

# OUR YARD

at Clitterhouse Farm

## Health and Safety at Clitterhouse Farm - Risk Assessment for Groups of Children

Hazard	Risk	Who is at risk	Controls in place/Action required	Check by ticking
<b>1. Tools</b>	Injury, trips and falls, minor cuts and bruises	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Tools correctly maintained to be safe to use and checked prior to use by the Lead Gardener</li> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supervising Adults in the safe use of tools before each activity.</li> <li>- Children only to use tools when instructed to do so, closely overseen by Supervising Adults at all times.</li> <li>- Close adult supervision when working with spades, forks and other sharp equipment.</li> <li>- Keep Children working with large tools in a different area to children kneeling working with hand tools.</li> <li>- Use the right tool for the job which is appropriate for the age of the Child.</li> <li>- Tools to be stored safely in the shed when not in use.</li> <li>- Do not leave tools lying on the pathway to avoid anyone tripping.</li> <li>- Ensure adequate working space for Children when they are working around garden beds.</li> <li>- Tools not to be shared between anyone due to Covid guidelines unless handles have been cleaned with disinfectant.</li> <li>- All equipment to be cleaned by the Lead Gardener after the gardening session.</li> </ul>	
<b>2. Lifting</b>	Injury, strains and sprains	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to demonstrate correct lifting techniques (back straight, knees bent) to Children, Workshop Facilitator and Supervising Adults.</li> <li>- Do not lift heavy objects without help.</li> <li>- Use a wheelbarrow or trolley to transport heavy materials.</li> <li>- Do not to overfill wheelbarrows.</li> <li>- All equipment appropriately maintained and checked prior to use by Lead Gardener.</li> </ul>	
<b>3. Soil and unintended animal manures from</b>	Tetanus, E-Coli, Leptospirosis (Weil's Disease),	Lead Gardener, Workshop Facilitator, Supervising Adults,	<ul style="list-style-type: none"> <li>- Lead Gardener to check garden before Children attend a session and to remove any animal mess whilst wearing gloves.</li> <li>- Bury/dispose of mess away from the garden and wash trowel</li> </ul>	

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<b>cats, dogs and foxes</b>	Toxoplasmosis, Toxocariasis, Bioaerosols, Skin Irritation, Soil blowing into eyes	Children	and hands afterwards. <ul style="list-style-type: none"> <li>- Gloves to be worn when working with soil.</li> <li>- Avoid using loose compost and digging/raking soil in dry and windy conditions.</li> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supervising Adults not to touch any soil or unintended animal manure in case it is found in or around the garden but to alert the Lead Gardener instead.</li> </ul>	
<b>4. Compost heap</b>	Cuts from thorns and splinters, infection from airborne particles, flies and vermin (when lifting and the compost or when turning the compost heap)	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supporting Adults about the correct procedures to follow before the activity.</li> <li>- Green waste to be placed on compost heap. Cut long branches, be aware of thorns and splinters.</li> <li>- Do not allow material in the process of composting to become dry and thus mouldy. Fungal spores are potentially hazardous if inhaled.</li> <li>- Avoid adding too much fruit waste as this attracts flies and does not make effective compost. Refrain from adding food waste.</li> <li>- When handling homemade compost wear gloves and cover all cuts or abrasions.</li> <li>- Reduce risk of air borne particles (bioaerosols) by damping dry compost or mulch, but not so much that it becomes wet and prone to splashing.</li> </ul>	
<b>5. Potting compost</b>	Infection from airborne particles	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supporting Adults about the correct procedures to follow before the activity.</li> <li>- Compost should be stored in a cool place and should be sealed when not in use.</li> <li>- Wear gloves when handling potting compost and ensure any cuts or abrasions are covered.</li> <li>- Handle potting composts gently to avoid splashes and bioaerosols, damp dry material to avoid dust and ensure wet compost that might cause splashes is not used.</li> <li>- Use potting composts in a well-ventilated place.</li> </ul>	
<b>6. Plants</b>	Ingestion, allergic reaction	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Audit the garden grounds to identify toxic plants and inform Children, Workshop Facilitator and Supervising Adults.</li> <li>- Lead Gardener to be made aware of any children/volunteers/staff known to have specific plant and food allergies or hay fever before the activity.</li> <li>- Supervise vulnerable children at all times.</li> <li>- Plants/fruit/vegetables from the Farm Garden are not to be eaten unless they have been picked or allowed to be picked by the Lead Gardener.</li> </ul>	

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			<ul style="list-style-type: none"> <li>- Wear gloves if plants are a skin irritant.</li> <li>- Do not plant potentially poisonous plants (e.g. daffodils) in edible beds.</li> </ul>	
<b>7. Animal manures</b>	Infection from various micro-organisms such as Tetanus, E-Coli, Salmonella, Leptospirosis (Weil's Disease)	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>-Do not use fresh animal manure in the Farm Garden.</li> <li>-If animal manures are to be used to improve the soil, they should be commercially composted manures only, which are made safe by manufacture and can be purchased from garden centres.</li> <li>- If Children are spreading manure over the soil, they must be closely overseen by the Lead Gardener or Supervising Adults and always wear gloves, cover any cuts or abrasions.</li> <li>- Manures must be spread gently. Do not use or spread manures when very wet as this can cause splash of bacteria within them e.g. bioaerosols.</li> <li>- No eating and drinking until hands are washed with soap.</li> </ul>	
<b>8. Bees, wasps and insects</b>	Stings	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Be aware of any wasp or bee nests and avoid these areas.</li> <li>- Lead Gardener, Workshop Facilitator and Supervising Adults to be aware of any Child or Adult who is highly allergic to stings before the activity.</li> </ul>	
<b>9. Chemicals used in the garden</b>	Inhalation, skin and eye contact	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supporting Adults about the correct procedure to follow before the activity.</li> <li>- Do not use rooting powder on windy days to avoid risk of skin and eye contact.</li> <li>- Always close the bottle after use, store it out of reach and wash your hands.</li> </ul>	
<b>10. Trees</b>	Falling branches	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Avoid gardening directly under trees if it is very windy.</li> <li>- Trees to be assessed for safety by Lead Gardener before the activity. Contacting Barnet Council or resident where overhanging trees into the garden need to be cut back for safety reasons.</li> </ul>	
<b>11. Fallen leaves</b>	Risk of piercing wounds due to litter within leaves	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supporting Adults about the correct procedure to follow before the activity.</li> <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 syringes/ broken glass/ sharp items buried amongst leaves.</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 them up.</li> <li>- Lead Gardener to dispose of any hazardous objects.</li> </ul>	
<b>12. Finding of hazardous objects</b>	Risk of piercing wounds	Lead Gardener, Workshop Facilitator, Supervising Adults,	<ul style="list-style-type: none"> <li>- Lead Gardener to instruct Children, Workshop Facilitator and Supporting Adults about the correct procedure to follow before the activity.</li> <li>- Lead Gardener to dispose of any hazardous objects.</li> </ul>	

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		Children		
<b>13. Plant support</b>	Damage to the eye	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Plant supports to be avoided where possible.</li> <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>	
<b>14. Water butts &amp; hoses</b>	Slips, trips, falls, water borne bacteria, Legionella and other infections	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Water butts to be child proof, secured on a stable surface and to have lids.</li> <li>- When using water from the butts for watering, wash hands afterwards.</li> <li>- Don't use water that has been stored in stagnant storage tanks that are full of debris/rust/algae or at temperatures between 20-45°C.</li> <li>- Empty water out of full hoses after use. (Full hoses left in sun or warm conditions may breed micro-organisms such as legionella).</li> <li>- Hoses must not be stored in warm place e.g. greenhouse.</li> <li>- Hose pipes should be coiled/rolled up after use and not left lying out.</li> <li>-Disinfect nozzle and hose after use due to Covid guidelines.</li> </ul>	
<b>15. Weather</b>	Feeling cold, damp clothing, sun stroke, dehydration	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to advice about severe weather and appropriate precautions to be provided to Workshop Facilitator prior to the activity.</li> <li>- Wear appropriate wet weather gear on rainy days. Keep out of the direct rain where possible.</li> <li>- Wear warm clothing in cold and frosty conditions. Take breaks to warm up and have a supply of warm drinks (bring your own cup due to Covid guidelines).</li> <li>- Use sunscreen and wear a hat on hot days. Stay hydrated (own cup, see above).</li> </ul>	
<b>16. First Aid</b>	Accidents, Covid19, anaphylaxis	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- A First Aid Kit and additional plastic gloves can be found in the Cedar Greenhouse.</li> <li>- The Lead Gardener is responsible for checking the contents of the First Aid box every quarter.</li> <li>- All accidents must be recorded by the Lead Gardener.</li> <li>- Participants manifesting possible symptoms of Covid-19 to be asked to leave. Gardening session to be cancelled.</li> <li>- Immediately contact a doctor once you suspect anaphylaxis.</li> </ul>	
<b>17. Covid 19</b>	Infection	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Lead Gardener to provide Covid 19 Health &amp; Safety guidance to Children, Workshop Facilitator and Supervising Adults before the activity.</li> <li>- All volunteers are encouraged to walk or cycle to the garden wherever possible</li> </ul>	

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			<ul style="list-style-type: none"> <li>- Anybody travelling on public transport must wear a face covering, in accordance with government guidance.</li> <li>- The farm gate must be opened to avoid participants touching the gate.</li> <li>- On arrival all participants are required to sanitise their hands immediately Hand sanitiser to be provided on a small table close to the entrance gate.</li> <li>- Social distancing rules to be followed as per government guidelines.</li> <li>- Doors and windows of the greenhouse to be kept open, where possible, to improve ventilation</li> <li>- Tools not to be shared between anyone due to Covid guidelines unless handles have been cleaned with disinfectant.</li> <li>- The pathways on both sides of the Cedar Greenhouse are too narrow for 2 people to walk past each other at the same time. Advise all participants wait and let people pass.</li> <li>- All equipment and surfaces in the greenhouses to be cleaned after a gardening session finished.</li> <li>- Anyone feeling unwell should stay at home.</li> <li>- The gardening session must be cancelled if the facilitator feels unwell.</li> <li>- The Farm Garden must be closed to the public whilst gardening sessions are ongoing.</li> </ul>	
<b>18. Fire</b>	Burns, smoke inhalation	Lead Gardener, Workshop Facilitator, Supervising Adults, Children	<ul style="list-style-type: none"> <li>- Flammable materials and substances should be kept to a minimum</li> <li>- Fuels and other flammable liquids to be kept out of reach of children and stored in the secure green garden shed and locked away when unattended.</li> <li>- No children should be allowed to use flammable liquids or materials or be unsupervised near naked flame</li> <li>- When fire pits of candles are used – they must never be left unattended or left with children or vulnerable adults unsupervised.</li> <li>- If materials do catch fire, the lead gardener must be notified immediately and if safe the fire should be extinguished immediately using appropriate retardant. Water, damp cloth or soil for small fires.</li> <li>- If the fire is oil based – do NOT use water to extinguish the fire. Use a damp cloth to prevent oxygen getting to the flame.</li> <li>- All volunteers and young people must be asked to immediately leave the area of the fire.</li> </ul>	

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			<ul style="list-style-type: none"> <li>- If there is smoke in the greenhouse, windows should be opened immediately to get fresh air into the space.</li> <li>- All other flammable materials or fuels that are nearby and can be reached safely should be moved away from the source of the fire.</li> <li>- A fire extinguisher is kept in the Farm cowsheds. If this cannot be accessed quickly, and the fire cannot be extinguished safely then the fire brigade should be called immediately, and all people should move to a safe distance from the fire and congregate on the tarmac area at a safe distance.</li> <li>- Any minor cuts should be tended too using the first aid kit. Any smoke inhalation or more serious burns must be reported and injured persons must be taken to hospital or emergency clinic.</li> </ul>	
<b>19. Safeguarding</b>	Abuse	Children and Vulnerable Adults	See separate Safeguarding Policy	

**Policy Wording – Risk Assessment for Groups of Children:**

Lead Gardener: a person who volunteers at Our Yard / Clitterhouse Farm garden and oversees a gardening or workshop session.

Workshop Facilitator: a person who is responsible for the a group of Children during a gardening or workshop session.

Supervising Adult: any adult, who joins a gardening session or workshop in order to supervise children.

Children: any person under the age of 18

**Emergency Contact Details**

Nearest Hospital and phone number	Names of appointed first aiders, if applicable	Name and Contact Number of Garden Volunteer	Name and Contact Number of Workshop Facilitator
Royal Free Hospital Pond St, Hampstead, London NW3 2QG <a href="tel:02077940500">020 7794 0500</a> <a href="https://www.royalfree.nhs.uk/">https://www.royalfree.nhs.uk/</a>			

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Note: This document will be updated on a regular basis to reflect the government's current guidelines on Covid 19.