

## Health and Safety for Volunteer Gardeners – Milngavie in Bloom

Ref: Jan 2022	Hazard	How to Reduce Risk	Notes
RA/01	Beware of uneven or sloping ground, particularly where it is soft, or during inclement weather.	Be aware of your surroundings, particularly when stepping back.	Wear suitable footwear.
RA/02	Beware of tripping hazards, particularly on uneven surfaces, steps, kerbs and around tree roots.	Be aware of your surroundings, especially when stepping backwards. Watch out for trips hazards such as garden tools and bags of waste.	Ensure that you store tools in a safe place when not in use.
RA/03	Injury from use of hand tools.	Don't use unfamiliar tools without instruction.	Check whether protective gear is required.
RA/04	Do not overfill bags with waste material. Do not lift heavy bags of compost.	Heavy bags should be lifted by two people.	Use wheelbarrow to transfer heavy material.
RA/05	Do not leave tools and equipment on pathways or pavements.	Tools should always be left in a safe manner.	
RA/06	Take care to avoid cuts if barbed wire, glass, masks, gloves or drugs material are discovered.	Stout gloves and footwear should be worn at all times.	Litter picks are available to remove and dispose of glass safely. A first aid kit is available.
RA/07	Injury from insects, plants, thorns or falling cuttings.	Stout gloves, safety helmet, safety goggles and protective clothing to be worn.	First aider to be appointed. First aid kit should be available.
RA/08	Overloading of wheelbarrows	Ensure loads are distributed evenly on wheelbarrows. Ensure long items are loaded safely.	Take extra care on uneven ground.
RA/09	Take care if animal faeces are discovered. Remove carefully.	Wear personal protective equipment.	Poo bags are available to dispose of faeces.
RA/10	Handling compost, fertiliser or other chemicals.	Use only in ventilated spaces.	Wear personal protective equipment.

RA/11	Check for any signs of underground services prior to digging.	Look out for cables and pipes.	
RA/12	Beware of vehicles when working near, or crossing, roads.	Use pedestrian crossings where possible.	Gardening volunteers should wear green tabards which have reflective bands. New tabards are supplied by the Gardening Convenor or Volunteer Co-ordinator and are stored in shed.
RA/13	High UV	Use sunscreen protection.	
RA/14	High pollen	Use antihistamine if required.	
RA/15	A volunteer becomes unwell and requires medical treatment.	Seek help from an appropriately trained person, e.g. Local Pharmacist.	A First Aid Kit should be available. Ensure that volunteer in charge has a fully charged mobile phone to summon help. Defibrillator is located on the long wall of M & S facing the Fraser Centre.
RA/16	COVID-19 Infection	Ensure that all members are familiar with, and follow, Scottish Government precautions.	Keep socially distanced at all times. Use sanitiser on hands. Sanitise the handles of tools. Volunteers are advised to use their own small hand tools.
RA/17	Lone Working	Avoid potential risks. Inform someone where you are going.	