

Grace & Flavour

Self-Assessment sheet – Skill Sets

Name, Sign & Date:

Emergency Contact Name & Phone Number:

I have read the skill sets below and agreed to the Risk Assessment, actions & my proficiency list below.

Skill Set / Activity	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Proficient/ YES/NO
Gardening	Use of sharp or pointed garden tools.	Myself and adjacent garden members	Ensure safe distance when working with garden tools	Training if new tools introduced	Duty Manager	
Hedging	Use of sharp tools, shears, loppers	Myself and adjacent garden members	Ensure safe distance when working with garden tools	Training if new tools introduced	Hedging Supervisor	
	Use of electrical & mechanical equipment	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Owner & Hedging supervisor	
Mowing	Use of electrical & mechanical equipment	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Owner & Hedging supervisor	
Pruning	Use of sharp tools, secateurs, saws	Myself and adjacent garden members	Proficient in use of personal equipment	Ensure safe distance when working with garden tools	Owner & Pruning supervisor	
Water Heating Urn	Use of gas water heater	Myself and adjacent members	Individual training in use	Maintain regular training	User & urn supervisor	
Building	Carrying out Building activities	Myself and adjacent members	1. Ensure safe distance when working with garden tools 2. Proficient in use of personal equipment	Ensure safe distance when working	Bulldog Team	

We will review our risk assessment if it is thought to be no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>