

CUSTOM FOOD LAB Locavore Garden Risk Assessment for school and community use during the TAKING ROOT HOLIDAY CLUB, AUGUST 2022

Locavore Community Garden, Martello Primary, Warren Way CT19 6DT

Date: July 2022

| Hazard | What could go wrong? Is the risk still high (H), medium (M) or low (L)? | Who may be harmed? (all= children, staff and volunteers) | What can be put in place to reduce the risk to LOW? | Resolution | Responsibility | |
|---------------------------------------|---|--|---|--|--|--------------------------------------|
| Contractors and building work on site | Risks vary depending on nature of work, including: Hazardous Materials/tools left on site (injury to self/others) Slips and trips New/Unfamiliar environment People working on site | H | All | Work on garden site will take place, wherever possible, outside holiday club hours, overseen by Custom Staff. Where work has been left unfinished, that section of the site will be closed off and left clearly marked. All contractors will be asked to provide RAMS and professional indemnity insurance. Tidy site policy Custom staff will update school staff about any work on site and brief volunteers accordingly. Custom will also ask school for information about any contractors working on school site. | As needed – this kind of work is not planned during August and is unlikely to be necessary | Custom Staff |
| Crossing of Boundaries | Children leaving school site unnoticed. Strangers entering the site Children leaving garden (e.g. to playground, playing field or school building) | M | Children All | Registers for attendance, regular head counts, gates locked after all arrivals. School security intend to install CCTV. Garden gates will be locked and/or closely monitored. Children using spaces outside of garden will be supervised at all times by staff. | Led by project administrator (Mel) and responsibilities defined through Team briefing document and daily briefing meetings | Project administrator and staff team |

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| Access route to site (direct from school entrance) | Risk of tripping on steps Risk for wheelchair users | L | all | Steps are clearly marked in contrasting colours, they are low rise An alternative entry route (through wooden gates) without steps can be made available for people with limited mobility but this will be otherwise kept closed. | Resolved | Martello |
| Gravel Pathways within Garden | Risk of tripping, especially on edges Risk for wheelchair users | M | all | Participants to be made aware of risks of the environment. Parents/carers will be asked about Children's competency to understand hazards and signage. Gravel is light, contrasting colour to surrounding grass, edges to be maintained in good order Wheelchair users to be accompanied as appropriate | Briefing prior to enter site – incorporated into welcome. Maintenance Attendance | Custom Staff and holiday club team |
| 'Windy' Path | Risk of slips and trips Risk for wheelchair users | M H | all | Participants to be made aware of risks of the environment. Parents will be asked about Children's competency to understand hazards and signage To be maintained in good order This path is not wheelchair accessible | As needed Maintenance Resolved | Custom Staff and holiday club team |
| Pergola | Working at height (ladders) | M | Staff | Ladders not to be used during holiday club | Resolved | Custom Staff |
| | Risk of injury (hammocks) | M | all | Participants to be supervised and made aware of risks of the environment. | As needed | Holiday club team |
| | Risk of objects falling (i.e. from plants growing above) | L | all | | | |
| Pond | Falling into water | M | All | Participants to be made aware of risks in the environment. | | Holiday Club team |

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| | | | | <p>Pond is a safe depth, with shallow fall to edges. Pond maintained in good state</p> <p>Bunting around edge of pond to delineate safe area and this is explained as a garden rule to all children- where there is bunting, entry is not permitted.</p> <p>Bamboo structure over pond to both deter children from entering pond and to prevent falls into the water</p> | Resolved/ongoing maintenance | Custom Staff |
| Mud, stones, organic materials | Some areas may be very muddy causing slips/injury/ uneven surfaces could present a trip hazard | M | All | <p>Suitable footwear to be worn (Parents/Carers to be advised).</p> <p>School and Custom staff to remind Participants to be aware of the risk and to move cautiously around the site</p> | As needed | Custom Staff Holiday Club team |
| Animals /Faeces/soil | Touching faeces/soil and putting hands in mouth (SEN children in particular) | H | Children | <p>Custom staff to look for and remove faeces where possible.</p> <p>Participants to be briefed about risks of ingesting soil/faeces</p> | Daily maintenance | Custom Staff Holiday Club team |
| Raised beds | Slips and trips Sharp stones in soil (injury) | L | All | <p>Participants to be made aware of risks in the environment.</p> <p>Raised beds to maintained in good condition.</p> | Briefing incorporated into welcome. Maintenance | Holiday Club team Custom Staff |
| Behaviour Incidents | Disruptive behaviour of a child, volunteer or other participant may cause injury or distress to themselves, another learner or member of the public. | L | Children, staff & Volunteers | <p>All staff and facilitators to provide contact details for next of kin/carers in case of emergency.</p> <p>Participants to check in with Custom staff on arrival at the site.</p> <p>Due care taken to ensure adequate support is in place for children with additional needs.</p> | Briefing and attendance as needed | Custom Staff Holiday Club team |

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| | | | | Should a participant's behaviour deteriorate, try and remove them from any danger to themselves or others and support them to an area where they can calm down / remain safe. | | |
| Strangers entering the site/ aggressive members of public | Strangers entering site uninvited with malicious intent - stealing items or causing physical harm to site or to people. Abusive behaviour fuelled by prejudice. | H | All | School site will be secured after children have arrived. School security intend to install CCTV. Key staff members to have fully charged mobile phones on their person throughout day. Police will be called if necessary | | Custom staff and Holiday Club team |
| Medical Incidents | Extreme events | M | All | Fully charged Mobile to be carried by key site staff at all times. Emergency services called if required (all contact details available in shed). At least one first aider will be on site at any given time. First aid box and incident book clearly visible in the shed | As needed | Custom & Holiday Club team |
| Use of tools and equipment | Injury to self or others | H | All | Children/volunteers/participants given appropriate tools to use plus training in safe use by staff. Appropriate levels of supervision depending on participant. All participants will be asked to wear (or be provided) appropriate PPE (gloves, steel toecap boots, overalls.) Tools not in use to be locked in shed | Briefing as needed | Custom Staff |
| Slip, trip, fall | Injury to self or others | L | All | Familiarisation of environment – point out hazards. Support by staff if needed. | Incorporate into welcome. | Custom Staff Holiday Club team |

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| COVID 19 | Infection/cross contamination | L | All | See additional COVID Policy Sanitation station at entrance No rubbish or personal items to be left on site. Custom Staff and Holiday Club team provided with visors/ masks if required Spare disposable PPE available for participants if necessary. Children subject to same regulations as elsewhere on school grounds. | Policy shared with families in advance | Custom Staff |
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RISK ASSESSMENT COMPLETED BY: Cherry Truluck (Custom Food Lab)

DATE: 20/7/2021

Amendments: 09/03/2022

12/07/2022