**Gardening Club Risk Assessment (basic)**



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| **Hazard** | **Risk** | **Probability** | **Control Measures** |
| Low staff numbers | Pupil injury from incorrect supervision | Medium  | * Minimum staff to pupil ratios to be agreed with school in advance and observed for all sessions (KS1 1:6, KS2 1:8)
 |
| Tools | Cuts & bruises, trips | Medium | * All tools to be provided by BBG, and correctly maintained and checked prior to use
* Close adult supervision – pupils to only use tools when and how instructed to do so
* Ensure adequate working space – large tools and hand tools to be used at different times
* Use the correct tool for the job and age appropriate for the pupils
* All tools to be counted out and back in accurately. Tools to be stored safely when not in use. Tools point to be clearly identified and all tools to be kept here when not in use during sessions
* Appropriate clothing and footwear to be worn at all times, by all participants
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| Plants | Allergic reaction, inappropriate ingestion | Low | * Club Leader to audit the grounds to identify toxic/allergenic plants and inform all participants or remove plant(s) if possible
* All adults to be made aware (by school, before every session) of any participants known to have any relevant allergies
* Wear gloves at appropriate times
* Supervise vulnerable children at all times
* Nobody to eat plants from the school garden (unless competent to identify them)
* Do not plant poisonous plants in edible plant beds
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| Soil | Skin irritation, getting into eyes, tetanus, E. coli | Low | * Club Leader to remove any animal waste from grounds before session and dispose of correctly
* Gloves to be worn when working with the soil and any cuts to be covered with plasters
* Instruct pupils how best not to flick soil up into the air when using tools etc.
* Avoid working with loose soil or compost in dry and windy conditions
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| Insects | Stings & bites | Medium | * Be aware of any bee or wasp nests and avoid these areas
* All adults to be made aware (by school, before every session) of any participants who are allergic to stings and have easy access to any personal medication (e.g. EpiPens)
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| Moving/Lifting | Trips, cuts, strains & sprains | Medium  | * All participants to walk at all times (unless an emergency)
* Club Leader to demonstrate correct lifting techniques (as required) and ascertain if anyone has back or muscle problems beforehand
* Participants not to overfill anything to be lifted – heavy objects not to be lifted without help
* Use a trolley to transport materials
* Equipment correctly maintained and checked prior to use
* Club Leader to identify objects that children are prohibited from moving or lifting
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| Sun/Heat  | Sunburn, dehydration | Medium | * All pupils to wear sunscreen and hats (as dictated by weather conditions)
* Drink and shade breaks to be planned for (if particularly hot)

continued |
| Wet/Cold weather | Cold, slips, flooding | Medium  | * Alternative indoor activities (or dates) available if conditions are not suitable
* All participants to have warm/waterproof clothing available
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| Trees | Falling branches, climbing/falling from trees | Low | * Avoid gardening directly under trees
* Where unavoidable, check trees for loose branches etc. before sessions
* Give clear instruction before every session that climbing trees is prohibited
* Close supervision to ensure children do not climb trees
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| Leaves and litter | Cuts from litter within leaves | Medium | * Where fallen leaves (or other compostable materials) are to be collected, check the area before sessions for any hazardous objects (e.g. broken glass) and use gloves to pick up leaves
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**Emergency Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Nearest Hospital and Phone Number | Names of First Aiders | Location of Nearest Phone to Garden Area (and how to get an outside line) | School Office Contact Number |
|  |  |  |  |

**Site and Activity Risk Assessment Form**

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| --- | --- | --- |
| Date | Club Leader Name and Signature | Area to be Worked in |
| Weather/Site Conditions | Dangerous Litter/Animal Waste | Any Vulnerable Learners? |
| Activities | Additional Risks (other than those outlined overleaf) | Actions to Reduce those Risks |

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