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| --- | --- | --- | --- | --- |
| **Department:** *\*\*\*\*\* School* | **Service:** | | **Reference:** | |
| **Activity:** *Use of Allotment* | | **Site:** *Community field adjacent to school* | | |
| **People at Risk:** *Staff, pupils, visitors* | | **Additional Information:**[*CLEAPPS*](http://www.cleapss.org.uk/) *specific risk assessments,* [*“Guide to Keeping Animals, Sowing, Growing and Eating your School Garden Produce”*](http://www.foodvision.cieh.org/document/view/321)*,* [*SunSmart Policy Pack*](http://www.sunsmart.org.uk/schools/) | | |
| **Name of Person Completing Form: Job Title: Date:** | | | | **Review Date:** |

| **Hazard** | **Risk** | **Initial Rating**  **L, M, H** | **Existing Control Measures** | **Final Rating**  **L, M, H** | **Additional Action Required**  **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| *Working away from school building.* | *Child absconding* | *M* | *Allotment is fenced.*  *Children are adequately supervised at all times.* | *L* |  |
| *Contact with members of the public* | *Verbal or physical abuse.* | *L* | *Staff observe area prior to use; if there are any concerns pupils are not allowed onto field.*  *Pupils are always adequately supervised and allotment is fenced.*  *Children are removed from the area if staff begin to have concerns about individuals in area.*  *Police contacted if necessary.* | *L* |  |
| *Contact with sharp objects* | *Injury resulting from discarded objects e.g. glass, hypodermic needles.* | *M* | *Allotment is fenced and kept locked to reduce the risk of unauthroised entry.*  *Area is checked by staff prior to use.*  *Suitable personal protective equipment (PPE) is provided e.g. gloves* | *L* |  |
| *Use of handtools* | *Injury from contact with sharp edges.* | *M* | *Tools are provided which are suitable for both staff and pupils.*  *Pupils are instructed on their safe use and supervised by staff.*  *Handles are checked to ensure they are smooth and free from damage.*  *Sensible shoes are worn.* | *L* |  |
| *Exposure to substances which may cause an allergic reaction* | *Bee/wasp stings or contact with plants.*  *Asthma and hayfever attacks caused by pollen.* | *M*  *M* | *Staff are alert to the development of allergies or asthma attacks and these are dealt with via the school’s existing procedures.*  *Gloves are worn when necessary.*  *Trained first aiders are available via the school if required.* | *L* |  |
| *Pesticides and fertilisers* | *Ingestion, inhalation, absorption through skin.* | *H* | *Only organic methods are used.*  *If chemical pesticides are needed only suitably trained persons or contractors apply them.*  *Children are not allowed in the area during or just after use – manufacturers guidance on this is adhered to.*  *Appropriate safety data sheets and COSHH risk assessments are available.*  *Appropriate PPE is provided.* | *L* |  |
| *Exposure to the sun/heat* | *Sunburn, sunstroke.* | *M* | *Sunscreen and hats are worn.* | *L* |  |
| *Exposure to bacteria, pathogens etc* | *Disease/infection* | *H* | *Area checked for animal faeces before use.*  *Cuts and grazes are covered.*  *Gloves used when necessary.*  *No eating/snacks during lesson*  *Thorough hand washing– supervised for very young children.*  *Staff/pupils are up to date with tetanus vaccination.* | *L* |  |
| *Use of compost bins.* | *Attraction of vermin.* | *M* | *The lid of the compost bin is always kept closed.*  *Only staff access this area.*  *Appropriate PPE is provided.* | *L* |  |
| *Greenhouse – broken glass.* | *Injuries from broken panes of glass.* | *H* | *Greenhouse is constructed of plastic.*  *Where glass panes are used, planting is used as a barrier around the external walls. Internally, barriers are provided around the edge of the greenhouse by shelving.* | *L* |  |