



Federation of
City Farms
& Community
Gardens

Risk Assessment Form

Familiarise yourself with the factsheet 'Health and safety on community growing sites' before using this form in conjunction with the Site hazards checklist.

- You will need a pocket calculator. A camera may also prove useful.
- Photocopy the forms overleaf as required.

Please note: The examples given overleaf are for information only. The advice given should not be followed word for word in real-life situations.

Factsheet

UK office: The GreenHouse, Hereford Street, Bristol BS3 4NA
Tel: 0117 923 1800 admin@farmgarden.org.uk

www.farmgarden.org.uk

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/ review
Example 1: Barbed wire on boundary fence.	$(9 + 7) \times 3 = 48$	Substantial risk, action required. Remove and replace with plain, non-barbed/non-razor wire.	Rectify immediately
Example 2: Greenhouse with broken roof on untenanted plot	$(2 + 8) \times 3 = 30$	Hire contractor to demolish and dispose of greenhouse. Consider using a groundsheet during dismantling to collect glass.	Obtain contractor quotes, report back to next health and safety meeting
Example 3: Uneven paving stones on connecting path	$(6 + 7) \times 3 = 39$	Lift and remove, level and replace with membrane and woodchip path.	Contact Council about free supplies of woodchip, also to report back.
Example 4: Corrugated metal used for internal boundary has sharp edges	$(8 + 5) \times 2 = 26$	Replace with safer material and to dispose of metal in the skip provided.	Advise secretary to send letter to plothead and review

* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance below.

Risk Calculation - Guidance

Frequency of exposure to hazard		+	Severity of likely outcome	x	Probability of occurrence	=	Risk
10	Continuous	10	Catastrophe (multiple deaths)	5	Certain to occur	90 - 100	Very high risk. Take immediate action. Stop operation.
9	Very frequent						
8	Frequent, a few times per day	9	Disaster (death)	4	Can be expected to occur	80 - 89	High risk. Action required urgently.
6	Occasionally, a few times per week	8	Very serious (Accident & Emergency, hospital)	3	Quite possible	50 - 79	Substantial risk. Correction required.
4	Few per month	7	Serious (doctor/reportable)	2	Unusual but possible	20 - 49	Possible action required.
2	Rare, few per year	5	Important (first aid)	1	Unlikely	10 - 19	Risk perhaps acceptable.
0	Very rare	2	Noticeable	0	Practically impossible	0 - 9	No action required.

Risk Assessment Form

Project name and site address: _____

Date: _____

Photocopy and use this for first and subsequent pages

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/ review
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		
	$_ _ _ + _ _ _ \times _ _ _ = _ _ _$		

Please turn over.

Photocopy and use this as final page.

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/ review
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		

* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance on front page.

Completed by:

Signature: _____	Signature: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____



UK office: The GreenHouse, Hereford Street, Bristol BS3 4NA
Tel: 0117 923 1800 admin@farmgarden.org.uk

www.farmgarden.org.uk