**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Allotment at School / Horticulture NVQ**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Use of machinery e.g. hedge strimmer, lawn mower, rotavators etc. causing physical injury e.g. electric shock, missile, entanglement etc.Spillage of fuel, risk of fire etc.  | YPEV | * Ensure machinery is in a good state of repair and subject to annual formal inspection, maintenance, PAT testing etc. Machinery should be of a domestic type and not industrial.
* Machinery should be subject to a documented visual check prior to use to ensure all guards are fitted correctly, there are no visual defects etc.
* Adequate training / briefing / supervision of pupils. PPE provided and used.
* Ensure equipment is used in line with manufacturers guidance / training etc.
 |  |  |  |  | Ensure pupils and staff are provided with appropriate Personal Protective Equipment (PPE) e.g. gloves, protective boots / shoes, eye protection, ear defenders dependent on task.Ensure pupils are adequately trained / briefed prior to commencement of activityDate of last service / inspection:Has documentation been checked and by who:Fuel storage arrangements:Has a documented visual check been completed:Is PAT testing up to date for electrical appliances:Supervision Level for pupils: |  |
| Use of hand tools e.g. shears, spade, fork causing physical injury. | YPEV | Ensure equipment, tools etc. are visually checked prior to use and a procedure exists for documenting checks and dealing with defective equipment. Pupils briefed prior to use, appropriate PPE and adequate supervision. |  |  |  |  | Ensure pupils are adequately trained / briefed prior to commencement of activity.Date of last inspection:Has a documented visual check been completed: |  |
| Use of chemicals eg pesticides, weed killer causing injury or illness.Biological hazards e.g. faeces, discarded syringes, vermin etc. | YPEV | * Manufacturers operating, use, handling, storage and transporting guidelines are adhered to at all times. A COSHH risk assessment must be completed for all substances with hazard warning labels affixed.
* Ensure checks of work areas are completed and documented. Ensure gloves are worn and adequate handwashing / hygiene procedures are in operation
 |  |  |  |  | Supervision Level for pupils:PPE required: |  |
| Inclement weather e.g. sun, rain, wind, frost, ice, snow etc. leading to illness or injury. | YPE | Monitor local weather forecasts and plan work accordingly eg sun, cold, wind, frost etc. |  |  |  |  |  |  |
| Accident / incident | YPEV | Ensure adequate emergency procedures are in place e.g. Means of communication, fire, first aid, means of escape/ access are kept clear etc. |  |  |  |  |  |  |
| Inappropriate pupil behavior causing injury | YPEV | * Ensure behaviour rules are in place and are adhered to.
 |  |  |  |  | Supervision Level for pupils |  |
| Welfare arrangements | YPEV | * Ensure ‘Welfare’ facilities are available e.g. hand washing, toilets, drinks etc.
* Ensure PPE is cleaned / stored / maintained appropriately.
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| Green House and poly-tunnel structures – structure becomes damaged / unsafe. | YPEV | * Set on a firm and appropriate foundation.
* Regular documented visual checks of structures for damage and subsequent repairs.
* Safety glazing or preferably constructed with polycarbonate / Perspex type material.
* Located a safe distance away from perimeter fencing and located in an area away from main play and congregation areas to minimise the risk of vandalism and accidental damage and ideally fenced / secured to prohibit unauthorised access by pupils who are unsupervised.
* Ensure pupil numbers inside the structure are restricted and pupils are adequately supervised.
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| Water sprinkler systems in areas where there is an electrical supply | YPEV | Sprinklers isolated in areas where there is an electrical source. |  |  |  |  |  |  |