

RISK ASSESSMENT FOR: Community Alliance Broxbourne and East Herts During this evolving situation, this Risk Assessment will be monitored weekly in line with government advice.		
Building/Project Waltham Cross Community Allotment	Assessment by: Sarah Forbes	Date:09/11/2023
Risk assessment number/ref: 0001/2023	Manager Approval: Sarah Forbes	Date:09/11/2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff and volunteers	Emergency contacts, access for Community Alliance team. Manager to be given details of both volunteers and anyone from the community helping at the allotment. All people on site to have Community Support Managers number and main office in Stanstead Abbots.				
Accidents or illness	Staff and volunteers	First Aid Kits to be kept on site and shed to be unlocked when team on site so full access	purchase	SF		Complete
Lone Working	Staff and volunteers	All staff and volunteers informed that under no circumstances are they allowed to work alone on site. Two people minimum and access to mobile phones	Part of induction	SF		
In the event of an emergency	Staff and volunteers	Volunteers informed that 999 needs to be called immediately then contact to Community Support manager and/or main office in Stanstead Abbots	Part of induction	SF		
Use of Tools	Staff and volunteers	Training in place from lead volunteer on use of all tools. Shed to remain locked and only accessible by lead volunteer				
Use of any liquids on site	Staff and volunteers	When items taken on site, COSHH report to be completed, gloves in place and only lead volunteer to have access to shed and shed to remain locked				
Crossing of railway bridge	Staff and volunteers	All volunteers informed on induction that when crossing to allotment the bridge must be used at all times.	Part of Induction	SF		