

**Rating Method:**

Based on Risk Assessment Form 28A (2) from Pershore College, Worcestershire

SEVERITY	
1	Minor injury to one person
2	Minor injury to more than one person
3	Injury requiring off-site treatment
4	RIDDOR Reportable injury (more than 3 day absence)
5	Permanent injury or death
LIKELIHOOD	
L=1	Minimal chance of occurrence
M=2	Reasonable chance of occurrence
H=3	Strong probability of occurrence

**RATE = SEVERITY X LIKELIHOOD**

Activity should not be carried out if rate is over 5 unless control measures have been put in place to lessen risk and/or occurrence

Growing Roots



Gardening for Personal Growth

**RISK ASSESSMENT : TOOLS**

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**Date:** 15<sup>th</sup> June 2014

**GROWING ROOTS' TOOL RULES**

- 1. If a tool is not easy to use, use one that does the job better.**
- 2. When a tool is not being used, store it will not hurt another person who might not see it**
- 3. Always clean a tool before putting it away.**

Tool	Hazard Presented	Characteristics that would put a person at risk	Control measures	Severity 1-5 (1 is low)	Likelihood L M H after control in place	Overall rate (see attached chart)
<b>Border and Standard Forks</b>	<ul style="list-style-type: none"> <li>Tines injuring feet or hands</li> <li>Standing on horizontal fork</li> </ul>	<ul style="list-style-type: none"> <li>Not paying attention</li> <li>Not understanding instructions                             <ul style="list-style-type: none"> <li>Using and carrying</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Space around each fork user                             <ul style="list-style-type: none"> <li>Always store forks upright when</li> </ul> </li> </ul>	3	L	3

	<ul style="list-style-type: none"> <li>and receiving a hit from handle</li> <li>• Back/knee injuries if wrong size and not used properly</li> <li>• Tines injuring head, face if carried above shoulder height</li> </ul>	<ul style="list-style-type: none"> <li>• fork incorrectly</li> <li>• Working too close others <ul style="list-style-type: none"> <li>• not wearing steel-capped boots and gloves</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>not in use <ul style="list-style-type: none"> <li>• Check size is appropriate.</li> <li>• Teach to use appropriately</li> <li>• Wear steel-capped boots</li> <li>• Constantly monitor use</li> <li>• Ensure communication is understood, use a variety of communication methods as appropriate</li> </ul> </li> </ul>			
<b>Border and Digging Spade</b>	<ul style="list-style-type: none"> <li>• Cutting edge of spade cutting off feet</li> <li>• Standing on horizontal spade and receive blow from handle</li> <li>• Back/knee injuries if wrong size and not used properly</li> <li>• Injuring head/face if carried above shoulder height</li> </ul>	<ul style="list-style-type: none"> <li>• Not paying attention</li> <li>• Not understanding instructions</li> <li>• Using and carrying spade incorrectly</li> <li>• Working too close to others</li> <li>• Not wearing steel-capped boots</li> </ul>	<ul style="list-style-type: none"> <li>• Space around each spade user</li> <li>• Always store spades upright when not in use <ul style="list-style-type: none"> <li>• Check size is appropriate.</li> <li>• Teach to use appropriately</li> <li>• Wear steel-capped boots</li> <li>• Constantly monitor use</li> <li>• Ensure communication is understood, use a variety of communication</li> </ul> </li> </ul>	3/4	L	3/4

			methods as appropriate			
<b>Rake</b>	<ul style="list-style-type: none"> <li>• Sore muscles if used for long time – repetitive strain</li> <li>• Standing on horizontal rake and receiving a hit from handle</li> <li>• Eye injury from tines</li> </ul>	<ul style="list-style-type: none"> <li>• Having muscles unused to raking</li> <li>• Forgetting instructions re storage</li> <li>• Running while carrying rake</li> <li>• Not paying attention while carrying rake</li> </ul>	<ul style="list-style-type: none"> <li>• Change jobs frequently</li> <li>• Store upright with tines in air</li> <li>• Monitor how rake is being carried</li> <li>• Ensure instructions are understood by using appropriate method of communication</li> </ul>	1	M	2
<b>Loppers</b>	<ul style="list-style-type: none"> <li>• Repetitive strain injury if used for too long or if used with plant material that is too thick for tool</li> <li>• Danger of plant material falling into eyes (eye injury) if working above head</li> <li>• Injury from falling branches</li> </ul>	<ul style="list-style-type: none"> <li>• Using loppers when a saw would be more appropriate</li> <li>• Not wearing eye protection</li> <li>• Working above head height</li> <li>• Not standing clear of falling branches</li> <li>• Inattention</li> </ul>	<ul style="list-style-type: none"> <li>• Change jobs frequently</li> <li>• Use ladders to work at appropriate height</li> <li>• Wear eye protection</li> <li>• Monitor use: swap loppers for saw if more appropriate</li> <li>• Ensure person using loppers is standing away from falling branches</li> </ul>	1	M	2
<b>Secateurs</b>	<ul style="list-style-type: none"> <li>• Cutting fingers off</li> <li>• Muscle strain if used for too long or used for material that is too thick for tool</li> </ul>	<ul style="list-style-type: none"> <li>• Inattention when cutting</li> <li>• Not wearing gloves</li> <li>• Spending too long on task</li> </ul>	<ul style="list-style-type: none"> <li>• Wear gloves</li> <li>• Pay attention to what cutting</li> <li>• Keep closed when not in use</li> <li>•</li> </ul>	1	L	1

<b>Saw</b>	<ul style="list-style-type: none"> <li>• Cut hands</li> <li>• Muscle strain</li> <li>• Injury from sawn branches</li> <li>• Sawdust in eyes</li> </ul>	<ul style="list-style-type: none"> <li>• Not wearing gloves</li> <li>• Inattention while using tool</li> <li>• Using tool for too long</li> <li>• Standing where sawn branches will fall</li> <li>• Working above head height</li> </ul>	<ul style="list-style-type: none"> <li>• Wear gloves</li> <li>• Keep guard on saw when not in use</li> <li>• Ensure not too long is spent sawing: that there is a change of jobs</li> <li>• Monitor how saw is used: ensure appropriate method of communication is used</li> <li>• Use ladders and ensure sawing is carried out below head height. Use eye protection if appropriate</li> </ul>	3	L	3
<b>Watering can</b>	<ul style="list-style-type: none"> <li>• Strained muscles</li> </ul>	<ul style="list-style-type: none"> <li>• Muscles unused to carrying weights</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure watering cans do not need to be carried long distances</li> <li>• Ensure there is a balance of 2 one in each hand</li> <li>• Carry amount of water appropriate to strength</li> </ul>	1	L	1
<b>Daisy Grubber/Weeding tool</b>	<ul style="list-style-type: none"> <li>• Jabbing points into hand – injuring hand</li> <li>• Strained wrist</li> </ul>	<ul style="list-style-type: none"> <li>• Inattention</li> <li>• Using tool for weeds with tough roots when another tool such as a fork/spade would be</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure instructions about use are understood using appropriate method of communication.</li> </ul>	1	L	1

	<ul style="list-style-type: none"> <li>• Soil in eyes</li> </ul>	<p>more appropriate</p> <ul style="list-style-type: none"> <li>• Using tool for long periods</li> </ul>	<ul style="list-style-type: none"> <li>• If something too difficult to remove, use alternative tools such as a spade or trowel</li> <li>• Ensure change of tasks so that tool is not used for periods longer than half an hour</li> <li>• Use eye protection if needed</li> </ul>			
<b>Hoe</b>	<ul style="list-style-type: none"> <li>• Injuring someone else's hands if on hands and knees</li> <li>• Standing on horizontal hoe and receiving a hit from handle</li> <li>• Muscle strain from over-use</li> </ul>	<ul style="list-style-type: none"> <li>• Inattention</li> <li>• Working near others who may be working on knees</li> <li>• Storing hoe incorrectly</li> <li>• Having muscles unused to hoe use</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure no other users around when using hoe</li> <li>• Store upright with blade in air</li> <li>• Ensure instructions are understood by using appropriate method of communication</li> <li>• Ensure correct use</li> <li>• Change tasks so hoe is not used for more than fifteen minutes</li> </ul>	1/3	L	1/3
Trowel	<ul style="list-style-type: none"> <li>• Repetitive hand strain from over-use or using in</li> </ul>	<ul style="list-style-type: none"> <li>• Not taking a break from using trowel</li> <li>• Having wrists where</li> </ul>	<ul style="list-style-type: none"> <li>• Limit use.</li> <li>• Use alternative tool such as bulb</li> </ul>	1	L	1

	very heavy or dry soil	the muscles are impaired. <ul style="list-style-type: none"> <li>Misunderstanding instructions so using trowel incorrectly</li> </ul>	planer <ul style="list-style-type: none"> <li>Use adapted tool to take strain off wrist/hand</li> <li>Check that trowel is being used appropriately</li> </ul>			
Broom	<ul style="list-style-type: none"> <li>Sore muscles if used for long time – repetitive strain</li> <li>Dust affect negatively asthmatics and those with other lung conditions</li> <li>Tripping over horizontal broom</li> </ul>	<ul style="list-style-type: none"> <li>Using broom for too long</li> <li>Having asthma or other lung disorders</li> <li>Storing broom incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>Limit use</li> <li>Ensure anyone with sensitivity to dust is not in area</li> <li>Store vertically when not in use</li> </ul>	1	L	1
Step ladder	<ul style="list-style-type: none"> <li>Falling off by leaning to side with one foot on ladder</li> <li>Slipping off rungs of ladder</li> </ul>	<ul style="list-style-type: none"> <li>Using ladder incorrectly</li> <li>Being inattentive</li> <li>Wearing inappropriate footwear</li> </ul>	<ul style="list-style-type: none"> <li>Ensure both feet of user are on rungs</li> <li>Ensure appropriate foot wear is worn</li> <li>Ensure ladder appropriate height for job.</li> <li>Use larger ladder if existing ladder too small.</li> <li>Ensure ladder is correctly</li> </ul>	3	L	3

			assembled <ul style="list-style-type: none"> <li>• Ensure there are no broken rungs each time ladder has been used</li> <li>• Ensure ladder is only used if on flat ground/or someone is holding frame of ladder</li> <li>• Monitor use of ladder at all times</li> <li>• Store out of reach</li> </ul>			
<ul style="list-style-type: none"> <li>• wheelbarrow</li> </ul>	<ul style="list-style-type: none"> <li>• Strain to back and arms if wheelbarrow too heavy or loaded unevenly</li> </ul>	<ul style="list-style-type: none"> <li>• Running with wheelbarrow</li> <li>• Not being aware of how heavy the load is</li> <li>• Not being aware of how to load a wheelbarrow</li> </ul>	<ul style="list-style-type: none"> <li>• Start with small loads.</li> <li>• Use smaller wheelbarrows for children</li> <li>• Ensure correct use and teach how to load. Check understanding</li> <li>• Ensure there is no running with wheelbarrow</li> </ul>	1	M	2
Bulb planter	<ul style="list-style-type: none"> <li>• Strain on wrist after over-use in heavy soils</li> <li>• Danger of cutting someone else's</li> </ul>	<ul style="list-style-type: none"> <li>• Over-use</li> <li>• Inattention</li> </ul>	<ul style="list-style-type: none"> <li>• Limit use</li> <li>• Ensure space around user</li> <li>• Monitor use</li> </ul>	1	L	1

	hands		<ul style="list-style-type: none"> <li>If soil very compacted, loosen first with a fork</li> </ul>			
Long-handled bulb planter	<ul style="list-style-type: none"> <li>Tripping over horizontal planter</li> </ul>	<ul style="list-style-type: none"> <li>Inattention</li> </ul>	<ul style="list-style-type: none"> <li>Store bulb planter vertically</li> </ul>	1	L	1
Edging shears, hedge shears, topiary shears	<ul style="list-style-type: none"> <li>Cutting limbs</li> <li>Sharp points causing injury</li> <li>Muscle strain due to over use</li> </ul>	<ul style="list-style-type: none"> <li>Inattention while using shears</li> <li>Waving shears around while others are near</li> <li>Over-use</li> </ul>	<ul style="list-style-type: none"> <li>Limit use by changing tasks to do</li> <li>Ensure communication as to how to use shears is understood</li> <li>Monitor use</li> <li>Ensure shears are stored upright or on a wall, box so that they can be seen and not tripped over</li> </ul>	1	L	1
Patio knife	<ul style="list-style-type: none"> <li>Sharp point puncturing skin</li> <li>Strained wrist from using inappropriately</li> <li>Used for non-gardening activities</li> </ul>	<ul style="list-style-type: none"> <li>Inattention while using patio knife</li> <li>Using knife to pull out weeds that have long thick roots and for which a different tool would be more appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Keep knife stored out of reach until needed</li> <li>Monitor use</li> </ul>	1	L	1