

**TTL Risk Assessment: Educational Allotment, Jan 2020**

Hazard	What could happen	Who could be hurt	Control
COVID-19	<p>Virus is spread by volunteers and families being on site at the same time or through sharing tools.</p> <p>Increased hazard risk through families on site without appropriate education.</p>	Volunteers or families	<p>On site education sessions suspended and advice given by phone or email.</p> <p>Use of the facility only offered to families with some experience of growing crops so that some benefit gained from the site during lockdown period by local families.</p> <p>Families given own raised beds and asked to only work on these beds.</p> <p>Families put in contact so they can coordinate and plan site visits at different times.</p> <p>Anti-microbial cleaner provided and regime for cleaning shared tools after and before use introduced.</p> <p>Where sufficient tools exist they are allocated to families to reduce the risk from sharing tools.</p> <p>Seeds and plants left in agreed areas so social distancing maintained.</p>
Weather	<p>Sunburn, dehydration, hypothermia, Slipping in wet weather</p> <p>Soil blown into eyes.</p> <p>Potential (pathogenic) microbial Contamination from flooding.</p>	Volunteers or families	<p>Families and volunteers to be sent appropriate advice when being invited to an educational session to:</p> <ul style="list-style-type: none"> <li>• dress appropriately for the expected weather conditions (hot, cold, wet, windy), reminding of the importance of applying suncream and wearing hats on hot days.</li> <li>• bring adequate fluids for drinking when it is hot.</li> </ul> <p>Activities to be planned to minimise weather risks, for example:</p> <ul style="list-style-type: none"> <li>• Undertaking work in shadier areas on hot sunny days.</li> <li>• Closing paths if too slippery and revising activities to minimise risk of slipping.</li> <li>• Avoid using loose compost and digging/ raking soil in dry and windy conditions.</li> <li>• Cancelling sessions if weather is too much of a risk.</li> <li>• Not undertaking any work in an area of the allotment that has been flooded.</li> </ul> <p>Flooded and waterlogged crops will not be harvested for consumption and crops will not be grown in flooded area until at least 2 years after the flood.</p>

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Bees, wasps and Insects	Stings	Volunteers or families	These are natural inhabitants of the garden and pose no risk unless provoked. Volunteers should be aware of any participants who are allergic to specific insects and request that volunteers / families bring their own allergy medication to an educational session. If any children are stung they should seek first aid from their responsible adult.
Chemicals used on the allotment	Inhalation, skin or eye contact.	Volunteers or families	An environmentally sensitive approach to gardening will be practiced i.e. gardening without the use of chemicals. No chemicals sprays will be used which are harmful if ingested. If used, chemicals to be used by knowledgeable volunteer and in the proper manner and to be used and stored in accordance with health and safety legislation.
Compost and animal manures	Microbial contamination (potentially pathogenic)	Volunteers or families	Compost / potting media to be stored in cool place. Participants will be advised that gloves should be worn when working with manures and hands should be washed in antiseptic gel or with soap and water after completing the task.
Water, water butts and hoses	Slips, trips, falls Drinking Washing Hands Water borne bugs/ infections Drowning	Volunteers or families	Families shown how to correctly water plants to avoid soaking pathways. Safety notice and education must include advice for participants not wash their hands or wash garden produce for consumption with water from water butts and to wash hands with clean water after using water from the butts for watering. Water butts have secure lids and are firmly secured on a stable surface. Water butts will be emptied and scrubbed out once a year. Water butts to be kept in cool position as far as practically possible. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard.
Seeds, Tubers, Plants and Produce	Ingestion, allergic reactions	Volunteers or families	Safety notice and education advice to be provided on any seeds, tubers or crops which contain parts which are harmful or toxic if eaten or which could have a choking hazard to assist parents / carers in keeping themselves and their children safe. Families will only be invited to take part if at least one of their children is aged 5 or above. Prior to any taste tests on the allotment, families and volunteers will be asked to wash

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			<p>all produce and hands in tap water (not water butts).</p> <p>No potentially poisonous plants (eg daffodils) will be planted in the allotment. (Detailed information on harmful or potentially poisonous plants can be found on the resources/starting school gardening section of the RHS Campaign for School Gardening Website).</p>
Plant supports	Damage to the eye	Volunteers or families	<p>Plant supports will be avoided wherever possible.</p> <p>Safety notice and education advice to be provided on hazard from plant supports so that volunteers and families take care when leaning over beds.</p> <p>Cane toppers to be used where cane height less than 1.8m high.</p>
Trip Hazards	Slips, trips and falls	Volunteers or families	<p>Families will be asked to adequately supervise children, with children instructed to walk in the allotment.</p> <p>Volunteers to check allotment paths are clear at the beginning and end of each educational session and that tools are put away. Families and volunteers will be asked to return any equipment to shed when they have finished working with them.</p>
Rubbish Hazards	Puncture injuries, pathogenic microbial contamination, chemical contamination	Volunteers or families	<p>Volunteers to check allotment site prior to each educational session for any rubbish that may have been thrown onto the site and to dispose of this rubbish appropriately, wearing gloves. Any animal mess should be buried /disposed of mess away from the allotment. Hands and any tools used to remove the mess should be washed.</p>
Fallen leaves	Slips, Trips Litter within leaves	Volunteers or families	<p>Fallen leaves for making leaf compost will only be collected on the allotment site as there is a risk that hazardous objects such as syringes/ broken glass/ sharp items may be buried amongst leaves found on the public realm. Gloves and appropriate tools are to be for the job e.g. lightweight plastic leaf rake.</p>
Tools	Injury, trips and falls	Volunteers and families	<p>Tools will be correctly maintained to be safe to use and will be stored safely in the shed when not in use.</p> <p>Only hand powered tools should be used by families. In addition hedge trimmers, lawn mowers or a rotovator could be used by experienced volunteers.</p> <p>At start of each educational session tool safety to be embedded.</p>

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			Young people to be supervised during all gardening activities and to only have access to tools for which they have had guidance and are assessed to be able to use the tool safely and appropriately.
Traffic	Injury from vehicles	Volunteers or families	It is possible to drive onto the allotment site so families should be advised of risk and asked to keep children with them on the allotment.
Lifting	Injury, strain.	Volunteers or families	Wheelbarrow provided for moving heavier items such as compost or soil. Volunteers and families given advice not to lift very heavy objects and not to overfill wheelbarrow and to seek help if an object is not easy to lift.
Composting	Airborne particles Flies Vermin Lifting/ Turning	Volunteers or families	Cold heaps will be maintained to avoid the risk of turning heaps. Education will be provided on how to avoid compost heaps getting too wet (e.g. avoid adding too much fruit waste) as this attracts flies.
Mulching	Airborne particles Fungi Turning	Volunteers or families	Organic mulch materials in bags from a reputable source will be used, a weed suppressant such as mypex, shredded paper, layers of cardboard or homemade compost. Risk of air borne particles will be reduced by wetting loose mulch materials before applying.
Safeguarding	Child is left unsupervised at the allotment.	Volunteers or families	TTL is not registered as a charity working with children and its members are not DBS checked. Children taking part in this project are under the care of their responsible adult and volunteers must not accept responsibility for any children (e.g. a parent cannot leave a child). Parent must decide to what extent they will allow their child to participate in activities. No identifiable photographs will be taken of member of the public's children at the event and volunteers permission will be asked before taking photographs of their children.
Staff Welfare	Inadequate break or access to food / drink / toilets	Volunteer	The educational events will not last more than 3 hours.
Infection	Various, including Tetanus,	Volunteers or families	Volunteer to advise participants that: <ul style="list-style-type: none"> <li>any cuts or abrasions should be covered before gardening sessions or gloves</li> </ul>

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	Toxoplasmosis, Skin Irritation, Soil blowing into eyes		<p>worn.</p> <ul style="list-style-type: none"> <li>• they should have up-to-date tetanus inoculations before taking part in this activity.</li> <li>• hands must be thoroughly washed at the end of each session and especially before eating food/ drinking.</li> <li>• they should wear gardening gloves when working with the soil.</li> <li>• that Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session.</li> <li>• bags of compost or potting media should be opened with the head away from the opening as far as practically possible.</li> <li>• to moisten dry compost/potting media before using.</li> </ul>
Minor injury	Cuts	Volunteer	TTL will have a first aid kit at educational sessions so minor cuts can be cleaned and dressed. At least one TTL volunteer will be present who has attended basic First Aid Training course.