

<b>SMS 3.3_7_25</b>  School Assessment Number	<b>Risk Assessment for Schools</b>					<b>Education Leeds</b> <b>SAFETY MANAGEMENT SYSTEM</b>
	School Name:					
	Assessment Title: <b>Assessment of risk for gardening activities involving pupils</b>					
	Issued by:	T. Johnson	Approved by:	A. Bradley	Issue Number: 1/2005	

Legislation / Information Source:

- Management of H & S at Work Regulations 1999  
 - Education Leeds Risk Assessment PG102

Date of Assessment:

Assessor Signature:

Assessment Frequency: 

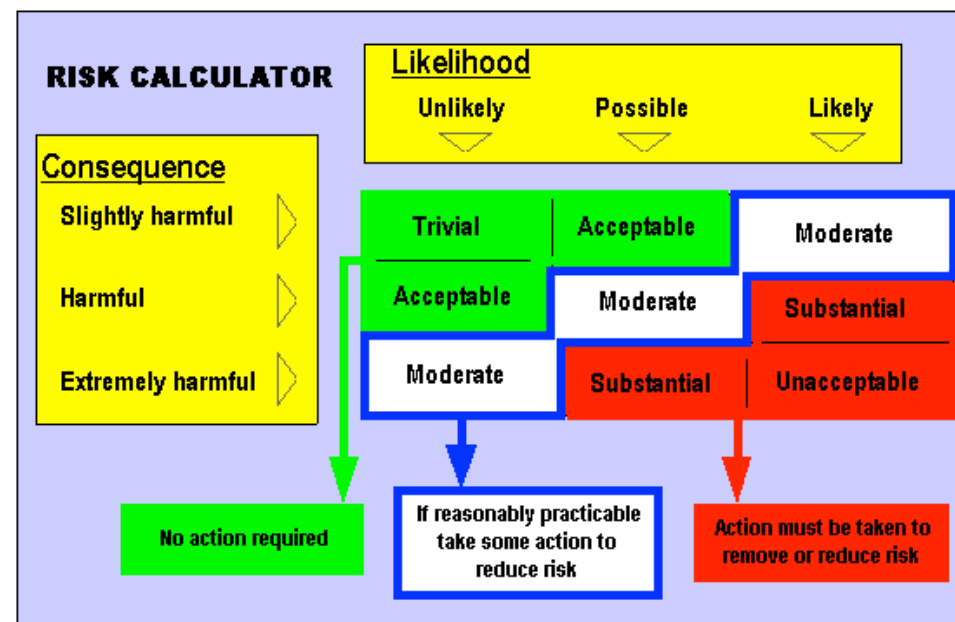
Annual

Follow up Assessment Dates:

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Signed and accepted by Headteacher / Centre Manager:

Signed and Accepted by Chair of Governors:



Hazard observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Date & Sign
Plants Danger from ingestion or allergic reactions	Adults and children.	Substantial	Children must wear gloves at all times. All adults assisting in the garden to be made aware of any children known to have specific plant and food allergies, including hay fever and to know which member of staff is responsible for administering that medication. Children warned not to eat parts of plants unless instructed to do so, and must wash hands after garden sessions.	Acceptable	Staff in charge of group
Bees, wasps		Moderate unless		Acceptable	Staff in charge of group

N.B. The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who may be involved are exposed to.

IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE **RISK RATING** IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED.

- For further advice contact the Health and Safety Team.

<b>and insects Stings</b>	PUPILS, STAFF AND OTHER ADULT HELPERS	allergic, in which case substantial	These are natural inhabitants of the garden and pose no risk unless provoked. Teaching staff must be aware of any children allergic to specific insects. If stung, children should seek first aid from teacher.	Acceptable	
<b>Soil, animal faeces and water (eg puddles and water butts).</b> Tetanus, <i>Leptospirosis</i> (Weils disease) and <i>Toxocariasis</i> (roundworm) and other infections.	PUPILS, STAFF AND OTHER ADULT HELPERS	Substantial for tetanus, weils disease and roundworm. Low - other infections	Everyone must wash their hands thoroughly after working in the garden and before handling food and drink. Cover any cuts or abrasions before garden sessions. Provide fencing and netting to ensure no animal faecal contamination of beds. Any adult and children suffering a puncture wound must be advised to have an urgent Tetanus injection- warning sheet to be given to child's parent, by teacher in charge of class. (See copy of advice sheet, below risk assessment)	Acceptable	Staff in charge of group
<b>Weather</b> Sunburn, dehydration, hypothermia	PUPILS, STAFF AND OTHER ADULT HELPERS	Moderate	Appropriate clothing to be worn for the weather conditions. (eg Sun hats or warm clothing) Adequate fluids drunk when it is hot.	Acceptable	Staff in charge of group
<b>Water butts</b> Drowning from falling in	<b>PUPILS</b>	Substantial	Children instructed not to climb on water butts. Water butts to have close fitting lids.	Acceptable	Staff in charge of group
<b>Injury from garden tools : hand forks, trowels and garden forks, spades and rakes</b>	Pupils, staff and other adult helpers	Substantial	♦ Staff must provide adequate instruction in safe tool use at the beginning of every activity and must check understanding with individual pupils throughout its duration: instruct pupils to carry larger tools upright, with handle up; never lift a tool higher than their shoulder; show them how to put tools down in a safe place	Acceptable	Staff in charge of group

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			<ul style="list-style-type: none"> <li>◆ Staff warn children of the danger to others from tools and warn them never to use a tool in such a way that you or someone else will be injured if it slips.</li> <li>◆ Children should always wear outdoor shoes (or Wellington boots) for protection.</li> <li>◆ Staff ratio to pupils involved in gardening activity with tools should be a minimum of 1:10</li> <li>◆ Use only tools in good condition No tools with cracked or broken handles, or with burred or broken heads, to be used.</li> <li>◆ Tools should be formally inspected regularly (every ½ term) for safety, by Sustainability Coordinator.</li> <li>◆ Staff should take a first aid box out with them during gardening activities</li> <li>◆ Cuts should be washed before covering- NOTE warning re tetanus, above and alert sheet for parents, below.</li> </ul>		
<b>Plant supports</b> Damage to the eye	<b>PUPILS, STAFF AND OTHER ADULT HELPERS</b>	Substantial	Cane toppers to be used where practical. Children to be made aware of hazard and to take care when leaning over beds or containers.	Acceptable	
<b>Injury from sharp tools</b>	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> <li>◆ No pupil should use secateurs, loppers or other sharp bladed garden tools</li> <li>◆ Secateurs, loppers and other sharp tools to be stored in greenhouse, not in the tool shed. No child allowed access to the greenhouse without an adult. Gate to greenhouse area to be kept padlocked.</li> </ul>	Acceptable	Staff in charge of group
<b>Injury from lifting: wheelbarrow</b>	Pupils, staff and other adult	Substantial	<ul style="list-style-type: none"> <li>◆ Pupils should only use the wheelbarrow under direct supervision.</li> <li>◆ Staff should check that the load is not excessive for the</li> </ul>	Acceptable	Staff in charge of group

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	helpers		child or adult		
<b>Slips, trips and falls</b>	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> <li>◆ Clear up soil spilt around raised beds, to prevent muddy, slippery areas being created</li> <li>◆ Warn pupils to walk carefully, not to run, on wet grass</li> <li>◆ Warn pupils to put tools down only they will not create a risk of tripping others</li> </ul>	Acceptable	Staff in charge of group

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# **POTENTIALLY SERIOUS ACCIDENT ALERT**

## **TO PARENT/ CARER**

Your child (name) ..... Class .....

Suffered a puncture wound during a gardening session today (date).....

Although slight in itself, this means your child is in danger of the fatal disease of tetanus, unless they have had the full course of Tetanus vaccines. (Please see below for information about this.)

**Please urgently check with your Doctor, to check your child's immunisation history. If there is any doubt, please take him/her to Accident & Emergency and ask for assessment for a tetanus injection.**

### Information about tetanus

Tetanus is caused by infection with a bacterium known as *Clostridium tetani*. Tetanus cannot be passed from person to person.

The *Clostridium tetani* bacteria are often found in soil and manure. If infected soil enters a wound, the bacteria multiply and release a toxin (poison). This causes muscle spasms (involuntary contractions) and rigidity (stiffness) throughout the body, particularly in the neck, face, and jaw (lockjaw).

For a tetanus infection, the incubation period (the time between getting the infection and the onset of symptoms) is between 4-21 days. The average incubation time is 10 days. Once symptoms are shown it is often too late to give the injection.

A tetanus infection must be treated quickly because, left untreated, the condition can be **fatal**.

The full course of the tetanus vaccine consists of five doses. The primary course consists of three injections which provide protection against the infection for a number of years. The fourth and fifth doses are booster doses which help to maintain protection. After the fifth dose, immunity remains for life and further boosters are not usually required.

(Information from "NHS Choices" website 17.11.0