

To reduce the risk of infection for adults and children the *Emmaus Catholic MAC COVID-19 – Risk Assessment (Sept 2020 during full opening)* will be followed at all times.

A – Gardening Risk Assessment

Hazard	Risk	Initial Riak Rating	Who is at Risk	Controls in Place/Action Required	Residual Risk Rating
1) Animal manures	Microbial contamination (potentially pathogenic)	Low	Adults and children	<ul style="list-style-type: none"> • Wherever possible we will avoid the use of fresh organic manures to incorporate into the school garden in favour of alternative soil improvers, it is appreciated that this is not always possible. • It is essential that if children do work with manures they wear gloves when undertaking this task. • Staff to ensure the children wash their hands in antiseptic gel at the completion of the task. 	Low
2) Bees, wasps and Insects	Stings	Low	Adults and children	<ul style="list-style-type: none"> • 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/school. 	Low
3) Chemicals used in the garden	Inhalation, skin or eye contact.	Low/ Medium	Adults and children	<ul style="list-style-type: none"> • We intend to adopt an environmentally sensitive approach to gardening and will try to garden without the use of chemicals. If used, chemicals to be used by qualified adult and in the proper manner and to be used and stored in accordance with health and safety legislation. Where is it is deemed absolutely necessary to use chemical(s), a separate risk assessment and COSHH assessment should be carried out. 	Low
4) Climbing	Falling	Low/ Medium	Children	<ul style="list-style-type: none"> • Adequate supervision must be provided when children are using the tyre park and play equipment. • When in Forest School if children are climbing trees, the Tree Climbing Risk Assessment (available below Appendix D) should be followed. In all other areas children should be instructed not to climb. 	Low

5) Compost	Microbial contamination (potentially pathogenic)	Low	Adults and children	<ul style="list-style-type: none"> Compost should be stored in cool place i.e. not in the greenhouse. 	Low
6) Composting	Airborne particles Flies Vermin Lifting/Turning	Low	Adults and children	<ul style="list-style-type: none"> Avoid turning compost heaps but keep as cold heaps. Adults only to turn heaps when pupils are not present, adults must wear face mask and gloves to do this. Avoid making compost heaps too wet by adding too much fruit waste as this attracts flies and does not make effective compost. If too much fruit waste then this will need to be disposed of elsewhere and compost heaps just kept for garden waste. 	Low
7) Fallen leaves	Slips, Trips Litter within leaves	Low	Adults and children	<ul style="list-style-type: none"> Do not collect fallen leaves for making leaf compost in schools, or areas of the school grounds, where there is potential for hazardous objects such as syringes/ broken glass/ sharp items to be buried amongst leaves. No running in garden/ leaf collecting area. Pupils to wear gloves and use tools appropriate for the job e.g. lightweight plastic leaf rakes and leaf hands. 	Low
8) Fire	Dangers from heat, smoke and fire	Medium/ High	Adults and children	<ul style="list-style-type: none"> Emergency evacuation procedures to be in place and understood by all participants. Emergency exits to be kept clear at all times (some sessions will be classroom based). Assembly point identified and all participants aware of it. 	Medium
9) Infection	Various	Low	Adults and children	<ul style="list-style-type: none"> Children to wash their hands after touching plants or soil/compost and before handling food and drink. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. 	Low
10) Lifting	Injury, strain	Low	Adults and children	<ul style="list-style-type: none"> Children are not to lift heavy objects or to overfill wheelbarrows where in use. When adults need to lift objects appropriate manual handling guidance should be followed. 	Low

11) Mulching	Airborne particles Fungi	Low	Adults and children	<ul style="list-style-type: none"> • Buy organic mulch materials in bags from a reputable source or use a weed suppressant such as Mypex. • Alternatively, use shredded paper, layers of cardboard or homemade compost. • Reduce risk of air borne particles by wetting loose mulch materials before applying. 	Low
12) Plant supports	Damage to the eye	Medium	Adults and children	<ul style="list-style-type: none"> • Plant supports to be avoided where possible. When being used care should be taken. Children and adults to be made aware of hazard and to take care when leaning over beds. • Cane toppers to be used where cane height less than 1.8m high. Cane toppers are available to use in the greenhouse. 	Low
13) Plants	Ingestion, allergic reactions	Low/ Medium	Adults and children	<ul style="list-style-type: none"> • Adults to be made aware of any children/volunteers/staff known to have specific plant and food allergies or hay fever, and to know the school representative responsible for administering that medication. • Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals. • Children and school staff must not eat any plants from the school garden unless they are competent to identify the potentially harmful plants in their garden. Staff must not allow the children to pick the plants or put their fingers in their mouths. • Children must not eat parts of plants unless instructed to do so, and must wash hands after garden sessions. • When undertaking taste tests in the garden, all produce and pupils hands should be washed in tap water (not water butts) before eating. • Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. • NB Detailed information on harmful or potentially poisonous plants can be found on the resources/starting school 	Low

				gardening section of the RHS Campaign for School Gardening Website.	
14) Running	Slips, Trips and Falls	Low/ Medium	Children	<ul style="list-style-type: none"> Children adequately supervised and instructed to walk in the garden. 	Low
15) Traffic	Injury from vehicles	Medium/ High	Adults and children	<ul style="list-style-type: none"> Groups to keep to designated paths and to be road safe when moving between class and garden. 	Medium
16) Soil	Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes	Low	Adults and children	<ul style="list-style-type: none"> Hands must be thoroughly washed (by pupils and adults) at the end of each session and especially before eating food/ drinking. Staff to check garden before pupils attend session and remove any animal mess whilst wearing gloves. Dispose of mess away from the garden and wash trowel and hands afterwards. If pupils come across buried animal mess, adult to remove as above and pupils to wash hands immediately if they have had direct contact. Gloves to be worn when working with the soil. Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session. If pupils or school staff have skin irritations e.g. eczema, or cuts/abrasions, or are likely to have a suppressed immune system, then disposable gloves should be worn. Bags of compost or potting media should be opened with the head away from the opening as far as practically possible. Moisten dry compost/potting media before using. Avoid storing compost/potting media in greenhouses or other warm places. Avoid using loose compost and digging/ raking soil in dry and windy conditions. 	Low
17) Syringes/ needles/ other contaminated waste	Puncture injuries, pathogenic microbial	Medium	Adults and children	<ul style="list-style-type: none"> Regular litter picking to take place by school staff to ensure areas are as clear from these items as possible. To be disposed of according to school policy. 	Low

	contamination, chemical contamination				
18) Tools	Injury, trips and falls	Low/ Medium	Adults and children	<ul style="list-style-type: none"> • Tools correctly maintained to be safe to use. Children to only use tools when instructed to do so. At start of each teaching session tool safety to be embedded. • When working with Reception/ Year 1 pupils, forks and spades are only to be used by pupils if there is a ratio of 1 adult helper to 1 child. All tools counted 'out' and 'in'. • Appropriate type and size of tools to be selected for age of children. • 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a teaching session. • Pupils with certain behavioural difficulties may be precluded from using certain tools. Advice to be sought from class teacher. • Pupils to be supervised during all gardening activities. • Tools to be stored safely when not in use. • Ensure adequate working space for pupils when they are working around garden beds. 	Low
19) Watering plants	Slips, trips, falls	Low	Adults and children	<ul style="list-style-type: none"> • Children should be shown how to correctly water plants to avoid soaking pathways. No running. 	Low
20) Garden hoses	Drinking Washing Hands Water borne bugs/ infections	Low	Adults and children	<ul style="list-style-type: none"> • Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella) • Hoses should not be stored in warm place e.g. greenhouse • Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. 	Low
21) Weather	Sunburn, dehydration, hypothermia,	Low/ Medium	Adults and children	<ul style="list-style-type: none"> • Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). • Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. 	Low

	Slipping in wet weather Soil blown into eyes.			<ul style="list-style-type: none"> • Follow school policy for the application of sun cream. • In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimise risk of slipping. • No running to, from and in garden. • Avoid using loose compost and digging/ raking soil in windy conditions. 	
22) Lone Working	No one else is aware of accidents at work or on way to work	Low/ Medium	Adults	<ul style="list-style-type: none"> • Ensure a buddy system is in place and that someone knows where you are and when you are expected home. 	Low

B – Collecting Natural Materials Risk Assessment				
Hazard / Risk	Who is at risk?	Initial Risk Rating	Controls in Place/Action Required	Residual Risk Rating
1) Inappropriate footwear and clothing. Slips, trips and snagging.	Adults and children	Low	<ul style="list-style-type: none"> • Participants advised before starting Outdoor Education/Forest School/Gardening sessions with regard to suitable clothing and footwear. • Before going on site participants checked. • On site advice with respect to particular activities. 	Low
2) Lifting and carrying. Risk of back injury, muscle strain injury	Adults and children	Low/ Medium	<ul style="list-style-type: none"> • Participants taught appropriate lifting and carrying techniques, leader to model, prior to activity. Participants subsequently asked to model techniques. • Encourage participants to work together. • Encourage participants to consider appropriate routes that avoid obstructions. • Discuss spatial awareness especially prior to carrying longer materials. 	Low
3) Collecting firewood / building materials. Risk of splinters, thorns cuts and grazes	Adults and children	Low	<ul style="list-style-type: none"> • Participants made aware of risks. • Identification of thorn bearing plants. • Work gloves available. 	Low
4) Stinging and/or poisonous plants.	Adults and children	Low	<ul style="list-style-type: none"> • Leader aware of location of main source of stinging plants and able to make participants aware. • Awareness of any known allergies or reactions amongst group. • General rule of not eating things found on site and hand washing after handling materials. 	Low

5) Bug hunting – Risk of bites, stings, allergies when handling insects	Adults and children	Low	<ul style="list-style-type: none"> • Check for any known allergies before commencing activities. • Handling of insects kept to minimum with use of appropriate equipment e.g. nets and pots. Focus on observation. 	Low
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C – Site Risk Assessment – St Mary’s Catholic Primary School Forest School and Garden					
Hazard / Risk	Who is at risk?	Initial Risk Rating	Controls in Place/Action Required	Additional Control Measures <i>Ensure these are considered and amended before any individual activity is undertaken.</i>	Residual Risk Rating
1) Falling Deadwood – minor to serious injury	Adults and children	Low/ Medium	<ul style="list-style-type: none"> • Pre-activity visit by school staff to identify areas to avoid. • Remove hanging dead wood. • On site assessment. 	Cordon off area to and avoid use of that area until hazard removed.	Low
2) Low branches, minor injury - scratches, stings.	Adults and children	Low	<ul style="list-style-type: none"> • Check pathways prior to visits. • Remind children of risks and brief on avoiding low branches. • Identify areas to avoid. 		Low
3) Roots, stumps and logs, trips and falls-	Adults and children	Low	<ul style="list-style-type: none"> • Check pathways prior to visits. • Remind children of risks and brief on trip hazards. • Remove hazards on main pathways 		Low
4) Brambles / nettles - minor injury - scratches, stings	Adults and children	Low	<ul style="list-style-type: none"> • Ensure appropriate clothing and footwear is worn. 		Low

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D - Tree Climbing (and activities where individuals are off the ground) Risk Assessment					
Hazard / Risk	Who is at risk?	Initial Risk Rating	Controls in Place/Action Required	Additional Control Measures <i>Ensure these are considered and amended before any individual activity is undertaken.</i>	Residual Risk Rating
1) Fall from tree Risk of possible fractures, bruising cuts or scratches	Adults and children	Medium	<ul style="list-style-type: none"> • Height limit set. 1.5 to 1.8m. • Only one person in tree at a time.. • Immediate area below tree to be cleared of loose material such as branches or rocks. • Appropriate footwear and clothing to limit likelihood of slipping or becoming snagged. • Before climbing individuals to assess suitability of tree. • If children choose to climb a tree they must be confident they can get down unaided. • Ropes not to be used in trees. • No climbing during high winds or wet weather. 	<ul style="list-style-type: none"> • During first sessions children to identify trees and discuss suitability for climbing with leader. • Children behaving inappropriately will be asked stop climbing. 	Low
2) Branch breaking Risk of falling branches resulting in possible fractures, bruising cuts and scratches.	Adults and children	Medium	<ul style="list-style-type: none"> • Before climbing individuals to assess suitability of branches to bear weight. • One child in a tree at a time. • No climbing during high winds or wet weather. 	<ul style="list-style-type: none"> • Leader to discuss how to spot trees or branches to avoid. 	Low
3) Activities where participants are lifted and or carried. These may be	Adults and children	Low	<ul style="list-style-type: none"> • Lifting procedures modelled then supervised. • Chosen area for task flat and free of obstacles under foot. • Trip hazards removed. 	<ul style="list-style-type: none"> • Leader to ensure that lifting procedures are followed. 	Low

<p>undertaken as part of team building exercises. Risk of slips and trips resulting in fall and or dropping of person being carried</p>			<ul style="list-style-type: none"> Any equipment used suitable for task. 		
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<p>E - St Mary's Catholic Primary School Forest School and Garden Emergency Policy and Procedure</p>
<p>Although the Forest School and Garden area is situated within the school grounds the nature of the activities undertaken means that there is the possibility of an emergency situation occurring. Therefore, the following steps will be taken:</p> <ul style="list-style-type: none"> During all sessions the leader will carry a radio, the other radio will be with a member of office staff. This is the way that any information should be communicated if an incident occurs. During all sessions a basic first aid kit will be carried. In addition, it will be the responsibility of the leader to ensure any necessary medication for children is also carried. Following any emergency incident all relevant incident and accident reports will be completed in line with current legislation and school policies. <p>Emergency Procedure</p> <p>Prior to any session in the Forest School/Garden site participants are briefed what they will be expected to do in the event of an emergency situation. The site is fully fenced and enclosed. The procedure is as follows:</p> <p>In the event of an emergency on the Forest School/Garden site the following steps will be taken.</p> <ul style="list-style-type: none"> Immediate safety of other group members and self-assessed. Attend to casualty and make as comfortable as possible. Make sure the other children in the group are safe and use the radio to inform the school office of the incident. Administer First Aid If necessary, contact emergency services.

<p>F – After School Outdoor Activities Risk Assessment (Following Government guidance contained in <i>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</i>, published March 26th, 2021)</p>			
<p>Hazard / Risk</p>	<p>Who is at risk?</p>	<p>Controls in Place/Action Required</p>	

<p><i>From 29 March, all children can use outdoor provision regardless of circumstances or need. Additionally, if the activity is taking place outdoors, groups can be of any number. This is because the transmission risk is lower outside.</i></p>			
<p>Group size will be limited to twelve children from Years 4, 5 and 6. With four children from each class.</p>			
<p>Pupils mixing with children from other bubbles.</p>	<p>Children</p>	<ul style="list-style-type: none"> Children will complete activities in their class bubbles and will continue to socially distance within these class bubble groups. 	
<p>To reduce the risk of infection for adults and children the <i>Emmaus Catholic MAC COVID-19 –Risk Assessment (Sept 2020 during full opening)</i> will be followed at all times.</p>			

Risk Assessment review, this risk assessment has been checked by			
Name	Role	Signature	Date
Mrs I Borriello	Principal		29.4.2021
Miss N Hutton	Vice-Principal	N. Hutton	3.5.2021
Mrs L Rogers	Union Health and Safety Rep		28/4/21