The Triangle Community Garden

Risk Management Policy

Revision History

Date	Details	Author	Review Date
Feb 2011	New policy	J Cliff	
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Contents

		Page
	Revision History	1
1	Aim	2
2	Strategy	2
3	Risk Assessment Methodology	2
4	Site/Activity	2
5	Individuals	2
6	Definitions	3
7	Writing a Risk Assessment	4
8	Review of Assessments	5
9	Publication	5
10	Approval	5
Appendices		
A	Health & Safety Risk Assessments – guidance notes	6
B	Personal Risk Assessments – guidance notes	10
C	Site/activity Risk Assessment Proforma	13
D	Individual Risk Assessment Proforma	15

Aim:

The primary aim of this policy is to ensure that all people engaged in the Triangle Community Garden's activities (see over for definitions) are as safe as possible, whilst involved in Triangle Garden activities.

The secondary aim is to ensure that whilst following best practice in terms of risk assessment and management, those involved with the organisation have a positive experience and the opportunity to take part in a wide range of horticulture-related and other activities.

Strategy:

The key elements of the risk management strategy are as follows:

a) Experienced staff / volunteer activity leaders who are trained in risk assessment;
b) Robust risk assessment methodology (see below);
c) Good health and safety procedures, and promoting an environment where everyone takes their responsibilities seriously.

In addition where Triangle Community Garden projects involve individuals who may have additional needs:

d) Good liaison with referrers / referral agencies who will know individuals better in the first instance;
e) Provision of background paperwork (eg for those with care plans etc);

Risk Assessment Methodology:

The risk assessment methodology employed at the Triangle Community Garden's activities is one widely used by horticultural therapy projects, which work in very similar environments. There is a two way risk assessment:

a) Combined Activity/Site risk assessment
b) Individual/personal risk assessment (used in projects involving people at risk eg for the 'gardeners' with additional needs at Growing Ability)

Activity/Site-based Risk Assessment

A schedule of all activity/site-based risk assessments showing the base risk level and the approved risk level will be available digitally on TCG Sharepoint and in hard copy at Ransom's Pavilion to alert and remind all staff, volunteers and participants.

These risk assessments are working documents and should be referred to at every activity/session and updated whenever circumstances are deemed to result in a change in risk level.

Individuals

In light of the risk profile of the individual or group undertaking an activity, it is then for the staff / activity leader running the session to assess what tasks are appropriate and on what part of the site. For individuals / groups where risk levels can vary from day to day, the threshold of "safe" tasks may also change.

Definitions:

Those engaged with TCG include the following:

Staff:	Anyone who undertakes a specific role within The Triangle Community Garden (TCG), whether paid or unpaid, with the exception of project volunteers and casual volunteers. Unpaid staff roles include activity leader, bookings clerk, workshops coordinator, workshop opener/closer, etc. GA support workers are also included within this definition.
Triangle Activity leader:	An activity or event organiser – see above
Support worker	A support worker **employed by TCG** to support a session or participant at one of our projects .
External Support Staff	A support worker **not employed by TCG** who attends one of the Growing Ability projects to provide support to a gardener or service.
Project volunteer:	A volunteer supporting the work of TCG's projects (eg Growing Ability, New Shoots, GOGA etc)
Casual volunteer:	A volunteer participating in community gardening activities or community events organised by TCG
Volunteer:	Collective term covering GA and casual volunteers
Visitor:	Anyone attending a Triangle Garden workshop, walk or talk, or visiting the site
Gardener:	Someone with attending one of our services: eg Growing Ability, New Shoots, GOGA
TCG tutor:	Anyone contracted to conduct a workshop on behalf of the Triangle Garden
Hirer (organised group):	Any person or group hiring our venue or gazebos for group activities over which they have a duty of care
Hirer (casual):	Anyone hiring our venue or gazebos for their own purposes (eg a private party)
Contractor:	Anyone undertaking maintenance or other work for TCG eg electrician, tree surgeon.

Locations and sites:

Triangle Community Garden/Triangle Garden:	The community garden site, in Ransom's Recreation Ground
Ransom's Pavilion:	The community building managed by TCG.
Triangle allotments:	Allotments managed by TCG

Writing an activity/site-based risk assessment

Everyone involved in writing activity/site-based Risk Assessments should do so using the guidance set out in Appendix A of this document and on a copy of the Proforma set out in Appendix C.

Occasionally there will be a situation where the risks of an activity, even with additional controls, are too great to advise going ahead – in this case a discussion with the Project Manager and H&S Officer is advised, to decide on a course of action. Advice may be sought from reputable sources such as HSE, RoSPA, Thrive or FarmGarden.org

On completion of a draft risk assessment, it will be circulated to those involved in managing the activity eg staff and volunteers, for comments, which where relevant will be incorporated into the document. The risk assessment will then be issued digitally, filed on the TCG Sharepoint and a hard copy stored in the Health and Safety folder.

Risk assessments should be discussed regularly with all concerned in running the activity and key points of risk/hazard and their control measures shared with everyone taking part on a regular basis to ensure everyone is aware of the potential hazards and how to minimise them. This is particularly important for

- new activities,
- activities that haven't been undertaken for a while
- activities where new people are involved and
- familiar activities where people may have the potential to get a bit lax about control measures or not take them seriously.

It's important to ensure that guidance is clear and in a format that is easily comprehended by all. For anyone who has difficulty understanding, a support worker may need to be present to ensure the information is understood.

Writing a Risk Assessment for an Individual

Individual risk assessments are created from a variety of different sources:

- care plans created by TCG from information provided by support workers and/or parents and/or the individual themselves
- observations and assessments by our staff and volunteers on potential triggers and behaviour management techniques
- training updates on how to approach people with different behaviours and conditions eg Oliver McGowan training

Personal Risk Assessments should be completed using the Proforma attached in Appendix D

Note: The aim at the work of the Triangle Garden is not to eliminate risk entirely or to 'wrap participants in cotton wool', but to encourage positive risk management in each individual participant, while respecting their goals and abilities and being mindful of any potential limitations. It is important never to assume that an individual cannot do something just because they have a condition or disability.

Storage of Risk Assessments

Activity/site-based Risk Assessments are stored digitally in the TCG Sharepoint under Admin/Health and Safety/Risk Assessments and in hard copy in the Risk Assessment folder kept in the Pavilion – where tbc

Individual Risk Assessments form an integral part of each gardener's Care Plan and Information document and are stored in each person's folder digitally on the TCG SharePoint under Growing Ability/Gardener Information and in hard copy in the Growing Ability filing system.

Review of Assessments

Individual risk assessments should be reviewed at the 6 monthly service user review. All other risk assessments should be reviewed at least annually, or when an incident occurs, giving cause to review the risk assessment and safe working practice.

Publication

- This policy will be available at Ransom's Pavilion, and on the Triangle Garden website: www.trianglegarden.org. It is available on request in hard copy – please email info@trianglegarden.org or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard Hitchin SG5 1HR
- Current and new members of staff, activity leaders, project volunteers, and trustees will be made aware of its existence and any revisions made.

Anyone with any concerns about non-compliance with this policy should refer to our Complaints and/or Whistleblowing Policies

APPENDIX A

HEALTH & SAFETY
RISK ASSESSMENTS: GUIDANCE NOTES

The person carrying-out the risk assessment (henceforth referred to as 'you') must make an assessment based on their experience, the guidance available, and what you observe. It is a subjective assessment.

You should consider the health, safety and welfare risks of both business-as-usual and *ad hoc* events – including working outside of core hours or where there are reduced numbers of staff present.

Where new areas of work, activities or events are being considered, risks assessments should be undertaken at the planning stage and updated throughout the process to ensure that mitigations are considered and in-place at the very outset of an initiative.

Work Activity or Work Environment
Here you need to state what work activity or work environment is being assessed. You can give a brief description of it in general terms if you feel that is necessary.

It should be clear to the reader exactly what is being risk assessed by reading this section.

People at risk
You will then need to list all the people who are at risk from the hazard in the third column. This will usually be staff, supported people, contractors. If the fabric of the building could be damaged – please specify under other.

Where supported people are identified as being at risk, you should refer to the individuals' personal risk assessments to assess the impact of any additional person-specific risks of a particular activity.

Task Specific Hazard
Here you need to identify specific hazards associated with the work activity or premises.

Remember that a hazard is something that has the potential to cause harm. The more specific you can be about the hazard at this stage, the easier the risk assessment will be for you to complete.

When assessing the work environment, you should identify the hazards that people may encounter, for example an obstructed fire routes, or faulty electrical items. When assessing work activities, you should also identify the element of the activity that may cause someone to be affected by the hazard, for example meeting a potentially violent client when working in the community, or carrying heavy archive boxes.

For each hazard you will need to identify its likely outcome. This is the specific harm that it is likely to cause. Some examples of outcomes could be a broken leg, back pain or stress. There may be more than one likely outcome for each hazard and you should list all that are likely. Don't feel you need to list every possible outcome, however unlikely. Almost any hazard can cause death if you think about it long enough, so just stick to what is likely.

When completing the pre-control risk rating think about what the risks would be if there were no control measures in place.

Control measures

Here you need to list the measures that are already in-place to control the hazards you have identified. Control measures should reduce the likelihood of hazards causing harm or damage, or reduce the severity.

It is helpful to note which hazards the measures you identify here are controlling. Some measures may control more than one hazard.

Some measures that are commonly used to help control workplace hazards include:

- using specialist work equipment (e.g. a trolley to help move heavy boxes so that staff don't have to carry them);
- providing clear written instructions on a safe way of carrying out a task that staff can refer back to;
- providing appropriate training to staff (e.g. send staff who lone work on Personal Safety training) and ensuring it is regularly updated;
- using appropriate personal protective equipment (e.g. staff to wear disposable gloves when administering first aid).

Residual Risk Rating

Here you will need to give each hazard a residual risk rating. This represents the risk presented by the hazard taking-into-account the control measures that are already in-place.

This risk rating is made-up of the severity and likelihood, and you must choose one attribute for each of these based on the charts below. These can be entered as numbers on the form.

Risk Severity (impact)		
1	Negligible	Very minor injury or damage to property. Normal activity can resume.
2	Minor	No significant disruption or time-off required. Basic first aid may be required.
3	Moderate	Injury, disease of near miss that may be reportable to RIDDOR.
4	Major	Debilitating injury or illness requiring hospital treatment, substantial damage to property or risk to the public.
5	Catastrophic	Causing terminal illness, death or multiple major injuries. Major damage to property or organisation.

Risk Likelihood (frequency)		
1	Very unlikely	The risk may occur in exceptional circumstances.
2	Unlikely	The risk is unlikely to occur.
3	Possible	The risk will possibly occur at some time.
4	Likely	The risk has a significant chance of occurring.
5	Almost certain	The risk is almost certain to occur.

You can then determine the overall risk rating for each hazard using the combination of severity and likelihood on the chart below.

		Severity				
		1 = Negligible	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic
Likelihood	1 = Very Unlikely	1	2	3	4	5
	2 = Unlikely	2	4	6	8	10
	3 = Possible	3	6	9	12	15
	4 = Likely	4	8	12	16	20
	5 = Almost Certain	5	10	15	20	25

Once you've completed this section you may notice that some hazards are not suitably controlled. In this case further actions will be necessary in order to properly control them – you will write either yes or no in the last columns, and complete the details in the Action Required section.

Action Required

Here you will state further actions that need to be completed to control any hazards that are not yet properly controlled. These should be specific actions, with a named person to complete them and a date they should be completed by.

Anything with a "major" or "catastrophic" risk rating should be addressed immediately and should be constantly monitored until the situation is adequately managed and the risk is reduced. They should also be formally bought to the attention of the Trustees.

Category	Action required	Review Frequency
Negligible	No further action or records required.	Review annually or if change occurs.
Minor	No further action necessary. Monitor to ensure all controls are in place and working.	Review annually.
Moderate	Efforts to reduce the risk should be made, but costs of prevention measures should be limited.	Review at least every 6 months.
Major	Urgent efforts should be made to reduce the risk. Higher costs or investment in resources may be required.	Review every 7 days while the situation is dynamic. Review every 3 months once the level of risk has been reduced.
Catastrophic	This level of risk is unacceptable and the work activity must be halted until the risk can be reduced or removed. No cost constraints to prevention measures.	Constant monitoring until the situation can be resolved.

The person responsible for completing the actions will usually be the person completing the risk assessment, but where it is someone else you should be sure to clearly inform them of what is needed. You should keep a record of any correspondence relating to getting actions taken, and this record should be kept with the risk assessment form until the action has been successfully completed.

The date for completion for each action should be realistic. There's no sense in setting targets that are unlikely to be met. It must also reflect the residual risk of the hazard that it is seeking to control, as per the following table:

You should also take care to not list "on-going" processes here as further actions – these are control measures and should be listed in that section.

Review and Monitoring

Here you will need to specify when the risk assessment should be next reviewed. To determine when this should be, look at the residual risk ratings. Find the highest rating identified and then consult the table in above to see the frequency at which the assessment must be reviewed.

Risk assessments must also be reviewed at any time that there has been significant change to the assessed work task or work environment.

The assessor should then write-in their name and position, and sign and date the form in the space provided.

When the assessment is reviewed, the assessment that it replaces should be archived, not disposed of.

APPENDIX B

PERSONAL RISK ASSESSMENTS: GUIDANCE NOTES ON THEIR USE

https://www.scie.org.uk/social-work/advice-best-practice/risk-assessment-process/

The risk assessment process
Risk assessment is an important process in adult social care; we are working with individuals to enable them to achieve outcomes that matter to them and to promote their individual wellbeing.

Creating a personal risk assessment - understanding the individual's personal circumstances

- Risk is part of everyday life and "people with disabilities, both mental and physical, have the same human rights as the rest of the human race. It may be that those rights have sometimes to be limited or restricted because of their disabilities, but the starting point should be the same as that for everyone else" (Lady Hale, 2014).
- When we work with individuals requiring support, we do so to promote choice and control for which there are likely to be elements of risk present. However, our practice is underpinned by strengths-based principles which recognises strengths, capabilities and potentials for self-directed support towards goals and outcomes that matters to the individual.
- It may therefore be necessary and/or beneficial for some risk to be present but in such circumstances the decision should be made through identifying risks and protective factors.
- **The personal risk assessment** helps us to understand the risks that may present themselves as a result of an individual's condition or observed behaviours, and that may affect their ability to achieve their goals or take part in certain co-produced group activities.

Identifying risks and protective factors
The personal risk assessment also helps the social care practitioner to identify, define and explore with the individual, any beneficial or potentially harmful outcomes of their identified goals or any other activities they wish to take part in.

Our role is not to stop people doing things but to trust people to make decisions and direct their own support, with help where they need and want it.

In discussing an individual's goals or wishes, it is important to jointly work with the individual, with or without the support of another person (for example an appropriate individual or independent advocate), to enable a mutual understanding of:

- what the activity or goal means to them
- why is it important to them and for them
- what impact being able/unable to undertake the activity or goal will have on their individual wellbeing.

It is important that when we engage in conversations, we begin from a position of strength, focusing on what is strong for the individual and not on what is wrong with the decisions they are wanting to make.

Having established a baseline understanding of the person's circumstances from their perspective (the Personal Risk Assessment), it is important to work with each individual to identify both the potential benefits and the potential harms of a given action, decision, behaviour, etc.

This enables us to support the individual to explore the risks that they are facing, or are likely to face, and the impact of the activity on them or others, now or in the future.

Assessing risks: impact and likelihood
Once the risk of the activity or goal has been clearly defined and the potential beneficial and harmful effects identified, we can then explore with the individual the impact and likelihood of each of the potential benefits and harms identified, to assess the risk.

This stage is not:

- a method to prevent a person to achieve the outcomes that they would choose
- an opportunity to focus on the problem/s and things that are perceived to be a risk.

As a social care practitioner is not our responsibility to take the risk away. At this stage we should:

- Support the individual with their unique strengths, abilities and aspirations to make decisions that matter to them.
- Support the individual in understanding the likelihood and impact of all the identified potential benefits and harms, what is important for them alongside what is important to them and why.

It is essential that there is an evidenced based analysis of the severity and likelihood of harm which could arise.

It is the care practitioner's role to consider the activity risk assessment alongside the personal risk assessment to assess the combined risk rating of an individual undertaking a specific goal, task or activity.

Managing risks: risk enablement and positive risk-taking
Risk is part of everyday life and risk management is not about trying to eliminate risk but managing risks to maximise people's choice and control over their lives. It is about weighing up the options and utilising the available resources to achieve the desired outcome.

Not all risk can be reduced or mitigated, but all can be managed if they have been properly identified and assessed. On some occasions the management of risks entail reduction or mitigation.

Individual choice* in risk enablement: It is the individual's right to make choices and take risks once they understand the information available and are aware of the risks.

Risk enablement: Risk enablement involves supporting adults and/or carers to identify and assess risks and then supporting them **to take the risk they choose**.
*unless assessed to lack capacity.

Key aims of positive risk-taking:
Some of the key aims of positive risk-taking are:

- Empowering people
- Working in partnership with adults and/or carers

- Developing trusting working relationships
- Supporting people to access opportunities and take worthwhile chances
- Learning from experiences
- Understanding consequences of different choices/actions
- Sometimes tolerating short-term risk for long-term gain
- Making decisions based on accurate/available choices.

Once the risks have been identified and assessed, the next step is to agree with the individual how the risks are going to be managed.

The goal of risk management

The goal of the management of risk is to develop contingency actions for any predicted pitfalls, in a way which improve the quality of life of the person, to promote their independence or to stop these deteriorating if possible. Please note that this may be just to make the individual aware of the potential consequences of the risk.

To manage risk effectively, it is important to:

- Agree the personal risk assessment with the adult/carer.
- Have clear monitoring and reviewing systems in place if appropriate.
- Ensure accurate documentation and sharing of risk assessment with relevant partners.
- Be ready to respond to the consequences.
- Agree risk owners – who takes responsibility.

APPENDIX C

Task					
Location / address		**Issued (dd/mm/yyyy)**		**Assessment No.**	

People at risk	Employee	Volunteer	Contractor	Public	Disabled	Older Workers	Young workers	Lone Worker	New or expectant mother	Supported Individual (Gardener)	Remote Worker	Other (please state)
Select "X"												

Likelihood		
1	Very unlikely	The risk may occur in exceptional circumstances.
2	Unlikely	The risk is unlikely to occur.
3	Possible	The risk will possibly occur at some time.
4	Likely	The risk has a significant chance of occurring.
5	Almost certain	The risk is almost certain to occur.

Severity		
1	Negligible	Very minor injury or damage to property. Normal activity can resume.
2	Minor	No significant disruption or time-off required. Basic first aid may be required
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4	Major	Debilitating injury or illness requiring hospital treatment, substantial damage to property or risk to the public.
5	Catastrophic	Causing terminal illness, death or multiple major injuries. Major damage to property or organisation.

		Severity				
		1	**2**	**3**	**4**	**5**
Likelihood	**1**	**1**	**2**	**3**	**4**	**5**
	2	**2**	**4**	**6**	**8**	**10**
	3	**3**	**6**	**9**	**12**	**15**
	4	**4**	**8**	**12**	**16**	**20**
	5	**5**	**10**	**15**	**20**	**25**

Category	**Action required**	**Review Frequency**
Negligible	No further action or records required.	Review annually or if change occurs.
Minor	No further action necessary. Monitor to ensure all controls are in place and working.	Review 3-6 months.
Moderate	Efforts to reduce the risk should be made, but costs of prevention measures should be limited.	Review 1-3 months.
Major	Urgent efforts should be made to reduce the risk. Higher costs or investment in resources may be required.	Review every 7 days while the situation is dynamic. Review every 3 months once level of risk has been reduced.

Task specific Hazard(s) /Outcome(s)	Pre-control Risk Rating (RR)			Control measure(s)	Post-control Risk Rating (RR)			Further action
	Likelihood	Severity	Rating		Likelihood	Severity	Rating	YES / NO

	Action required	Due Date (dd/mm/yyyy)	Responsible Person	Completion Date (DD/MM/YYYY)
1				
2				
3				

Review and monitor the risk assessment
Date for next scheduled review:

Assessment completed by:	Job title:
Signed:	Dated:

APPENDIX D
PERSONAL RISK ASSESSMENT TEMPLATE

Personal Risk Assessment for (name):								
No.	**Risk/Hazard Type:**	**Individual Issues:**	**People at risk as a result:**	**Likeli-hood**	**Severity**	**Risk Rating**	**Measures to manage risk:**	**Who is responsible for these measures?**
1.	Medical Conditions							
2.	Allergies							
3.	Behaviour							
4.	Work Environment							
5.	Interaction with public/vulnerability							
6.	Infection Prevention & Control							
7.	Fire Safety							
8.	Manual Handling							
9.	Transport							

Signatures:
Gardener/Parent: Project Manager:

X..... Date: X..... Date: