



## TPP RISK ASSESSMENT

(for working on school allotments)

Hazard	Risk	Who is at Risk	Controls in Place/Action Required	Check by Ticking
<b>1.Tools and equipment</b>	Injury, trips and falls Minor cuts and bruises	staff, volunteer helpers, pupils	<p>Tools correctly maintained to be safe to use. Pupils to only use tools when instructed to do so and closely supervised at all times</p> <p>Close adult supervision when working with spades and forks – keep pupils working with large tools in different area to pupils kneeling working with hand tools Use the right tool for the job and appropriate for the age of the child. Tools to be stored safely when not in use. ‘Tool stop’ point to be clearly identified and all tools to be returned here when not in use</p> <p>Ensure adequate working space for pupils when they are working around garden beds.</p>	
<b>2. Lifting</b>	Injury, strains and sprains	Staff, volunteer helpers, pupils	<p>Project Leader demonstrates correct lifting techniques (Back straight, knees bent) and asks if anyone has any back or muscle problems.</p> <p>Pupils and adults are not to overfill wheelbarrows where in use.</p> <p>Do not lift heavy objects without help Use a trolley to transport materials All equipment appropriately maintained and checked prior to use</p>	

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<b>3. Soil and unintended animal manures from cats and dogs</b>	Tetanus E-Coli Weil's Disease Toxoplasmosis Toxocariasis Bioaerosols Skin Irritation Soil blowing into eyes	Staff, volunteer helpers, pupils	<p>Adult helpers or staff to check garden before pupils attend session and remove any animal mess whilst wearing gloves. Bury/dispose of mess away from the garden and wash trowel and hands afterwards. Gloves to be worn when working with the soil. Instruct pupils how to use tools correctly to avoid soil being flicked into each other's eyes.</p> <p>Avoid using loose compost and digging/ raking soil in dry and windy conditions.</p>	
<b>4. Compost</b>	Infection from airborne particles Flies Vermin when Lifting and transporting the compost or when turning the compost heap	Staff, volunteer helpers, pupils	<p>Compost should be stored in a cool place i.e. not in a greenhouse and the container (Bag or dustbin) should be sealed when not in use.</p> <p>Avoid adding too much fruit waste as this attracts flies and does not make effective compost.</p> <p>If vermin are a problem consider buying a tumbler type compost bin which is sealed. When handling school-made compost wear gloves. Reduce risk of air borne particles by wetting loose mulch before applying.</p>	
<b>5. Plants</b>	Ingestion, allergic reactions	Staff, volunteer helpers, pupils	<p>Audit the school grounds to identify toxic plants and inform anyone who is using the garden. 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.</p> <p>Adults to be made aware of any pupils/volunteers/staff known to have specific plant and food allergies or hay fever.</p> <ul style="list-style-type: none"> <li>• Wear gloves if plants are a skin irritant.</li> <li>• Supervise vulnerable pupils at all times, especially if they are inclined to eat plants.</li> <li>• Pupils, Staff and volunteers must not eat any plants from the school garden unless they are competent to identify the potentially harmful plants in their garden.</li> <li>• Do not plant potentially poisonous plants (eg daffodils) in edible beds.</li> </ul>	

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<b>6. Animal manures</b> <b>Eg. Farmyard manure from stables.</b>	Infection from various micro-organisms such as : Tetanus E-Coli Bioaerosols Weil's Disease	Staff, volunteer helpers, pupils	<ul style="list-style-type: none"> <li>• If pupils are spreading the manure over the soil they should be closely supervised and always wear gloves, covering cuts with a plaster.</li> <li>• Where feasible check that tetanus jabs are up to date.</li> <li>• Pupils avoid eating and drinking until hands are washed            Antiseptic gel ok only if soap and warm running water not available</li> </ul>	
<b>7. Eggs</b>	Salmonella	Staff, volunteer helpers, pupils	Eggs are checked four times a year and are sent off to Crowshall (poultry) Veterinary Services in Attleborough.	
<b>8. Bees, wasps and Insects</b>	Stings	Staff, volunteer helpers, pupils	<ul style="list-style-type: none"> <li>• Be aware of any wasp or bee nests and avoid these areas.</li> <li>• Be aware of any pupils who are highly allergic to stings</li> </ul>	
<b>9. Chemicals/paint used in the allotment</b>	Inhalation, skin or eye contact.	Staff, volunteer helpers, pupils, school visitors	Adopt an environmentally sensitive approach to the garden (The Papillon Project refuses to use any weed killers or pesticides on environmental grounds). <ul style="list-style-type: none"> <li>• However, in accordance with an appropriate COSHH assessment gloves, eye protection and suitable clothing (PPE) must be worn while painting to protect skin and eyes.</li> <li>• Great care should be taken not to spill paint to prevent harm to the environment.</li> </ul>	

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<b>10. Trees</b>	Falling branches	Pupils	Gardening directly under trees avoided and/or trees assessed for safety by competent person	
<b>11. Fallen leaves</b>	Risk of piercing wounds due to litter within leaves	Staff, volunteer helpers, pupils	If leaves are to be collected for making leaf mold check the area in advance to make sure there are no hazardous objects such as syringes/ broken glass/ sharp items buried amongst leaves. Wear gloves when collecting leaves or use leaf grabbers Use leaf rakes to collect leaves in a pile and then pick up.	
<b>12. Plant supports</b>	Damage to the eye	Staff, volunteer helpers, pupils	Plant supports to be avoided where possible. When canes or twigs are used, place cane toppers on the top and try to make them as tall as possible so they are above eye height.  Point out the potential risk when people are leaning over beds.	
<b>13. Water Butts &amp; Hoses</b>	Slips, trips, falls Water borne bacteria Legionella and other infections	Staff, volunteer helpers, pupils	<ul style="list-style-type: none"> <li>Water butts have child proof, locked lids and secured on a stable surface.</li> <li>When using water from the butts for watering then pupils and adults must wash their hands afterwards.</li> <li>Pupils shown how to correctly water plants to avoid soaking pathways. No running.</li> </ul> <p>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.</p> <p>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> <ul style="list-style-type: none"> <li>Hoses should not be stored in warm place eg greenhouse</li> <li>Hose pipes should be coiled/ rolled up after use and not left lying out</li> </ul>	
<b>14. Members of the public</b>	The allotment site is located very close to the perimeter fence and a public footpath. Pupils are therefore close to possible public interaction	All pupils	<ul style="list-style-type: none"> <li>Pupils will always be under supervision or travel down together in small groups before a member of staff arrives.</li> </ul>	

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<b>15. School traffic</b>	injury from moving vehicles	All pupils and staff	<ul style="list-style-type: none"> <li>Groups to keep to designated paths and to be road safe when moving between class and garden.</li> </ul>	
<b>16. Large structures</b>	Falling whilst climbing	All pupils	<ul style="list-style-type: none"> <li>Adequate supervision and instructed not to climb objects in the garden.</li> </ul>	
<b>17. Uneven/ Wet surfaces</b>	Slipping, tripping and falling	All staff and pupils	<ul style="list-style-type: none"> <li>Pupils adequately supervised and instructed to walk whilst in the garden</li> </ul>	
<b>18. Weather</b>	Sunburn, dehydration or hypothermia	Adults and pupils	Appropriate clothing to be worn for the weather conditions. Adequate fluids drunk when hot weather conditions arise.	
<b>19. Litter</b>	Cuts and infections (tetanus)	Adults and pupils	<ul style="list-style-type: none"> <li>Remove all litter from the garden prior to pupils arriving.</li> </ul> <p>As above to prevent risk of tetanus from rusty objects.</p>	
<b>20. Safeguarding (a)</b>	Risk to children or staff and volunteers	Adults and pupils	<ul style="list-style-type: none"> <li>Staff and volunteers will have a DBS check</li> <li>All adult volunteers to have been provided with a copy of KCSIE and a copy of the school safeguarding leaflet and procedure.</li> </ul> <p>Safeguarding Concern Forms to be kept on site with First aid kit station</p>	
<b>21. Safeguarding (b)</b>	Lone or 1-1 working	Adults and pupils	<ul style="list-style-type: none"> <li>All adults who will be down the allotment alone need to check in and out via radio.</li> <li>Young people (under 18) not to work down the allotment without adult supervision</li> <li>1-1 work down the Allotment of adults and pupils should be avoided</li> </ul> <p>If the need arises adults who work 1-1 with a student down the allotment need to inform the office/DSL prior to undertaking the work.</p>	
<b>22. Safeguarding (c)</b>	After hours, weekends and low light	Adults and pupils	<ul style="list-style-type: none"> <li>In the hours after the office is shut (4.30pm) no 1-1 work should be undertaken</li> <li>Winter months (October to March) where light may be poor after school hours pupils and adults should not work separately to the main group of volunteers.</li> </ul> <p>At weekends no 1-1 adult student work should be undertaken without parental consent.</p>	

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<b>23. Livestock and wild animals</b>	Physical hazard from scratches, bites or being pecked zoonoses (e.g. bird flu) dead animals	Adults and pupils	<ul style="list-style-type: none"> <li>• Livestock induction provided to new pupils and staff about how to handle livestock.</li> <li>• Hands must be washed on site (if possible) or back at school.</li> <li>• Dead animals (domesticated or wild) to be removed from school allotment with assistance of school site team.</li> </ul>	
<b>24. Dust and flying particles</b>	Eye injury and irritation	Adults and pupils	<ul style="list-style-type: none"> <li>• When appropriate PPE (goggles) equipment should be issued when soil or compost is being moved.</li> </ul>	