

School/nursery visit to growing organisation: risk assessment template*

*Refer to your governance and insurance for their requirements

Event Risk Assessment location:

Event:

Date:

Attendees: (number of children, members of staff, volunteers)

Time onsite:

Signed and dated: Event Co-ordinator:

Director/Trustee:

What are the hazards/risks	Measures	Who carries out
1.Accidents and First Aid	- First Aid kit in marked box located in..... - Emergency contact details for Ambulance, Fire and Police service are displayed in, including location details (co-ordinates/What3Words). - In first instance, event co-ordinator will assess First Aid needs. - In first instance, event co-ordinator will call emergency services. - Road leading to site will be kept clear and space in parking area designated for emergency services.	
2.Fire Safety	- Overview of potentially hazardous materials will be carried out before event and action taken to remove. - Signage to indicate exit and assembly area in case of fire. - Co-ordinator will communicate fire assembly area at start of event.	
3.Electrical Safety	Onsite solar panel connections will be checked before event.	
4.Gas Safety	N/A	
5.Control of Hazardous Substances	Identified hazardous substances will be stored in locked container before visit.	

6.Machinery and Equipment	Gardening equipment including unattended metal tools, ladders, drills, plastic bags, will be stored in locked container before event.	
7.Slips/Trips/Falls/Open Water	- Signage of fixed obstacles, slippery and uneven surfaces. - Paths cleared and trip hazards such as hosing signposted and tools/containers moved to single signposted area. - Open water (pond) area will be signposted and locked (gated).	
8.Lighting		
9.Falls from Height		
10.Food Hygiene	- Produce picked on site will be washed before eating. - Access to water and hand-washing facilities signposted.	
11.Manual Handling		
12.Display Screen Equipment		
13.Hazardous Buildings/Glazing	- Designated gates allowing access to and within site will be secured when open to restrict access to road. - Designated gates restricting access (open water area) will be secured or manned by volunteer when in use. - Loose brickwork, stonework, peeling paint, gutters, slates, tiles, glass, polytunnel material removed and safely stored before event.	
14.Personal Safety		
15.Other Activities and Hazards a)Plants and other organisms (insects, invertebrates, etc.)	- An inspection carried out before to identify poisonous/irritant plants in non-growing areas and signage. - Signage and communication at start from event co-ordinator and volunteers on safe handling of plants and other organisms.	

	- Plant supports at eye/face level for children and adults will have covers to reduce eye injury. - Access to water for hand washing managed by volunteer.	
b) Soil and Unintended Animal Manures	- Event co-ordinator and volunteers will check site before event and remove mess to safe disposal. - Signage, printed instructions and communication at start from event co-ordinator and volunteers on avoiding contact with suspected manures. - Access to water for hand washing managed by volunteer.	
c) Water	- Signage for outdoor tap – contact volunteer for access. - Signage, printed instructions and communication at start from event co-ordinator and volunteers on activities around pond – avoiding contact with water.	
d) Heat/Sunstroke/Insect Bites/Ticks	- Information prior to event to public attending will include details on what to bring: water, hats, sunscreen, appropriate clothing to avoid bites. - Event co-ordinator will ask attendees to inform of insect bite/sting allergies.	
e) Road Traffic and Car Park	- Gate to site with access to public road will be closed on admittance of all attendees and monitored by volunteers. - Gate to car park area will have signage warning of cars and instructing to be closed after accessing and monitored by volunteers. - Car park area hazards will be communicated to groups before start. - Visiting staff will escort children with high visibility where travelling on the road to and from bus/toilet facilities.	

DBS checks	• All children and/or vulnerable adults will be admitted on site only on attendance of PVG-registered adults for designated numbers from school, agreed and verified in advance. • Organisation volunteers in attendance agreed in advance with trustee/director. • Growing site members directly involved in planned activities comply with safeguarding/PVG requirements. • Safeguarding policy is accessible onsite. • Children/young people will be accompanied at all times by PVG-registered adult/s from school, including when onsite volunteers are present.	
Staff ratios	• Number of attending children/vulnerable adults will be agreed in advance. • School will be required to supply designated adult:child ratios as specified by <u>Scottish Government National Care Standards</u> agreed in advance.	
Toilet provision	• Toilet facilities will be indicated. • Staff attending from school/organisation will monitor child/vulnerable adult toilet attendance and monitor delays. • Staff attending will accompany children/vulnerable adults as appropriate.	
Consent forms	• Permission to attend for all children/vulnerable adults will be arranged and documented by school attending event. • Photographic consent and agreements arranged in advance of visit.	