

# THE GARDEN TRANSFORMATION ACADEMY



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Community Interest Company

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# COURSE BOOKLET

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# WHO IS THIS TRAINING FOR?

The Garden Transformation Academy is for all those that want to make a positive difference in their community through transforming gardens and transforming lives!

At Green Space Transformations, we have a passion to empower the unemployed and to support those struggling with overgrown gardens.

With this in mind we have written our training material with 2 groups of people in mind:

- 1. Those seeking to build skills and confidence towards employment or in your own garden**
- 2. Those wanting to volunteer in community gardening projects**



**For those seeking to build skills and confidence** we hope to offer a valuable training experience that prepares you for your own garden maintenance, or for the work place. Through completion of this course you will receive high quality theory and hands-on experience in the trade of gardening, along with accredited training certificates from AQA for each module you pass. We focus on every individual and work together to build skills and confidence ready for that all important interview or shrub to cut.

**For those wanting to set up or volunteer in community garden projects,** our training will provide you with all the vital information you need to safely and legally deliver your project to great effect. We have over 15 years of experience running community projects and can help you and your group to write risk assessments, method statements, understand regulations concerning COSHH and RIDDOR, and to benefit from our health and safety knowledge and best practice certified by CHAS.

**Whatever your goal, we can help get you there! Our dedicated team will guide you through the course and will help you become a transformative part of your community.**

# TRANSFORMING GARDENS TRANSFORMING LIVES

## OUR VISION

**WE ARE  
TRANSFORMING GARDENS  
TRANSFORMING LIVES  
TRANSFORMING COMMUNITIES  
EVERYWHERE**

## OUR MISSION

**EMPOWER THE UNEMPLOYED  
SUPPORT THOSE STRUGGLING WITH  
OVERGROWN GARDENS  
PROVIDE GARDEN SERVICES THAT ARE  
RELIABLE, AFFORDABLE & PROFESSIONAL**

## OUR CORE VALUES

**WE ARE LADIES & GENTLEMEN  
SERVING LADIES & GENTLEMEN  
WE DON'T CUT CORNERS, WE CUT HEDGES  
WE LOVE ATTENTION TO DETAIL  
WE TRAIN, EQUIP, EMPOWER & RELEASE  
WE ARE ALL ABOUT TRANSFORMATIONS  
WE GO BEYOND THE GARDEN**



# WELCOME TO THE TEAM

**We're not like other gardeners...**

**The transformations we make are not just in the garden, but in the lives of the people who partner with us, the residents we support, and the communities we invest in.**

**"WE DON'T  
CUT CORNERS...  
WE CUT HEDGES"**

**Green Space Transformations is a not-for-profit Community Interest Company that was founded in 2017, and is based in Blackpool, Lancashire.**

## Here is a whistle-stop tour of our story so far...

The core of this work has existed since 2009 in various different shapes and forms, and is the a classic start up story.

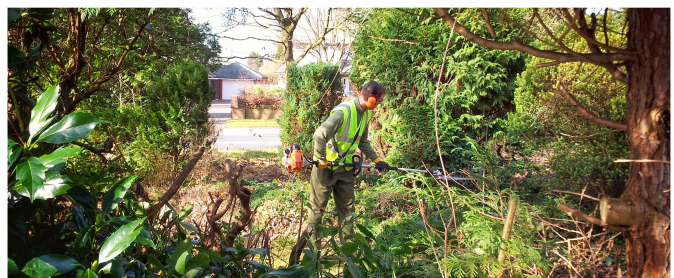
**James Baker**, Founder and CEO of Green Space Transformations, has pioneered this project starting from his Dad's shed and the boot of his car, to now operating as a social enterprise that is multi-team, multi-site, and multi-faceted achieving more than they ever expected!



The project was originally called '**Community Action Team**' or 'CAT' for short. It was formed by a small team of 5 people from a church in Preston called, **Valley Church**. The original aim was to form a small group that could make a positive difference in their local community using the skills they had.

The volunteers from the church asked the council what they could do. This led them to litter picking a huge alley and a number of very untidy gardens.

Soon after, the main social housing provider in the city asked, **"could you do more than just litter pick? Could you cut a hedge or mow a lawn?"**



Within our team at the time, we had a professional landscape gardener, who had a van, all the power tools we needed, and the skills and experience to teach our small group to help transform overgrown gardens. He trained James and the rest of the team how to become competent and skilled gardeners, and together they volunteered their time fortnightly on Saturday's to support residents who needed a garden miracle of their own.

The group went on to transform over 100 different gardens in a 4 year period and winning the Lancashire Green Awards 2 years running. Then James secured a part-time job with **Blackpool Coastal Housing** as a Community Development Officer, and was asked to make the Community Action Team work on a bigger scale within Blackpool.



It was during this time with Blackpool Coastal Housing that a new team was formed, and new systems were implemented to help expand the work across the town.

3.5 years later, the work had grown and supported hundreds of local residents who were in breach of their tenancy agreement due to the condition of their garden. The volunteers that we had trained provided free of charge garden transformations for these

residents, and in turn, many had also developed the skills and confidence they needed to access paid employment for themselves.

It was at this point that the project made a transition to move out of Blackpool Coastal Housing, and into **Redeeming Our Communities (ROC)**, a national, Christian based charity that focuses on community engagement and transformation.

In 2016, ROC welcomed James and his Blackpool team, and the project was renamed '**ROC Garden**'. In just the first 5 years, the project grew from just 1 staff member to over 12 paid staff, from just 1 car with a tow bar to 4 vans, 5 trailers and 2 tricycles, from a shed and a garage to a warehouse of their own, from just 30 garden services customers, to over 300 regular customers!



**During the first year in the transition to ROC, we set up Green Space Transformations as a separate company to help test the business model for garden services** alongside the charity work we did to support residents with overgrown gardens and empowering the unemployed. We ran with a small team of 2-3 gardeners working only 1-2 days a week, providing garden services such as lawn mowing, hedge cutting, strimming, etc. but this time for paying customers.



After around 18-months, a **move was made to bring everything into ROC Garden, with a full transfer from Green Space.** This allowed both, garden services and our charitable activities, to run side-by-side together, in one place. Green Space was then placed in dormancy until it was reopened in 2024.

**ROC**  
REDEEMING OUR  
COMMUNITIES

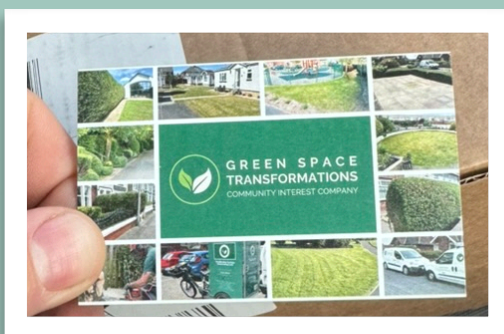


As the garden services work grew within ROC over a 5 year period, it reached a point where it was now ready to operate independently in order to help the work grow to the next stage in its development. With the support of ROC's CEO, Debra Green OBE and the Trustees, we were able to make a great transition to continue the work we had started under a new organisational structure, and made a full transfer of ROC Garden to Green Space Transformations.

In April 2024, the transfer was complete, and business had restarted within Green Space Transformations, and the beginning of a new epic story was about to begin.

During this time, we have established new partnerships under our new name, and have built new relationships with so many of our wonderful and supportive staff, customers and volunteers.

**Stories are never complete, and neither is this one. But what makes a good story is the positive impact you leave on others.**



**Can we be part of your story?**

**Could you be part of ours?**

**Let's team up and transform gardens,  
lives and communities together  
everywhere we can!**

# HOW DOES THIS COURSE WORK?

**This course aims to take a volunteer through a course of training that will lead them to become a competent gardener, with no previous experience needed.**

Through the Garden Transformation Academy, you will receive classroom teaching, workshop sessions and on-the-job training to help you build new skills and confidence in the art of transforming gardens.

You will learn a number of transferable skills relating to team-work, time-keeping, customer relations, employability and health and safety. These are skills that will carry with you to any work place, not just a garden.

You will be assessed on a number of key areas relating to the use of gardening tools and their application, as well as gardening practice and horticultural knowledge. The more you put in, the more you will get out of this course.

## The application of this training material will lead volunteers to:

- **Access high quality garden skills training** that is accredited by the AQA Unit Award Scheme, and certificates presented on the completion of each module.
- **Track their own progress** through clearly defined training levels and tool achievements
- **Become proficient gardeners** that can work independently and coach others.
- **Receive a wide variety of petrol, electric and manual hand tool training** and experience, including greater knowledge and understanding behind risk assessments, method statements and important health and safety information.
- **Progress to become leaders, course deliverers, and ambassadors** of the programme.

## What does the course involve?

The Garden Skills course comprises of 5 different levels.

The first 3 levels are the most attainable, with Level 4 requiring additional training beyond this course, and Level 5 being someone to certify the competency of Project Leaders and Course Deliverers.

The training covers the use of petrol, electric and manual hand tools, including their setup, startup, safe operation, and maintenance. In addition the course also covers material that helps to instruct the trainees, not only how to simply start the tools, but how to skilfully operate them and work best as a team.

## How to use this booklet

Please keep this booklet handy throughout your training, and use this booklet for reference, to provide evidence of your training, to recap learned material and to keep important information handy and available while you are training with us.

**For any questions, to provide feedback or suggestions to improve the course, please send us an email:**

**[gardenservices@green-space.uk](mailto:gardenservices@green-space.uk)**

**We are excited to start your training you to get started!**



# GENERAL SITE RULES

— Please read and sign below —

Before volunteering it is required that you read, understand, sign and abide by any relevant health and safety documentation presented to you by the organisation your are volunteering with.

Additional forms may need to be completed as required.

Failure to do so will result in you not being able to take part in any gardening related activities in connection to this course until these requirements are fulfilled.

We value and take seriously the health and safety of every volunteer, staff member, the general public and the protection of property. Therefore it is a requirement that you first understand the risks and hazards that may arise through participating in The Garden Transformation Academy activities before taking part.

Your Course Deliverer and Team Leaders will provide supervision, training and coaching for all the relevant activities you will undertake.

Safety rules, risk assessments (and any other similar documentation) will require your full cooperation, and will be presented to you in printed or in digital form, or will be communicated to you verbally as part of your training. Green Space Transformations UK CIC (or the partnering organisation) cannot be held responsible for any injuries or loss sustained through mis-behaviour, a disregard of safety advice given, or negligence.

You are not to undertake any activities until you have received the required training.

If you do not agree to the above as required and/or adhere to the Safety Rules shared with you as part of your training, then you will be putting yourself and others at risk and will not be permitted to participate in The Garden Transformation Academy activities.

I agree to the above statement

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*A photo/photocopy of this signed form will be added to your personal profile.*

# COMPETENCY LEVELS

COMPETENCY LEVELS	Level 1	Level 2	Level 3	Level 4A	Level 4B	Level 5
Overall Competency	Entry Level	Trainee	Coach	Project Leader	Course Deliverer	Manager
<b>Not Started Course</b>						
<b>Requires Supervision</b>						
<b>Started Course</b>						
<b>Passed Course</b>						
<b>Lead Projects</b>						
<b>Deliver Course</b>						
<b>Assess Course</b>						

## LEVEL 1 - ENTRY LEVEL

- Anyone who has **not yet** started the course of training. They can receive 'on-the-job' training.

## LEVEL 2 - TRAINEE

- Anyone who **has** started the course of training, but **yet to take/pass the assessment stage**.

## LEVEL 3 - COACH

- Anyone who has **passed** assessments for a specific tool. They are now permitted to work unsupervised with that tool, deemed as competent and can supervise Level 1's and Level 2's.

## LEVEL 4A - PROJECT LEADER

- This role **requires additional training** and to be certified to teach by a Level 5 Manager.
- A Project Leader will be **responsible for the planning and delivery** of a Garden Transformation project day or similar project with volunteers under their supervision.

## LEVEL 4B - COURSE DELIVERER

- This role **requires additional training** and to be certified to teach by a Level 5 Manager.
- A Course Deliverer will be **responsible for delivering this course of training** to new trainees.
- They will **assess the competency** of Level 2 Trainees in order to help them reach Level 3.

## LEVEL 5 - MANAGER

- The Manager will **oversee training and assessments**.
- Managers will **approve those training to reach Level 4** as a Project Leader or Course Deliverer.



# Garden Skills Passport

	Level 2		Level 3	
	Received Training		Competent and Can Coach	
	Signed by Course Deliverer	Date Signed	Signed by Assessor	Date Signed
	<b>Power Tools (Petrol / Electric)</b>			
Lawn Mower				
Strimmer				
Hedge Cutter				
Leaf Blower				
Rotavator				
	<b>Manual Digging Tools</b>			
Spade / Shovel				
Pitch Fork				
	<b>Manual Swinging Tools</b>			
Mattock				
Axe				
	<b>Manual Cutting Tools</b>			
Shears				
Loppers / Secateurs				
Saws				
	<b>General Tools / Activities</b>			
Litter Picking				
Manual Handling				
Rakes / Brooms				
Bin Compacting				
Trailers & Loading				
	<b>Common Toolbox Tools</b>			
Screw Drivers, etc.				
Hammers / Mallets				
Miscellaneous Tools				

# Measuring Progress

**We want to help every volunteer see how far they have come, and how they can keep on improving.**

Our Power Tools are easy to get started with, but require skill, patience and plenty of practice in order to become an expert while using them.

In this next section we have presented a list (not exhaustive) for each power tool that can help the trainee to tick off each time they accomplish a specific task.

These **Tool Achievements** will form the foundation required if they would like to become a competent gardener and passing their assessments to become a Coach for Level 1 and Level 2 Trainees.

We set our standards high and require that all those applying to become Green Space Transformations staff can tick every single box before they can be considered for employment within our staff team.

We also like to see trainees go through, what we call, **Rights Of Passage**. This is where a trainee (or even a staff member!) completes an onerous task that proves their ability in many areas all at once.

These are 'deep end' experiences where you grow and form, not only important skills, but character that helps you to become the best version of yourself.

Have a good look through the list and see how many you can tick off. To demonstrate real competence, you must be able to tick them off at least 3 times.



# LAWN MOWER ACHIEVEMENTS

ACHIEVEMENT	1	2	3
Mow a standard lawn			
Leave clearly detailed stripes			
Mow long grass			
Mow and mulch with the box off			
Use mower box to collect cuttings			
Use Mower like a vacuum cleaner on pavement			
Use mower to chip and mulch brambles			
Fill tool with correct fuel			
Provide mower with a thorough clean			
Lift mower into a van/trailer			
Be able to confidently show and explain the purpose of each part of the mower			
Demonstrate the appropriate PPE to be used with this tool			
RIGHT OF PASSAGE:			



# STRIMMER ACHIEVEMENTS

ACHIEVEMENT	1	2	3
Strim the edge of a pathway			
Strim long grass (using 'top/middle/bottom' method)			
Strim overgrowth (including brambles, dock leaves)			
Strim close to immovable objects without damaging them (trees, fences, etc.)			
Strim close to high risk objects without hitting them (stones, cables, plant pots)			
Mow a lawn with a strimmer without using a mower			
Use a strimmer like a leaf blower			
Strim a 'hidden patio' without missing any sections before using the leaf blower			
Experienced safely using a strimmer on a steep incline			
Competently re-line an empty strimmer head cartridge			
Fill tool with correct fuel			
Demonstrate the appropriate PPE to be used with this tool			
RIGHT OF PASSAGE:			

# HEDGE CUTTER ACHIEVEMENTS

ACHIEVEMENT	1	2	3
Trim a small bush (leave well rounded)			
Trim a standard privet hedge (leave well blended)			
Trim a standard laurel hedge (leave well blended)			
Trim a standard box hedge (leave looking tight and springy)			
Trim a standard conifer hedge (leave well blended)			
Trim an out-of-shape hedge/bush and provide a sensible new shape			
Reduce a hedge in height by up to 1m			
Reduce a hedge in height by more than 1m			
Reduce a hedge in height with branches thicker than what the blades can manage			
Use the hedge cutter to clear brambles and overgrowth ready for the mower			
Trim a tree with overhanging branches with the hedge cutter			
To have used the long reach hedge cutter more than the small hedge cutter			
Clean and use WD40 to protect blades after use			
Fill tool with correct fuel			
Demonstrate the appropriate PPE to be used with this tool			
RIGHT OF PASSAGE:			



# LEAF BLOWER ACHIEVEMENTS

ACHIEVEMENT	1	2	3
Use blower to clear a pathway			
Use blower to clear a cut lawn			
Use blower to clear a trimmed patio			
Skilfully use blower to move cut debris more than 10m without losing control			
Avoid looking like you're herding cats...!			
Use blower to safely move debris away from a road			
Use blower to clean tools			
Use blower conversion kit to turn into a leaf vacuum			
Fill tool with correct fuel			
Demonstrate the appropriate PPE to be used with this tool			
RIGHT OF PASSAGE:			



# AQA UNIT AWARD SCHEME

**Green Space Transformations is a registered centre for the AQA Unit Award Scheme (UAS).**

## AQA CENTRE NUMBER: 84731 - GREEN SPACE

Part of our core mission is to empower the unemployed.

Through the AQA UAS we are able to provide high quality accredited training with printed certificates after each successful module.

The UAS provides **accredited training**, but these are **not qualifications**.

Qualifications follow a different system of assessment and carry a different professional weight compared to the UAS.

**With this said, for many, it isn't a qualification they need to access employment... it is work experience that they need.**

Our training, along with the UAS, provides trade specific learning that you wouldn't receive from a qualification alone, real life team work opportunities, practical self-leadership, a hands-on approach, and work experience that will build your confidence with responses ready for an interview with a future employer.

The certificates you gain will add credit to your applications and will be recognised by employers.

The modules that we will provide through this scheme will be rated as either, **Entry Level**, **Level 1**, or **Level 2**.

**Here are some more of the benefits of accredited training:**

- You will receive an official AQA certificate upon completion of each module
- You can continue working on a module until you pass it
- The modules are easy to access while also setting a solid foundation of training
- Once registered for the academic year, you can attempt modules throughout that year provided by the AQA Centre
- This training is recognised by employers and can be a pre-requisite for employment, or may boost your chances of securing a new job

Each module will have a predetermined set of goals to achieve in order to successfully pass the module. Evidence will be collected in a variety of ways including **teacher assessments** and **student completed work**.

Throughout the academic year you will be able to complete as many modules as we are able to provide.

We hope these will be a great benefit to your employment journey!

**On the following pages you will see some of the Core Modules that we will teach.**

This is not an exhaustive list, as we are always expanding our training offers to provide even more opportunities.

# USING AND MAINTAINING A PETROL LAWN MOWER

**AQA UAS Module: 76981**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Demonstrated the ability to</b>	
1. select the appropriate personal protective equipment	Summary sheet
2. carry out safety checks on the lawnmower	Summary sheet
3. check fuel levels and add additional fuel to fill the petrol tank	Summary sheet
4. carry out an inspection of the area to be mowed and remove any debris before commencing mowing	Summary sheet
5. select the appropriate cutter height for the length of grass to be cut	Summary sheet
6. mow an area of grass in a controlled and systematic manner	Summary sheet
7. empty and refit the lawnmower grass box	Summary sheet
8. dispose of grass cuttings	Summary sheet
9. carry out essential cleaning and maintenance of the lawnmower	Summary sheet
<b>Shown knowledge of</b>	
10. three examples of potential hazards caused by failing to carry out safety checks	Student completed work
11. three examples of potential injuries caused by failing to wear personal protective equipment	Student completed work
12. the main procedures which should be followed for the safe use and storage of fuel.	Student completed work

# USING A HEDGE TRIMMER

**AQA UAS Module: 117703**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Shown knowledge of</b>	
1. how a hedge trimmer work and its safety features	Summary sheet
2. the risks associated with using a hedge trimmer and the correct manual handling techniques to ensure maximum safety when using one	Summary sheet
<b>Demonstrated the ability to</b>	
3. check for potential hazards that could damage the cutting attachment	Summary sheet
4. hold the hedge trimmer by the front and back hand grip or behind the protective grip to ensure safety	Summary sheet
<b>Experienced</b>	
5. holding the machine close to the body, adjusting the body posture and work without overstretching	Summary sheet
6. making small cuts to tidy a hedge	Summary sheet
7. making vertical cuts, using up and down swinging motions	Summary sheet
8. making horizontal cuts, guiding the blade across the hedge at desired height	Summary sheet
9. cleaning the hedge trimmer after use	Summary sheet
10. tidying the working area during and after the job.	Summary sheet



# USING A PETROL STRIMMER

**AQA UAS Module: 85736**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Demonstrated the ability to</b>	
1. check the strimmer for petrol and oil	Summary sheet
2. check the strimmer cable for wear and tear	Summary sheet
3. switch on the fuel and start the engine	Summary sheet
4. operate the strimmer at the correct revs	Summary sheet
5. operate the strimmer correctly when cutting the grass	Summary sheet
6. clean the strimmer when the task is completed	Summary sheet
7. leave the grass in a clean and orderly state	Summary sheet
8. clean the strimmer after use	Summary sheet
9. return the strimmer to the store	Summary sheet
10. follow adequate safety precautions throughout the unit.	Summary sheet

# LEAF BLOWING

**AQA UAS Module: 105915**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Demonstrated the ability to</b>	
1. locate the safety equipment needed for leaf blowing	Summary sheet
2. locate the leaf blower	Summary sheet
3. locate the area needing clearing	Summary sheet
4. put on the correct safety equipment	Summary sheet
5. start the leaf blower	Summary sheet
6. use the leaf blower correctly to clear the area	Summary sheet
7. turn the leaf blower off	Summary sheet
8. return the leaf blower and safety equipment to the store area	Summary sheet
<b>Shown knowledge of</b>	
9. why we use ear defenders	Summary sheet
10. why we wear safety glasses	Summary sheet

# GARDEN MAINTENANCE

**AQA UAS Module: 118140**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Experienced</b>	
1. weeding a garden bed	Summary sheet
2. pruning a bush	Summary sheet
3. mowing grass	Summary sheet
4. using a leaf blower	Summary sheet
<b>Demonstrated the ability to</b>	
5. complete a garden task independently	Summary sheet
6. work as part of a team	Summary sheet
7. tidy up after completing a task.	Summary sheet



# GROUNDS MAINTENANCE: USE OF POWER TOOLS

**AQA UAS Module: 117734**

**Level: Level One**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Demonstrated the ability to</b>	
1. be safe, conscious of surroundings and careful when using power tools	Summary sheet
2. use at least two power tools safely on site	Summary sheet
3. correctly identify the correct power tool for given grounds work jobs on site	Summary sheet
<b>Shown knowledge of</b>	
4. at least three items of personal protective equipment to be worn when using power tools	Summary sheet
5. how to check a power tool prior to use	Summary sheet
6. why it is important to keep blades and drill bits sharpened	Summary sheet
7. who is contracted to repair power tools	Summary sheet
8. why grounds maintenance staff should not attempt to repair a defective power tool	Summary sheet
9. how to check whether a power tool is in good working order prior to renting	Summary sheet
10. why grounds maintenance staff should always read and become familiar with a power tool's manual before using it for the first time	Summary sheet
<b>Experienced</b>	
11. using power tools as a member of a grounds maintenance team	Summary sheet
12. working as a member of a ground maintenance team for a minimum of three months	Summary sheet

# HEALTH AND SAFETY IN THE WORKPLACE

**AQA UAS Module: 110886**

**Level: Level Two**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Shown knowledge of</b>	
1. at least two causes of workplace accidents	Summary sheet
2. the cost to businesses of workplace accidents	Summary sheet
3. how employers can most effectively reduce accidents in the workplace	Summary sheet
4. the duties of employers and employees in relation to health and safety at work under the law	Summary sheet
5. the consequences for employers of non compliance with the law	Summary sheet
<b>Acquired an understanding of</b>	
6. the process of risk assessment in the workplace	Summary sheet
7. at least four key terms involved in risk assessment, eg. risk, hazard, control measure and reasonably practicable	Student completed work
<b>Demonstrated the ability to</b>	
8. complete three manual handling tasks safely, eg. an individual lift, a group manual handling task, a task using manual handling aids	Summary sheet
9. use fire extinguishers appropriately	Summary sheet
<b>Acquired an understanding of</b>	
10. how at least two substances hazardous to health can enter the body.	Summary sheet or student completed work

# HEALTH AND SAFETY: RISK ASSESSMENTS

**AQA UAS Module: 110142**

**Level: Level One**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Shown knowledge of</b>	
1. the meanings of 'hazard' and 'risk'	Summary sheet
2. the definitions and criteria of four risk ratings	Summary sheet
3. the method of obtaining a risk rating	Summary sheet
<b>Demonstrated the ability to</b>	
4. identify five hazards	Summary sheet
5. carry out a risk assessment for each hazard	Summary sheet
6. the process of risk assessment in the workplace	Summary sheet
6. suggest appropriate action to reduce or eliminate those hazards identified as having a high assessment rating	Summary sheet

# INTRODUCTION TO COSHH

**AQA UAS Module: 70056**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Demonstrated the ability to</b>	
1. identify at least three Control of Substances Hazardous to Health (COSHH) substances	Summary sheet
2. identify at least three international COSHH symbols	Summary sheet
3. identify at least three European COSHH symbols	Summary sheet
<b>Shown knowledge of</b>	
4. at least three common COSHH related conditions, eg. respiratory, skin and environmental impacts	Summary sheet
5. the definition of COSHH, eg Control of Substances Hazardous to Health	Summary sheet
6. at least three COSHH products or processes, eg. silicones, adhesives, petrol, paint	Summary sheet
7. what capacity a bund should be	Summary sheet
8. the five legal requirements for a COSHH site folder for each COSHH product, ie register, risk assessment, COSHH assessments, safety data sheets, health surveillance and medical history.	Summary sheet

# WORKING ALONE SAFELY

**AQA UAS Module: 105195**

**Level: Entry Level**

<i>In successfully completing this unit, the learner will have:</i>	<i>Evidence needed</i>
<b>Experienced</b>	
1. reviewing two case studies involving working alone, eg Suzie Lamplugh	Summary sheet
2. taking part in a group discussion about working alone and how they can protect themselves	Summary sheet
3. taking part in a group discussion about the employer's responsibilities for the safety of staff/volunteers working alone	Summary sheet
<b>Shown knowledge of</b>	
4. explain what the term lone working means	Summary sheet
5. identify two given working professionals	Summary sheet
6. suggest one risk of harm for each of the two working professionals identified	Summary sheet
7. identify a time in the day when they work alone, eg. early mornings, late nights, weekends	Summary sheet
8. identify a way that they are vulnerable when working alone	Summary sheet
9. suggest a safety measure to reduce risk of harm when working alone, eg completing a risk assessment, calling central office/supervisor before and after completing a task	Summary sheet
10. suggest a way that they can communicate and safeguard themselves when working alone, eg text supervisor their location	Summary sheet
11. identify three personal details that should be given in an emergency, eg mobile number, name and address	Summary sheet
12. identify at least one action to be taken when in danger	Summary sheet



# COURSE OUTLINE

<b>SECTION 1</b>	<b>Introduction &amp; Induction</b>	Classroom	Full Day
<b>SECTION 2</b>	<b>Intro to Petrol Hand Tools</b>	Outdoors	Full Day
<b>SECTION 3</b>	<b>Lawn Mowers &amp; Manual Hand Tools</b>	Outdoors	Half Day
<b>SECTION 4</b>	<b>Ladders &amp; Working From Heights</b>	Classroom & Outdoors	Half Day
<b>SECTION 5</b>	<b>Master Classes</b>	Classroom & Outdoors	Full Day
	<b>Unit Award Scheme</b>	Classroom & Outdoors	Throughout Course

# Section 1

## INDUCTION

### Course Introduction & Overview

#### Introduce Local Partnerships

Housing Associations, Council & Supporting Organisations

#### Intro to Health & Safety

What is health & safety?

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Who needs health & safety training?

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#### Workwear

*Workwear for the trainee to personally own*  
(please request support for if you need help with this)

Safety Shoes

- steel toe-caps with steel mid-soles

Clothing

- tough work-trousers or jeans, and weather appropriate clothing

(we would advise against wearing shorts)

Reasons &

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What Not To Wear:

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### *Workwear Provided*

<u>Gloves</u>	- a variety of basic and rigger gloves
<u>Eye-wear</u>	- a variety of protective goggles & glasses
<u>Ear-wear</u>	- a variety of ear defenders and ear-plugs
<u>Face-wear</u>	- either a mesh or plastic face guard
<u>Hi-Vis Vests</u>	- a selection of branded hi-vis vests/jackets

Reasons &

Do's & Do Not's:

## **Essential Tasks For Everyone**

### ***Litter Picking***

One of the simplest activities for everyone to enjoy,  
however it also contains a high level of risk if not prepared.  
(litter pick demo & risk assessments)

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### ***Manual Handling***

(Lifting and Moving Objects & Tools)

An activity that all of us will do in varying levels.  
This activity (when poorly attempted) has led to one  
of the highest causes of injury in the work place.  
(manual handling demo & risk assessments)

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## Recycling

Different types of household waste streams:

Non-Recyclable	_____
Plastic, Glass & Metal	_____
Green Waste	_____
Cardboard & Paper	_____

What can we do with:

Soil	_____
Hardcore	_____
Scrap Metal	_____
Hard Plastics	_____

## Health, Hygiene & Site Rules

What to do:

Signing In & Out	_____
Agreeing To Site Rules	_____
Accidents & Emergencies	_____
First Aid Boxes	_____
First Aiders	_____
Reporting Near Misses	_____
Fire Safety & Protocols	_____
Personal Cleanliness	_____
Toilets	_____
Hot Weather	_____
Cold Weather	_____
Wet Weather	_____
Working Near Traffic	_____
Working In Public Places	_____
Covid & Contagious Illness	_____

## **COSHH (Control of Substances Hazardous to Health)**

How to safely store, transport & use:

Petrol

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Oil

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Paint

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### **What to do if you discover...**

Sharps & Needles

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Asbestos

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Dead Animals

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Bird's Nest

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Large Items & White Goods

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### **Introduction to Risk Assessments**

(use additional resources)



# Section 2

## PETROL HAND TOOLS

### Description And Purpose Of Training

#### Range of Power Tools this Training Covers

Strimmer & Brush Cutter | Hedge Cutter | Leaf Blower | (Hand Held) Rotavator

#### Before Operation

*PPE to be Worn as Appropriate for Tool Being Used:*

Safety Boots | Gloves | Work Trousers or Jeans | Face Shield and/or Eye Protection | Ear Defenders | Hard Hat or Helmet Incorporating Face Shield & Ear Defenders | Safety Harness if required

#### *Pre Start Checks*

Engine Casing	- check for damage or missing panels
Handle Bars / Loop Handle	- are secure and aligned correctly
Check for Loose Parts	- tighten with correct screwdriver
Safety Guards	- are in place and in good condition
Fluid Levels	- avoid overfilling
Cutter Head	- demonstrate how to setup, remove or re-cord
Strimmer to Brush Cutter	- demonstrate how to change heads
(Do not use unless tool is deemed safe to use - do not compromise on safety)	

#### *Fuel Mixing*

50/1 mixture

1 part two stroke oil to 50 parts of unleaded petrol

or 100ml of two stroke oil to 5 litres of unleaded petrol

2 stroke fuel cans to be identified with 2 stripes on the handle, or for it to be clearly displayed on the can what type of fuel it contains.

### *Controls And Starting Procedure*

Safe Starting Area	- Principles
Choke Switch	- Location and Operation
Primer Bulb	- Location and Operation
Starting Mechanism	- Location and Operation
On/Off Switch	- Location and Operation
Spark Plug	- Location and Operation
Emergency Cut Off Switch	- Location and Operation

### *Cleaning And Maintenance*

Removal of excess grass cuttings

Cleaning air filter

Lubricate moving parts according to manufactures specifications

### *Authorised Operator Adjustments*

Harness adjustments for security and comfort

Handle bar / loop handle adjustment for comfortable working position

Changing combi-tool attachments

Cutting head cord adjustment

Corded cutter head removal & replace with three pointed blade

(All other adjustments to be made by professional workshop engineer)

### **Tool Demonstration & Practice**

Petrol Strimmer / Brush Cutter

Petrol Hedge Cutter

Petrol Leaf Blower

Petrol Rotavator

# Section 3

## LAWN MOWER

### Intro to Main Types of Lawn Mower

Pedestrian Rotary | Cylinder | Hover | Self-Propelled | Ride-On

### Range of Lawn Mowers this Training Covers

Petrol Pedestrian Rotary Mower

### Before Operation

*PPE to be worn at all times:*

Safety Boots | Gloves | Work Trousers or Jeans | Eye Protection | Ear Defenders

#### *Pre Start Checks*

Engine Casing	- check for damage and missing panels
Handle Bars & Clutch	- are secure and aligned correctly
Check for Loose Parts	- tighten with correct screwdriver
Safety Guards & Decking	- are in place and in good condition
Fluid Levels	- oil, and to avoid overfilling
Cutting Blade	- demonstrate how to safely access and un-jam
Grass Box	- check for damage and missing panels

(Do not use unless tool is deemed safe to use - do not compromise on safety)

#### *Fuelling*

Separate fuel and oil chambers

To use neat unleaded petrol only (4 stroke)

Oil to be inspected periodically, but not to be refilled unless authorised

4 stroke fuel cans to be identified with no stripes on the handle, or for it to be clearly displayed on the can what type of fuel it contains.

### *Controls And Starting Procedure*

Safe Starting Area	- Principles
Setting Height of Mower	- Location and Operation
Choke Switch	- If Mower has one
Primer Bulb	- If Mower has one
Starting Mechanism	- Location and Operation
Pull Chord & Clutch	- Location and Operation
Spark Plug	- Location and Operation
Emergency Cut Off Switch	- Location and Operation

### *Cleaning And Maintenance*

How to safely tip the mower

(only backwards onto handles - not sideways or upside down)

Cleaning down and removal of excess grass cuttings

Cleaning air filter

Lubricate moving parts according to manufactures specifications

### *Authorised Operator Adjustments*

Handle bar height for comfortable working position

Replacing guard flap and drag flap

(All other adjustments to be made by professional workshop engineer)

## **Tool Demonstration & Practice**

Petrol Pedestrian Rotary Mower

# Section 3 Continued

## MANUAL HAND TOOLS

### Description And Purpose Of Training

#### Range of Tools this Training Covers

<b>Digging Tools</b>	Spade   Shovel   Pitch Fork
<b>Swinging Tools</b>	Mattock   Axe
<b>Cutting Tools</b>	Loppers   Secateurs   Saws   Shears
<b>General Tools &amp; Activities</b>	Rakes   Brooms   Bin Compacting   Trailers & Loading
<b>Common Toolbox Tools</b>	Screw Drivers   Hammers   Mallets   Miscellaneous Tools

### Before Operation

*PPE to be Worn as Appropriate for Tool Being Used:*

Safety Boots | Gloves | Work Trousers or Jeans | Eye Protection | Hard Hat

#### *Pre Use Checks*

Handles	- check for damage or missing pieces
Shafts	- are secure and aligned correctly
Cutting Blades	- check for damage or missing pieces
Check for Loose Parts	- tighten as appropriate
Safety Guards	- are in place and in good condition
(Do not use unless tool is deemed safe to use - do not compromise on safety)	



*Using The Tools*  
Safe Working Area Principles

*Cleaning And Maintenance*  
Removal of excess grass, soil or debris  
Cleaning tools  
Checking tools regularly for signs of wear-and-tear  
Lubricate moving parts according to manufactures specifications

*Authorised Operator Adjustments*  
Handle adjustment for comfortable working position  
Changing mattock and axe heads  
Tightening screws  
(Refer to individual Risk Assessments for further permitted adjustments)

**Tool Demonstration & Practice**

Spade | Shovel | Pitch Fork | Mattock | Axe | Loppers | Secateurs | Saws | Shears |  
Rakes | Brooms | Bin Compacting | Screw Drivers | Hammers | Mallets |  
Miscellaneous Tools

Refer to Method Statements & Risk Assessment documents

**Use of Trailers**

Refer to Method Statements & Risk Assessment documents  
Practice hitching and unhitching a trailer  
Practice safely loading and unloading, including the use of ratchet straps

# Section 4

## LADDERS & WORKING FROM HEIGHTS

Additional support and guidance can be found on the HSE website:

<https://www.hse.gov.uk/work-at-height/index.htm>

### Introduction to working at height safely

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).

Employers can take simple, practical measures to reduce the risk of any of their workers falling while working at height.

#### What you have to do

You must:

- make sure work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job.
- You must use the right type of equipment for working at height.
- Take a sensible approach when considering precautions.

Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

#### Assessing and controlling the risks

First assess the risks, considering the:

- height of the task
- duration and frequency
- condition of the surface being worked on

Before working at height follow these simple steps:

- avoid work at height where it's reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment

- where the risk cannot be eliminated, minimise the distance and consequences of a fall by using the right type of equipment

For each step, consider measures that protect everyone at risk

(**collective protection**)

before measures that only protect the individual (**personal protection**).

### **Collective protection**

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are:

- permanent or temporary guardrails
- scissor lifts
- tower scaffolds

### **Personal protection**

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

### **What to do and not do when working at height**

When working at height you should:

- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

To prevent accidents and injuries do not:

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, for example glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

## The law

If you are an employer or you control work at height (for example if you are a contractor or a factory owner), The Work at Height Regulations 2005 apply to you.

## Key messages

Employers and those in control of work at height must first assess the risks.

Before working at height you must follow these simple steps:

- avoid work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should:

- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- not overload or overreach when working at height
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

## Now Read and Review the following additional documents:

### LADDER TRAINING

- LA455-Safe-Use-of-Ladders-and-Stepladders-A-brief-guide
- <https://ladderassociation.org.uk/wp-content/uploads/2021/07/LA455-Safe-Use-of-Ladders-and-Stepladders-A-brief-guide.pdf>

### EMPLOYERS RESPONSIBILITY TRAINING FOR WORKING FROM HEIGHTS

- Working From Heights - A Brief Guide (HSE)
- <https://www.hse.gov.uk/pubns/indg401.pdf>

## MASTER CLASSES

It's one thing to know how to start and safely operate a power tool...  
...but it's another thing to know **how** to use them efficiently and as a team.  
Time is a resource, and we want to make the very best of the time we have.

In this section we will provide advice and tips to help you become a proficient gardener, learning how to tackle certain aspects of garden maintenance, and how to skilfully and efficiently deliver quality results every time.

...then it's up to you to practice, hone your skills, and build your experience!

Please use this section to make additional notes

[illegible]



# 10 Steps To Tackle Any Garden

## 1. Make an assessment of the garden

- + Meet and greet the resident
- + Take before photos of garden
- + Form a plan and a site specific risk assessment

## 2. Team briefing & assign jobs

- + Fuel up and get tools ready

## 3. Litter pick

- + Move larger items and check for hidden items

## 4. Strim long grass

Grass may need strimming first before mowing

## 5. Clear overgrowth

Ideally using hedge cutters, strimmers, or brush cutters

## 6. Hedges & edges

This is what people notice the most when complete

## 7. Mow

Mow the lawn, and vacuum any hedge clippings or loose green waste

## 8. Finishing touches

- + includes patios, pathways, lawn edges, hedges, bushes, borders

## 9. Tidy up

- + Pay attention to the detail
- + Sweeping, leaf blowing, putting moved items back

The way you leave a garden is way more important than how good the cut was - make sure it looks spotless before you leave

## 10. The hand over

- + Don't forget your 'after' photos and to stop your stopwatch

# MASTERING THE HEDGE CUTTER

## 4 Stages of Cutting a Hedge

### 1. Sides Up

- Start with the sides
- Cut starting from the bottom and cut upwards
- Move the blade up and down to ensure a smooth finish
- With the blade aims to always have half of the blade cutting new material, while the other half remains on the previously cut section - this will help you to keep a smooth and straight line.



### 2. Across The Top

- Either use the long-reach hedge cutters and angle the blade accordingly
- Or you may require small set of step ladders
- Find the angle you want to shape the top and keep that consistent all the way across
- Regularly remove cut branches so that you can clearly see the line you are cutting along without the hinderance of loose branches
- If there is a branch thicker than the width of your cutting blades (usually the width of your finger), it will be best to use a saw instead in order to prevent the blades from becoming dull as it struggles to cut through

### 3. Blend Top Corners

- This cut will depend not the finish you are looking for
- Either you can cut the hedge at right-angles, on a 45 degree slant, or gently blend from the sides to the top
- Blending the hedges will require rolling the hedge cutter without leaving any definite lines
- To create a sharp looking finish, keeping the blade in a fixed position throughout the cut will be essential

### 4. Blend Bottom Corners

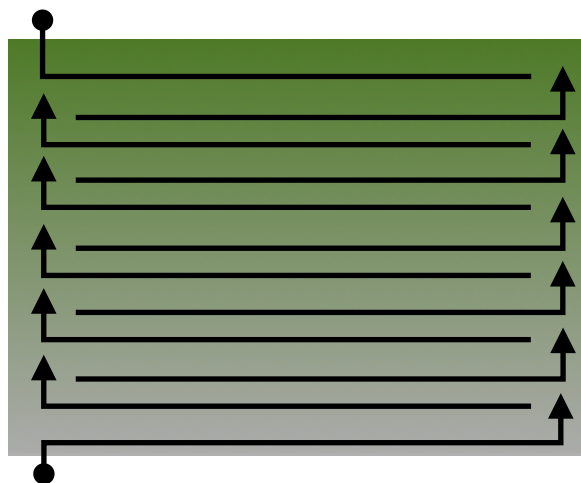
- This is often this bit that people forget, but to make a 45 degree cut along the bottom of the hedge will ensure that small branches are tidy and will leave the hedge looking well balanced and easier for future maintenance



# MASTERING THE STRIMMER

## The Hidden Patio

- We all love transforming an overgrown garden, and patios filled with weeds can be one of the most fulfilling transformations!
- You will need a systematic approach as you will need to remember where you started and where you need to get to (without missing any bits!).
- Start on one corner and make your way across the patio in straight lines sideways and moving upwards when you reach the edge of the section you're working on.
- Aim to keep the casing of the strimmer head off the floor, and aim your line to only just touch the surface you are cutting (otherwise you will either wear the head out or go through strimmer line very quickly due to the hard surface)
- Once you have systematically worked your way around the section you want to work on, take the the Leaf Blower and let the magic begin as it reveals a clean (and once hidden) patio!
- This principle works well on any pavements, wall edges, crazy paving, etc.



## Obstructions

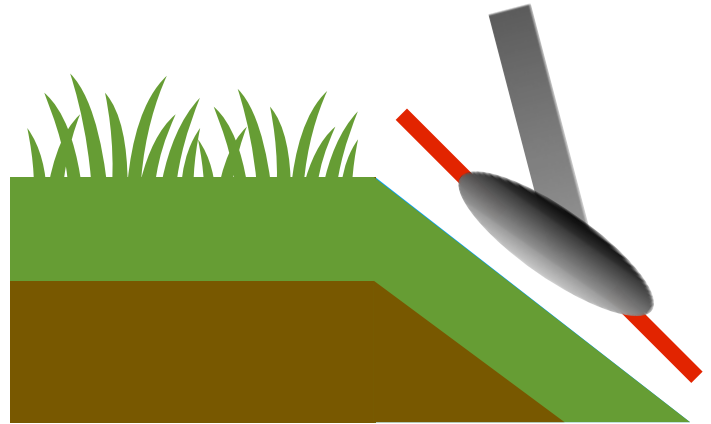
- Gardens can often have lots of obstructions. The strimmer is a perfect tool to help get close to them and define the borders around them.
- With the strimmer, keep the revs low, but aim to get as close as you can to immovable obstructions (eg. A stone bird table base or picnic bench).
- Allow the strimmer to reach the places the mower can't.





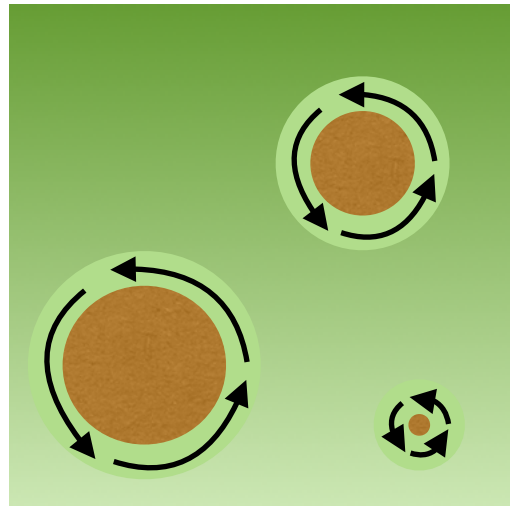
## Edges

- Edges of pathways and lawns can make all the difference if done well.
- When cutting lawn edges, stand on the grass-side and angle towards the edge you want to define. This way you are going with the contour of the grass. If you stand from the other side you could cut out divots or cut evenly.
- Where possible aim to go round edges in an anti-clockwise direction to match the rotation of the blade that is spinning.



## Strimmer Safety (People & Property)

- Ensure to always follow the risk assessment and method statements carefully, but in addition, always aim to keep revs low and your back towards people or property wherever possible to reduce the risk of debris flying and hitting something or someone.



**BEFORE**

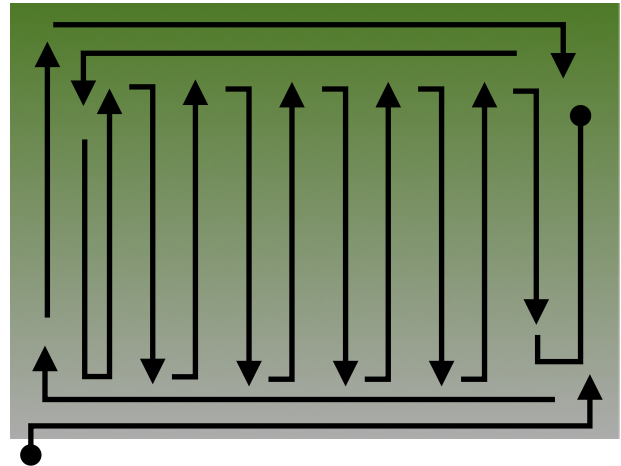


**AFTER**

# MASTERING THE MOWER

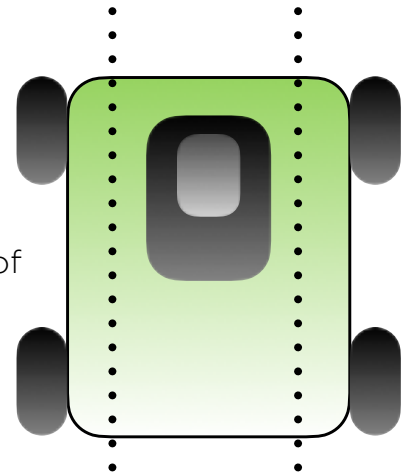
## Creating a Turning Circle (Tennis Court Principle)

- When using a mower in a confined space, it is important to create a turning circle at either end of the section you are working on.
- For example, if there is a fence at the end of the lawn and you can't easily turn round, then this principle will help to speed up your cutting and get great results
- Think about a tennis court with an 'out' section on either side. The aim is to cut the 'out' section with your mower first before tackling the rest of the garden. Once these sections have been cut, then it will be easier to turn and go helping you keep straight lines with fewer distractions.



## Overlap Cutting (No Mohicans!)

- Everyone knows a bad hair cut when they see one...! So be sure not to leave any tufts (or mohicans) while cutting with the mower.
- To avoid this, pick a point on the mower (ideally a rim on either side of the decking) and use this as a guide for overlapping your cut.
- It is far too easy to miss bits if you just use the 'edge' of the decking as your guide line, but if you choose a guide line from the middle of the mower, you will guarantee to never leave any tufts again.
- By following these guide lines you will also ensure that your lines are straight and pleasing to the eye for passers by.

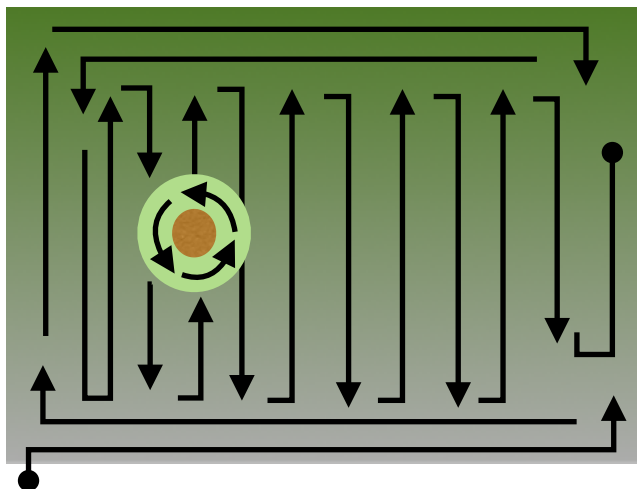


## Setting The Right Height

- When starting your cut it is better to start too high than too low.
- If you start too low then you could cut more than you bargain for, leaving bare soil if the ground is uneven, or jamming the blade.
- Start with your mower legs high and judge how much it cuts. Lower then to desired height and keep that level throughout your cut for an even and precise finish.

## Strategies for Obstacles

- Approaching an obstacle, push the mower decking as close as you can get to it.
- Then position the side of the decking as close to the obstacle as possible, and then mow a tight circle all the way around the obstacle.
- Once you have been round it once, look to rejoin the line you were originally cutting.
- Next time you come back to that on obstacle, you can simply move around it with greater ease.
- This way you keep the grass short around obstacles, and in some cases it might eliminate the need for a strimmer to go around it too (so get as close as you can).



## Using Mower Like A Vacuum Cleaner

- With the box on the back of the mower, anything you cut will be vacuumed up into the back of the box.
- If you have cut a hedge, or need to tidy up a pathway or short grass area, then lower the height of the mower to its lowest setting, ensure the box is attached, and then carefully start vacuuming the area you want to collect.
- This works really well with cut hedge cuttings (in 6 inch pieces or smaller), trimmed patios, cut brambles, etc.
- Bits can still fly out of the decking, so be extra vigilant of people or property nearby before starting this procedure.





# APPENDIX - LEADERS GUIDE

## Section 1

### INDUCTION

#### Course Introduction & Overview

##### Introduce Local Partnerships

Housing Associations, Council and local partnering organisations

##### Intro to Health & Safety

What is health & safety?

Common Sense. But not everything is common, and not everyone has sense...

It is about doing your best to make a safe working environment for yourself, for others and for property.

Who needs health & safety training?

You do. Employees do. Managers and Supervisors Do. We all do.

"The law requires that employers provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of their employees (or volunteers)"

Health & Safety at Work Act 1974

##### Workwear

*Workwear for the trainee to personally own*

(please request support for if you need help with this)

Safety Shoes

- steel toe-caps with steel mid-soles

Clothing

- tough work-trousers or jeans, and weather appropriate clothing

(we would advise against wearing shorts)

Reasons & What Not To Wear:

Steel mid-soles also protect against protruding nails. Not to wear open topped shoes (like ballet shoes or saddles). Not to wear easily flammable clothing (eg. track-suits). Jogging trousers can get caught on brambles.

### *Workwear Provided*

<u>Gloves</u>	- a variety of basic and rigger gloves
<u>Eye-wear</u>	- a variety of protective goggles & glasses
<u>Ear-wear</u>	- a variety of ear defenders and ear-plugs
<u>Face-wear</u>	- either a mesh or plastic face guard
<u>Hi-Vis Vests</u>	- a selection of branded hi-vis vests/jackets

#### Reasons & Do's & Do Nots:

Hi-Vis Vests help the team to be visible to each other as well as road users and pedestrians. Eye-wear is the most important item of PPE to wear, as the risk of injury is much higher without them. We need to remind the team continually to wear them, as many forget or become complacent. When strimming with a face mask on, it is also advised to keep your mouth closed in case anything comes through your visor... Ear defenders can also act as ear-warmers in cold weather as well.

## **Essential Tasks For Everyone**

### ***Litter Picking***

One of the simplest activities for everyone to enjoy,  
however it also contains a high level of risk if not prepared.

(litter pick demo & risk assessments)

Take time to cover the risks involved with sharps and needles, and how best to deal with them if discovered.  
Highlight the greater risk to children litter picking and advise for adults to be present at all times, and to have done a 'needle sweep' before children take part in litter picking activities.

### ***Manual Handling***

(Lifting and Moving Objects & Tools)

An activity that all of us will do in varying levels.

This activity (when poorly attempted) has led to one  
of the highest causes of injury in the work place.

(manual handling demo & risk assessments)

Watch this HSE Video on Manual Handling before delivering this session

<https://youtu.be/NgKEidZynfM>

Provide a demonstration of good manual handling techniques and involve the class in practicing this.

## Recycling

Different types of household waste streams:

Non-Recyclable	Dark Green/Grey Bin
Plastic, Glass & Metal	Blue Bin
Green Waste	Brown Bin
Cardboard & Paper	Brown Bag

What can we do with:

Soil	Do not put in Green Waste Bin. Only use a skip to remove from property.
Hardcore	Do not put in Green Waste Bin. ideally use a skip to remove from property. It can be put in a rubble bag, but will be charged at the recycling centre.
Scrap Metal	Can be recycled at the recycling centre, or invite a 'Scrap Man' to collect.
Hard Plastics	Not always recyclable. Can be taken to recycling centre, but check with staff before disposing.

## Health, Hygiene & Site Rules

What to do:

Signing In & Out	Important for fire safety & evidencing volunteer activity.
Agreeing To Site Rules	Minimum requirement. Will be asked to leave if fail to sign or uphold content of the site rules.
Accidents & Emergencies	Refer to volunteer's emergency details. Call 999 if necessary. Ensure the leader of the team is involved throughout.
First Aid Boxes	These should be clearly marked and well stocked.
First Aiders	For each day of activity, there should be a designated first aider.
Reporting Near Misses	Help us learn from mistakes, this could prevent a future accident.
Fire Safety & Protocols	Team need to know where to gather or how to extinguish a fire.
Personal Cleanliness	Discuss showering, washing hands before eating, etc.
Toilets	Ask to use resident's toilet, find a public toilet, or use the Black Can.
Hot Weather	Remind to drink lots of water and regularly apply sun cream.
Cold Weather	Remind to layer up and wear warm clothing.
Wet Weather	Remind to wear a shower/water-proof jacket just in case.
Working Near Traffic	Remind to wear hi-vis vests, and to stop tool use as appropriate.
Working In Public Places	Regularly checking around you for pedestrians & other hazards.
Covid & Contagious Illness	Refer to current, local covid restrictions (if any).

## COSHH (Control of Substances Hazardous to Health)

### How to safely store, transport & use:

#### Petrol

Our insurers request that we have no more than 10L stored in one place at any time. No more than 2 x 10L metal cans to be stored. Fuel inside the fuel tanks is acceptable. Plastic cans must be stored inside a sealed metal container to reduce risk of vapours causing an explosion. The vapours are more flammable than the liquid.

#### Oil

Not to store an excessive amount. Not as flammable as petrol, but best to store in a sealed metal container along with the petrol cans.

#### Paint

Some paint is flammable, and the labels must be carefully read before use or transportation. If flammable, then same storage precautions for petrol and oil should be observed.

Any spillages need to be cleared up promptly using an absorbent agent such as sand, salt or similar. It must then be gathered up and disposed of carefully in a sealed bag or container.

### What to do if you discover...

#### Sharps & Needles

Refer to method statement document. Sharps boxes should be available. If not available, then use a jam jar or bottle that would prevent a needle-stick injury during transportation. Ensure that the needle tip is safely bent into the plastic holder or lid using 2 pairs of secateurs to prevent your hands from touching it at all. Then put safely into a secure container and dispose of container as soon as possible.

#### Asbestos

We are not qualified to deal with this. If it is discovered in a public place, take a photo and report immediately to the Council. If discovered on social housing property, or rented property, report immediately to the landlord. If discovered on private property, report to the owner and advise they hire a professional to either remove or encapsulate it safely. If asbestos dust is breathed in it could lead to the onset of lung cancer.

#### Dead Animals

Always be respectful. Small animals can be carefully moved with a litter picker or shovel and either buried or placed gently into a bin bag and disposed of immediately. If the animal was a pet, then enquires must be made before moving it. If it is a wild animal, then seek advice from a local vet or call RSPCA.

#### Bird's Nest

Refer to 'Hedge Law'. We recommend not cutting hedges and trees between March and August as this is the main breeding season for nesting birds, although some birds may nest outside this period.

It is an offence under Section 1 of the Wildlife and Countryside Act of 1981 to intentionally take, damage or destroy the nest of any wild bird while it is in use or being built, or to intentionally kill, injure or take chicks or adults, or intentionally take or destroy any eggs.

<https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/plants-for-wildlife/garden-hedges/hedge-law/>

#### Large Items & White Goods

Always be careful with fridges due to the gas tubes contained inside them. If left at a property, ensure that it cannot become a hazard to a child or adult. Either knock off the doors or position it so that it cannot be opened by a child.

### Introduction to Risk Assessments

Take the class through how risk ratings are acquired through likelihood x severity, then give examples.



# Volunteer Details

## Essential Details in Case of Emergency

Full Name \_\_\_\_\_

Phone Number \_\_\_\_\_

1st Line of Address \_\_\_\_\_

2nd Line of Address \_\_\_\_\_

Town/City \_\_\_\_\_

Post Code \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Relation \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

If you have any medical conditions, please state here

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are currently on any medication, please state here

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I consent to give my team leader permission to access my details listed above for the sole purpose of supporting and protecting my health and safety. In the event of an emergency, I consent for my team leader to take appropriate action. If emergency services are contacted I give permission for them to share my personal details as required, and for my emergency contact to be informed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please also complete any other forms relating to the organisation you are volunteering with as required)*

[illegible]



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