

Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery Learning Activity Garden areas in School
 Group Leader Mr Paul Wolstencroft-Moore Other Staff All Teacher and Teaching Assistants

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

| IDENTIFYING AND ASSESSING THE RISKS | RISK LEVEL | CONTROLS FOR MANAGING THE RISKS | REMAINING RISK |
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| | High/Medium/Low | | |
| <p style="text-align: center;">Amendments will be written in red alongside each section to ensure that the policy is read fully</p> <p>Pupils and Staff to wash hands on regular basis. Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly. Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.</p> | | | |
| High wall in garden - Children falling and hurting themselves. | Low | 1. Signage to be put up in the garden area advising parents/ carers to keep children off the walls. 2. Rope fence put up around the walled area and children told to keep away from the rope. | 1. Staff to challenge parents/ carers or children if caught climbing on walls/ fences and reminded about being safe. |

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| | | <ol style="list-style-type: none"> 3. Children to be supervised at all times during the school day. 4. Children to be taught how to use the space and warned about the risks of climbing on the wall. 5. Letters to be sent to parents to inform them of the rules about safety in the garden. | <ol style="list-style-type: none"> 2. Let a member of SLT know about the incident so parents can be spoken to. |
| Animal manures - Microbial contamination (potentially pathogenic) | Medium | <ol style="list-style-type: none"> 1. Wherever possible the schools should avoid the use of fresh organic manures to incorporate into the school garden in favour of alternative soil improvers, it is appreciated that this is not always possible. 2. It is essential that if children do work with manures they wear gloves when undertaking this task. Gloves MUST be disposable and after use, double bagged and disposed of. 3. Staff to ensure the children wash their hands in antiseptic gel at the completion of the task. | Soil improvements to be added when children are not present. |
| Nature pond - Children falling in/ drowning. | High | <ol style="list-style-type: none"> 1. Signage to be installed around the pond to warn people about the hazard. 2. Rope barrier dividing pond from the rest of the garden area. 3. Children not to go past the rope barrier without an adult. 4. Children to be taught about water safety by Teaching staff. 5. Children to be supervised at all times when in the garden area. 6. Letters to be send to parents and local residents to inform them of the pond and | <ol style="list-style-type: none"> 1. Only small groups (no more than 6) to pond dip/ access area with an adult. |

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| <p>Bird feeding area - Bird seeds - Children being allergic.</p> | <p>Medium.</p> | <p>keeping their children safe.</p> <ol style="list-style-type: none"> 1. Children with allergies to be identified. 2. Parents to have a meeting with SLT or assigned adult about the children's allergies and severity and prevention methods. 3. Parents to sign consent form to allow children access to the school garden. 4. Main allergy substances (peanuts) not to be used in the garden. <p>1st aider to administer epi pen or other medication.</p> <p>Ambulance to be called if child is having an anaphylactic shock</p> <p>SLT and Parents to be notified.</p> <p>Full PPE to be worn when administering medication. If not possible due to severity and speed of treatment needed. Staff MUST thoroughly wash hands after.</p> | <ol style="list-style-type: none"> 1. Staff to be made aware of children's allergies (posters in staffroom and other communal areas) 2. First aid certificates to be kept up to date. 3. Medication to be kept in a central place (staffroom/ plastic boxes in classrooms) 4. If a child has reaction, parents/ carers are to be informed immediately. |
| <p>Bees, wasps and Insects - Allergic reactions and children getting stung.</p> | <p>Medium</p> | <ol style="list-style-type: none"> 1. These are natural inhabitants of the garden and pose no risk unless provoked. 2. Staff to teach children to be calm and quiet around insects. 3. Teaching staff must be aware of any children allergic to specific insects. 4. If stung, children should seek first aid from designated first aiders. <p>1st aider to administer epi pen or other</p> | <p>If a child is stung, parents/ carers are to be informed immediately.</p> |

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| | | <p>medication.</p> <p>Ambulance to be called if child is having an anaphylactic shock</p> <p>SLT and Parents to be notified.</p> <p>Full PPE to be worn when administering medication. If not possible due to severity and speed of treatment needed. Staff MUST thoroughly wash hands after.</p> | |
| Chemicals used in the garden - Inhalation, skin or eye contact. | Medium | <ol style="list-style-type: none"> 1. No chemicals to be used within the garden space. 2. If used, chemicals to be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. 3. Where it is deemed absolutely necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out | |
| Climbing on objects in the garden space - Children falling and hurting themselves. | Medium | <ol style="list-style-type: none"> 1. Children to be supervised at all times. 2. Children to be made aware of the garden rules. | |
| Composting - Airborne particles Flies Vermin Lifting/ Turning | Medium | <ol style="list-style-type: none"> 1. Avoid turning compost heaps but keep as cold heaps. Adults only to turn heaps when pupils are not present, adults must wear face mask and gloves to do this. 2. Schools must avoid making compost heaps too wet by adding too much fruit waste as this attracts flies and does not make effective compost. 3. If too much fruit waste then this will need to be disposed of elsewhere and compost heaps just | |

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| | | kept for garden waste. | |
| Fallen leaves - Slips, Trips Litter within leaves | LOW | <ol style="list-style-type: none"> 1. Do not collect fallen leaves for making leaf compost in schools, or areas of the school grounds, where there is potential for hazardous objects such as syringes/ broken glass/ sharp items to be buried amongst leaves. 2. Site Manager to check site for potential hazards and remove. 3. No running in garden/ leaf collecting area. 4. Pupils to wear gloves and use tools appropriate for the job e.g. lightweight plastic leaf rakes and leaf hands. Gloves MUST be disposable and after use, double bagged and disposed of. | <ol style="list-style-type: none"> 1. Site manager to use protective clothing when handling said items. 2. Said items to be disposed of appropriately. |
| Infection | Medium | <ol style="list-style-type: none"> 1. Children to wash their hands after touching plants or soil/compost and before handling food and drink. 2. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. | |
| Lifting | Medium | <ol style="list-style-type: none"> 1. Children and adults are not to lift heavy objects or to overfill wheelbarrows where in use. 2. Staff to follow Manual Handling at Work guide (attached to Risk Assessment) | |
| Mulching - Airborne particles Fungi Turning | Medium | <ol style="list-style-type: none"> 1. Buy organic mulch materials in bags from a reputable source or use a weed suppressant such as mypex. | |

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| | | <ol style="list-style-type: none"> 2. Alternatively, use shredded paper, layers of cardboard or homemade compost. 3. Reduce risk of air borne particles by wetting loose mulch materials before applying. | |
| Plant supports - Damage to the eye | Medium | <ol style="list-style-type: none"> 1. Plant supports to be avoided where possible. 2. When being used care should be taken. 3. Children and adult helpers to be made aware of hazard and to take care when leaning over beds. 4. Cane toppers to be used where cane height less than 1.8m high. <p>Any accidents to be checked by a 1st aider wearing PPE, parents to be informed.</p> | |
| Plants - Ingestion, allergic reactions | Medium/ High | <ol style="list-style-type: none"> 1. Adults to be made aware of any children/volunteers/staff known to have specific plant and food allergies or hay fever, and to know the school representative responsible for administering that medication. 2. Some of the plants may be irritating to skin (disposable gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. 3. Children, School staff and volunteers must not eat any plants from the school garden unless | <p>1st aider to administer epi pen or other medication. Ambulance to be called if child is having an anaphylactic shock SLT and Parents to be notified.</p> <p>Full PPE to be worn when administering medication. If not possible due to severity and speed of treatment needed. Staff</p> |

they are competent to identify the potentially harmful plants in their garden.

4. Staff must not allow the children to pick the plants or put their fingers in their mouths.
 5. Children must not eat parts of plants unless instructed to do so, and must wash hands after garden sessions.
 6. When undertaking taste tests in the garden, all produce and pupils hands should be washed in tap water using soap (not water butts) before eating.
 7. Do not plant potentially poisonous plants (eg daffodils) in edible beds.
 8. Children to be taught about plant safety and potential hazards explained to the children. E.g. stinging plants, plants with thorns or barbs, poisonous plants.
4. ***NB Detailed information on harmful or potentially poisonous plants can be found on the resources/starting school gardening section of the Campaign for School Gardening Website and attached to the risk assessment.***

Pupils are to be made aware that poisonous and other harmful plants can be found within the school premises as well as outside the school environment.

MUST thoroughly wash hands after.

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| | | Children should be taught never to put plant material in their mouths and if touched should always wash their hands - <i>At Gwladys Street, we teach children to be aware and safe around plants and support their lifelong learning and understanding.</i> | |
| Plants continued | Low | <ol style="list-style-type: none"> 1. Warn children about low branches on shrubs. 2. Low branches on trees to be removed using appropriate tools. 3. When pruning shrubs wear eye protection. 4. Children not to prune shrubs or trees without adult guidance. 5. Appropriate tools to be used at all times. | |
| Running children - Slips, trips and falls | Low | <ol style="list-style-type: none"> 1. Children adequately supervised and instructed to walk in the garden. | |
| Soil - Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes | Medium | <ol style="list-style-type: none"> 1. Schools to check with parents/carers and advise coordinators as to whether or not pupils have had tetanus inoculation before sessions start. 2. Hands must be thoroughly washed (by pupils and adults) at the end of each session and especially before eating food/ drinking. 3. Adult helpers or staff to check garden before pupils attend session and remove any animal faeces whilst wearing disposable gloves. Dispose of mess away from the garden and wash trowel and hands afterwards. | |

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| | | <ol style="list-style-type: none"> 4. If pupils come across buried animal faeces, adult to remove as above and pupils to wash hands immediately if they have had direct contact. 5. Disposable gloves to be worn when working with the soil. 6. <i>Gloves to be disposed of by double bagging.</i> 7. Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session. If pupils or school staff have skin irritations e.g. eczema, or cuts/abrasions, or are likely to have a suppressed immune system, then disposable gloves should be worn. <i>Disposable gloves to be doubled bagged before being disposed of.</i> 8. Bags of compost or potting media should be opened with the head away from the opening as far as practically possible. 9. Moisten dry compost/potting media before using. 10. Avoid storing compost/potting media in greenhouses or other warm places. 11. Avoid using loose compost and digging/ raking soil in dry and windy conditions. 6. Compost heaps - see composting below | |
| Syringes/needles/other contaminated waste - | Medium | 1. To be disposed of according to school policy | |

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| Puncture injuries, pathogenic microbial contamination, chemical contamination | | 2. SLT to be informed. | |
| Tools - Injury, trips and falls | Low | <ol style="list-style-type: none"> 1. Tools correctly maintained to be safe to use. Children to only use tools when instructed to do so. At start of each teaching session tool safety to be embedded Equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 2. Staff to teach pupils to use tools safely. 3. KS2 pupils to only use larger tools. 4. When working with Reception/ Year 1 pupils, forks are only to be used by pupils if there is a ratio of 1 adult helper to 1 child. 5. All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for age of children. 6. 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a teaching session. 7. Pupils with certain behavioural difficulties may be precluded from using certain tools. Advice to be sought from class teacher. Pupils to be supervised during all gardening | |

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| | | <p>activities. Tools to be stored safely when not in use.</p> <p>8. Ensure adequate working space for pupils when they are working around garden beds.</p> | |
| Water - Slips, trips, falls | Low | <ol style="list-style-type: none"> 1. Children shown how to correctly water plants to avoid soaking pathways. 2. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. 3. No running. | |
| <p>Water Butts & Hoses - Drinking</p> <p>Washing Hands</p> <p>Water borne bugs/ infections</p> <p>Drowning</p> | Medium | <ol style="list-style-type: none"> 1. Water butts only to be installed by the school if this is in line with the school's own Health & Safety Policy. Such butts must have child proof, locked lids and should be firmly secured on a stable surface. 2. Pupils must not wash their hands or wash garden produce to eat with water from the butts. 3. When using water from the butts for watering then pupils and adults must wash their hands afterwards using warm water and soap. 4. Water butts should be emptied and scrubbed out once a year. This job should be carried out by an adult with gloves and face mask. | |

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| | | <ol style="list-style-type: none"> 5. Water butts to be kept in cool position as far as practically possible. If not, consideration to be given to insulation or light reflecting paint. 6. Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella) | |
| <p>Weather - Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.</p> | Low | <ol style="list-style-type: none"> 1. Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. 2. Schools to advise pupils and parent helpers to apply own sun cream and wear hats. 3. In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimise risk of slipping. No running to, from and in garden. 4. Avoid using loose compost and digging/ raking soil in windy conditions | |
| Electric gate - Children/ adults crushed. | Medium | <ol style="list-style-type: none"> 1. Children to be supervised at all times. 2. Move children away from gate when visitors approach the gate way. 3. Children not to play/ work around gate way. | |
| Tree branches falling - Children/ adults hurt. | Low | <ol style="list-style-type: none"> 1. Site manager to inspect garden space daily. | |

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| | | <ol style="list-style-type: none"> 2. After high winds, trees to be inspected for damage. 3. Contractors to remove dead/ broken branches before children/ adults aloud back on site. 4. Branches to be removed from site. | |
| Benches - Worn/ missing ends - Children/ adults getting fingers stuck. | Low | <ol style="list-style-type: none"> 1. Site manager to check condition of benches. 2. If a bench is deemed unsafe, then bench is to be cordoned off and repaired at the earliest point. 3. Holes to be plugged with appropriate bench ends. 4. Benches to be cleaned down after use. | |
| Loose brick work | Low | <ol style="list-style-type: none"> 1. Site manager to check condition of brick work. 2. Garden closed if site becomes unsafe. 3. Contractors brought in to fix the problem. | |
| General | Low | <ol style="list-style-type: none"> 1. Site to be checked by site manager for hazards. Hazards removed if found using appropriate equipment. 2. Staff to check site before taking children into the garden area for potential hazard. If found removed. 3. Children reminded of safety procedures, walking, carrying equipment safely, water safety, etc. (see relevant areas of the risk assessment) | Site manager to use appropriate equipment when removing hazards. |
| Green house | Low | <ol style="list-style-type: none"> 1. Pupils not to access green house during Covid-19 pandemic. Staff only with a maximum of 1 adult at a time. Windows to be opened. 2. Door to be locked at all times when not in use. Key held in leather wallet at the main office. 3. Children to access green house in small numbers (no more than 6) with an adult. | |

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| | | <ol style="list-style-type: none">4. Doors to be left open when in use. Do Not allow children to open/ close the door as on sliders which could catch fingers.5. Staff to be careful opening/ closing doors to ensure they don't catch fingers in sliders.6. Children to be monitored at all times while in the green house.7. If children/ staff become stressed due to heat inside the green house on warm days, then leave and seek medical advice from a 1st aider.8. Children to be reminded about not running in the space.9. Provide clean drinking water to keep children hydrated. | |
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Form Completion Date:

Mr Paul Wolstencroft-Moore

Head of Establishment /
EVC:

Miss Nicola Booth

Group Leader (Signature)

Points the Group
Leader or team
to be aware of