

4.8 - Risk Assessment Guidelines

Risk Assessments are individual to each Flower Club, while some risks will be common to each club there will be risks unique to the club and its venue. We would recommend each club appoints a Risk Assessment Officer to be responsible for ensuring the safety of club members, and visitors.

Risks must be identified and classified as either Low Risk or High Low Risk. The assessment form must be referred to on an ongoing basis and new risks added when identified. The Risk Assessment Officer will be responsible for reporting risks to the Club Chairman and reporting on the actions taken to reduce risk.

The Table below provides an example of risks that you may encounter. Covid related risks should be listed in a separate table.

Risk Assessment example (this list is not exhaustive)

HAZARD	HR	LR	POSSIBLE RISK	ACTION TO REDUCE RISK
Water spillage	*		Slips and Falls	Have policy in place for dealing with spillages. Have designated area for buckets containing plant material
Plant material	*		Slips on foliage or plant material	Encourage tidy workstations, provide rubbish sacks
Infection	*		Poisonous material	Make students / club members aware of hazard from certain plants e.g. Euphorbia sap, Aconitum (all parts) ensure hand washing facilities are available
Electrical equipment	*		Trips over cabling	Do not trail electric cables across walkways unless absolutely necessary for example, a projector. Cover with cable cover, remove immediately after use. All equipment must be PAT tested
Hot glue guns	*		Minor Burns	Keep a designated area for use of glue guns, encourage cold glue. Keep a pot of cold water on the workstation in case of burns. Glue Guns must be PAT tested
Workboxes		*	Falls	Keep workstations tidy, keep workboxes out of thoroughfares. Hang up coats to avoid trip hazard
Scissors and knives	*		Cuts	Demonstrate safe use of knives, scissors and secateurs
Kettles	*		Scalds	Keep use of kettles to a designated area - make sure kettle is PAT tested
Spray paint and powders	*		Breathing Difficulties	Spray outdoors or in designated area, use a mask

HR - High Risk LR - Low

Covid Risk Precautions

Club to decide on a face mask policy

Members should still be encouraged and supported to wear a face mask, providing it is tolerated and is not detrimental to their medical or care needs.

Provide face masks

Set the maximum number of visitors and do not exceed this under any circumstances

Chairs to be spaced 1 meter apart

Use floor markings to manage queues

Ensure hand sanitising gel is available at the door and inside the venue where possible

Chairs and worktops to be cleaned before and after every meeting

Provide adequate ventilation through doors, windows and vents, by mechanical ventilation using fans and ducts, or through a combination of both.

Set clear use and cleaning guidance for toilets. This is to ensure they're kept clean and people socially distance as much as possible.

Provide paper towels, continuous roller towels or electrical dryers.

Risk Assessment Form

HAZARD	HR	LR	POSSIBLE RISK	ACTION TO REDUCE RISK

HR - High Risk LR - Low Risk

Date:.....

Signature:.....

Review date:.....