

## VOLUNTEER ROLE DESCRIPTION

<b>Role Title:</b>	<b>Kitchen Garden Volunteer</b>
<b>Organisation:</b>	<b>Lee Valley Regional Park Authority</b>
<b>Location/Facility:</b>	<b>Myddelton House Gardens</b>
<b>Working with:</b>	<b>Gardening Team and external group (Bowles Society)</b>
<b>Time Commitment:</b>	<b>Tuesdays from 10:00 - 15:00</b>

### Purpose

To assist with the maintenance and developments of the historic Myddelton House Gardens.

<b>Details of Role</b>	<ul style="list-style-type: none"> <li>To assist the Gardening Team in maintaining and developing Myddelton House Gardens.</li> <li>Carry out a range of gardening duties including weeding, pruning, planting.</li> <li>Interacting with the general public, answering questions or advising.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Keen interest in gardening and growing produce.</li> <li>Knowledge of plants and gardens would be of use but not essential.</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>An opportunity to learn more about the unique gardens of Myddelton House.</li> <li>An opportunity to work outside, in beautiful surroundings.</li> <li>The flexibility of the gardens allows you to work as part of a team or under supervision.</li> <li>Gardens volunteer hand book containing useful information about the gardens and plant collection will be provided.</li> <li>Keep fit, healthy and active.</li> <li>Opportunity to attend social events (including outings and a Christmas party)</li> <li>If you are interested in the history of Myddelton House Gardens you may also wish to join the E.A. Bowles Society: <a href="http://www.eabowlessociety.org.uk">www.eabowlessociety.org.uk</a></li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To carry out tasks in line with the Authority's policies and procedures including: <ul style="list-style-type: none"> <li>The Authority's Health and Safety Policy</li> <li>The Authority's Volunteer Policy</li> <li>Volunteer induction pack rules and regulations</li> </ul> </li> <li>Undertake induction and training and development consistent with your role.</li> </ul>

For further details contact [volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk)

## Risk Assessment Form

<b>Centre: Parkland And Venues</b>	<b>Original Date:</b> September 2012	<b>Carried out by:</b> Andrew Turvey
<b>Risk Assessment: Volunteers Outside Activities</b>		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found  List risks which are not adequately controlled on the risk reduction plan
<b>Risk: Individual Capabilities</b>		
Personal injury/musculoskeletal disorders may result from manual handling tasks	Volunteers	<ul style="list-style-type: none"> <li>▪ Manual Handling risk assessments are carried out for all manual handling tasks, taking into consideration physique, general health, age and experience. Full training is provided for all manual handling tasks Manual Handling RA5.1, RA5.7 &amp; RA5.11</li> <li>▪ Full supervision by a trained member of staff where ever possible</li> <li>▪ Information, instruction and training is given</li> <li>▪ Volunteer induction</li> <li>▪ Volunteer guidelines</li> <li>▪ First Aid provision in place</li> </ul>
<b>Risk: COSHH</b>		
Lack of appreciation & understanding of the risks posed from Chemical agents ( <i>very toxic, toxic, harmful, corrosive &amp; irritants</i> )	Volunteers	<ul style="list-style-type: none"> <li>▪ Full COSHH assessments are carried out for all chemicals used</li> <li>▪ Full supervision by a trained member of staff at all times</li> <li>▪ Information, instruction and training is given</li> <li>▪ Volunteer Induction</li> <li>▪ Volunteer guidelines</li> <li>▪ PPE is provided and worn</li> <li>▪ First Aid provision in place</li> </ul>

<b>Risk: Dusts</b>		
Respiratory Problems, Personal Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ First Aid provision in place</li> </ul>
<b>Risk: Adverse Weather</b>		
Personal injury, fatigue, unconsciousness	Volunteers	<ul style="list-style-type: none"> <li>▪ Reduce exposure to prolonged heat or cold</li> <li>▪ Ensure the provision of rest facilities &amp; access to refreshments</li> <li>▪ Task/event postponement</li> <li>▪ See RA2.29 Working Outside</li> <li>▪ See Manual Handling RA5.1, RA5.7 &amp; RA5.11</li> <li>▪ Volunteers receive an Induction</li> <li>▪ LVRPA staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ First Aid provision in place</li> </ul>
<b>Risk: Working At Height</b>		
Personal Injury, Severe Injury, Possible Death	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers do not work at height</li> </ul>
<b>Risk: Slips/Trips /Falls</b>		
Personal Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ First Aid provision in place</li> </ul>
<b>Risk: Portable Power Tools</b>		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers do not use portable power tools</li> </ul>

Risk: Fire		
Severe Injury, Possible Death	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ Emergency Action Plan (EAP) in place</li> <li>▪ First Aid provision in place</li> <li>▪ Fire Marshall provision in place</li> </ul>
Risk: Hand Tools		
Personal Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ See RA2.18 Use of Hand Tools</li> <li>▪ Work area is to be cordoned off prior to the start of work (a safety zone)</li> <li>▪ Warning signage is displayed.</li> <li>▪ PPE is provided and is to be worn</li> <li>▪ A first aid kit and mobile phone is available</li> <li>▪ Manual handling information is given to volunteers</li> <li>▪ Pre-user checks are completed</li> </ul>
Risk: Weils Disease		
Exposure To The Disease	Volunteers	<ul style="list-style-type: none"> <li>▪ Control rat populations around the water body as much as feasibly possible.</li> <li>▪ Volunteers are to wash hands, or use a waterless skin cleaner, before eating, drinking or smoking whilst angling.</li> <li>▪ Cuts and grazes should be treated immediately with antiseptic and covered in a waterproof dressing / plaster whilst working.</li> <li>▪ Avoid the inhalation of, or contact with, water spray and wear eye protection to prevent infection.</li> <li>▪ Volunteers should inform their doctor that they might be at risk of contracting this disease.</li> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ First Aid provision in place</li> </ul>

Risk: Boats		
Personal Injury, Severe Injury, Fatality	Volunteers	<ul style="list-style-type: none"> <li>Volunteers do not use boats</li> </ul>
Risk: Blue Green Algae		
Risk Of Eye Irritation, Asthma, Allergic Reactions & Gastric Problems.	Volunteers	<ul style="list-style-type: none"> <li>Sites that have a history of Blue-Green Algae outbreaks should be treated with extra care and monitored for 'scum' formation from May onwards. Volunteers will be informed of this.</li> <li>Any suspected outbreaks of Blue-Green Algae should be reported to the relevant Service Manager or the Fisheries and Angling Manager, who must alert the Environment Agency and decide on any further action.</li> <li>If the Environment Agency confirms an outbreak, the water body will be closed to activities that might place people at risk.</li> <li>Warning signs are to be erected stating the reason for closure and all volunteers are informed of the closure in writing.</li> <li>Volunteers receive an Induction</li> <li>Staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> </ul>
Risk: Tetanus		
Severe Injury	Volunteers	<ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>Staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>Volunteers are to keep up to date with their booster injections</li> </ul>
Risk: Giant Hogweed		
Severe Skin Conditions	Volunteers	<ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>Staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>PPE is to be worn when cutting the plant</li> <li>Long sleeved clothing and trousers must be worn</li> <li>Specimens are eradicated from the garden</li> </ul>

<b>Risk: Lone Working</b>		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ Buddy system in place</li> <li>▪ Supervisors and volunteers are to carry mobile phones in case of emergency</li> <li>▪ Volunteers do not work outside of gardeners' working hours</li> </ul>
<b>Risk: Avian Bird Flu</b>		
Personal Injury, Severe Injury	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ Dead birds are not to be touched</li> <li>▪ Significant numbers of dead birds are to be reported to LVRPA staff</li> </ul>
<b>Risk: Farmers Lung</b>		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> </ul>
<b>Risk: Legionellosis</b>		
Respiratory Problems	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> </ul>
<b>Risk: Dead Animals</b>		
Contraction Of Diseases	Volunteers	<ul style="list-style-type: none"> <li>▪ Volunteers receive an Induction</li> <li>▪ Staff supervision</li> <li>▪ Volunteer instruction</li> <li>▪ Volunteer guidelines</li> <li>▪ Dead animals should not be handled by volunteers - they are to inform their Supervisor on discovery of a dead animal.</li> <li>▪ PPE must be worn when handling dead animals by LVRPA staff</li> </ul>

Risk: Animal Faeces		
Contraction of Diseases	Volunteers	<ul style="list-style-type: none"> <li>Volunteers receive an Induction</li> <li>Staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>Volunteers are made aware of likelihood of presence</li> <li>PPE is offered as a safeguard</li> </ul>

Risk: Working Near/In Water		
Drowning, Contraction Of Waterborne Diseases	Volunteers	<ul style="list-style-type: none"> <li>See Weils Disease</li> <li>See Blue Green Algae</li> <li>See RA1.8 Open Water Areas</li> <li>Volunteers receive an Induction</li> <li>Staff supervision</li> <li>Volunteer instruction</li> <li>Volunteer guidelines</li> <li>First Aid provision in place</li> <li>Life saving equipment is available</li> </ul>
Risk: Safeguarding		
Contact with unsupervised children and vulnerable adults	Volunteers	<ul style="list-style-type: none"> <li>Role reviewed by Safeguarding Officer to assess risk and requirements of role and confirm CRB not required</li> </ul>

	Review Conducted by:	Name (Print)	Richard Harmes
		Position	Head Gardener
		Date	13/08/19