

# HEALTH AND SAFETY AT VINE ROAD GROWING & LEARNING PROJECTS

## RISK ASSESSMENT GUIDANCE FOR GROUPS AND INDIVIDUALS

**A qualified first-aider is present for all formal visits. It is the responsibility of the visiting group to bring their own first aid kit.  
For urgent advice with regard to inhalation or ingestion of any hazardous substance, contact NHS National Poison Information Service by ringing 111.**

comprehensive guidance and helpful information about school gardening projects can be found at the  
[RHS campaign for school gardening website](#)

*Please note that this document specifically excludes the use of the playground or play equipment and/or any organised or informal games unless under the direct supervision of Friends of Barnes Common.*

HAZARD	RISK	WHO IS AT RISK	CONTROLS IN PLACE	FURTHER ACTION/NOTES
1. Tools	Injury, trips, falls. Minor cuts and bruises.	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>• Tools correctly maintained to be safe to use</li> <li>• Children to use tools only when instructed, and closely supervised at all times, appropriate to age, ability, task and tool.</li> <li>• Keep children working with larger tools in a different area to children kneeling/working with hand tools.</li> <li>• Use the right tool for the job and appropriate for the age of the child.</li> <li>• Tools to be stored safely when not in use.</li> <li>• <b>'Tool stop' point to be clearly identified and all tools to be returned here when not in use.</b></li> <li>• Ensure adequate working space for all when they are working around growing beds</li> </ul>	
2. Lifting	Injury, Sprains, Strains	All participants, including: Children; Parents/Carers; Volunteers; School	<ul style="list-style-type: none"> <li>• Session Lead demonstrates correct lifting techniques and asks about illness/fitness at start of every session.</li> </ul>	

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		Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>Do not overfill wheel barrows. Lift heavy objects in teams.</li> <li>Use a trolley to transport materials where appropriate</li> <li>All equipment maintained and checked prior to use</li> </ul>	
3. Soil. Cat/Dog faeces.	Soil blowing into eyes Tetanus E-Coli Weil's Disease Toxoplasmosis;Toxocariasis Bioaerosols Skin Irritation	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>Adult helpers or staff to check and report/remove any animal mess whilst wearing gloves. Dispose appropriately. Wash/sanitise trowel and hands.</li> <li>Gloves to be available when working with the soil.</li> <li><b>Ongoing verbal and visual instruction on how to use tools correctly to avoid soil being flicked into each other's eyes.</b></li> <li>Avoid using loose compost and digging/ raking soil in dry and windy conditions.</li> </ul>	
4. Compost.	Infection from airborne particles Flies	All participants, including: Children; Parents/Carers;	<ul style="list-style-type: none"> <li>Store compost appropriately in a cool place. Seal any opened containers when not in use.</li> </ul>	

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	Vermin when lifting and transporting the compost, or when turning the compost heap	Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>• Compost Bins: avoid adding too much fruit waste as this attracts flies</li> <li>• Report vermin to Education Officer.</li> <li>• If handling home-made compost wear gloves.</li> <li>• Reduce risk of air borne particles by wetting loose mulch before applying.</li> </ul>	
5. Plants	Ingestion, allergic reactions, thorns	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>• Identify toxic plants and inform any responsible adults and participants.</li> <li>• <b>Accompanying adults on group visits are responsible for the supervision of their group, carry their own first aid kits, have their own risk assessments re any additional safeguarding, and advise FoBC staff on a need to know basis.</b></li> <li>• Responsible adults to inform the Session Lead of anyone with known food allergies or hay fever</li> <li>• No picking or eating unless competent to identify the potentially harmful plants in their garden.</li> <li>• Wear gloves/avoid if plants are a skin irritant or abrasive/thorny.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Do not plant potentially poisonous plants (eg daffodils) in edible beds.</li> <li>A <a href="#">checklist of potentially harmful plants</a> can be found on the RHS Campaign for School Gardening Website</li> </ul>	
6. Animal Manures	Infection from various micro-organisms including: Tetanus E-Coli Bioaerosols Weil's Disease	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>If animal manures are to be used to improve the soil, this will be done by consenting adults wearing suitable protective clothing.</li> <li><b>FoBC recommends all participants seek medical advice with regard to tetanus injections.</b></li> <li><b>Encourage and re-enforce good outdoor hygiene ie children to avoid eating, drinking, toileting until hands are washed. Antiseptic gel only to be used if soap and warm running water not available</b></li> </ul>	
7. Bees, wasps and other insects	Stings	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>Be aware of any wasp or bee nests and avoid these areas.</li> <li><b>Known Allergies: Accompanying adults on group visits are responsible for carrying their own</b></li> </ul>	

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			<b>first aid kits, having their own risk assessments re any additional needs, and advise FoBC staff on a need to know basis.</b>	
8. Chemicals	Inhalation, skin or eye contact.	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>FoBC adopts an environmentally sensitive approach to the garden i.e. garden without the use of chemicals.</li> </ul>	
9. Trees	Falling branches	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>Gardening directly under trees avoided and/or trees assessed for safety by competent person at the start of each session</li> </ul>	
10. Fallen leaves	Risk of piercing wounds due to litter within leaves	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>If leaves are to be collected for making leaf mould check the area in advance to make sure there are no hazardous objects such as sharp items or dog mess</li> <li>Wear gloves when collecting leaves or use leaf grabbers</li> <li>Use leaf rakes to collect leaves in a pile and then pick up.</li> </ul>	

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11. Plant supports	Damage to the eye/face	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>When canes or twigs are used, place cane toppers on the top and try to make them as tall as possible so they are above eye height.</li> <li>Point out the potential risk when people are leaning over beds.</li> </ul>	
12. Water Butts and Hoses	Slips, trips, falls Water borne bacteria Legionella and other infections	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>Where accessible to the public, water butts to have child proof, locked lids and secured on a stable surface.</li> <li>When using water from the butts for watering then pupils and adults must wash their hands afterwards.</li> <li>Ongoing verbal and visual help with how to correctly water plants</li> <li>No running/highlight if a hose is laid out across an area for any reason.</li> </ul>	
13. Storage Yard	<b>Moderate to Severe Injury due to:</b> Vehicular Movement Multi-user site Sharp Tools Working site Water Butts	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>This is a multi-use working yard with heavy machinery in regular use. It is the responsibility of ALL stakeholders to ensure that they have safe working practices in place and that their members adhere to these policies and procedures.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• No Early Years children participating in FoBC activities are ever permitted in this area, with or without an adult.</li> <li>• Further, no member of the public, child or vulnerable adult is permitted in this area without the consent and at the discretion of the FoBC Session Lead, and then only under the direct supervision of their responsible adult, or with the Session Lead.</li> <li>• Older children participating regularly in after-school or holiday sessions may, at the discretion of the Session Lead, and working in pairs, be permitted to carry out a named task. Verbal H &amp; S awareness and instruction reiterated before commencing any task.</li> <li>• All vehicles to exercise LBRuT guidelines for operating within a Recreation Ground (please refer to 14. Traffic)</li> <li>• Appropriate signage is clearly on display where indicated.</li> </ul>	



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			<ul style="list-style-type: none"> <li>Water from containers in this area is for horticultural use only and not to be used unless under the direction of FoBC Session Lead.</li> </ul>	
14. Traffic	<p><b>Moderate to Severe Injury due to:</b> Vehicular Movement around Site Multi-user site Dropping off and collecting children</p>	<p>All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public</p>	<ul style="list-style-type: none"> <li>No vehicles from members of the public are permitted within Vine Road Recreation Ground without express permission of FoBC staff.</li> <li>'Works' vehicles must have hazard lights on and use a maximum speed of 5mph.</li> <li>Further, drivers are to slow down/stop and give way priority to all pedestrians, buggies, children on bikes/scooters/skateboards, and to dogs whether on leads or running free.</li> <li>All supervisors of young children using the site to be directed to this risk assessment and made aware of the above rules.</li> </ul>	

See also: [Governance Policies](#)

15. Toileting	Stranger Danger Hygiene	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>• Children and vulnerable adults participating in FoBC activities use the toilet in the staff office, and be accompanied by their responsible adult.</li> <li>• Where there has been participation in gardening activity or working with plant materials, hands should be washed both before and after using the toilet.</li> </ul>	
16. Dogs on and off leads	Becoming startled Being knocked over Being bitten	All participants, including: Children; Parents/Carers; Volunteers; School Staff; Pupils; FoBC staff; General public	<ul style="list-style-type: none"> <li>• All participants are discouraged from going up to dogs, especially when they are on leads.</li> <li>• Most dog owners, are extremely responsible and helpful. However, where this may not be the case, they should politely be asked manage their dog away from the group, particularly when around vulnerable members of the public.</li> </ul>	

## EMERGENCY CONTACT DETAILS

NEAREST HOSPITAL – EMERGENCIES 999	FRIENDS OF BARNES COMMON APPOINTED FIRST AIDERS	LOCATION OF NEAREST PHONE AND FIRST AID KIT
<p><b>A&amp;E:</b></p> <ul style="list-style-type: none"> <li>• Kingston Hospital <b>KT2 7QB</b></li> <li>• Charing Cross Hospital <b>W6 8RF</b></li> <li>• Walk-in Minor Injuries Unit Queen Mary's <b>SW15 5PN</b></li> </ul> <p><b>Vine Road Pavilion Details:</b></p> <ul style="list-style-type: none"> <li>• Grid ref: TQ 218 757</li> <li>• Post Code: SW13 0NE</li> </ul>	<p>Sharon Morgan Education &amp; Community Engagement Officer</p> <p>Will Dartnell Manager</p>	<p>Given at start of each session</p>

**TEMPLATES FOLLOW**  
**FOR SPECIFIC ACTIVITIES OR ANYTHING**  
**REQUIRING ADDITIONAL MEASURES**



**Site and Activity Specific Risk Assessment Form**

**Activity: Little Sprouts**

<u>Date</u>	<u>Area to be worked in</u>	Project Leader Name and Signature
<u>Activity</u>	<u>Weather Conditions</u>	<u>Site Conditions</u>
<u>Animal Mess</u>	<u>Dangerous Litter</u>	<u>Any vulnerable Learners?</u>
Potential Risks ( Use Numbers in General Risk Assessment Document)		Action Required to Reduce Risks



**Site and Activity Specific Risk Assessment Form**

**Activity: After-school Art & Science**

<u>Date</u>	<u>Area to be worked in</u>	Project Leader Name and Signature
<u>Activity</u>	<u>Weather Conditions</u>	<u>Site Conditions</u>
<u>Animal Mess</u>	<u>Dangerous Litter</u>	<u>Any vulnerable Learners?</u>
Potential Risks ( Use Numbers in General Risk Assessment Document)		Action Required to Reduce Risks



**Site and Activity Specific Risk Assessment Form**

**Activity: Holiday Sessions -**

<u>Date</u>	<u>Area to be worked in</u>	Project Leader Name and Signature
<u>Activity</u>	<u>Weather Conditions</u>	<u>Site Conditions</u>
<u>Animal Mess</u>	<u>Dangerous Litter</u>	<u>Any vulnerable Learners?</u>
Potential Risks ( Use Numbers in General Risk Assessment Document)		Action Required to Reduce Risks



**Site and Activity Specific Risk Assessment Form**

**Activity: Yaffles**

<u>Date</u>	<u>Area to be worked in</u>	Project Leader Name and Signature
<u>Activity</u>	<u>Weather Conditions</u>	<u>Site Conditions</u>
<u>Animal Mess</u>	<u>Dangerous Litter</u>	<u>Any vulnerable Learners?</u>
Potential Risks ( Use Numbers in General Risk Assessment Document)		Action Required to Reduce Risks