

# RISK ASSESSMENT FORM

<b>Department:</b> Development		<b>Location:</b> Sample Primary School	<b>Reference No:</b>
1	<b>Person, Event, Location or Activity</b> to be assessed	Preparing soil and sowing wildflower seeds at Sample Primary School with Eden staff (education, NWC, media), pupils, teachers, and teaching assistants from the school	
2	Relevant Standards, Laws and Guidelines	<ul style="list-style-type: none"> <li>■ Health &amp; Safety at Work etc Act (HASAWA) 1974</li> <li>■ Management of Health and Safety at Work Regulations (MHSWR) 1999</li> <li>■ Workplace, Health, Safety and Welfare regulations 1992</li> <li>■ Provision and Use of Workplace Equipment Regulations (PUWER) 1998</li> <li>■ Manual Handling Operations Regulations (MHOR) 1992</li> <li>■ Control Of Substances Hazardous to Health (COSHH) Regulations 2002</li> <li>■ Regulatory Reform (Fire Safety) Order 2005</li> <li>■ Health &amp; Safety (Safety Signs and Signals) Regulations 1996</li> <li>■ Driving &amp; Work Guidance INDG382</li> <li>■ Lone Working Guidance INDG73</li> <li>■ HM Government Working safely during COVID-19 in Working Safely During Coronavirus (COVID19)</li> <li>■ Health &amp; Safety (First Aid) Regulations 1981</li> <li>■ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul>	
3	<b>Who or What</b> is at risk?	Eden Project staff members, pupils and school staff	

	Hazard	Level of Risk (Pre-Controls)	Control Measure	Level of Risk (With controls)
4	<b>Working with members of the public, Eden Staff &amp; media</b>	S x L 5 x 5 25	<ul style="list-style-type: none"> <li>■ Include care and caution in safety talk</li> <li>■ NWC personnel to wear high visibility tops, where required</li> <li>■ Do not obstruct footpaths, gates, or public/ private access at any time</li> <li>■ Surplus tools/ equipment to be stored in a locked vehicle</li> <li>■ Children to be accompanied by teachers, parents and/or teaching assistants at all times</li> <li>■ Photographic consent forms must be completed and returned for every pupil attending prior to the event</li> <li>■ School provides essential visitor and safeguarding briefing for Eden Team</li> </ul>	S x L 5 x 2 10
	<b>Sharp or stinging vegetation,</b>	S x L	<ul style="list-style-type: none"> <li>■ Include caution of flower spikes (potential poke in the eye) and stinging plants in safety talk (e.g. stinging nettles)</li> </ul>	S x L

presence of poisonous plant species	2 x 3 6	<ul style="list-style-type: none"> <li>Problematic plant species to be identified if present at the sowing site and avoided where possible</li> <li>Cut back problem plant species to aid access, if necessary</li> <li>Gloves to be worn where required</li> <li>Protective glasses to be worn, if necessary.</li> </ul>	2 x 2 4
Using hand tools e.g. rakes	S x L 2 x 2 4	<ul style="list-style-type: none"> <li>Talk on safe tool use, care and caution in safety talk</li> <li>No running with tools or storing tools in a pocket</li> <li>Tools to be stored with tines/ blades facing down when not in use, away from footpaths or walkways</li> <li>Tools not to be left unattended at any time</li> <li>Surplus tools to be stored in a lockable vehicle</li> <li>Tools to be passed to each other handle first</li> <li>Coordinator on site with a first aid kit and first aid trained</li> <li>Children to be accompanied by teachers, parents and/or teaching assistants at all times.</li> </ul>	S x L 2 x 2 4
Distracted by task in hand/ not aware of surroundings	S x L 5 x 3 15	<ul style="list-style-type: none"> <li>Include tool handling, use and caution in safety talk</li> <li>Work and stay as a group, no lone working</li> <li>Be aware of other people before using/ moving hand tools</li> <li>Tools not to be swung or raised above the head</li> <li>Children to be accompanied by teachers, parents and/or teaching assistants at all times.</li> </ul>	S x L 5 x 2 10
Working on school grounds	S x L 1 x 1 1	<ul style="list-style-type: none"> <li>Include care and caution in safety talk</li> <li>NWC to agree on tasks and timings prior to sowing day</li> <li>NWC to acquire permission from the Head Teacher before going on site.</li> </ul>	S x L 1 x 1 1
Uneven/ wet ground/ exposed rocks & roots	S x L 3 x 3 9	<ul style="list-style-type: none"> <li>Include care and caution in safety talk</li> <li>Scope out accessibility/ path condition prior to accessing the site and select safest path/ access route</li> <li>Ensure wheel chair access and inclusivity for everyone attending to participate</li> <li>Enquire at outset as to any mobility/sight issues and advise keeping to level paths as directed</li> <li>Advise sturdy footwear with good grip to be worn.</li> </ul>	S x L 3 x 2 6
Handling wildflower seeds	S x L 4 x 3 12	<ul style="list-style-type: none"> <li>Include care and caution in safety talk</li> <li><b>Always wash hands after handling seeds</b></li> <li><b>Advise all attending not to ingest seeds.</b></li> </ul>	S x L 4 x 1 4

	<b>Weather extremes</b>	S x L 4 x 4 16	<ul style="list-style-type: none"> <li>■ Include care and caution in safety talk</li> <li>■ Advise all attending to have waterproof clothing and footwear available as required</li> <li>■ Advise all attending to wear sun cream and bring a hat and water, if warm</li> <li>■ Shade to be provided on site, where required</li> <li>■ Additional water to be provided on site, where required</li> </ul>	S x L 4 x 1 4
	<b>Allergies and insect bites (Lyme's Disease, allergic reaction)</b>	S x L 4 x 4 16	<ul style="list-style-type: none"> <li>■ Include care and caution in safety talk</li> <li>■ Ascertain attendees with specific allergies e.g. severe allergic reactions to bee stings and ensure they have necessary medication e.g. EpiPen to hand and are fully aware of first aid and emergency procedures</li> <li>■ Ticks- Always wear long sleeves and long trousers if accessing long grass</li> <li>■ If ticks are found seek first aid advice, do not pull them off by hand</li> <li>■ Tick information held by the National Wildflower Centre</li> <li>■ Advise all attending to shower at the end of the day if accessing long grass.</li> </ul>	S x L 4 x 2 8
	<b>Disease risks (Leptospirosis)</b>	S x L 4 x 4 16	<ul style="list-style-type: none"> <li>■ Include care and caution in safety talk</li> <li>■ First aid kit carried and first aider appointed to clean and dress smaller cuts and abrasions</li> <li>■ Hand washing facilities are available on site</li> <li>■ For isolated sites, fresh water containers and soap carried</li> <li>■ Highlight the importance of washing hands before eating in safety talk.</li> </ul>	S x L 4 x 2 8
	<b>Transfer &amp; spread of invasive/ problematic species to and from site</b>	S x L 3 x 3 9	<ul style="list-style-type: none"> <li>■ Include identification of invasive species and preventative measures in safety talk</li> <li>■ Invasive species must not be disturbed/ removed from, or transferred to another site</li> <li>■ NWC to provide appropriate boot cleaning disinfectant and drip tray, where required</li> <li>■ Equipment and footwear to be checked for invasive plant material before and after use.</li> </ul>	S x L 3 x 2 6
	<b>COVID-19 Infection</b>	S x L 5 x 4 20	<ul style="list-style-type: none"> <li>■ Anyone with COVID symptoms will be asked not to attend the event</li> <li>■ Cover mouth and nose when coughing and sneezing</li> <li>■ Always wash hands after handling tools and equipment.</li> </ul>	S x L 5 x 2 10
5	<b>Training</b>		<ul style="list-style-type: none"> <li>■ Safety talk to be given before any practical work</li> <li>■ Tool safety training to be provided before starting the event</li> <li>■ All staff will undergo training for working on site during COVID-19 (Training documentation held with the HR Team)</li> </ul>	

6	<b>Welfare arrangements</b>	<ul style="list-style-type: none"> <li>■ Water, sun cream and hand sanitiser to be provided, personnel to bring their own waterproof equipment/hats</li> <li>■ Potable water available on site to fill up water bottles</li> <li>■ Toilets and hand washing facilities available on site.</li> </ul>
7	<b>First aid procedures</b>	<ul style="list-style-type: none"> <li>■ School first aiders act as first response</li> <li>■ Eden staff are first aid trained and carry a first aid kit with them at all times, the first aid kit is also stocked with COVID PPE.</li> <li>■ If seed has been ingested seek medical advice immediately</li> <li>■ Any treatment beyond the capabilities of the first aider will be dealt with by calling emergency services.</li> <li>■ <b>First Aider on site:</b> _____</li> </ul>
8	<b>Emergency procedures</b>	<ul style="list-style-type: none"> <li>■ For minor scratches and cuts, follow first aid procedure above.</li> <li>■ For minor injuries, call NHS 111.</li> <li>■ The nearest Minor injuries dept is located at: _____</li> <li>■ For any major injuries/ incidences such as broken bones or loss of consciousness or road traffic accident phone 999 if in any doubt. The nearest A&amp;E dept is _____</li> <li>■ In the event of a fire in the location contact 999 at the earliest opportunity for the fire and rescue service.</li> <li>■ Eden staff and volunteers to assemble at the fire muster point identified on site during the safety talk.</li> </ul>
9	<b>Communication</b>	<ul style="list-style-type: none"> <li>■ Safety talk will be given at the start of the sowing event and a copy of the risk assessment to be made available.</li> <li>■ Arrange seed sowing event with Head Teacher in advance</li> <li>■ Volunteers to notify co-ordinator of expected finish times and arrange handover of seed. Volunteers to phone or text the co-ordinator when they have finished.</li> <li>■ Relevant staff contact details: _____</li> </ul>
10	<b>Biosecurity</b>	<ul style="list-style-type: none"> <li>■ Biosecurity talk to be given before any practical work</li> <li>■ Check, clean, dry boots and equipment prior to accessing the site</li> <li>■ Invasive species must not be disturbed or removed from site</li> <li>■ Invasive species identified should be reported to NWC personnel who will verify the plant and report it to the site manager/ operational management.</li> </ul>

10	<b>Immediate action</b> to further reduce the risk.	
11	<b>Further action</b> needed to reduce the risk	
12	<b>When?</b>	

13	<b>Review date</b> (one year or if significant change)	The risk assessments should be reviewed annually or when there is significant change to the activity, person, equipment etc.	
14	<b>Who</b> completed this form?	Signed	
		Name (print)	
		Department	
		Date	

## Risk Assessment Guide

	<b>Not Significant 1</b>	<b>Minor 2</b>	<b>Moderate 3</b>	<b>Major 4</b>	<b>Severe 5</b>
<b>Almost Certain 5</b>	Yellow	Orange	Red	Red	Red
<b>Likely 4</b>	Yellow	Orange	Orange	Red	Red
<b>Possible 3</b>	Green	Yellow	Orange	Orange	Red
<b>Unlikely 2</b>	Green	Green	Yellow	Yellow	Orange
<b>Rare 1</b>	Green	Green	Green	Green	Yellow