

Common Soil at Swifts View Risk Assessment and Health and Safety policy

Updated July 2025

Hazards Identified	People Exposed to the Hazard (Groups)	Existing Controls in Place (Satisfactory or Inadequate?)	Severity 1-5 (A)	Likelihood 1-5 (B)	Risk Rating (AxB)	Additional Control Required (If so, what is proposed?)	Action to be taken (By whom & by when?)	Completion Date Checked by (Signature)
<p>Paths, steps and surfaces which are uneven and slippery – risk of slips, trips and falls. Obstructions. Slopes and unguarded drops.</p> <p>Tools placed on the ground.</p>	All	Inspect surfaces, steps and paths, keep them swept clean and free of dirt. Good maintenance of surfaces. Keep hosepipes and tools put away, or placed safely in the work areas. Some slopes are fenced.	3	1	3	Advise people to take care on paths and garden surfaces, and to look where they are standing. Do not step back without looking. Demonstrate how to place tools safely while in use in work areas.	Induction talk	
Poisonous plants, stinging plants and allergic reactions to plants.	All	Very few such plants on site.	3	1	3	Advise people never to eat any plants unless advised safe by CSoil staff. Ask if anyone is allergic to any plants. Provide gloves when working with irritating plants. First Aid Box.	Induction talk	

Exposure to sun	All	Advise people to wear suncream and sunhats.	2	1	2	Seek shade on hot days. Use protective clothing and suncreams.	Induction talk	
Insect stings and bites, allergic reactions.	All	Warn to stay away from flowering lavender etc..	3	1	3	Ask if anyone is allergic to insect bites.	Induction talk.	
Tick bites	All	Suggest staff and visitors keep arms and legs covered.	3	1	3	Advise on symptoms of Lyme's Disease, a bullseye rash.		
Snake bite (adder)		Not known on site.						
Knives and sharp tools. Tools in general. Puncture wounds, cuts other injuries, trips.	All	Tools talks before starting work. Close supervision. Advise safety boots when digging. Safe management of working areas.	3	1	3	Demonstrate safe tool use. First Aid Box	Induction talk	
Ponds	All	Warn people not to walk round close to ponds, and avoid working too close to water. Particularly warning parents with young children of location of ponds.	5	1	5	First Aid Box	Induction talk	
Soil and water borne diseases and infections inc. Toxicara, Weil's disease, sepsis.	All	Advise people to cover cuts, to wash hands after working and before eating.	4	1	4	Appropriate first aid advice. Do not leave vessels of	Induction talk	

zoonoses,						standing water around. Advise pregnant women to avoid contact with sheep.		
Garden chemicals and fertilizers.	All.	Advise people to wear gloves when handling. Only use organic gardening methods, so avoiding hazardous chemicals. Keep chemicals and fertilizers in secure storage.	3	1	3	Close supervision.	Induction talk	
Sharp objects eg. garden canes. Overhanging branches, sharp branches and twigs. Injuries to eyes. Sharp thorns and prickly plants – puncture wounds.	All	Keep all canes and sharp stakes with cane caps on. Advice when pruning. Keep plants near paths pruned back. Wear goggles and gloves for pruning shrubs.	4	1	4	First aid box	Induction talk.	
Heavy objects, injuries from manual handling.	All	Avoid lifting anything in excess of 12 kg by one person. Advise to bend knees etc.	3	2	6	First Aid Box	Induction talk.	

Trees on site at – falling branches or trees	All	Advise not to stand close to trees in strong winds.	5	1	5	Tree inspection	Induction talk	
Food allergies Food poisoning	All	Advise them to bring their own food, not bring and share for any meals. Bring and share meal contributions are refrigerated.	5	1	5	Ask about food allergies on arrival and dietary requests		
On visits, obstacles on host sites, electric fences	All	Visit leader to look out for hazards and warn others.	4	2	8	Visit leader		
Extreme weather. Lightning strike	All	If thunderstorm/storm occurs leave the site and shelter indoors.	5	1	5	Site supervisor		
Electrical equipment, kettle etc	All	N/A at this point.	0	0	0			
Overhead and underground power cable and transformer. Phone cable underground.	All	Contractors to be notified of hazard locations	1	5	5	No mechanical work or contractor work to be undertaken without permission from Swifts View		
Power tools and machinery.	Operatives and bystanders	Operators need their own insurance if not covered by Common Soil policy. No one under 18 permitted to use power tools under Common Soil insurance. No use of power tools or machinery without permission from Common Soil staff or when working alone on	5	3	15	Insurance only covers work at height up to 3m.		

		site. PPE required by operators. Safe working areas to be implemented.						
Ladders	All	Insurance only covers work at height up to 3m. Work at height to be supervised by a staff member, never to be undertaken during lone working.	5	2	10			
Cooking and fire	All	Portable gas BBQ and gas cookers. Only for use outdoors and in suitable conditions. Danger of grass fires to be considered in dry weather. Petrol is stored in tool shed for machinery.	4	3	12	Induction talk. Fire extinguisher in tool shed. Keep bucket of water near campfire. Be aware of other people in the vicinity.		
Interaction with farm animals and horses on site.	All	Electric fencing or wooden fencing and gates.	1	4	4	This only applies when someone has permission to graze on site.		
Contractors/farm and other machinery. Tree surgeons, deliveries.	All	Grass cutting tractor and attachments, baling etc. only from nearby farmer. Care to be taken at all times.	3	3	9	Keep people away when the grass is being cut, turned and baled. Keep construction areas taped off and access controlled. Keep people away from work areas.		

Children and vulnerable adults on site	Staff and families	<p>Children under 11 must be accompanied and supervised at all times by an appropriate adult – parent/carer or teacher/support worker.</p> <p>Children between 11 and 18 will have a named contact within Common Soil staff that will supervise their presence at the site.</p> <p>Safeguarding protocols to be followed in line with our Safeguarding policy.</p> <p>Staff are required to undergo safeguarding training.</p>	4	5	20	Advise children not to climb trees on site.		
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Guidance Notes – people covered by this risk assessment include volunteers, visitors and workers. (anybody visiting the site)

Risk = Severity x Likelihood of Occurring

<i>Likelihood (L'hood)</i>	<i>Severity</i>
1. Very unlikely (5 years or more)	1. Very minor injury (minor cuts/grazes). Very limited property damage/loss

Risk Ranking

2. Unlikely (1-5 years)	2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Injury needing medical attention. Slight property damage/loss.
3. Likely (6-12 months)	3. RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 3 days off school. Significant property damage/loss.
4. Very likely (1-6 months)	4. RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.. Certain (more than 1 per month)	5. Single or multiple staff fatality. Catastrophic property damage/loss.

1- 5	Low Risk
6-15	Medium Risk
16-25	High Risk

	1	2	3	4	5	Severity
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	
Likelihood						

Health and safety policy

1. Statement of intent

At Common Soil we are committed to working to keep staff, members, volunteers and visitors safe when they are on site. We will take all reasonably practicable steps to prevent accidents and protect people from harm and we follow all relevant health and safety laws for small businesses.

2. Responsibilities

Our lead for day-to-day health and safety and first aid at the site is: Alex Middletong (Grower). He is responsible for overseeing and reporting health and safety issues and reminding those onsite about risks. Our overall lead for First Aid is: Mark Grenville (Director). He is responsible for ensuring the first aid kit is always appropriately stocked and equipment is checked.

The overall risk assessment for Common Soil is conducted and maintained by the co-ordinator (Georgina Anstey) and checked and overseen by the board every three years. Individual risk assessments for projects will be carried out, or amended from the

organisational risk assessment, by the project lead during the project planning phase.

The record of hazards and incidents is managed by the co-ordinator.

All staff must follow safety procedures, work to minimise risks and report issues immediately to the health and safety lead and the co-ordinator.

3. Location of important items

The **first aid kit** is always hanging on the back of the tool shed door, apart from the tourniquet, which is on the shelf above the first aid kit.

A powder **fire extinguisher** is located in the tool shed (suitable for Class A fires – fires involving organic solids like paper, wood, etc. Class B fires – fires involving flammable liquids and Class C fires – fires involving flammable gasses and live electrical equipment up to 1000 Volts.) It is a service-free extinguisher and Georgina Anstey has been trained in carrying out an annual check on it.

A 1.8m x 1.2m **fire blanket** is located in the same tool shed. A 1.1m x 1.1m fire blanket is located in the veg packing shed.

The **on-site accident book** is in the green shed in the market garden area.

The **main record of hazards and incidents** is held electronically, so all incidents, hazards and near misses are to be reported to the co-ordinator.

4. Staff information and training

Permanent staff all undertake first aid training (unless they can evidence recent first aid training elsewhere) and everyone is made aware of the location of the first aid kit and equipment, which is checked every three months.

All new staff, volunteers and work experience students will be given the HSE health and safety leaflet as we do not have a

suitable indoor space to display the poster. They will also be given an induction to the site, key risks and mitigating actions.

5. Staff work

Job descriptions contain stipulation that staff will work to keep the site clean and tidy and safe, as much as is possible on a working farm.

When staff carry out a significant period of **lone working** on the farm (more than 1 hour) they are required to text the co-ordinator upon arrival stating that they onsite and how long they expect to stay. They then must text the co-ordinator when they are leaving to let them know that all is well. If the co-ordinator hasn't heard anything from the expected departure time they will follow up with a phone call and if no answer will visit the site to check on the individual.

The BCS tractor is not to be used during periods of lone working.

Any staff or volunteers working at height will be supervised by another staff member.

This policy and risk assessment was last reviewed by the board March 2026

It will be reviewed every year.