

Risk assessment

Name of activity, event, and location	Planned Maintenance Work	Date of risk assessment	March 2023	Name of person doing this risk assessment	NDS Asset Support Team Steve Layt
		Date of next review	September 2026		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Use and Maintenance of Hand Tools	All staff working on site	<ul style="list-style-type: none"> Employees given Health and Safety training. Visual checks are carried out by user. Personal protective equipment is provided to user. Tools cleaned of all contamination. Damaged tools removed from service and either repaired or disposed of. Tools are correctly stored and prevented from falling from working platform. Head Protection 	
Working at Height - Use and Maintenance of Access Ladders	All staff working on site	<ul style="list-style-type: none"> All ladders secured in place by ties or ladder clips (scaffolding). Where practicable, on 3/4 storey houses ladder fitted to first lift access point. Ladders secured to prevent access out of working hours. Where ladders are fitted internally to scaffold or ladder towers access between lifts is staggered. Ladders used in accordance with HSE Guidance INDG455. Ensure all ladders are maintained and records held. Ensure all ladders are secured when in use. 	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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		<ul style="list-style-type: none"> Short duration works to be assessed prior to task commencing. Ladders may only be used for short duration tasks and used as per best practice - i.e. footed or tied, 1:4 angle of ladder and 3 points of contact at all times. Suitable PPE issued and worn including head protection with chin strap fitted. Proprietary ladder support system used if ladders cannot be tied or footed. Operatives trained and competent in the use of ladders. 	
Working at Height - Use and Maintenance of Stepladders	All staff working on site	<ul style="list-style-type: none"> Staff provided with Health and Safety training in the use of ladders and step ladders. Stepladders only used on firm level and compacted ground/flooring and for short duration tasks. Stepladders to be never used on scaffold platforms. Ensure all step ladders are maintained and records held. Work at height from a stepladder avoided where possible. Long reach equipment used to reduce the need to work at height if practicable. Where stepladders are used they are of the correct height and where possible are used "face on" to the work. All employees receive adequate manual handling training. Any task undertaken from a stepladder allows three points of contact to be available at all times, i.e. both feet and one hand. 	
Working in the garden or other outside space	People working in the garden	<ul style="list-style-type: none"> Check the site regularly, looking out for possible trip hazards, falling branches, open water etc. 	

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		<ul style="list-style-type: none"> • Ensure participants are aware of what is required of them and the standards of behaviour expected 	
Potential hazards: ingestion of plants, stings, falling branches, traffic	People working in the garden	<ul style="list-style-type: none"> • Ensure participants are advised of what to do in the event of an emergency or injury • Ensure participants are advised of any potential risks e.g. sloping surfaces, slips, trips, hazardous plants and insects, dangers of equipment in the vicinity • Ensure participants are advised not to pick plants or eat plants on the site • Mark off / tape off with hazard tape the area if near traffic or roads • Ensure participants are supervised at all times and no one is left unattended, particularly if working outside of the school/usual group site • Ensure teachers/leaders/adults are aware of any allergies / health conditions/ learning disabilities etc. if they may affect safety. e.g. a child not being able to understand safety instructions or with an allergy to bees • Ensure participants have adequate foot protection, i.e. no open toed shoes 	
Slips, trips and falls Potential hazards: scrapes, serious bruises, cuts, lacerations, broken bones.	All staff working on site	<ul style="list-style-type: none"> • Ensure shoes and clothes are appropriate for the weather and for working outdoors • Check the garden / work site for trip/slip hazards, dangerous debris etc. before and after sessions • Highlight to the groups of any possible trip hazards such as hosepipes or steps. Consider signage or bright tape to mark out hazards clearly • Gardening tasks are always carried out in a tidy manner so that the creation of trip hazards is avoided 	

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		<ul style="list-style-type: none"> Tools are stored tidily and away from walkways when not in use. Create a 'tool stop' or make participants aware of the boundary to ensure tools aren't taken out of bounds or away from the garden Tasks are adapted or abandoned if weather conditions result in very slippery conditions 	
Lifting, pushing and pulling Potential hazards: back injury, muscular or skeletal injury, strains and sprains.	All staff working on site	<ul style="list-style-type: none"> Demonstrate correct lifting techniques to participants (back straight, knees bent) and ask if anyone has any back or muscular problems Do not overfill wheelbarrows Do not lift heavy objects, such as bags of compost, without help Use a wheelbarrow or trolley to transport materials 	
Use of tools	All staff working on site	<p>All tools:</p> <ul style="list-style-type: none"> Ensure participants have correct equipment on before using tools – participants should wear gloves when using hand tools and suitable footwear (boots) when using digging tools Participants taught to use tools safely and correctly Ensure adult supervision when working with tools Participants should work a safe distance away from each other to prevent damage to themselves and others around them Participants will only be given tools appropriate for their ability and the task A safety visor or glasses to be worn when there is a risk of tools or debris contacting with the eyes e.g. using power tools Tools are regularly maintained and damaged tools taken out of service Keep a first aid kit nearby <p>Power tools:</p> <ul style="list-style-type: none"> Only use the tools in dry weather and only by those who know how to use them Safety check for power tools e.g. checking cables are intact (no frayed areas) or batteries are charged up 	

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		<ul style="list-style-type: none"> Tools are regularly maintained and damaged tools taken out of service No power supplies to be placed or power tools to be used near water, in poor or wet weather Trailing leads to be kept out of walkways, to be clearly identified with hazard tape if crossing paths 	
<p>Soil and manures</p> <p>Potential hazards: tetanus, diseases, sickness, skin irritation, soil in eyes, flies, vermin</p>	<p>People working in the garden</p>	<ul style="list-style-type: none"> Check site before work and remove any animal mess while wearing gloves Gloves to be worn when working with soil Cover any cuts or abrasions with plasters, sleeves etc. Instruct young people on using tools correctly to avoid soil being flicked up Avoid digging or using loose soil in windy conditions Do not use fresh animal manure in school. Only use well-rotted manure purchased from a garden centre or DIY store <p>Homemade compost:</p> <ul style="list-style-type: none"> Ensure brown and green waste are placed in the correct compost heap or bin Do not allow material that is in the process of composting to become dry and mouldy – fungal spores can be hazardous if inhaled. Keep compost damp but ensure it isn't so wet it splashes when used Avoid adding too much fruit and vegetable waste which can attract flies. Avoid adding any other food waste If vermin is a problem, consider buying a sealed compost bin Manure from small plant-eating animals, such as guinea pigs or rabbits, can be added to homemade compost and used in the garden 	
<p>Seeds, bulbs and plants</p> <p>Potential hazards: digestion, inhalation, skin irritation, sickness</p>	<p>People working in the garden</p>	<ul style="list-style-type: none"> Check packaging or information of new plants or bulbs Audit the grounds or site to identify any toxic plants and inform anyone working in the garden Wear gloves when handling seeds and bulbs Explain dangers of eating or consuming seeds and bulbs Wash hands before and after handling Use hand tools where appropriate Be aware of any allergies or hayfever Supervise vulnerable children at all times or anyone who may be more inclined to try eating the seeds, bulbs or plants 	

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		<ul style="list-style-type: none"> Do not plant anything that could be toxic or poisonous (e.g. daffodils) alongside edible plants 	
Insect bites and stings Potential hazards: bees stings causing anaphylactic shock, bad reactions / infections caused by Horse fly bites	People working in the garden	<ul style="list-style-type: none"> Identify anyone with allergies and plan work accordingly Inspect site for any sign of wasp or bee nests Identify areas/vegetation which might harbour biting insects and work with caution In very warm dry summers, participants need to be especially made aware of horse flies and their potential dangers; bites can become infected and can even cause sepsis Check body for ticks after working in high risk areas, bracken/long grass First aiders and first aid kit present onsite 	
Chemicals		<ul style="list-style-type: none"> Never use chemicals when children are present Adopt an environmentally sensitive approach to the garden and consider avoiding all chemicals 	
Potential hazards: inhalation, skin or eye contact		<ul style="list-style-type: none"> If chemicals such as weed killers need to be used, ensure they are only used by an adults, following the instructions carefully Keep any other chemicals such as plant feed out of reach of small children and only allow older children to use if they have been taught to use them properly and safely 	
Trees Potential hazards: falling branches	People working in the garden	<ul style="list-style-type: none"> Gardening directly under trees should be avoided If unavoidable, trees should be assessed for safety by a competent or suitable person 	
Fallen leaves Potential hazards: risk of piercing wounds	People working in the garden	<ul style="list-style-type: none"> If leaves are to be collected for making leaf mould or for clearing away, check the area in advance to make sure there are no hazardous objects such as syringes, broken glass or other sharp items buried in the leaves Wear gloves when collecting leaves or use leaf grabbers Use a rake to collect leaves into smaller piles before picking up 	
Plant supports Potential hazards: damage to	People working in the garden	<ul style="list-style-type: none"> If needed, keep plant supports, such as garden canes, as tall as possible so they are above eye height 	

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the eye		<ul style="list-style-type: none"> • All plant supports should have a cane topper covering the pointy top. You can buy plastic bottle tops or make your own from plastic bottles or clay • Point out the potential risk to participants 	
Water butts and hoses	People working in the garden	<ul style="list-style-type: none"> • Water butts should be child-proof and secured on a stable surface with locked lids 	
Potential hazards: slips, trips, water-borne bacteria, Legionella		<ul style="list-style-type: none"> • When using water from the water butt, all participants should wash their hands afterwards • Show children how to water carefully and correctly to avoid spilling water onto pathways, clothing etc. • Do not use water that has been stored in stagnant storage tanks that could be full of debris, rust or algae, or at temperatures of between 20-45°C 	
Weather Potential hazards: sun stroke, sun burn, slips, illness from cold		<ul style="list-style-type: none"> • Ensure clothing is appropriate for the weather • In strong sun, ensure everyone is protected from the full glare of the sun. Use hats, suncream etc. but also ensure there is shade and water available • In cold weather, ensure participants are wearing appropriate layers, warm socks, gloves etc. Ensure they do not stand around, keep them busy and moving around to stay warm • In wet weather, ensure showerproof coats and wellies are worn to help stay dry. In the event of heavy rain or storms, plan for an indoor activity 	

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