



Risk Assessment for Planting Weeks 14/11/22 – 02/12/22
An Andover Trees United project

Over-riding Duty of Care for all at the Event – All people to take care of their own safety as well as safety of others
ALL PARTICIPANTS NEED TO READ THESE NOTES AND TO MAKE CHILDREN AWARE OF THESE REQUIREMENTS
Risk Assessed by Wendy Davis, Abbey Sadler

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Weather conditions:</u> weather could be extremely cold and wet ; planting site is exposed & can be very windy	Children and adults	Med	Teachers to advise children to wear appropriate outdoor clothing and footwear: warm layers, windproof and waterproof coat, waterproof footwear and thick socks, hats, scarves, gloves. Request adults supervise children. Ratio 1 adult: 6 children or Ratio 1 adult: 10 children, depending on age of children	Make all aware of site conditions. Provide teachers with illustrated 'What to Wear' sheet which can be shared with parents
<u>Wind:</u> Falling trees, fencing and gazebo due to strong winds.	Children/ Adults	Low	Keep clear of any potentially falling trees/fencing. Gazebo to be pegged into ground. ATU volunteers to check daily.	Make all aware of site conditions.

Car Park/Meeting Point

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Moving cars</u>	Children and adults	Low	Minibuses and coaches to drop passengers in car park. Passengers to disembark when safe to do so as instructed by	When getting into and out of minibuses and coaches be vigilant of moving cars leaving or entering driveways to houses Walk no more than 2

			teacher/driver/ATU volunteer.	abreast.
<u>Road</u>	Children and adults	Med	Marshals to be in place to help vehicles reverse when required. Signs to be provided to help prevent accidents	No access to the road/carpark unless accompanied by marshal.
<u>Trip hazard:</u> Uneven ground stony grown causing trips; also, beware of large stones and flints. Route from carpark to planting area crosses uneven ground, flinty at times. Care must be taken to avoid tripping over and causing harm to oneself. Fallen leaves and mud: if wet there will be very muddy and if frosty, fallen leaves will add to slipperiness	Children/ Adults	Med	Request adults supervise children. Ratio 1 adult: 6/10 children according to county recommendations Volunteers will be asked to meet the school in the car park & lead to planting area. Advise children to take care and walk no more than 2 abreast	Make all aware of site conditions. Trees should be carried carefully
	Children and adults	Med	Make all aware to take care, especially walking over mud and fallen leaves and negotiating slopes.	Trees and flag (if brought) should be carried carefully. Volunteers will be asked to meet the school in the car park & lead to planting area.

On site: Bury Hill Ring

The control measures in place regarding safety on site and when planting will be made evident via the introductory safety talk.

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Falling, tripping:</u> Planting holes: Holes may be pre-drilled at 1m spaces across the planting site causing risk of tripping & falling	Children/ Adults	Med	Holes designated for planting each day will be marked with planting kit (bucket, tools). There is a designated grass path down one side of the planting area – this should be used to cross the site.	Advise all to take care when in the planting area and to survey the ground around them carefully as they move around. Always walk.
Fallen leaves and mud: if wet there will be very muddy and if frosty,	Children and adults	Med	Make all aware to take care, especially walking over mud and fallen leaves	Trees and flag (if brought) should be carried carefully. Volunteers will be asked to

fallen leaves will add to slipperiness			and negotiating slopes.	meet the school in the car park & lead to planting area.
<p><u>Trip hazard:</u> Rutted and uneven ground causing trips; also, beware of large stones and flints.</p> <p>Route from carpark to planting area crosses uneven ground, flinty at times.</p> <p>Care must be taken to avoid tripping over and causing harm to oneself & damage to the young trees.</p>	Children/ Adults	Med	<p>Request adults supervise children. Ratio 1 adult: 6/10 children according to county recommendations</p> <p>Volunteers will be asked to meet the school in the car park & lead to planting area.</p> <p>Advise children to take care and walk no more than 2 abreast</p>	<p>Make all aware of site conditions.</p> <p>Trees should be carried carefully</p>
<p><u>Infections:</u> from contact with soil and animal faeces.</p>	Children/ Adults	Low	<p>Ask people to cover any cuts before taking part.</p> <p>Advise, due to risk of Tetanus, anyone who wounds themselves while tree planting to go to minor injuries department.</p>	<p>Have hand wipes or antibacterial gel available.</p> <p>Gardening gloves will be provided.</p>
<p><u>Hazardous items in soil:</u> Litter, sharp or rusty items.</p>	Children/ Adults	Low	<p>Gloves provided</p> <p>Advise children to be aware when handling soil.</p>	Use Gloves.
<p><u>Using Tools:</u> injuring oneself, injuring others, causing trip hazard</p>	Children/ Adults	Low	<p>Tools will be provided: adult and child size</p> <p>Children to work in pairs</p> <p>Be especially careful when planting hedgerow near others</p> <p>Supervising Ratio 1 adult: 6/8 children</p> <p>Advise all of care of self & others</p>	<p>Instruct children to ‘never mix tools’ – tools include ‘hands’ – use one spade OR trowels OR hands.</p> <p>Always be mindful of the safety of others. When not in use, tools should be positioned carefully to avoid becoming a trip hazard.</p>
<p><u>Using Tools:</u> Injury caused to hands and head</p>	Children	Med	<p>Children to be told not to use hands, hand tools or spade at the same time.</p> <p>Adults to supervise</p>	<p>Carefully explain the importance of never using hands when metal tools are in use OR hand tools when someone is using a spade.</p>

<u>Lifting and carrying tools and heavy equipment</u>	Adults	Med	Wheelbarrow provided	All to be made aware of how to carry safely and to offer and ask for assistance if unsure
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Treasure Hunt Activity

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Tripping and injuring self on ground or tree stakes; trip hazards hidden by grass</u>	Children	Med	Children to be advised before undertaking activity to walk, to be aware of uneven ground & holes	At least one adult always to be present in activity area

Kitchen Area

Non-ATU volunteers do not enter the designated kitchen area unless asked to do so by ATU volunteer

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Hot water:</u> Burns	Children/ Adults	Med	Water will be heated in the kitchen and transferred to pump flasks. Children are not to enter The Cabin unless accompanied and asked to do so. Designated volunteers to have sole responsibility for heating and dispensing heated water. Boiling water for tea and coffee to be transferred to pump flasks.	Teachers to make children aware of these instructions. If children are offered hot chocolate, add cold water or milk to ensure the temperature is not too hot.
<u>Gas Stove:</u> Burns	Children/ Adults	Med	Designated volunteers to light and attend to stove Instruction to be given in advance Only ATU volunteers to enter kitchen area	In the event of weather extremes or an emergency requiring a child or non-ATU volunteer adult to be cared for in the kitchen area, a volunteer must remain in the kitchen area.

Other

<u>Potential Hazards with Risks</u>	<u>Risk Group</u>	<u>Risk level</u>	<u>Controls in place</u>	<u>Further Actions Required</u>
<u>Dogs and dog walkers:</u> dogs off-lead	Children/ Adults	Med/ Low	There is a chance of encountering dogs off-lead in the wood Should this occur: - do not approach the dog	Teachers to make children aware of these instructions.

			- inform & seek assistance from an ATU volunteer	
<u>Dogs</u>	Children/ Adults	Med	Do not approach dogs whether on- or off-lead Do not stroke dogs if they approach	Teachers to make children aware of these instructions.
<u>Fire</u>	Children/ Adults	Low	Area to be evacuated Call for 999 emergency services	Gather in meeting circle

ATU endeavors to provide a trained First Aider on site every day. Schools are asked to bring a trained First Aider if they can and to inform Andover Trees United on arrival in the wood whether this has been possible.

The following additional controls will be in place in case of emergency:

- Basic First aid kit available on site
- 4G coverage available on site + a fully charged mobile phone on site each day will enable emergency calls to be made
- Emergency phone numbers available – all volunteers aware
- Should an ambulance be called to attend, inform the emergency services that vehicular access to Bury Hill Ring is via Red Rice Road and the car park/meeting point.

What3Words – entrance to Car park.

<https://w3w.co/cigar.lend.stump>