



NORWICH FARMSHARE VEG PACKING/HUB RISK ASSESSMENT

Date:

Address of veg packing: Wensum Sports Centre: 169A King Street NR1 1QH

1. General statement

It is the responsibility and policy of Norwich FarmShare to provide and maintain safe and healthy working conditions for all employees and volunteers in accordance with the Healthy and Safety at Work Act 1974 and subsequent legislation. We also acknowledge that we have some responsibility for the health and safety of visitors to our site.

We expect all employees and volunteers to cooperate with the veg packing (commonly known as the 'hub') coordinators to ensure a healthy and safe workplace and to take reasonable care of themselves and others.


2. Responsibilities

The board of directors bears ultimate legal responsibility for health, safety and welfare. The board of directors will review the policy and its implementation every six months. Any concerns should be reported to the Hub coordinators or farm manager who has responsibility for the day to day implementation of the policy, hereafter referred to as 'the responsible person'. The Hub coordinator is the responsible person at the Hub; responsibilities are described in the table below. All volunteers should sign the form 'instructions and code of conduct for veg packing' including the disclaimer, before starting work on their first visit.

Please see our health and safety policy for more information about our general approach to health and safety.

Hub coordinators should be familiar with the risk assessment for the veg packing area in collaboration with the farm manager and the board of directors. While veg packing happens at Wensum Sports Centre Norwich FarmShare Hub Co-ordinators will make best efforts to comply with the guidance from their risk assessment.

Statement of general policy	Day to day responsibility of	Action/arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Hub coordinators and farm manager	Ensure all relevant risk assessments are completed and actions are implemented. Risk assessments should be reviewed and updated every 6 months, or earlier if working conditions or habits change. The Responsible Person should carry on regular <i>dynamic risk assessments</i> to make sure that conditions on site are safe depending on weather, activities, number of people etc. Appropriate action should be taken if significant changes to the site occur.
To provide adequate training and instruction to ensure employees and volunteers are able to do their work in a safe and responsible way.	Board of directors	Ensure that staff and volunteers are given necessary health and safety induction and given adequate instruction and appropriate protective equipment when carrying out different tasks.

Signed (Board Member) Annelise Savill		Date: 28 March 2021
Subject to review, monitoring and revision by:	Board, Farmers and Hub team	Every: 6 months or sooner if work conditions or habits change

RISK ASSESSMENT

Location and details of specific H&S equipment	First aid kits are located at Wensum Lodge	Nearest hospital	The nearest hospital is Norfolk and Norwich Hospital (NR4 7UY). Most employees have working mobile phones available for use.
Qualified first aid in the workplace		Emergency contact details	Joel Rodker: 07508441317 Jack Astbury: 07776 155498
Risk assessment last updated	March 2021	Assessed by	Joel Rodker and Norwich Farmshare

Please use this scoring system in the risk assessment table below:

Likelihood of occurrence		Severity of outcome	
1	Highly unlikely ever to occur	1	Slight inconvenience
2	May occur but very rarely	2	Minor injury requiring first aid
3	Does occur but only rarely	3	Medical attention required
4	Occurs from time to time	4	Major injury leading to hospitalisation
5	Likely to occur often	5	Fatality or serious injury leading to disability

Scores of 10 or more are unacceptable. Scores of 8 or more must be brought to the attention of everyone present

Please note that the hub coordinators should be conducting continuous dynamic risk assessment at all times and should be aware of numbers of people on site and any change in conditions.

Risk Assessment Table

Hazard and area	Description of possible risk	Likelihood of accident	Severity of outcome	Likelihood multiplied by severity	Action to take to avoid/reduce the risk
Veg packing – general hygiene					
Hygiene – contact with soil on produce	Bacteria and microbes that can enter the body from soil.	2	4	8	<ul style="list-style-type: none"> • Supply disposable gloves • Wash your hands regularly to avoid unnecessary contamination. • Avoid contact with eyes and mouth when handling produce. • If soil gets in your eyes, speak to a team member to access first aid box and wash eye out with saline fluid. Similarly, rinse mouth out if soil enters your mouth.
Hygiene - illness	Sickness and Diarrhoea	2	2	4	<ul style="list-style-type: none"> • refrain from volunteering at the Hub if you are experiencing sickness and/or diarrhoea to minimise risk of

					<p>transmission.</p> <ul style="list-style-type: none"> • If you start to feel unwell, make a team member aware and contact the Hub Coordinator to inform of sickness, then leave your post at the Hub. Try to arrange a safe and comfortable way to get home through communication with Hub Coordinator. • Produce handled by those unwell should be isolated and removed from the Hub to avoid transmission.
Hygiene - General transmission of bacteria to food.	Handling produce	3	3	9	<ul style="list-style-type: none"> • practice good hygiene when handling produce at the Hub to avoid contamination of produce • Wash your hands or wear gloves when packing deliveries and shares. • Avoid handling

					money without washing hands afterwards.
Trips and Falls	Tripping over produce and boxes on the floor.	2	3	6	<ul style="list-style-type: none"> • Watch your step! • Wear sensible footwear • Don't rush • Be mindful of others nearby. • Avoid placing items where others could trip over them.
Lifting and Carrying	Lifting or carrying too heavy weight or mass. Lifting incorrectly, Pulling muscles and damaging back.	2	4	8	<ul style="list-style-type: none"> • Never lift more than max 25KG alone. • Judge what you can manage, get help if you cannot lift/move something. • Follow advice on correct way to lift and carry items: see sign in cage of Hub.
Cuts, bruises, sprains & other wounds & medical issues	Produce knives, tripping, slipping, lifting, outstanding medical issue.	3	3	9	<ul style="list-style-type: none"> • For all first aid matters, please contact Hub Coordinator to inform of event once it is possible to do so. It needs to be documented and

					<p>further action can then be taken, if necessary.</p> <ul style="list-style-type: none"> • When using scissors or knives cut away from yourself. • Be aware of the use of wire to secure bags • Be aware of repetitive motions and take regular rest or swap jobs
Allergies & Allergic Reactions	Some may be allergic to produce/items at the Hub.	1	5	5	<ul style="list-style-type: none"> • Be mindful to make team members aware of your allergies if you fear they could be present at the Hub. Minimise contact with them.
Stings	Nettles, some irritant plants, insects in produce.	1	2	2	<ul style="list-style-type: none"> • Produce sometimes contains nettle leaves and insects in them. Look out for nettles and remove them from produce with gloves if you find them. • Encourage insects to leave produce

					without risking yourself or damaging the animal. If stung by insect and allergy occurs, inform team members immediately and seek medical assistance if necessary. Hub Coordinator should be informed of event.
Using knives and sharp tools	Prepping produce and opening bags sometimes requires use of knives and pen-knives	3	3	9	<ul style="list-style-type: none"> • Always give yourself plenty of room, using a flat surface and chopping board to cut vegetables. • Cut away from yourself when using knives and scissors. • Do not allow children or young adults to use knives.
Sharp items & children	Reducing risk to young adults and children from sharp items i.e. knives.	1	5	5	<ul style="list-style-type: none"> • Make sure all sharp items are put away in their storage box after use to avoid children and young adults accessing them.

Spillages and slipping hazards	Spillages sometimes occur and floor becomes slippery from wet shoes and produce.	3	3	9	<ul style="list-style-type: none"> • Look out for spillages and wet patches on the floor. Wipe up spillages and wet patches to ensure others do not slip. • Use signs or obstacles to steer people away from spillages.
Lifting and Reaching	Items in the cage can be difficult to reach and some require lifting from/to high up shelves.	2	3	6	<ul style="list-style-type: none"> • Only lift items you are confident you can carry comfortably and make sure you have removed all obstacles before reaching up high. • Ask someone for help if you are unsure.
Dropping and Trapping	The fold away tables can trap fingers and heavy items can easily be dropped.	2	4	8	<ul style="list-style-type: none"> • Ensure you setup (fold in/out) tables by holding the bottom of the legs. • Do not pick up or move any items that are too heavy, as this often leads to accidents. • In the event of an

					<p>injury from trapping or dropping items, please speak to Wensum Sports Centre and request an ice pack. Let a team member know, and the Hub Coordinator and seek medical assistance if necessary (see green folder in drawer).</p>
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