

Sensory Garden of Reflection

Management Plan 2013-2017



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This management plan has been produced in order to ensure the Sensory Garden of Reflection is managed and maintained in an efficient and effective manner and serves the community in which it resides.

Checks and measures brought to bear by the management plan will also help ensure that any future development that takes place in the Garden is both sustainable and responsive to the needs of its users.

Fareham Borough Council has designated the Sensory Garden of Reflection an important public space capable of attracting visitors from across the whole borough and beyond. In recognition of its unique location the Sensory Garden of Reflection is considered a key recreational area.



SITE NAME AND LAND TENURE

The Sensory Garden of Reflection is owned and managed by Fareham Borough Council

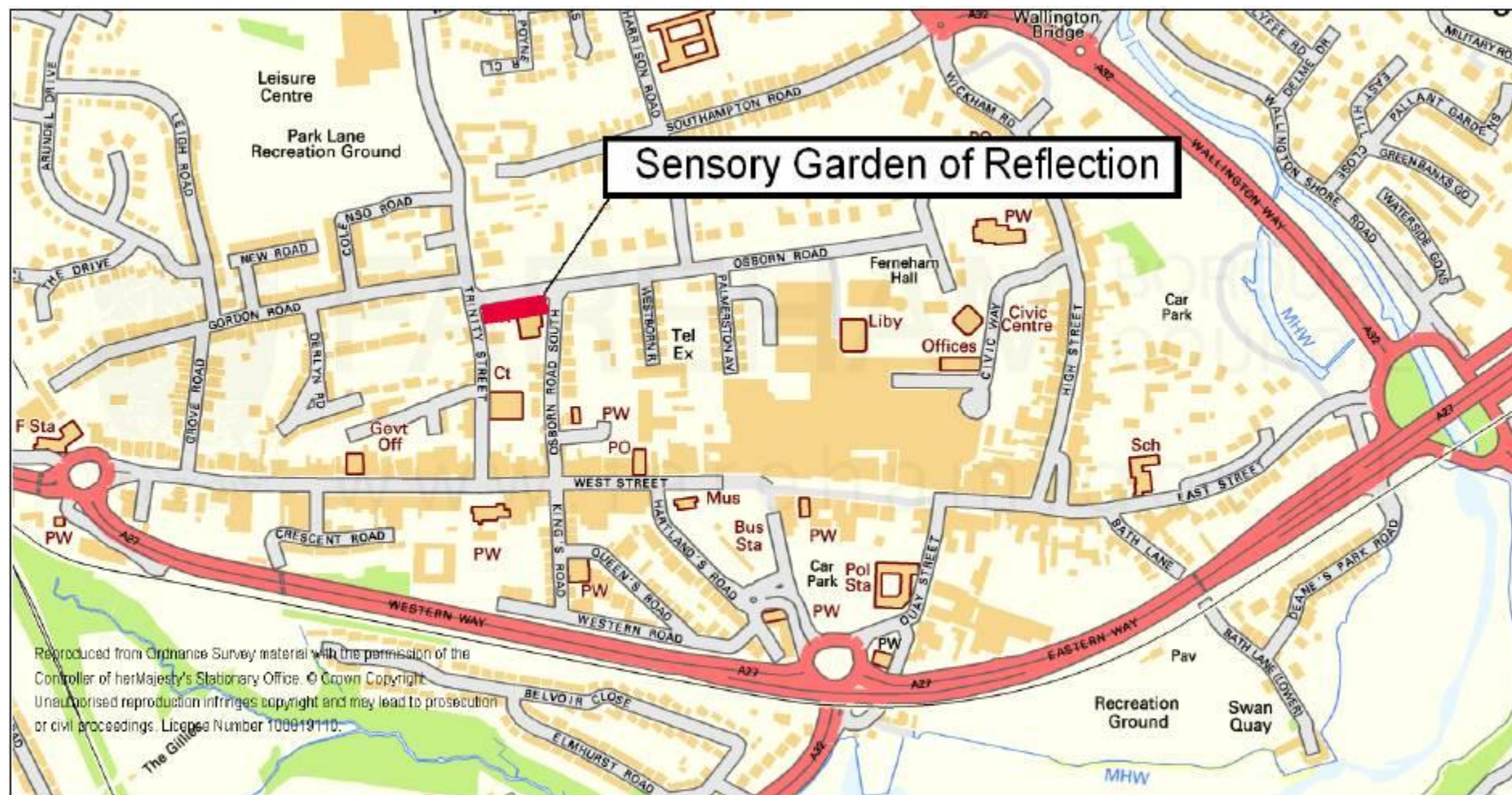
SITE LOCATION AND DESCRIPTION

The Sensory Garden of Reflection is located on Osborn Road, Fareham adjacent the United Reform Church. The garden is ideally situated and accessible from the Town Centre.

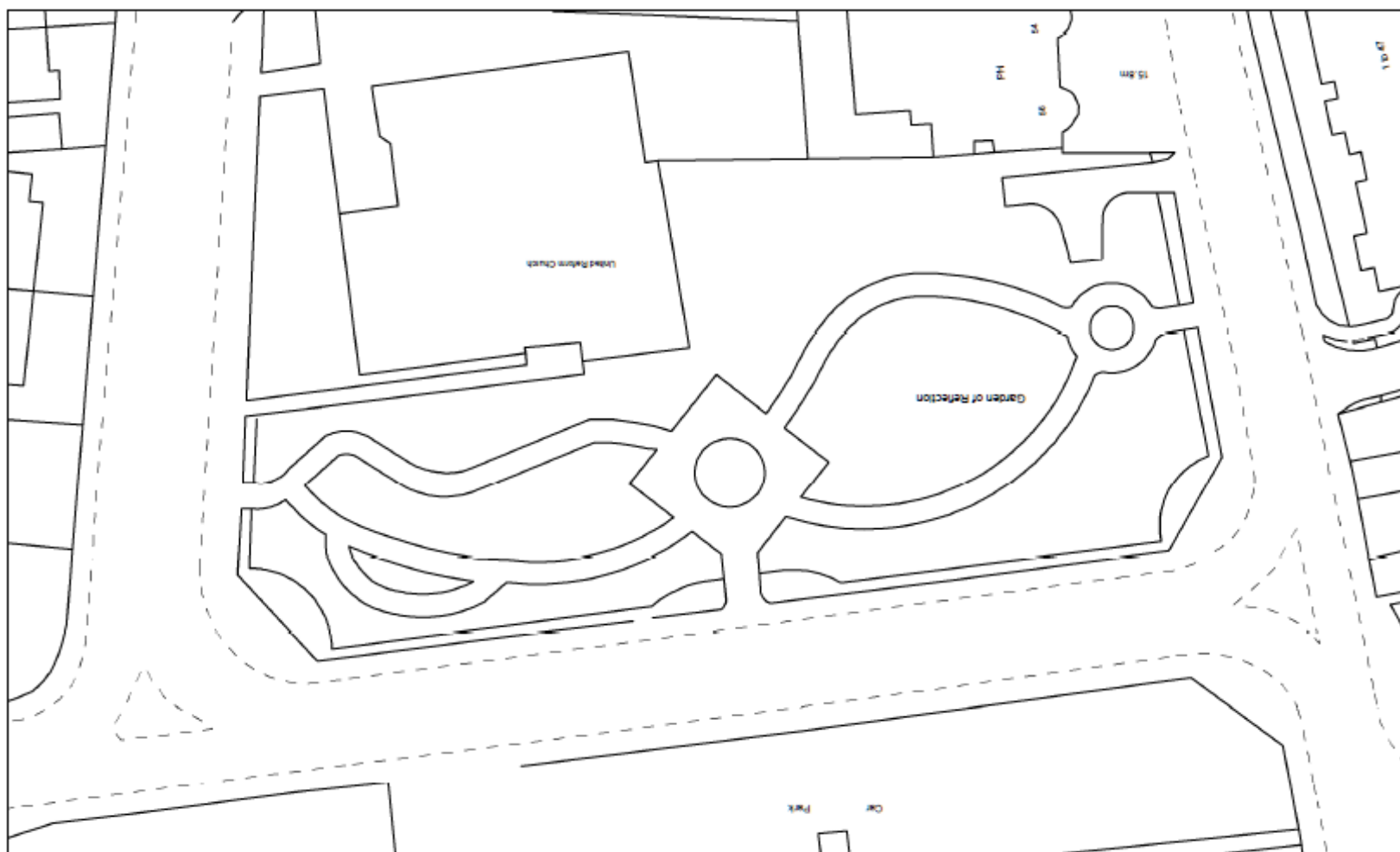
The site is unique in Fareham in that it offers visitors and gardeners an opportunity to see the value of using a wide range of plants associated with drought tolerance and plants whose flowers, stems, leaves offer a sensory journey from one side of the garden to the other.



LOCATION PLAN



SITE PLAN



AERIAL VIEW



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RELEVANT POLICIES AND STATUTORY INSTRUMENTS - NATIONAL LEVEL

CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005. PARTS 3 - DROPPING OF LITTER, PARTS 4 - GRAFFITI AND PARTS 6 CONTROL OF DOGS. WWW.LEGISLATION.GOV.UK/UKPGA/2005/16/CONTENTS

Dogs (apart from Guide Dogs) are not permitted in the Sensory Garden of Reflection. As a results of the Dogs (Fouling of Land) Act 1996, owners who do not clean up after their dogs are liable to a £75 on-the-spot fine by authorised council staff, or may choose to contest the matter in court.

LOCAL GOVERNMENT ACTS 1972, 1999 (ESTABLISHED BEST VALUE AUTHORITIES) AND 2000 (ESTABLISHED PROMOTION OF ECONOMIC, SOCIAL AND ENVIRONMENTAL WELL-BEING)

The 1972 Act reformed local government, and established the division of functions and powers of the local authorities. The 1999 Act defines that a Best Value authority must find ways to continuously improve the way in which its functions are carried out, having regard to economy, efficiency and effectiveness. As part of this process, the authority has a responsibility to consult with interested parties. Best Value authorities are subject to inspections to ensure compliance with the requirements of the Act.

The 2000 Act places a duty on the local authority to promote the economic, social and environmental well-being of their area. Local authorities are encouraged to work jointly and form partnerships with others to improve the quality of life and general well-being of their communities, and to find new innovative ways to carry out existing services. In our management of the Sensory Garden of Reflection, we will engage with the local community and other relevant agencies and seek to respond to their needs and aspirations for the park. We undertake to comply with the above Acts in all areas of the management of the Sensory Garden of Reflection.



PLANNING POLICY GUIDANCE (PPG17)

PPG 17 reflects the government's policy objectives for open space, sport and recreation and its long-term outcomes aim to deliver:

- Networks of accessible, high quality open spaces, sport and recreation facilities, in both urban and rural areas, which meet the needs of residents and visitors, are fit for purpose and economically and environmentally sustainable.
- An appropriate balance between providing new facilities and enhancing existing ones.
- Offering clarity and reasonable certainty for developers and landowners in relation to the requirements and expectations of local planning authorities, in respect of providing open space, sport and recreation.

The guide relates directly to the Best Value regime and the management and maintenance of publicly owned open spaces or sport and recreation facilities. The guide also emphasises the need for cross-departmental working because of its relevance to other areas of local authority work, such as community planning and the Best Value process.

Accordingly, it provides a framework within which a range of local authority services - for example, planning, leisure, economic development, education and environment - and local stakeholders in the public, private and voluntary sectors - can work closely together. It also encourages them to work with adjoining authorities and relevant national agencies.

PPG17 indicates that authorities should use the typology of open spaces proposed by the Urban Green Spaces Taskforce (UGSTF), or a variation of it. In short, it provides a clear framework for 'joined-up thinking' in relation to planning, design and management and advocates the adoption of the following concepts:

- **Quality, multi-functionality** and **primary purpose** – these are delivered initially through good design, but also sustained and protected by good management and maintenance.
- **Accessibility** and **quantity** – these are delivered and protected primarily by the planning system, because they relate to the location and use of land, but sustained by good management and maintenance. Accessibility is also maintained by other local authority strategies and initiatives, such as those relating to sustainable transport and community safety.

This guidance was referred to and used extensively in the development of Fareham Borough Council's Green Space Study, which adopts a similar approach to providing open space. In this context, the **primary purpose** of the Sensory Garden of Reflection is to provide accessible, high quality opportunities for informal recreation and community events.

ENVIRONMENTAL PROTECTION ACT 1990

This Code of Practice provides cleanliness standards based on land use and time, which the local authority should comply with when carrying out their duties. It sets out grades of cleanliness and divides land into zones according to usage and volume of traffic. If the cleanliness of an area falls, the code sets out a response time, which is the target for the local authority to restore the land to a particular grade of cleanliness. What matters is maintaining the cleanliness of an area, rather than how often it is cleaned.

For cleansing and litter collection, the Sensory Garden of Reflection is classified as a Zone 1 area. As a Zone 1 the garden should be cleansed to Grade A standard and if this falls to Grade B then the response time to return it to Grade A is 6 hours. If it falls to Grade C, the response time is 3 hours and if it should fall to Grade D the response time is 1 hour.

RELEVANT POLICES - REGIONAL LEVEL

Hampshire Strategies

Fareham Borough Council has taken the appropriate guidance from the following strategies in the management of the Sensory Garden of Reflection:

Partnership for Urban South Hampshire (PUSH) is a partnership dedicated to delivering sustainable, economic-led growth and regeneration to create a more prosperous, attractive and sustainable South Hampshire offering a better quality of life for everyone who lives works and spends their leisure time here.

The green infrastructure strategy was adopted 2010 <http://www.push.gov.uk/green-infrastructure.htm>

RELEVANT POLICES - LOCAL LEVEL

Corporate Strategy 2011-2017

Influenced by the Community Strategy, the Corporate Strategy reflects the council's vision and priorities for improving the lives of those living and working in the local community. It is important that the local community fully understands the Corporate Strategy as it sets out the council's policy direction, sitting alongside the Local Development Framework Core Strategy which sets the policy framework for the physical development and protection of the district. In keeping with all council policies and strategic documents, the Management Plan for Sensory Garden of Reflection must support the objectives of the Corporate Plan.

The Council has identified seven corporate priorities arising out of its Corporate Vision Statement. These are as follows:-

- Protecting and Enhancing our Environment
- Maintaining and Extending Prosperity
- A safe and healthy place to live and work
- Leisure for health and for fun
- A balanced housing market
- Strong and inclusive communities
- A dynamic, prudent, progressive, best practice Council

For each priority, the Council has identified a set of desired outcomes for the local community. These can be found in detail on the Council's website http://www.fareham.gov.uk/pdf/about_the_council/vision.pdf

Outcomes of particular relevance to the Sensory Garden of Reflection Management Plan are the requirements to:

- Involve service users and communities widely in setting priorities and standards to achieve excellence;
- Promote social inclusion within our community;
- Develop audiences and increase partnership in culture;
- Set high standards of urban design to develop and protect our environment; (environment)
- Promote healthy lifestyles to reduce the risk of long-term illness improving general well-being.
- Provide well maintained parks and open spaces

SITE SAFETY

The Sensory Garden of Reflection complies with all current safety legislation as it applies to UK and European safety law. Council generic policies and Grounds Maintenance risk assessments are in place and specific site assessments have been undertaken.

All Health & Safety policies and assessments are reviewed annually and amended as required.

The site due to its size does not have a permanent staffing presence, however the site is regularly visited by council staff and all matters of concern are reported and where appropriate actions are taken.

PUBLIC CONSULTATION

A public consultation exercise was undertaken at the time of the original Parks and Open Spaces Strategy in 1998. This identified particular issues of concern including the need for more play areas, paths and cycle ways. Residents also identified the need to develop woodland areas, plant more trees and increase the number of floral displays across the Borough.

A further survey undertaken in 1999 asked residents how important different leisure and cultural provision was to them. 70% identified parks and woodland areas as very important and a further 22% as fairly important.

A residents' survey undertaken in 2007 identified that 85% of local residents were either fairly satisfied or very satisfied with the overall management of parks, open spaces and coastal areas, a rise of 1% on the 2006 resident's survey.

The most recent residents survey in 2011 identified that an impressive 91.6% were happy with their local parks and open spaces.

CURRENT PROVISION

The total area of open space in the Borough is c.318 hectares. This includes a variety of landscapes including coastal areas, countryside, woodlands, recreation grounds, nature reserves, informal open space in urban areas, local parks, verges and roundabouts, equipped play areas, cemeteries and allotments.

The Fareham Local Borough Plan core strategy sets out the Council's minimum requirements for open space provision in residential development. This is 2.8 hectares per 1000 population.

These standards are considered to be the minimum acceptable to the Borough Council and wherever possible the Council encourages a higher standard of provision to improve the range and accessibility of open space. On the basis of these standards the overall requirement would be 290 hectares as against current provision of 318 hectares.

PLANNING & LOCAL PLAN

The local plan does not include any specifics concerning this site; however the Garden is identified and protected as Public Open Space and marked on the Borough Plan.

The garden although in public ownership required planning permission for the boundary wall and fencing. Permission was approved under the Town & Country Planning Act 1990 (Town & Country Planning General Regulations 1992) for the further development of the garden and the erection of boundary wall, gates and fencing at Osborn Road, Fareham, between Trinity Street and Osborne Road South in 1997.

COUNCIL BYELAWS

Byelaws made under Section 164 of the Public health Act 1875 or under section 12 and 15 of the Open Spaces Act 1906 do not apply to this garden.

The site is covered by the DPTO (Drink in Public Places Order) which acts as an enforcement mechanism.

TREE POLICY

Fareham Borough Council introduced its Tree Strategy in March 2012 for a period of 5 years.

The effective management of the tree resource means the effective management of one of the Council's most valuable assets, having not only considered the amenity benefits that the trees provide, but also the significant financial investment put into maintaining the tree stock over the years.

Apart from the multi-faceted benefits of providing a means to protect and maintain the trees in the borough, an up-to-date tree policy itself offers many practical advantages as well such as the ability to provide a consistent response to every situation.

Tree Maintenance & Managing Risks – A pro-active approach

Fareham Borough Council manages many trees, which are often directly adjacent to busy locations like houses, roads, parks and schools. With such large organisms in such close proximity, there is a high potential for risk. In light of this, it is important to employ a strategy to manage the risk posed by trees consistently throughout the borough.

A massive recent progression towards a proactive approach is the £80k investment in the Council's comprehensive tree survey and inspection. Every one of the 11,500 Council owned trees in parks and open spaces within the borough has been individually inspected since October 2007, recorded on the tree inventory software package, Ezytreev, and mapped using global positioning systems.

This survey allows the Council for the first time ever to take a fully pro-active approach to tree management, which is an enormous step forward in the Council's risk management. Every tree is now subject to regular inspections, at least once every 3 - 5 years, with high priority trees inspected every 6 months.

The tree data collected can be analysed, to give for example an idea of the distribution of age-class or species across the borough, which allows the prioritisation of locations for new planting schemes.

MANAGEMENT PLAN

This management plan has been produced in order to ensure the Sensory Garden of Reflection is managed and maintained in an efficient and effective manner and serves the community in which it resides

Vision

‘That the special place, which the Sensory Garden of Reflection has come to represent, is preserved for future generations and that it’s unique character, charm and qualities can be enhanced by sensitive management.’

Aims and objectives

Aims

- To ensure that the garden is sustained and enhanced through best practice management and maintenance.
- To disseminate information about the site, promoting use and a better understanding of the gardens landscape character.
- To ensure that events and visitor activities are managed safely to avoid human injury and physical damage.

Objectives

- These are detailed within the Work Plan that follows.

MEASURING SUCCESS

The success of the Management Plan will be measured against how well it succeeded in delivering the aims and objectives identified within the Work Plan. The Work Plan will be reviewed and up-dated annually in order to monitor progress.

MAIN STAKEHOLDERS

The main stakeholders include:

- Elected members
- Local community and visitors to Fareham
- Fareham in Bloom coordinators
- Fareham Borough Council staff
- Grounds Maintenance and Street Cleansing Team including park gardeners

WHO USES THE SITE?

The location of the Sensory Garden of Reflection, situated as it is local to offices and the busy shopping centre, means that it is walked through by many hundreds of people each day; these include school children, shop and office workers, and visitors to Fareham. Being so well known, the open space is a honey-pot for many people on fine sunny days; particularly local shop and office workers who desire a place to sit and eat during their lunch breaks. Additionally the garden is used weekly for wedding photos due to its close proximity to the Registry Office and the beauty of the garden. A Customer Survey is planned for 2015.

Main uses and visitor attractions

The Sensory Garden of Reflection is an important urban green space within the centre of Fareham. Its location and densely planted borders offer the visitor an opportunity to either walk through and enjoy the extensive range of plants or sit a while.

The site is unique in Fareham in that it offers visitors and gardeners an opportunity to see the value of using a wide range of plants associated with drought tolerance and plants whose flowers, stems, leaves offer a sensory journey from one side of the garden to the other. 'A plant's of interest' list can be seen on notice boards, website, pamphlets and other material. A leaflet dispenser is located on site.

ASSESSMENT OF CULTURAL AND AESTHETIC VALUE

The Sensory Garden of Reflection is viewed as an important counter attraction to the shops of the town centre.

The gardens horticultural features offer visitors an ethno-botanical experience unique to the area and of particular value to schools and school children.

Accessibility/Barriers to Access

The garden conforms to the requirement of current DDA legislation and at the time of design was done so in consultation with the Sensory Trust and Thrive.

Situated on the northern edge of the town, the garden is readily accessible from the main shopping areas. However, no vehicle access is possible to the garden although parking is available opposite the garden via Public 'pay and display' car parking. Space for one vehicles involved in the maintenance is available adjacent one of the entrances to the garden.

The site is flat, contains no steps or obstructions to use.



COMMUNITY STRATEGY

The Sensory Garden of Reflection is located within very short walking distance of Fareham Town Centre and as such falls under the patrol area of the Town Centre Safer Neighbourhood Policing Team. Police regularly patrol the garden, to deter rough sleepers and street drinkers from gathering in this attractive spot. In addition to these visits, Hampshire County Council's Accredited Community Safety Officers regularly provide a highly visible presence around the Garden when they are in Central Fareham.

The whole of the Borough of Fareham has legislation in place which enables the Police to issue Fixed Penalty tickets or ultimately arrest problem street drinkers and this provides the local Police Team with additional powers to deal with potential problems in the garden of Reflection.

Multi-agency meetings are also held on a bi-monthly basis to co-ordinate enforcement action and support services to remove rough sleepers who may be tempted to gather there.

CURRENT MANAGEMENT ARRANGEMENTS

The garden is managed and maintained by the Council's Department of Street Scene, Parks and Open Spaces based at the Wallington Depot, Broadcut, Fareham, Hampshire PO16 8SP

The long established Parks & Open Spaces section have the remit of managing Fareham's green space, developing public open space initiatives and formulating future policy and strategy. The Parks & Open Spaces section is ideally placed to guide and assist the Fareham in Bloom coordinators in undertaking tasks within the garden.

As a reference manual, this Management Plan will provide guidance on every aspect of site management. This will hopefully ensure that the garden is protected against damage, and improved and maintained to a high standard in order that it brings pleasure and enjoyment to current and future generations.

COMMUNITY INVOLVEMENT

The garden is used throughout the year to encourage active participation across the community to sustain and develop this unique open space with a diverse range of events, walks and marketing carried out in partnership with the Fareham in Bloom Coordinators.

Fareham in Bloom is managed by the local authority in partnership with a large group of dedicated volunteers known as the Fareham in Bloom coordinators working in partnership to deliver a range of activities, the promotion and marketing of parks along with environmental improvements across the borough that seek to enable and encourage active participation within their local parks.

The Group was consulted during the development phase of the garden and has contributed to the gardens success since its inception with the Coordinators undertaking a wide range of activities to enhance the local environment which include regular activities and events within the gardens, updates the notice boards and meets on site bi monthly to carry out practical works to compliment the of the grounds maintenance staff.

The events organised vary from year to year but are aimed to encourage a diverse cross section of the community to partake within the garden. Events range from practical hands on activities such as garden design workshops, to plant identification, walks, lectures and art based events such as tree dressing. The Royal Horticultural Society has for the last two years, and will again in 2009 provide a workshop utilising the garden.



The bi monthly work days are held to carry out supplementary garden tasks that provide for the additional quality of the horticultural provision. This is seasonal and specific and includes the replanting, gap filling or creation of new planting areas, splitting of herbaceous material and specific pruning tasks.

Site interpretation has been updated since 2007 and includes a site interpretation board, notice board and self guided route markers. These are maintained and updated on a regular basis to feature latest events, seasonally interesting plants and information on volunteers work group activities. The photography and archive records are also managed by the volunteers who keep a year book of all the in bloom achievements and events that are held in the sensory garden

The lawn areas are cut through grounds maintenance staff however partnership in the form of lawn treatments, feeding, moss and weed control, scarification and spiking is carried out through sponsorship by the company Green Thumb locally.

St Margaret's Nurseries have long been a partner of Fareham in Bloom and provide plant material free of charge for the garden and events.

Uniformed groups and schools are able to use the garden for out of school activities and for example the Rainbows designed and planted the Rainbow Bed in 2008 to commemorate 21 years of the organisation and there is now a regular schools group who attend to carry out weeding and litter picking.

The garden is regularly used for wedding photos by those attending the register office nearby and by people who visit the town centre or take their lunch in the beautiful surroundings.



TREE MANAGEMENT

The trees within the Sensory Garden consist of a mixture of trees introduced at the creation of the Garden, and trees retained from its former state, in order to add maturity and character.

The trees have been surveyed and recorded on the Council's tree inventory, and are inspected for defect every 3 years. Any tree work required at the time of inspection is noted, and scheduled according to priority as part of the Council's proactive tree-work programme:

A plan showing the location of the trees within the garden can be found in appendix B and appendix C contains of the species present

HORTICULTURAL MAINTENANCE

Horticultural Maintenance to the Sensory Garden of Reflection is in the main undertaken by the In-House Grounds Maintenance Team. The Grounds Maintenance Team undertakes all works to the garden based on a specification and delivery schedule. These works are monitored to ensure that a quality of service is delivered to the highest standards.

The specification that is being followed can be found in Appendix A

ENVIRONMENTAL AND ECOLOGICAL ISSUES

In order to preserve and enhance the garden's character, certain landscape principles will be closely adhered to. These include:

The selection of appropriate tree species is justified on the basis of their suitability in the context of a small urban garden.

The continued use of suitable shrub species with a tolerance to summer shade, since many beds are situated beneath mature tree canopies.

The use of taller species to provide a backdrop and foil to other features providing a sense of continuity and landscape unity.

Where appropriate, the use of variegated and coloured foliage plants to 'illuminate' shady areas and in sunny locations the use of flowering ornamentals in order to provide variety and all-year-round interest.

To maintain seasonal flowerbeds in a cohesive layout that adds to the general ambience and maintains the tradition of concentrating the displays in the most appropriate places.

Using flower bulbs including species such as snowdrops, anemones, crocus, narcissus, cyclamen to the edge of shrub beds and in certain grassed areas, where they will not be subjected to trampling.

Peat minimisation is of great importance and as such no peat based products will be used in the garden except for that of the production of seasonal bedding where this will be grown using a 30% peat reduced compost.

Green waste is 100% recycled by removal to the local recycling facility at 'Downend' where this is turned into the product known as pro-grow which in turn is reused in planting schemes for permanent landscaping.

The council is also committed to sustainable governance and all maintenance and management regimes are delivered with that in mind. The use of herbicides is minimized and in accord with local, national and international directives. Mulching and dense planting discourages weeds and reduces water loss, and local diversity is maintained and enhanced.

Ultimately, the council will be judged on how these policies work in practice and on actions and outcomes. It is at this level that the Sensory Garden of Reflection Management Plan can really make a difference. The plan will explore the viability and practicality of various 'green' initiatives including the use of mulch materials on shrub beds to conserve ground water and suppress weed growth, and procuring bedding plants grown in peat-free compost.

RESOURCES AND BUDGETS

The garden is maintained by Fareham Council's 'In House' Grounds Maintenance Team. A mobile team maintains the garden and is supplemented by the Fareham in Bloom volunteers. Separate crews perform routine litter collection and more specialised areas of work such as tree surgery are undertaken by external contractors.

No income is raised from the site as it does not possess fund raising facilities, although, any events that take place within the Garden are self financing and the aim is to break even.

Although no specific budget is identified for the garden, as it is contained within the overall budget for all parks and open spaces, it is estimated that approximately £10,000 is spent on routine maintenance.

MARKETING

Marketing is undertaken in various ways;

- Through Fareham Visitor Guide, a publication, which has a circulation in excess of 25,000
- Through the Council's borough magazine, Fareham Today, which is delivered to all properties in the borough with a distribution of approximately 48,000
- Through the Sensory Garden of Reflection pamphlet which is available through the tourist information centre, libraries and community centres
- Via the council's website, where details about the garden and the In Bloom group can be found; and
- By the advertising of public events, which regularly take place on the open space.

Fareham Borough Council & the In Bloom volunteers are continually looking to further the popularity of the garden through marketing, and hope that achieving continued national recognition under the Green Flag Scheme will contribute to this aim.

ACTION PLAN 2013

TASK	RESOURCES	COST IMPLICATIONS	TIMESCALE
Grounds maintenance operations as per specification	In House GM Team	£11,500	On- going throughout the year
Community event – an evening of sensory stimulation	Horticulturist & Volunteers	Break even	Thursday 8 August
Repaint benches	External contractor	£1000	June
Green Flag Judging	Various Officers, Volunteers	£400	TBC June/July
Schools working groups	Volunteers	Break even	May - August
Prepare documentation for Green Flag Submission	Horticultural Development Officer	£500	December

ACTION PLAN 2014

TASK	RESOURCES	COST IMPLICATIONS	TIMESCALE
Grounds maintenance operations as per specification	In House GM Team	£12,000	On- going throughout the year
Inspect notice board and repaint if required	External Contractor	£500	April
Repaint lamp columns	External contractor	£500	May
Autumn event	Volunteers	Break even	October
Inspect paths and undertake any repairs	Engineer	£1000	December
Schools working groups	Volunteers	Break Even	May - August
Volunteer working days	Volunteers	Break Even	March, June, September
Green Flag Judging	Various Officers, Volunteers	£400	TBC June/July
Prepare documentation for Green Flag Submission	Horticultural Development Officer	£500	December
Replanting in specific areas – Rainbow bed – change to herbaceous border and fill in raised bed and around site	Horticultural Development Officer and Volunteers	£2000	January
Re-mulch site	In House GM Team	£2000	January - March

ACTION PLAN 2015

TASK	RESOURCES	COST IMPLICATIONS	TIMESCALE
Grounds maintenance operations as per specification	In House GM Team	£12,000	On- going throughout the year
Summer Event	Volunteers	Break Even	TBC
Schools working groups	Volunteers	Break even	TBC
Re-inspection of trees in garden and undertake any necessary tree work	Tree Officer	£500	May
Customer Survey	Volunteers	Travelling costs/administrative	TBC
Green Flag Judging	Various Officers, Volunteers	£400	TBC June/July
Prepare documentation for Green Flag Submission	Horticultural Development Officer	£500	December

ACTION PLAN 2016

TASK	RESOURCES	COST IMPLICATIONS	TIMESCALE
Grounds maintenance operations as per specification	In House GM Team	£12,500	On- going throughout the year
Re paint seats	External Contractor	£1,100	April
Summer Event	Volunteers	Break Even	TBC
Schools working groups	Volunteers	Break Even	TBC
Green Flag Judging	Various Officers, Volunteers	£450	TBC June/July
Replanting in specific areas	Volunteers	£2,100	January - March
Prepare documentation for Green Flag Submission	Horticultural Development Officer	£500	December

ACTION PLAN 2017

TASK	RESOURCES	COST IMPLICATIONS	TIMESCALE
Grounds maintenance operations as per specification	In House GM Team	£12,500	On- going throughout the year
Summer Event	Volunteers	Break Even	TBC
Schools working groups	Volunteers	Break Even	TBC
Green Flag Judging	Various Officers, Volunteers	£450	TBC June/July
Inspect notice board and repaint if required	External Contractor	£550	April
Inspect paths and undertake any repairs	Engineer	£1200	Spring
Prepare documentation for Green Flag Submission	Horticultural Development Officer	£500	December



Sensory Garden of Reflection

Management Plan 20013-2017

APPENDICES



Appendix A

GROUND AND HORTICUTURAL MAINTENANCE

LITTER COLLECTION AND DETRITUS

Litter collection and the removal of detritus must be carried out in such a way as to fulfil the Cleanliness National Indicator 195 Grade. This means the grade of cleanliness as set out in National Indicators for Local Authorities and Local Authority Partnerships: Handbook of Definitions issued in February 2008 by the Department of Communities and Local Government (DCLG). The Indicator incorporates four sub divisions of which NI 195a – Litter, is one.

The grading of litter is as follows:

- Cleanliness Grade 'A' for Litter means: - no litter
- Cleanliness Grade 'B' for Litter means: - predominantly free of litter except from some small items
- Cleanliness Grade 'C' for Litter means: - widespread distribution of litter, with minor accumulations
- Cleanliness Grade 'D' for Litter means: - heavily littered, with significant accumulations

The grading of detritus is as follows:

- Cleanliness Grade 'A' for Detritus means: - no detritus present
- Cleanliness Grade 'B' for Detritus means: - predominantly free of detritus except from some light scattering.
- Cleanliness Grade 'C' for Detritus means: - widespread distribution of detritus, with minor accumulations.
- Cleanliness Grade 'D' for Detritus means: - extensively covered with detritus with significant accumulations.

Detritus comprises dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Detritus includes leaf and blossom falls when they have substantially lost their structure and have become mushy or fragmented. A significant and avoidable source of detritus is uncollected grass cuttings.

The Environmental Protection Act 1990 (s.87) states that litter is 'anything that is dropped, thrown, left or deposited that causes defacement, in a public place'. This accords with the popular interpretation that 'litter is waste in the wrong place'.

All bins must be inspected daily and emptied as necessary. This includes the removal of dog waste which is now combined and must be sent for incineration.

All waste that has been collected on site must be removed from site on the same day or placed in a secure location for collection

All sharps (i.e. needles, broken glass etc.) must be immediately placed in a designated “sharps box”. When full, the box must be appropriately disposed of.

All litter bins should be checked at least once a month and washed, if necessary, to be kept free of graffiti, bird droppings and dirt etc.

A log must be kept of all fly-tipped rubbish found, to include the date, type of fly-tipped rubbish found, volume and the exact location.

PATHS AND HARD SURFACES

All paths gravel and other hard surfaces shall have any extraneous matter growing on or in the bound surfaces shall be removed as part of this operation. All debris resulting from this operation shall be removed to the Contractor's tip

During adverse weather conditions i.e. snow and ice, approved salt/grit shall be spread by hand only to prevent the formation of ice up to -5 degrees Celsius with a light application. Excessive and inappropriate use can cause severe damage to grass and ornamental planting.

LEAF FALL & TREE DEBRIS OTHER THAN ON HARDSTANDING

The Supplier shall ensure the prompt clearance and proper disposal of leaves, twigs, blossom, tree fruit and seeds so as not to cause damage to any feature.

Mechanised blowers may be used but all accumulated debris/path grit shall be swept at regular intervals and all arisings removed.

Leaves, twigs, blossom, tree fruit and seeds may be left in some planted areas as agreed.

MAINTENANCE AND DECORATING OF EQUIPMENT

All seats shall be inspected weekly and cleaned down where necessary with any defects found reported to the Supervising Officer.

Each third year or as instructed the seats will be repainted following preparation by wire brush, scraper or other suitable mechanical equipment to remove flaking paint, rust or corrosion. The seats shall be repainted using lead-free paints with undercoat and two top coats with the colour as agreed.

Perimeter ornamental Railings, entrance points and lamp posts are all hot dipped galvanised to inhibit rusting and deterioration. These shall be inspected on a monthly basis with any defects reported to the Supervising Officer.

Arrangements for repainting shall be made external to the contract when found to be necessary.

Bins are of a poly resin type and should be inspected at the time of emptying with any defaults reported. Notice boards shall be inspected on a weekly basis and wiped clean of any dirt or graffiti as necessary. Any damage shall be reported to the supervising officer.

VANDALISM AND GRAFFITI

The Contractor shall make all necessary and approved arrangements for the immediate removal after discovery of graffiti and the like from all walls, fences, seats and signs located within the total area of the garden within 48 hours.

CHEMICAL WEED CONTROL

The use of chemicals within the garden except for that of lawn treatments shall be seen only as last resort and in agreement with the supervising officer.

Only skilled operators are to be employed on application of chemicals who must hold a current and an approved Certificate of Competence. All safety precautions shall be adhered to and operators must wear all the required and recommended protective clothing at all times. All chemicals used must be selected from the D.E.F.R.A approved list of chemicals and be approved by the Supervising Officer prior to use.

The following areas only shall be treated by the use of herbicides:-

Car park surfaces, gravel, paved areas and footpaths within the garden with all herbicides approved by the Supervisor prior to their use.

Selective Herbicides

Lawn areas shall be treated by the use of selective herbicides for the treatment of lawn weeds and mosses appropriate to the purpose.(As noted below)

Moss Control

Lawn areas may be treated by the use Iron Sulphate. All fungicides must be used in accordance with manufacturer's instructions and all legislation taking account of good horticultural practices, and local requirements to ensure optimum results.

Pesticide and fungicide use on ornamentals

Should such an outbreak of severe pest or disease attack occur then this must be reported immediately and a programme of control agreed with the Supervising Officer.

GRASS MAINTENANCE

All grass shall be maintained in accordance with good practice

Grass cutting shall be programmed to be carried out between 1 March and 30 November each year. However additional cuts may be required between 1 December and 28 February to maintain the specification. All grass areas are to be “box-on” mown, maintained between 20mm and 40mm to remove all arising’s with grass edges to be kept neat and tidy.

All areas where bulbs are present should remain uncut from time of bulb emergence until 1st June, at which point all debris should be removed following the first cut.

Any debris which occurs during the growing season shall be removed prior to mowing in order that a uniform standard of cutting and cleanliness is achieved.

A slow release fertilise will be applied during Autumn and Spring at manufacturers rates.

Selective weed control shall be used where necessary to maintain the grass sward free of broad leaved weeds and moss. This will be carried out using the Chemical relar, MAFF8935 (Macroprop, MCPA and Dicamber). Moss tereatment using Iron Sulphate.

Grass edges abutting paths and other hard surfaces are to be trimmed back evenly and neatly. All arising’s are to be used to make good ruts and other depressions within adjacent areas. Any surplus material is to be disposed.

Vegetation growing around obstacles in grass areas and around the base of trees and shrubs should be maintained year round. Any damage caused to trees/shrubs resulting from the use of nylon cord strimming equipment or chemicals used for this operation shall be replaced.

The grass will be spiked to a depth of 150mm in the Autumn in a regular pattern to ensure that there is no more than 150mm between each insertion. The grass will also be scarified in two directions at approximately 70 degrees to remove all thatch.

All resultant cuttings and arising’s shall be removed from site and disposed of for green waste recycling.

SHRUB AND ROSE BED MAINTENANCE

All shrub beds shall be kept clean, tidy and free from litter, debris and weeds, self sown trees etc are weeds and shall be removed as such on a regular basis, at all times and be maintained in accordance with the following.

Shrubs and Roses are to be managed according to good horticultural and ecological practices and kept pruned according to RHS guidelines. The standard reference will be The Royal Horticultural Society Pruning & Training, first published 1996, Dorling Kindersley, ISBN 0 7513 0207 4.

Pruning tools are to be sharp and appropriate for the purpose of which they are to be used, so as not to cause tearing or snagging of the plant material.

When pruning all dead, damaged or diseased parts of the plant are to be removed, along with suckers and any reverted growth.

Consideration must be given to maintaining the shape and habit of individual specimens within the designated space taking into account the purpose of the planting, its overall height and effect. Ensuring plants do not cause physical or visual obstruction to footpaths, roads and signage.

Pruning is to be carried out during the appropriate season so as maximise display through stem colour, fruit and flowering, therefore adjusting the pruning period accordingly. Generally this may be as follows but due to the nature of the many rare and unusual plant species then general pruning will not be appropriate and works should be planned and agreed with the Supervising Officer to ascertain the need.-

Winter flowering plants - Prune early Spring during the first week of April.

Spring flowering plants - Prune early Summer after flowering.

Summer and Autumn flowering plants - Prune during the Winter period, November/December.

Roses - Reduce by one third in early Winter to reduce root disturbance and again in early Spring to four "outward" facing buds, removing any dead, diseased, damaged or crossing wood..

Climbing Roses: these form a branch framework from which strong side shoots are produced. Tie in as they develop and in March reduce their length by one-third, shortening any side shoots to two to three buds

Roses will be dead headed on a monthly basis between June and September so as to promote healthy new flowering wood.

Ground cover plants - prune once per year during November to remove damaged stems, old flower heads and to maintain shrubs in a healthy condition. Any trailing stems should be cut back in early Spring to ensure they do not encroach onto any highway or pavement.

Climbing plants - prune and reshape to remove any excess growth from around windows, signboards or the like

Shrubs planted as hedges should be maintained as per their type and in accordance with good horticultural practice to ensure the required size and form.

Any mulch removed during weeding operations should be replaced so as to maintain a depth of 75mm.

Mowing strips around planted borders shall have the edges reformed on one occasion per year carried out during February, using a suitable edging tool to reform a "V" by drawing back soil to form a channel not exceeding 75 millimetres width at the top, arisings are to be removed from the planted border and disposed of at the Contractor's tip.

In those areas which have been bark mulched, control of weed growth shall be carried out by hand on a monthly basis with all arisings are to be collected and disposed of at the Contractor's tip.

Should pests and/or diseases become prevalent, treatment of the plants should be undertaken as necessary in liaison with the Supervising Officer.

Any pruning carried out in the bird breeding season i.e. April to June should be done after an inspection and with due care and attention so as not to disturb any nesting birds and therefore is in breach of the law.

HERBACEOUS & PERENNIAL PLANT MAINTENANCE

Herbaceous and perennial plants are to be maintained in accordance with good horticultural practice. The standard reference will be The Royal Horticultural Society Encyclopaedia of Gardening, Revised Edition 2002, Dorling Kindersley, ISBN 0 7513 0862 5

The plants shall be kept weed free at all times using non-chemical methods.

Dead-heading will take place when necessary in accordance with good horticultural practice.

Where applicable, beds should have a clean, vertical edge between 75mm-100mm high. When this is being maintained, this must follow the original lines and not increase the size of the bed.

Should pests and/or diseases become prevalent, plants should be treated as necessary.

An application of organic Fertilizer such as blood, fish and bone shall be applied every other year during the autumn at manufacturer's rates

Plants will be divided and replanted every third year or as instructed and will not occupy more than the original space allocated. Where required staking will be undertaken and be sufficient to support the plants seasonal growth with any tying in or additional staking to be carried out as required.



ANNUAL BEDDING - PREPARATION AND PLANTING

Twice per annum, normally between the first week of May and the fourth week of May and the third week of September and the third week of October, on completion of individual Spring and Summer bedding displays, the beds shall be cleared of the previous season's bedding. Once a bed has been cleared it must be fully replanted again within 14 days of removal of Spring bedding display and 21 days of removal of Summer bedding display and not more than one third of the total number of beds shall remain unplanted at any time.

Beds will be prepared for and plant annual bedding (in line with the plans supplied) twice a year in accordance with good horticultural practice.

Old bedding plants shall either be shredded and sent for green waste recycling or where requested given to the community. The beds shall be dug over and the ground firmed by treading.

Mature peat free compost or well rotted manure, litter free, dark in colour, of uniform appearance throughout, with the straw well-broken down shall be worked into the top 150 mm of soil. The beds shall be single dug, breaking up the trench base by forking and incorporate 1m³ of the compost or manure per 10m² of bed ensuring it is fully incorporated and fully mixed. The bed shall then be trod to re-firm the soil and then raked, re-profiled and re-levelled.

The application of a slow release fertilizer such as 'Osmocote' shall be applied prior to summer planting at manufacturer's rates along with a water retaining polymer which shall be incorporated every other year prior to summer planting at a manufacturer's rate.

Any doubts regarding the quality of the plants/bulbs must be reported to the Supervising Officer within 24 hours, whose decision on the quality of the plants/bulbs shall be final. Under certain circumstances, e.g. crop failure, alternative arrangements may have to be made.

The use of all necessary lines and pins will ensure that displays are accurately and symmetrically laid out. Planting holes will be prepared large enough to accommodate the root ball of each plant without restriction. Where possible the areas that have just been planted should not be trodden on, i.e. work from back to front on a square or rectangular bed, or from the centre outwards of a circular bed.

The plants will be firmed in correctly, avoiding excessive soil compaction but ensuring good contact between the roots and the soil.

Canes and ties shall be positioned to secure any plants that require staking. Standard dot plants shall always be staked unless otherwise specified.

All plants and bulbs shall be equally spaced as required by the Planting Plan in either a random or formal configuration. Random planting shall avoid straight lines. Formal planting shall be in straight lines using a set measured staggered equidistant grid.

Bulbs and corms shall be planted in an excavated hole twice as deep as the height of the bulb or corm. Each bulb or corm shall be inserted into a hole so that its base is firmly in contact with soil. Bulbs shall never be planted before the plants. The distance between each bulb shall be equivalent to and not less than the eventual spread of the mature plant.

MAINTENANCE OF SEASONAL BEDDING

All bedding is to be thoroughly weeded and cultivated lightly every 14 days between the 1 April and 31 of October and every 30 days for the remaining 5 months of the year using non chemical methods.

Every 14 days from 1 April to 31 October all grass edging is to be trimmed flush with the formed soil edge, using sharp, well maintained edging shears appropriate for the purpose of edging grass. This being reduced to once per month for the remaining 5 months of the year. Beds should have a clean, vertical edge between 75mm-100mm high. When this is being maintained, this must follow the original lines and not increase the size of the bed.

During dry periods all bedding is watered thoroughly as and when required throughout the year so as to keep the plants in a good healthy, vigorous and decorative condition.

All bedding is to be dead headed and picked over so as to remove any debris, dead plant material and litter on a weekly basis all year round.

Any loss of bedding plants or bulbs due to poor workmanship or poor quality plant material, throughout the year, shall be replaced with approved plant material by the contractor at his own expense.

Any rogue bulbs or plants that appear shall be removed immediately upon the discovery.

Should pests and/or diseases become prevalent, the plants/beds should be treated as necessary.

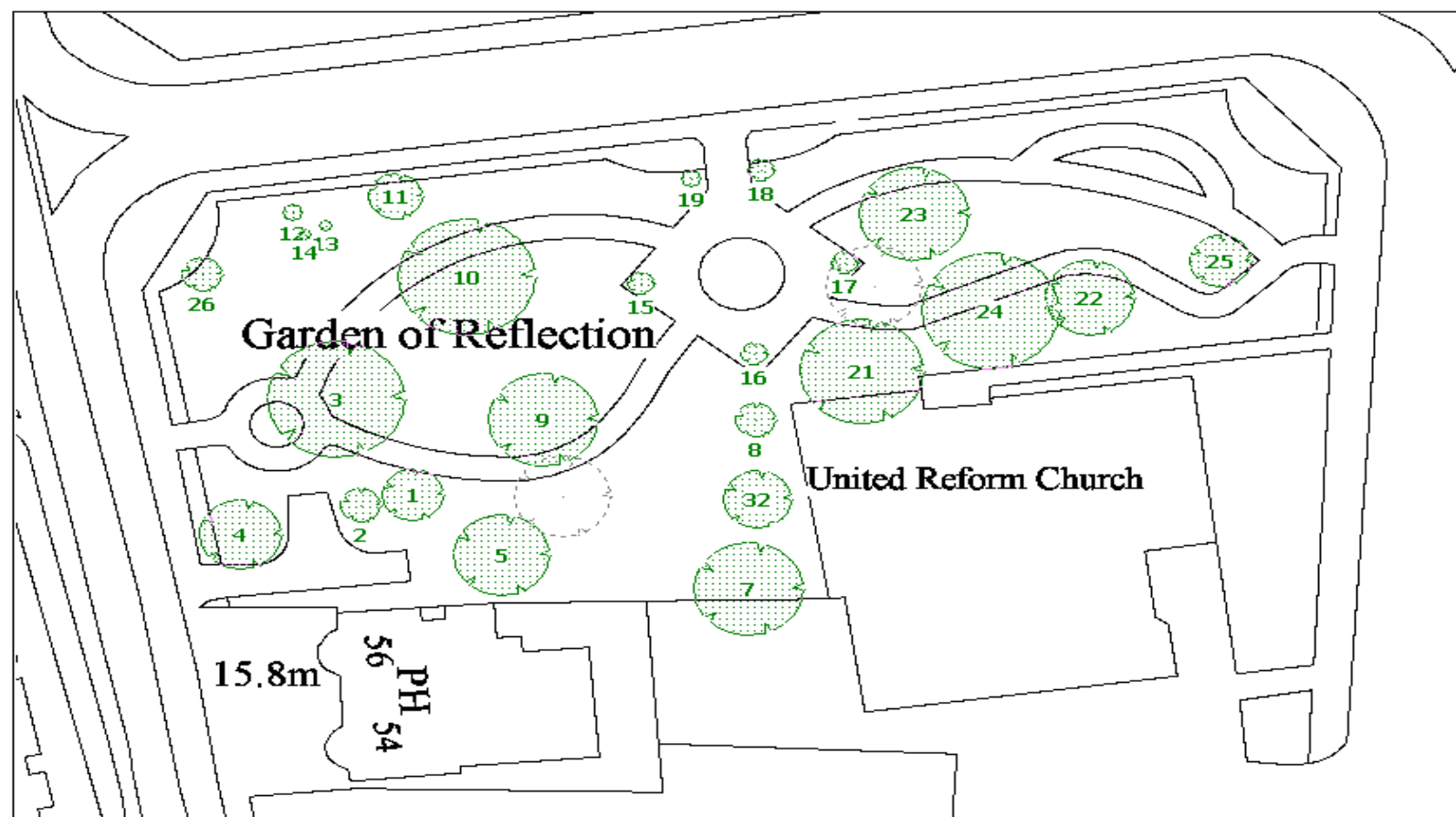
Any loss of bedding plants or bulbs due to poor workmanship or failure to water throughout the year shall be replaced with approved material replaced.

BASIC WORK SCHEDULE - ACTIVITY PROFILE

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Prune shrubs												
Cultivation visits												
Weed & herbicide shrub beds												
Fork & weed shrubs beds												
Hand weed shrub beds												
Trim lawn edges of shrub beds												
Reform lawn edges												
Pruning of rose beds												
Dead head roses												
Add organic matter to beds												
Prepare and plant summer beds												
Summer bedding maintenance												
Summer bedding watering												
prepare and plant spring beds												
Spring bedding Maintenance												
Trim grass edge												
Grass cutting												
Trim grass edges												
Kerb grass edging												
Grass spring feed												
Grass autumn feed												
Spiking of grass												
Selective weed treatment												
Leaf clearance												
Tree and shrub planting												
Gritting of paths												
Sweeping of paths												
Check for and remove graffiti												
Litter picking and bin emptying												
Inspect benches, fences/ notice boards												

Appendix B

TREE MAINTENANCE - Tree details and locations



TREE MAINTENANCE

All tree surgery and pruning works are undertaken by an external tree contractor and is to be carried out in accordance with the British Standard for tree works BS 3998 - 2010.

Tree pits containing trees containing both trees attached to stakes and mature trees shall be kept free from weeds and grass at all times, through hand weeding and the application of bark mulch that will be maintained at a depth between 30mm and 80mm.

The tree pits should have a clean vertical edge between 75mm-100mm high. When this is being maintained, this must follow the original lines and not increase the size of the bed.

Tree pits containing established trees shall be kept free from weeds and grass at all times.

All epicormic growth shall be removed off all trees to a height of 2.5m. All cuts should be made level with the source branch, stem or root so as not to leave a stub. All cuts are to be made with hand tools.

All areas of hard standing should be kept free from overhanging branches up to a height of 2m.

Appendix C

Trees species within the garden

Acer	psuedoplatanus	3, 7, 9,10	Juglans regia	23
Ailanthus	altissima	21 24	Liriodendron tulipifera	25
Castanea	sativa	1	Mimosa dealbata	4
Carpinus	betulus	22	Populus asplenifolia	32
Cordyline	australis	9	Quercus ilex	11
Trachycarpus	fortunei	15, 16,17	Acacia dealbata	4
Catalpa	bignonioides Aurea	8	Magnolia grandiflora	2
Eucalyptus	pauciflora Kniphophila	5	Prunus Ceracifera Nigra	12, 13, 14
Genista	aetnensis	26		

Ornamental shrubs and herbaceous

Acanthus	spinosa		Dianthus	pavonius	
Alchemilla	mollis		Dicentra	spectabilis	
Allium	schoenoprasum		Eleagnus	pungens	maculata
Angelica	archangelica		Eryngium	agavifolium	
Anthosanthus	moderatum		Euonymus	alatus	
Artemisia	Powis Castle		Euphorbia	characias	Wulfenii
Arundo	donax		Fatsia	japonica	
Arundo	donax	variegata	Garrya	elliptica	James Roof
Aucuba	japonica		Genista	tinctora	Royal Gold
Aucuba	japonica	Crotonifolia	Griselinia	littoralis	variegata
Ballota	acetosella		Gualtheria	procumbens	
Bergenia	Sunningdale		Gunnera	manicata	
Callistemon	citrinus		Hakonechloa	macra	aureola
Callistemon	pallidus		Hammamelis	mollis	Pallida
Campsis	Mdme Gallen		Hebe	pagei	
Carex	elata		Hebe	rakiensis	
Carex	pendula		Hedychium	Tara	
Carex	Buchanii		Hedychium	densiflorum	Assam Orange
Catalpa	bignonioides	Aurea	Helichrysum	serotinum	
Ceanothus	Blue Mound		Heuchera	Palace Purple	
Ceratostigma	plumbaginoides		Hibiscus	syriacus	Blue Bird
Chimonanthus	praecox		Hydrangea	paniculata	Grandiflora
Choisya	ternata	Sundance	Iris	foetidissima	
Cistus	cobariensis		Jasminum	officinale	
Cistus	purpureus		Kniphofia	caulescens	
Clematis	armandii		Kniphofia	rooperi	
Cornus	kousa	Chinensis	Lavendula	vera	
Corylus	avellana	Contorta	Lavendula	Hidcote	
Cotinus	coggygria	Velvet Cloak	Lavendula	Munstead	
Cotinus	coggygria	Grace	Ligularia	The Rocket	
Cotoneaster	Splendens		Liquidamber	styraciflua	
Crocosmia	Lucifer		Liriodendron	muscaria	
Cytisus	Lucifer		Lonicera	serotina	
Cupressus	sempervirens		Lonicera	Graham Thomas	

Lonicera	purpussii	Winter Beauty	Romneya	coulteri	
Lonicera	fragrantissima		Rosmarinus	officinalis	Seven Seas
Magnolia	grandiflora	Exmouth	Rosmarinus	officinalis	Miss Jessops Upright
Mahonia	japonica		Rubus	pulvinata	Red Autumn Lace
Melianthus	major		Salvia	officinalis	purpureaum
Melissa	officinalis	Aurea	Santolina	chamaecyparissus	
Mentha	requienii		Sarcococca	confusa	
Miscanthus	sinensis	Zebrina	Sempervivum	tectorum	
Myrtus	communis	variegata	Spirea	japonica	Firelight
Olearia	macrodonta	Major	Spirea	japonica	Candlelight
Olearia	scillioensis		Stachys	macrantha	
Ophiopogon	planiscarpus	nigrescens	Stipa	gigantea	
Origanum	vulgare	Auream	Syringa	Charles Jolly	
Parrotia	persica		Syringa	Mdme Lemoine	
Pennisetum	villosum		Thymus	citrodorus	
Perovskia	atriplicifolia	Blue Spire	Thymus	praecox	Annie Hall
Philadelphus	Virginal		Viburnum	bodnantense	Dawn
Philadelphus	Belle Etoile		Viburnum	opulus	sterile
Photinia	fraseri	Red Robin	Viburnum	rhytidophyllum	
Phygelius	coccineus		Viburnum	davidii	
Pittosporum	tenulifolium	purpureaum	Vitis	cognettiai	
Pittosporum	tenulifolium	Tomb Thumb	x Fatshedera	lizzii	
Pittosporum	tenulifolium	Warhams Gold	Lindera	benzoin	
Polyganum	affine	Superbum			
Populus	aspenifolia				
Prunus	laurocerasus	Magnolifolia			
	japonica	Pseudosassa			
Quercus	ilex	viridistriata			
Rhus	typhina				
Ribes	sanguineum	Pulborough Scarlet			
Ribes	oderatum				
Robinia	pseudoacacia	Frisia			
Rodgersia	podophylla				

Appendix D:

Examples of Risk Assessments for Operational Works

RISK ASSESSMENT – GENERAL (Part I)

For Fareham Borough Council staff, trainees and volunteers.

GENERAL RECOMMENDATIONS
Ensure appropriate PPE (personal protective equipment) is available and worn
Ensure fully functioning mobile phone is available
Ensure suitable first aid kit is available and a qualified first aider is present
Ensure detailed risk assessment (Parts II &/or III) is completed prior to undertaking task

NOTE: Levels of risk are measured as Trivial, Tolerable, Moderate, Substantial and Intolerable. If the Final Risk Level (RL) (when all precautions are in place) is either substantial or intolerable **DO NOT** undertake the task and consult manager immediately.

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF USUAL RISK LEVEL (F X L = RL)
Vehicle use	<p>Ensure vehicle is suitable for task and properly maintained</p> <p>Check tyres, lights, windows etc.</p> <p>Ensure passengers are seated appropriately & wearing seatbelts.</p> <p>Load all tools and materials in appropriate manner ensuring loads are evenly distributed and secured appropriately.</p> <p>Wear PPE as appropriate when loading vehicle.</p> <p>Do not exceed maximum load capacity (see vehicle manufacturers guidelines).</p>	<p>8x4=32</p> <p>TOLERABLE</p>

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF USUAL RISK LEVEL (F X L = RL)
Trailer use	<p>Trailers must only be used by qualified drivers.</p> <p>Ensure trailers are hitched correctly, security chain is attached.</p> <p>Check tyres, lights, registration plate.</p> <p>Load all tools and materials in appropriate manor ensuring loads are evenly distributed and secured appropriately.</p>	<p>6x4=24</p> <p>TOLERABLE</p>
Dogs	<p>Dogs are only allowed on site with prior consent of team leader.</p> <p>Dogs should be transported in cargo area of vehicle or with suitable seatbelt restraints.</p> <p>Ensure dogs are kept under strict control at all times.</p> <p>When working dogs should be in suitable vehicle or tethered securely.</p> <p>Dog mess should be cleared and disposed of appropriately.</p> <p>Owners are totally liable for dogs and are responsible for their welfare.</p>	<p>4x4=16</p> <p>TOLERABLE</p>
Illness/ disease	<p>Ensure hand wash is available.</p> <p>Wash hands thoroughly before eating.</p> <p>Ensure any open wounds are covered with waterproof dressing.</p> <p>Ensure team is aware of any allergies.</p> <p>Keep Tetanus and Hepatitis inoculations up to date.</p> <p>Be aware of Weils disease.</p> <p>Avoid unnecessary contact with animals.</p>	<p>8x4=32</p> <p>TOLERABLE</p>

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF USUAL RISK LEVEL (F X L = RL)
Hazardous plants and animals	<p>Where hazardous plants are identified notify others.</p> <p>Wear appropriate PPE.</p> <p>Be aware of areas where adders may be basking and avoid if possible.</p>	<p>4x4=16</p> <p>TOLERABLE</p>
Extreme weather	<p>Training to ensure recognition of sunburn, hypothermia etc.</p> <p>Provide sun block and encourage the use of sun hats.</p> <p>Take regular breaks and provide shade/shelter.</p> <p>Wear warm, waterproof clothing.</p> <p>Have access to hot/cold drinks.</p> <p>If weather is too extreme cease task and return to base.</p>	<p>8x6=48</p> <p>MODERATE</p>
Members of public	<p>Where appropriate ensure area is cordoned off, and/or display warning signs.</p> <p>Stop working to allow people to pass.</p> <p>Stop all power tools to allow horse riders to pass and avoid sudden movements.</p>	<p>10x6=60</p> <p>MODERATE</p>
Use of hand tools	<p>Do not wear gloves when swinging wooden handled tools.</p> <p>Ensure a firm, stable stance.</p> <p>Advise of correct tools and safe working distances for each job.</p> <p>Keep guards on tools when not in use.</p> <p>Store tools in an accessible place which all are aware of to avoid a trip hazard.</p> <p>Ensure appropriate tool is used for task.</p>	<p>6x4=24</p> <p>TOLERABLE</p>

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF USUAL RISK LEVEL (F X L = RL)
	<p>Ensure users are fully trained in use and transport of tools.</p> <p>Ensure tool is well maintained and sharpened.</p> <p>Ensure First Aid kit is available on site.</p>	
Manual Handling	<p>Ensure proper training in lifting, handling and weight limitations is given.</p> <p>Plan work in advance to avoid unnecessary lifting/handling of heavy items.</p> <p>Cut timber to manageable size.</p> <p>Keep work site tidy & clear of tripping hazards.</p> <p>Where necessary use lifting/carrying aids, e.g. wheelbarrow.</p>	<p>4x6=24</p> <p>TOLERABLE</p>
Roadside working	<p>Brightly coloured clothing, preferably 'visivests', must be worn.</p> <p>Site to be coned/cordoned off with enough space to move people, tools & materials safely inside and suitable warning signs in place.</p> <p>If sections of the lane of the road require closing, consult Area Highway Manager for details of requirements.</p>	<p>10x4=40</p> <p>MODERATE</p>

RISK ASSESSMENT – SPECIFIC (Part II)

Activities assessed for Fareham Borough Council staff, trainees and volunteers.

Activity: **USE OF LADDERS**

NOTE: Levels of risk are measured as Trivial, Tolerable, Moderate, Substantial and Intolerable. If the Final Risk Level (RL) (when all precautions are in place) is either substantial or intolerable **DO NOT** undertake the task and consult manager immediately.

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF USUAL RISK LEVEL (F x L = RL)
Carrying tools and materials up and down ladders	Cordon off area to prevent people approaching. When hoisting tools above ground level, make sure they are secured via ropes. Secure tools stored above ground level. Person standing at base of ladder must wear helmet.	6x4=24 TOLERABLE
Contact with overhead powerlines	Do not use a ladder within 5 metres of a powerline. Carry ladders horizontally rather than vertically, between two people.	8x4=32 TOLERABLE
Defective ladder	Check all rungs and uprights are sound and secure before use. Do not use if either are damaged.	6x4=24 TOLERABLE
Unexpected movement of ladder	Tie the ladder off at the top and bottom where possible. If not, a second person must 'foot' the ladder.	6x6=36 TOLERABLE

Over-reaching	<p>Do not lean over side of ladder.</p> <p>Ladder must be placed directly facing the work.</p> <p>Ladder must extend at least 1.05 metres above top rung for support, unless a secure handhold can be found.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Uneven ground or unbalanced ladder	<p>Do not use ladders in high winds.</p> <p>Cordon off ladder to stop people approaching.</p> <p>Place ladder on firm ground at an angle of 75 degrees to the horizontal.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Manual handling	<p>Do not carry ladder on your own – use two people.</p> <p>Keep ladder close to body and keep back straight.</p> <p>Be aware of suggested manual handling techniques</p>	<p>4x6=24</p> <p>TOLERABLE</p>

RISK ASSESSMENT - SUPPLEMENTARY (Part III)

Activities assessed for Fareham Borough Council staff, trainees and volunteers.

Activity: **USE OF PETROL POWER TOOLS**

NOTE: Levels of risk are measured as Trivial, Tolerable, Moderate, Substantial and Intolerable. If the Final Risk Level (RL) (when all precautions are in place) is either substantial or intolerable **DO NOT** undertake the task and consult manager immediately.

HAZARD (POTENTIAL FOR HARM)	STANDARD PRECAUTIONS	ASSESSMENT OF RISK LEVEL (F X L = RL)
All petrol power tools (Chainsaws, trimmers, hedgecutters, etc)	<p>Only fully trained persons should operate power tools.</p> <p>Where necessary the appropriate certificate of competence must be held.</p> <p>All recommended PPE must be worn whenever power tool is in operation.</p> <p>Others should be kept a safe distance away from tool.</p> <p>People assisting operators must be fully instructed by operator and wear PPE.</p> <p>Operators must not operate chainsaws if they are working alone. Lone use of other power tools must be authorised by your manager.</p> <p>A first aid kit must be within easy access at all times.</p> <p>Tools must be regularly maintained and serviced using correct parts.</p>	<p>8x6=48</p> <p>MODERATE</p>
Contact with moving blade	<p>Ensure safe working distances are adhered to.</p> <p>If there is a risk of the public approaching unknowingly, post a lookout able to halt work</p>	<p>6x4=24</p> <p>TOLERABLE</p>

	<p>or hazard warning and no entry signs should be displayed at entrances to worksite.</p> <p>Engine must be stopped before any cleaning/ maintenance is done</p> <p>Wear close-fitting clothing that will not obstruct or get entangled.</p>	
Exhaust fumes	<p>Do not run engine indoors.</p> <p>Ensure equipment is in good condition and maintained according to manufacturers instructions.</p> <p>Ensure correct fuel mix is used.</p>	<p>4x4=16</p> <p>TOLERABLE</p>
Fatigue & vibration	<p>Adjust harness & handles for comfortable use before beginning work.</p> <p>Ensure maintenance as above, including frequent checks of anti-vibration mountings.</p> <p>Take a break after every tank of fuel used; take a long break after 3 consecutive tanks.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Fire	<p>Do not smoke or use naked flame near fuel or equipment.</p> <p>Allow machine to cool down before refuelling.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Flying debris (Strimmers)	<p>Cuts must be made from right to left & away from feet.</p> <p>Long trousers, sturdy footwear, impact resistant goggles & gloves should be worn.</p> <p>Clear ground of obvious debris before beginning work.</p> <p>Ensure all machine guards are properly fitted & in good condition.</p> <p>Exclude others from working zone.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Noise	<p>For prolonged use a noise assessment should be undertaken.</p> <p>Where required operator and assistants must wear suitable ear defenders whilst machine is in use.</p>	<p>6x6=36</p> <p>TOLERABLE</p>
Occupational dermatitis	<p>Avoid skin/eye contact with sap & other plant materials by wearing clothing as above.</p>	<p>4x6=24</p> <p>TOLERABLE</p>

	<p>Wear protective gloves when mixing/filling with petrol/oil & when cleaning machines.</p> <p>Wash skin/irrigate eyes with clean water thoroughly without delay if contact does occur.</p>	
Burning hands/arm on hot exhaust	Do not work on, or do maintenance to, engine until exhaust has been allowed to cool.	<p>4x6=24</p> <p>TOLERABLE</p>