



NON-SITE SPECIFIC* RISK ASSESSMENT

(for charity staff and volunteers working on school allotments)

***In line with the charity’s annual Schools’ Agreement:** ‘The Papillon Project has its own non-site-specific risk assessment, but we look to each school to complete its own risk assessment to help prevent accidents from occurring.’

| | |
|---|--|
| <p>Any accidents (including retrospective ones) and near misses, can be officially logged online via the charity’s <i>Reporting an accident, a retrospective accident or a near miss form</i> (CLICK HERE). Schools’ Project Lead to collect responses and take further action to prevent future accidents, if required.</p> | |
| <p>Location: All school allotments where charity staff and charity volunteers work</p> | <p>Assessment Date: 8/01/ 2024</p> <p>Assessor: Matt Willer, Schools’ Project Lead</p> |
| <p>Activity: Creating, developing and maintaining a school allotment and running sessions with young people</p> | <p>Review: Annually or in the event of a significant incident or material change</p> |

| Risk matrix | | Very improbable | Sight possibility | Distinct possibility | Reasonable probability | Near certainty |
|-------------------|---|-----------------|-------------------|----------------------|------------------------|----------------|
| | | 1 | 2 | 3 | 4 | 5 |
| Slight injury | 1 | A | A | A | A | B |
| Minor injury | 2 | A | A | A | B | C |
| Major injury | 3 | A | A | B | C | C |
| Single fatality | 4 | A | B | C | C | C |
| Multiple fatality | 5 | B | B | C | C | C |

Impact:

- A score of 1 relates to the chance of a slight injury (e.g. sprained ankle)
- A score of 5 relates to the chance of multiple fatalities.

For likelihood:

- A score of 1 relates to very improbable chance of an incident happening.
- A score of 5 relates to the near certainty that an incident will occur.
- Any risk that results in C will mean that the work must be cancelled until any and all safety risks relating have been mitigated.
- Any risk that results in a B will mean that the work can go ahead but risks will need to be looked at to see if more safety measures need to be put in place.
- Any risk that results in A will be minor (if applicable at all) and the work will be able to go ahead

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|-----------------------|---|----------------------------------|---|---|
| 1.Tools and equipment | Injury, trips and falls, minor cuts and bruises | staff, volunteer helpers, pupils | <p style="text-align: center;">A</p> <p style="text-align: center;">Slight possibility, minor injury</p> | <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> <p>Charity staff to be given briefing when using new electronic gardening equipment for the first time.</p> |
| 2. Lifting | Injury, strains and sprains | Staff, volunteer helpers, pupils | <p style="text-align: center;">A</p> <p style="text-align: center;">Slight possibility, minor injury</p> | <p>Charity staff or volunteer demonstrates correct lifting techniques (Back straight, knees bent) and asks if anyone has any back or muscle problems. Pupils and adults are not to overfill wheelbarrows where in use. Do not lift heavy objects without help Use a trolley to transport materials All equipment appropriately maintained and checked prior to use</p> |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|--|--|--|---|---|
| 3. Soil and unintended animal manures from cats and dogs | Tetanus E-Coli Weil's Disease Toxoplasmosis Toxocariasis Bioaerosols Skin Irritation Soil blowing into eyes | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | <ul style="list-style-type: none"> 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. Avoid using loose compost and digging/ raking soil in dry and windy conditions. |
| 4. Compost | Infection from airborne particles Flies Vermin when Lifting and transporting the compost or when turning the compost heap | Staff, volunteer helpers, pupils | A Slight possibility, minor injury | <ul style="list-style-type: none"> 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. Avoid adding too much fruit waste as this attracts flies and does not make effective compost. 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. |
| 5. Plants | Ingestion, allergic reactions | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | <p>Safety briefing given by charity staff and volunteers to participants before beginning of session to draw awareness that some plants are harmful and/or poisonous and participants should never consume any plant without seeking confirmation from charity staff and volunteers. Link teachers may do the same if also participating. School to complete a full audit of school allotment, as part of their site-specific risk assessment, to identify toxic plants and inform anyone who is using the garden. 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. 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"> Wear gloves if plants are a skin irritant. Supervise vulnerable pupils at all times, especially if they are inclined to eat plants. 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. Do not plant potentially poisonous plants (e.g. daffodils, rhubarb leaves) in edible beds. |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|---|---|--|--|--|
| 6. Animal manures e.g. Farmyard manure from stables. | Infection from various micro-organisms such as: Tetanus E-Coli Bioaerosols Weil's Disease | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | <ul style="list-style-type: none"> • If pupils are spreading the manure over the soil they should be closely supervised and always wear gloves, covering cuts with a plaster. • Where feasible check that tetanus jabs are up to date. • Pupils avoid eating and drinking until hands are washed • Antiseptic gel ok only if soap and warm running water not available |
| 7. Eggs (if applicable) | Salmonella | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | Eggs are checked four times a year and are sent off to Crowshall (poultry) Veterinary Services in Attleborough. |
| 8. Bees, wasps and Insects | Stings | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | <ul style="list-style-type: none"> • Be aware of any wasp or bee nests and avoid these areas. • Be aware of any pupils who are highly allergic to stings |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|---|---|---|--|--|
| 9. Chemicals/paint used in the allotment | Inhalation, skin or eye contact. | Staff, volunteer helpers, pupils, school visitors | A Slight possibility, minor injury | <p>Adopt an environmentally sensitive approach to the garden (The Papillon Project refuses to use any weed killers or pesticides on environmental grounds).</p> <ul style="list-style-type: none"> • However, in accordance with an appropriate COSHH assessment glove, eye protection and suitable clothing (PPE) must be worn while painting to protect skin and eyes. • Great care should be taken not to spill paint to prevent harm to the environment. |
| 10. Trees | Falling branches | Pupils | B Slight possibility, potentially major injury | Gardening directly under trees avoided and/or trees assessed for safety by competent person. Weather conditions to also be considered. |
| 11. Fallen leaves | Risk of piercing wounds due to litter within leaves | Staff, volunteer helpers, pupils | A Slight possibility, minor injury | <p>If leaves are to be collected for making leaf mould check the area in advance to make sure there are no hazardous objects such as syringes/ broken glass/ sharp items buried amongst leaves.</p> <p>Wear gloves when collecting leaves or use leaf grabbers</p> <p>Use leaf rakes to collect leaves in a pile and then pick up.</p> |
| 12. Plant supports | Damage to the eye | Staff, volunteer helpers, pupils | A Slight possibility, minor injury | <p>Plant supports to be avoided where possible.</p> <p>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.</p> <p>Point out the potential risk when people are leaning over beds.</p> |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|------------------------------------|--|----------------------------------|---|--|
| 13. Water Butts & Hoses | Slips, trips, falls Water borne bacteria Legionella and other infections | Staff, volunteer helpers, pupils | B Slight possibility, potentially serious illness | <ul style="list-style-type: none"> Water butts have child proof, locked lids and secured on a stable surface. When using water from the butts for watering then pupils and adults must wash their hands afterwards. Pupils shown how to correctly water plants to avoid soaking pathways. No running. 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. Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella) Hoses should not be stored in warm place e.g., greenhouse Hose pipes should be coiled/ rolled up after use and not left lying out |
| 14. Members of the public | If an allotment site is located very close to the perimeter fence and a public footpath. Pupils are therefore close to possible public interaction | All pupils | A Slight possibility of unwanted social interaction with students. | <ul style="list-style-type: none"> Pupils will always be under supervision or travel down together in small groups before a member of staff arrives. Pupils are safe within the school grounds as all approved visitors must sign in via school reception and, if not DBS vetted, adults must be accompanied by a member of school or charity staff or a DBS vetted charity volunteer. |
| 15. School traffic | Injury from moving vehicles | All pupils and staff | A Very improbable, potentially major injury | <ul style="list-style-type: none"> Groups to keep to designated paths and to be road safe when moving between class and garden. |
| 16. Large structures | Falling whilst climbing | All pupils | A Very improbable, potentially major injury | <ul style="list-style-type: none"> Adequate supervision and instructed not to climb objects in the garden. |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|-----------------------------|--|----------------------|--|--|
| 17. Uneven/ Wet surfaces | Slipping, tripping and falling | All staff and pupils | B Distinct possibility, potential minor injury | <ul style="list-style-type: none"> Pupils adequately supervised and instructed to walk whilst in the garden Any new uneven surfaces to be reported to link teachers or school site staff to be made safe. |
| 18. Weather | Sunburn, dehydration or hypothermia | Adults and pupils | A Slight possibility, minor illness, major illness very unlikely. | <ul style="list-style-type: none"> Appropriate clothing to be worn for the weather conditions. Adequate fluids drunk when hot weather conditions arise. |
| 19. Litter | Cuts and infections (tetanus) | Adults and pupils | A Very improbable, slight injury | <ul style="list-style-type: none"> Remove all litter from the garden prior to pupils arriving if little is to be found in activity area(s). As above to prevent risk of tetanus from rusty objects. |
| 20. Safeguarding (a) | Risk to children or staff and volunteers | Adults and pupils | A Very improbable | <ul style="list-style-type: none"> Staff and volunteers will have a DBS check All adult volunteers to have been provided with a copy of KCSIE and a copy of the school safeguarding leaflet and procedure. Safeguarding Concern Forms to be kept on site with First aid kit station |
| 21. Safeguarding (b) | Lone or 1-1 working | Adults and pupils | A Slight possibility | <ul style="list-style-type: none"> All adults who will be down the allotment alone need to check in and out via radio. Young people (under 18) not to work down the allotment without adult supervision 1-1 work down the Allotment of adults and pupils should be avoided 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. |
| 22. Safeguarding (c) | After hours, weekends and low light | Adults and pupils | A Very improbable | <ul style="list-style-type: none"> In the hours after the office is shut (4.30pm) no 1-1 work should be undertaken 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. At weekends no 1-1 adult student work should be undertaken without parental consent. |

| Hazard | Consequence(s) | Who is at Risk | Risk level based on the risk matrix | Controls in Place/Action Required |
|---|---|------------------------------|--|--|
| 23. Working at heights | Slips and falls leading to both minor and major injury | Charity staff and volunteers | B Slight possibility, potentially major injury | <ul style="list-style-type: none"> Monitoring weather, wearing appropriate footwear, secure ladder in place with an assistant (person) to hold and support bottom of the ladder steady. |
| 24. Battery explosion or fire | Battery explosion or fire causes burns | Everyone | B Slight possibility, potentially major injury | <ul style="list-style-type: none"> Batteries for power tools must never be left in direct sunlight and must always been storied in cool shady area. Batteries must never be left in a car on a hot day and must be allowed to cool before use. Batteries to be transported in metal containers during transit and must be disconnected from their electrical appliance |
| 25. Livestock and wild animals (if applicable) | Physical hazard from scratches, bites or being pecked zoonoses (e.g. bird flu) dead animals | Adults and pupils | B Slight possibility, potentially minor injury | <ul style="list-style-type: none"> Livestock induction provided to new pupils and staff about how to handle livestock. Hands must be washed on site (if possible) or back at school. Dead animals (domesticated or wild) to be removed from school allotment with assistance of school site team. |
| 26. Dust and flying particles | Eye injury and irritation | Adults and pupils | A Very improbable, potentially minor injury | <ul style="list-style-type: none"> When appropriate PPE (goggles) equipment should be issued when soil or compost is being moved. |
| | | | | |
| | | | | |