medium 10	<ul style="list-style-type: none"> • Ensure tools and garden items are stored after use • Maintain a neat and tidy working area • • • • 	
13. Use of chemicals in community garden	<ul style="list-style-type: none"> • Injury from chemical use • Damage to local wildlife and the environment • Contamination of water sources 	High 17	<ul style="list-style-type: none"> • Non – organic chemicals, pesticides and fungicides are not to be used on community gardens on Council land. • • 	
14. Emergency	<ul style="list-style-type: none"> • Emergency event, incident or injury 	High 18	<ul style="list-style-type: none"> • Recommended for volunteers or garden coordinators to ensure one person in attendance has a first aid certificate during events • Ensure emergency accessways are clear • • 	

			<ul style="list-style-type: none"> • • • • 	
15. Cooking food with produce from garden on site	<ul style="list-style-type: none"> • Health risks associated with food preparation and handling 	Medium 10	<ul style="list-style-type: none"> • Ensure adequate facilities are available for intended food preparation (e.g. heating / cooling) • Adhere to standards set out by www.foodstandards.gov.au • 	
16. Children participating in activities / engaging with garden space	<ul style="list-style-type: none"> • Risk to child safety and welfare 	High 18	<ul style="list-style-type: none"> • Any children attending the garden must always be under the direct supervision of the parent or guardian (including, but not limited to, teachers) • • 	
17. Community using space outside intended use	<ul style="list-style-type: none"> • Injury and health risks associated with antisocial behaviour, including but not limited to drug and alcohol use 	High 18	<ul style="list-style-type: none"> • Smoking, consumption of alcohol and consumption of illegal drugs are not allowed on the garden site • 	
18. Engaging in unapproved activities	<ul style="list-style-type: none"> • Injury or harm to person, wildlife, community member or environment 	Medium 10	<ul style="list-style-type: none"> • Operate in accordance with the developed gardening plan for specific garden site 	
19. Growing unapproved plants in garden	<ul style="list-style-type: none"> • Introduction of harmful/invasive species to environment 	Medium 10	<ul style="list-style-type: none"> • Seek advice from Council, garden leader or other community garden group member if required • • 	
20. Weeding	<ul style="list-style-type: none"> • Spreading of harmful weed / plant species to environment 	Medium 10	<ul style="list-style-type: none"> • Leave plant if unsure if plant is a harmful/noxious species • Educate garden participants on identifying hazardous plants and ensure they know how to safely manage them • • • • 	

21. Composting and mulching	<ul style="list-style-type: none"> Compost, mulch, or soil runoff – pollution of water bodies Dust generation and inhalation Exposure to airborne hazards, fungi, spores, mould 	Medium 11	<ul style="list-style-type: none"> Ensure mulch, compost or soil does not wash into waterways by placing away from water flow areas and allowing a buffer of vegetation adjacent to compost areas and garden beds Ensure the site for community garden has been approved by Council, as site will be assessed for flood risk and possible water contamination 	
22. Cooking, smoking on site (if relevant)	<ul style="list-style-type: none"> Fire 	High 18	<ul style="list-style-type: none"> Ensure all cooking equipment is maintained in good working order, and operated by competent persons Install fire extinguishers, fire blankets in the area of cooking and ensure garden participants are trained in there use 	
23. Waste Management	<ul style="list-style-type: none"> Removal of garden waste 	Medium 11	<ul style="list-style-type: none"> Place all waste in the appropriate bins or receptacles . . 	
24. Shared use of garden	<ul style="list-style-type: none"> Theft or damage to garden site and/ or equipment when site not in use by community garden organisers 	Medium 10	<ul style="list-style-type: none"> Ensure garden tools and other equipment are secured onsite or taken off site when members are not present . . . 	
25. Watering garden	<ul style="list-style-type: none"> Excessive water use 	Medium 10	<ul style="list-style-type: none"> Educate volunteers about efficient watering practices . 	
26. Other	<ul style="list-style-type: none"> . . . 		<ul style="list-style-type: none"> . . . 	

27. Other	<div><div></div><div></div><div></div></div>		<div><div></div><div></div><div></div></div>	
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Risk Score Matrix

Use this matrix to determine risk scores. The matrix measures how likely the hazard is to occur (LIKELIHOOD - Y Axis) vs the scale of risk involved (CONSEQUENCES - X axis). Explanatory notes can be found below to assist you.

	CONSEQUENCES				
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Medium 8	High 16	High 20	Extreme 23	Extreme 25
LIKELY	Medium 7	Medium 12	High 17	High 21	Extreme 24
POSSIBLE	Low 5	Medium 10	High 15	High 18	High 22
UNLIKELY	Low 2	Low 4	Medium 11	Medium 13	High 19
RARE	Low 1	Low 3	Medium 6	Medium 9	High 14

CONSEQUENCE SCORE	PEOPLE	EQUIPMENT
Catastrophic	Fatality	Major > \$500k
Major	Serious injury / severe irreversible disability	\$250k - \$500K
Moderate	Lost time injury / seven days or more off work or on suitable duties	\$50k - 250K
Minor	Minor injury < less than seven days off work or on suitable duties	\$5k - \$50K
Insignificant	Medical treatment including first aid	Minor < \$5k

LIKELIHOOD	DESCRIPTION
Almost Certain	Event expected to occur most times during normal operations
Likely	Serious injury / severe irreversible disability
Possible	Lost time injury / seven days or more off work or on suitable duties
Unlikely	Minor injury < less than seven days off work or on suitable duties
Rare	Medical treatment including first aid

Group Member Declaration

COMMUNITY GARDEN NAME

By signing this document I declare that I have read and understood the Risk Assessment.

PRINT NAME	SIGN NAME	ORIGINAL DATE SIGNED	ANNUAL REFRESHER DATE	ANNUAL REFRESHER DATE

