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 **Risk Assessment Form**

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| **Name:**  | Elaine Skates | **Date of assessment:**  | 20.01.20 | **Review date:**  | Jan 2021 |
| **Area being assessed:** | School tree planting – Newnham | **Assessor(s) name:** | Elaine Skates |

| What are the hazards / tasks / activity? | Who could be harmed and how? | What are the control measures? | Risk Rating | What further measures are required? | Target completion date/ Comments / progress |
| --- | --- | --- | --- | --- | --- |
| **Slippery/Wet/ Muddy ground conditions** | **Risk to staff** - Slips & Falls**Risk to Students & School staff** - Slips & Falls | * Advise in advance need of wellies or sturdy boots
 | 2 | * Ensure all participants are wearing suitable footwear before starting activity
* Warn staff and participants of ground conditions before starting activity
* Cancel event if conditions become too risky
 | Letter regarding suitable clothing emailed to schools |
| **Cars and pedestrians in parking area** | **Risk to staff** of collision of a vehicle**Risk to Students & School staff** including children of collision of a vehicle | * No movement of other traffic while Children getting on or off transport bus.
* Staff wearing hi-viz in parking area to directing traffic
* All participants arriving on one vehicle meaning small number of vehicle movements.
* Congregating area for participants away from moving cars.
 | 2 | * Ensure staff member is present in carpark on the day for arrival and departure times
 | On the day of event |
| **Tree Planting activity**  | **Risk to Staff** – Unsecured spade falling and striking someone.Hand or foot being cut by blade of the spadePoking face with tree whip or cane**Risk to Students & School staff** – Unsecured spade falling and striking someone.Hand or foot being cut by blade of the spadePoking face with tree whip or cane | * Demonstrate and train participants at start on safe use and storage.
* Securely drive spade into the ground when not in use or lay flat on the ground but don’t let children touch it unless supervised.
* Don’t let participants crowd around the work area unless personally supervised and do not let them put hands near the spade blade when in use.
* Demonstrate how to slide in cane at arms length, away from face.
 | 2 | * Demonstrate and warn the participants of the possible hazards
 | On the day of event |
| **Practical work & general outside activity** **(inc.Tree planting)** | **Risk to Staff** of ill health from dirty hands and infection**Risk to Students & School staff** of ill health from dirty hands and infection | * Wearing gloves for tree planting .
* Hand washing facilities are available at Middle Spernal so all pupils will wash their hands upon arrival at Middle Spernal site.
 | 1 | * Ensure gloves are worn by all participants
* Encourage everyone to wash their hands after the activity and/or before eating or drinking anything
 | On the day of event |
| **Issues relating to child protection****Staff/volunteers on site have access to toilets** | **Risk to Staff** of alleged abuse of or harm to a child**Risk to Students** of abuse or harm | * HoEF staff members present all have DBS checks at basic or enhanced level (as is appropriate to their job role)
* Ensure School staff are always present with children.
* Ensure HoEF Staff members are not given the responsibility of caring for or left alone with a child.
* Don’t allow children to wander off on their own and certainly not leave the site of the activity.
* Children to be accompanied by adults who will ensure toilets are clear before waiting outside toilet door for children
 | 1 | * Advise schools of need to supervise children at all times
 | On the day of event |
| **Weather – rain, wind, sun** | **Risk to Staff** of sunstroke/ hypothermia**Risk to Public** of sunstroke/ hypothermia  | * Ensure all participants are dressed suitable for the weather conditions
* Event to be cancelled if weather conditions make it unsafe to continue.
 | 1 | * Letter regarding appropriate clothing shared with the schools
 | On the day of event |
| **Wooden pallets and other forestry equipment around site** | **Risk to staff and students** of equipment falling on them. | * Ensure students are closely supervised at all times and keep clear of any pallets, tools or equipment.
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Signed: ……………E Skates …………….. Print Name: ……………Elaine Skates…………………………

Position: …………Head of Learning & Skills …………….. Date: …………………22 / 3 / 19………..