

**Strathkinness Community Trust
Community Garden
Preliminary Risk Assessment Conditions Report**

This is not a risk assessment

Community Garden Bonfield Road Inspector(s): Bob Bilson - James Tebbs Date 17th December 2023 Next Review December 2024		
Red comments Require Attention	Amber Comments require investigation	Green Comments Consider Change

	Yes /No	Action	Comment
Are the signs at the top of the garden lane in good repair and appropriate for our visitors?	Yes		
Is the lane to the garden clear of hazards and safe against slips trips and falls?	No		The lane is not suitable for non-authorized vehicular access and is often muddy after heavy rain making access difficult for deliveries, and parents or nursery carers with buggies and young children
Are the hedges and boundary fences along the entrance lane leading to the garden in good repair and free from over hanging branches?	Yes		
Is pedestrian access on the lane beyond the garden gate kept clear and safe for walkers?	Yes	Supplies of woodchip, manure and other material to be unloaded in a safe manner to allow access for walkers	
Does Signage at the garden entrance gate give appropriate information to visitors?	No	Ideally there should be a notice board at the entrance gate with the following information Welcome Objectives of the trust Member and Visitor	Signage to be included in new SCT Signage project

		<p>access to various areas and produce in the garden</p> <p>Health and Safety advice Restriction of access for unaccompanied minors</p> <p>Restriction of Fires</p> <p>Clear dog fouling</p>	
Is the main garden gate and the auxiliary nursery gate in good repair and secure?	Yes		
Do the nursery garden boundary fences provide a secure area for young people and their carers?	Yes		
Is the nursery garden clear of debris and hazards?	Yes		
Are the main pathways in the garden in good repair and free from slips, trips and fall hazards?	No	Some heavy rain damage to pathways requires attention	Requires more wood chip
Is the security and rabbit proofing of the fencing along the entrance path and in the allotment area of the garden maintained and in good repair?	No	Current project underway to repair and replace some boundary fencing	
Is the main fabric of Ian's shed in good repair?	Yes		
Is there restricted access to Ian's shed?	Yes		Security of Ian's Shed is protected by a coded padlock with restrictions to members of SCT garden group
Is Ian's shed kept tidy with regular activity to eliminating hazards?	Yes		
Are tools and equipment kept well maintained and stored in a safe manner. Are hanging tools secure against falling?	No	Some older tools need to be removed and some hanging items such as saws need to be more secure	Ongoing Project
Are signs in Ian's shed adequate?	No	Reorganise information and gardening advice	Signage to be included in new SCT Signage project

		<p>signs.</p> <p>Add H&S signage including fire extinguisher, first aid box location, use of the wood burning stove</p> <p>No pesticides or hazardous material to be stored in Ian's Shed</p> <p>Copy of the risk assessments</p>	
Is the wood burning stove in good repair and well, guarded?	No	Guard required for stove	Discuss with members of the gardening group
Is the fire extinguisher maintained?	No	No Certificate of validity	
Is there a well equipped first aid box and eye wash station in the toolshed?	Yes		
Are the greenhouses in good repair and secure?	Yes		Note the greenhouses are not equipped with safety glass and any breakages must be attended to urgently
Is access to the greenhouse area, and the produce produced in individual greenhouses restricted to individual users?	No		Consideration should be given to placing signage in the greenhouse area identifying restriction of access. And limiting produce to owners of individual greenhouses
Is the fruit cage access gate and boundary fence secure and in good repair?	Yes		
Are there restriction on public access to the produce within the fruit cage?	No		Consideration should be given to placing signage in the fruit cage area identifying restriction of access to the produce for none SCT members
Are the cold frames in good repair and not causing a hazard to users?	Yes		
Are the trees in the wildlife woodland area free from hazards such as broken or low hanging branches?	Yes		
Are all garden footpaths in the	Yes		

woodland area in good repair and free from slips, trips and fall hazards?			
Are the bench seats in the woodland area secure?	Yes		
Are the boundary fences surrounding the wildlife area secure and rabbit proof?	No	Current project underway to repair and replace some boundary fencing	
Are the compost bins in the lower garden area well maintained and correctly signed?	Yes		
Is the compost toilet clean, secure and regularly inspected?	Yes		
Is the wood and material storage area at the bottom of the garden kept tidy and free from hazards?	Yes		
Is the machinery shed, secure and in good repair?	Yes		
Is there restricted access to the machinery shed	Yes		Security of the machinery shed is protected by a coded padlock with restrictions to members of the garden maintenance group
Is the machinery shed kept tidy with correct storage of equipment and safe storage of any hazardous liquid or material?	Yes		
Is the structure and fabric of the main polytunnel secure and in good repair?	Yes	Project identified to replace aging polytunnel covering	
Is the water storage along the polytunnel maintained and in a safe condition?	Yes		
Are the work tables and portable seats in the herb garden area safe and in good repair?	Yes		
Is the herb garden area kept free from debris and loose material?	Yes		
Are the private allotments maintained by users in good order and not posing a hazard to visitors and members?	Yes		
Is there signage to identify restriction of access and removal of produce from private	No		Allotment holders may consider it useful to individually identifying their

allotments?			plots
Is the gate and boundary fencing for the school garden secure and in good repair?	No		Current polytunnel project is underway causing restriction of access and use of the school garden
Is the school polytunnel in good repair and free from safety hazards			
Is the school garden free from debris and suitable for use by minors and their teachers?	No	Awaiting completion of Polytunnel build	The ground in the school garden is uneven, with exposed foundation holes and debris Access is restricted to members of SCT Maintenance Team
Is the main water capture and storage area in good repair and are water tanks secure and not posing a hazard to visitors?	No	Water capture storage tanks near Ian's shed and near the no-dig plot require draining and remedial work to strengthen and stabilise the tank stands	Water capture project currently in progress
Is signage suitable in the water capture and storage area?	Yes		Do Not climb on the storage Tanks notice is in place
Are the paths in the no-dig plot and soft fruit area maintained, in good repair and free from slips trips and fall hazards?	No	Some heavy rain damage to pathways requires attention	Need more wood chip
Is the hose pipe watering system maintained, in good repair and not causing a trip hazard?	No	Replacement required	
Are the boundary fences surrounding the top of the garden and Millenium orchard in good repair, secure and rabbit proof?	Yes		Project underway to extend fencing height for the bramble fencing
Is the gate and fencing surrounding the brassica cage in good repair and secure?	Yes		
Are the compost bins in the no-dig area well maintained and correctly signed?	Yes		
Are the bench seats in the no-dig area secure?	Yes		
Are the paths in the Millenium Orchard well defined and in good repair?	Yes		

Are the orchard trees in good health with no leaning trees or broken and overhanging branches?	Yes		
Is the Garden Arbour and seat at the bottom of the garden secure and in good repair?	No	Consider removing this Item	The seat is in very poor condition and the metal arbour is insecure
Community Hub		Action	
<p>A project has been identified to provide a covered space within the garden which can be used as a communal activity hub.</p> <p>A gazebo has been erected on the identified site but during the course of developing the project concerns have been raised within the Trust regarding the long-term viability of the build quality</p> <p>The Trust have sought, and received assurances from external contractors that the gazebo is safe and secure and the area around the gazebo can be safely used whist a debate and then rectification work is carried as soon as weather permits</p>		<p>Tidy the site of debris and make safe for pedestrian traffic</p> <p>Barrier or tape off any hazardous areas and clear area of trips slips and fall hazards</p> <p>Define a plan and timescale for remedial work</p>	

Community Trust Responsibility	Frequency		Comment
Maintain a generic visitors and members risk assessment	Review 6 monthly		Reassess as required but at least after every garden inspection survey
Maintain adequate third-party insurance			
Maintain independent risk assessments for specific events			

such as open days and apple juicing day			
Maintain notices which restricts access to the garden for minors (those under 12 years old) that they must be accompanied by an adult at all times			
Advise groups that children's groups should be supervised at all times and that they should apply the Local Authority recommended adult/child ratio for events involving minors			
Advise any group that wishes to carry out formal activities with in the garden that applications should be made through Stathkinness Community Trust before any event takes place			All formal applications to carry out activities within the garden should be controlled by an event manager after seeking authority from SCT
Advise groups who intend to use the community garden for recreational or educational activity that they should submit a risk assessment to the Trust			
Employ competent contractors to carry out work in the garden which requires specialist skills or are out side the scope of volunteers			Maintain register of contractors and ensure that they have the following A risk assessment for the task involved Competency and licences to use the equipment required Adequate insurance for the job involved
Ensure volunteers have correct skills, equipment and PPE to carry out the tasks involved			
Carry out garden inspection survey and carry out actions from the survey	6 monthly		Provide Inspection report

Users Responsibility	Frequency		Comment
Observe and comply with the signage and guidance displayed in			

the garden			
Respect other users and remove all litter or dog fouling			
Limit and control access to the greenhouse area for children			
Respect and support the work and objectives of the Trust			
For group and children activities Provide risk assessment for defined activities to Strathkinness Community Trust			
Accompany and control minors (12 years old and under)			
Report issue or concerns to the Trust			