

Grounds Team Operations and Risk Assessments

1. INTRODUCTION

The HR sub Committee requested an investigation be undertaken for resources to assist the Clerk to develop and implement a new set of risk assessments for the Grounds Team

This report sets out the recommendation of the Grounds Management Association, of which the Council is a member, following discussion with the Clerk.

2. TRAINING AND EDUCATION

The GMA recommends that the Council starts by understanding the teams current level of training and education for turf and horticulture: The organisation can undertake a training needs analysis that can be carried out online via Teams and through conversation with the team as a whole. The GMA will also map a 5 year learning plan for each individual that will fit both the Councils and employees aspirations.

Cost for four team members £495 + VAT (Member rate)

3. UNDERSTANDING OF SITES AND OPERATIONS

In order to gain an understanding of the Councils sites, the equipment used and to assess the use of the equipment against the surfaces and areas it is proposed to undertake a site audit service. This will include liaison with the stakeholders and the people that maintain the sites. Questionnaires are sent to the grounds team, the Clerk, the Amenities Committee Chairman and the end user. The results of the questionnaire are used to plan a site visit with at least one of the Grounds Team and the Clerk. A report is then submitted to the Council containing recommendations on operations, processes, and machinery.

Estimated cost: £1200 + VAT (Member rate).

4. RISK ASSESSMENTS

GMA are currently preparing risk assessment templates for the operations and machinery use of the grounds management professionals. This Council would be able to purchase those templates and adjust to fit local site specific criteria.

The Site Visit would make recommendation for the risk assessments that are required.

Current cost of risk assessments are £2.25 each.

5. RECOMMENDATIONS

It is recommended that the Council:

- 5.1 Commission the Training Needs analysis of the four grounds team members with individual 5 year training plans; cost £495;

- 5.2 Commission a Site Audit service at a cost of £1200 with a report making recommendations for actions and improvements;
- 5.3 Request GMA to identify the risk assessments required by the Council