



**SOUTH DERBYSHIRE  
VOLUNTEER FORCE**

a part of South Derbyshire CVS



## COMMUNITY PROJECT SITE INDUCTION AND RISK MANAGEMENT PLAN

**ONLY PERSONS WHO HAVE BEEN INDUCTED ARE PERMITTED TO PARTICPATE IN THE PROJECT**

### Instructions

1. All volunteers engaging with this project must read and understand this short site induction before they commence work.
2. All volunteers are required to follow the instructions in this guide to ensure that site hazards are identified and measures are taken to remove or reduce any risks.
3. All volunteers must sign the project induction record.

|                   |                                                                         |
|-------------------|-------------------------------------------------------------------------|
| Project Name      | St. George and St. Mary's Church – Groundworks for NEW Community Garden |
| Project Reference | PRJ-23-0300                                                             |

**COMMUNITY  
VOLUNTARY  
SUPPORT**  
SOUTH DERBYSHIRE

## The Project

### Project Location

**Church of Saint Mary And Saint George, Church Street, Church Gresley DE11 9NR**

The church has managed to secure funding from the National Lottery to establish a Community Garden to the rear of the church. The garden will comprise of raised beds and walkways for accessibility, to enable members of the local community to come together to grow their own and share their own produce.

### Project Overview

This project is to complete the necessary groundworks to start the project. This will comprise of clearing areas of overgrown vegetation and rubbish, cutting back trees and shrubs, trimming grassed areas and establishing a composting area and mini beast log pile to the rear of the space.

Tools will be provided (for example wheel barrows, spades, forks, mower/trimmer (subject to risk assessment) etc), however, the volunteers will be responsible for ensuring they are dressed appropriately and have suitable personal protective equipment (PPE).

Adjacent to the area being cleared is the church hall which will be available as a warm dry location to dry off in the event of inclement weather - toilet facilities - and a kitchen is available for preparing and serving food.

Supporting images or photographs to aid site orientation:



## Conditions of Participation

Participants in the project **must**:

1. **Take reasonable care for his or her own health and safety**, and make sure that their acts or omissions do not adversely affect the health and safety of other persons;
2. **Comply with any reasonable instruction that is given by the project leader** regarding work health and safety and to abide by the policies and procedures of the organisation relating to health or safety;
3. Have **read and understood the information contained within this site induction document**;
4. **Sign a daily work diary entry** for each working occasion;
5. Have **read through the list of duties** and have no medical condition that would limit their capacity to undertake duties;
6. **Be dressed appropriately** for the works being undertaken based on the weather and environmental conditions;
7. **Only undertake work that is consistent with the agreed action plan for the project**;

### Outdoor Groundwork and Gardening Only

8. Have access to suitable **personal protective equipment (PPE)** as highlighted in this document;
9. **Use techniques that adhere to sustainable gardening principles**, as discussed with the project leader;
10. Strive to ensure that the efforts and resources invested by the group will return a **positive impact on the environment**; and
11. Strive to ensure that the project **enhances community relations**.

## Standard Outdoor Groundwork and Gardening Duties

Below are the duties volunteers will be undertaking and the physical requirements involved.

- **Moving and working on the project site**, involving:
  - Lifting and carrying equipment and materials;
  - Bending;
  - Hand pulling of weeds;
  - Planting (where appropriate);
  - Standing; and
  - Walking.
- **Use of hand tools**, involving:
  - Hand dexterity.
- **Use of machinery**, involving:
  - Lifting and carrying equipment.
- **Working amongst existing garden and on uneven ground**, involving:
  - Balance; and
  - Adequate eyesight.

## Health and Safety Information

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                 | Additional Project Specific Notes                                                                                                                                                               |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amenities</b>                           | The adjacent church hall provides access to a safe and warm space in the event of inclement weather or welcome shade in the event of a sunny day. The hall comprises of a kitchen for the preparation of food and drinks – as well as toilet and hand washing facilities.                                                                                                                                                       |                                                                                                                                                                                                 |
| <b>Tool and Equipment</b>                  | <p>General hand tools will be provided, although limited. This will include spades, forks and pruning shears.</p> <p>Wheel barrows will also be provided to aid the movement of waste and materials around the site.</p> <p>Strimmer and lawn mower are available for use; however, the user should be proficient in using such item demonstrable by verbal questioning to be carried out by the project lead prior to use.</p> | Volunteers are welcome to bring their own hand tools to use, but these should not be shared with other, and neither SDCVS nor the organisation accept any liability for loss or damage to them. |
| <b>Personal Protective Equipment (PPE)</b> | Volunteers are required to provide their own safety boots (steel toe capped preferred but not essential), protective gloves and glasses/goggles.                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                 |
| <b>Emergency Procedures</b>                | Volunteers will be briefed on the procedures that need to be followed in the event of an emergency, actions they need to take and the location of assembly point by the project lead.                                                                                                                                                                                                                                           |                                                                                                                                                                                                 |
| <b>First Aid</b>                           | Volunteers will be briefed on the location of the first aid facilities, and the designated first aider, by the project lead.                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                 |



## Health and Safety Risks and Controls (Volunteer)

| Health and Safety Hazards                                                                                                                     | Control Measures                                                                                                                                                                                                                                                                                                                                                                                        | Additional Project Specific Notes |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <p><b>Exposure to sun, wind, and rain from working outdoors</b></p>                                                                           | <ul style="list-style-type: none"> <li>• Avoid working in the hottest part of the day</li> <li>• Wear hats and long sleeves, long pants</li> <li>• Make use of available shade</li> <li>• Take regular breaks</li> <li>• Have sunscreen available and reapply as required</li> <li>• Have adequate drinking water available</li> </ul>                                                                  |                                   |
| <p><b>Bites and stings from wildlife and hazardous plants (e.g. snakes, ants, spiders etc.)</b></p>                                           | <ul style="list-style-type: none"> <li>• Remain vigilant and aware of surroundings and alert others to potential dangers</li> <li>• If unsure about particular plants, leave alone and check with the project lead</li> <li>• Apply insect repellent</li> <li>• Wear gloves, sturdy footwear, long pants, long sleeved shirt</li> <li>• When working in long grass check for ticks regularly</li> </ul> |                                   |
| <p><b>Injury or damage related to extreme weather events</b></p>                                                                              | <ul style="list-style-type: none"> <li>• Activities will be cancelled in the event of extreme weather.</li> </ul>                                                                                                                                                                                                                                                                                       |                                   |
| <p><b>Injury related to incorrect manual handling (e.g. lifting and moving soil, mulch and other materials; digging and bending over)</b></p> | <ul style="list-style-type: none"> <li>• Avoid lifting, moving or carrying heavy or awkward objects (e.g. use mechanical aids)</li> <li>• Ensure two or more people lift heavy loads</li> <li>• Explain and demonstrate proper lifting techniques</li> <li>• Rotate tasks</li> <li>• Check that equipment is appropriate for the tasks to be undertaken and properly maintained</li> </ul>              |                                   |



| Health and Safety Hazards                                                                                                                         | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Additional Project Specific Notes |
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| <p><b>Injury from slips, trips, and falls (e.g. uneven ground, wet surfaces, items or materials blocking walkways, equipment left behind)</b></p> | <ul style="list-style-type: none"> <li>• Ensure tools are safely stowed and do not create a trip hazard when not in use</li> <li>• Maintain a neat and tidy working area</li> <li>• Ensure you are wearing appropriate footwear</li> <li>• Mark any temporary holes to make them visible</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
| <p><b>Injury from incorrect use of or faulty tools</b></p>                                                                                        | <ul style="list-style-type: none"> <li>• Only use tools and equipment appropriate for the task</li> <li>• Use PPE as required</li> <li>• Always inspect tools before use and if signs of damage remove from use and report to project leader</li> <li>• Keep safe working distances from others working around you while using tools</li> <li>• Ensure tool is safely stowed and/or does not create a trip hazard when not in use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   |
| <p><b>Injury from using machinery (e.g. strimmers, mowers etc)</b></p>                                                                            | <ul style="list-style-type: none"> <li>• Ensure you have received a briefing from the project lead on the safe operation of the equipment prior to use.</li> <li>• No loose clothing to be worn.</li> <li>• Ensure safety or protective guards are in place (where available)</li> <li>• All machinery should be immobilised and stowed safely when not in use to avoid unauthorised use or trip/falls.</li> <li>• Eye protection, steel toecap safety boots and gloves should be worn (ear defenders also where noise levels are deemed excessive)</li> <li>• You should check safety switches or cut-out devices prior to use to ensure they function correctly</li> <li>• Where machinery is fuelled using chemicals (i.e. petrol or diesel) you must ensure that you have familiarised yourself with the contents of the COSHH safety data sheet.</li> <li>• Report defects to the project lead</li> <li>• Take regular breaks</li> </ul> |                                   |



| Health and Safety Hazards                                                                                                                  | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Additional Project Specific Notes |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <p><b>Injury from falling branches or vegetation</b></p>                                                                                   | <ul style="list-style-type: none"> <li>• When working underneath overhanging branches or vegetation check for dead wood and branches that may fall prior to starting work</li> <li>• Avoid areas with overhanging branches or vegetation in windy conditions</li> <li>• Maintain an awareness of your surroundings</li> <li>• Wear eye protection</li> </ul>                                                                                                                                                   |                                   |
| <p><b>Injury and health risks associated with drug and alcohol use</b></p>                                                                 | <ul style="list-style-type: none"> <li>• Smoking, consumption of alcohol and illegal drugs are not allowed on the project site or premises.</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |                                   |
| <p><b>Illness through with soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals.</b></p> | <ul style="list-style-type: none"> <li>• Maintain an awareness of your surroundings</li> <li>• If necessary, remove any mess wearing gloves and disposing in outdoor waste bin</li> <li>• Wash hands your hands immediately after the removal of waste</li> <li>• Gloves to be worn when in contact with soil</li> <li>• Avoid working with soil in dry and windy conditions where soil can become airborne. If necessary, wear a dust mask</li> <li>• Hands are washed after any contact with soil</li> </ul> |                                   |
| <p><b>Injury from clearing leaf litter by hand</b></p>                                                                                     | <ul style="list-style-type: none"> <li>• No leaf clearance by un-gloved hands</li> <li>• Safety boots and protective work wear to be worn</li> <li>• You should take regular breaks or rotate tasks</li> </ul>                                                                                                                                                                                                                                                                                                 |                                   |
| <p><b>Injury from pruning vegetation</b></p>                                                                                               | <ul style="list-style-type: none"> <li>• Protective gloves and long pants/trouser, long-sleeved shirts to be worn.</li> <li>• Face protection should be worn as necessary</li> <li>• Ensure you are using well maintained tools</li> </ul>                                                                                                                                                                                                                                                                     |                                   |



## Incident, Accident or Near Miss Reporting

Ensuring the wellbeing and safety of all participants as a priority.

The procedure for reporting accidents or near misses is as follows:

- Alert other volunteers, and/or the project leader immediately.
- Review the required level of medical attention.
  - **Requires first aid only** – record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
  - **Requires medical assistance** – ensure that the person involved is safe from further injury, and seek medical assistance. As soon as possible record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
  - **Requires urgent/critical medical assistance** – determine whether it is safe to approach the casualty and that yourself and anyone else isn't in a position also to become a casualty. For example, this could be stopping any oncoming traffic, looking out for live electricity, looking out for any places you could fall or trip over. Once you can confirm there is no potential danger, call 999 and begin to assess the injuries. As soon as possible record the incident, and notify the project leader who will then follow the organisations policies and or procedures.
- Do not admit liability or indicate the organisation will meet any claims.

|                                              |  |
|----------------------------------------------|--|
| Name of Designated First Aider               |  |
| Name of Project Lead or Organisation Contact |  |
| Contact Number                               |  |
| Email Address                                |  |



## Site Induction Record

|                       |  |
|-----------------------|--|
| Date of Induction     |  |
| Group (if applicable) |  |

| Name of person inducted | Signature | Date | Induction delivered by |
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