

What are the hazards?	Who might be harmed and how	What are you already doing? List the control measures already in place	What is the risk rating - H, M, L?	What further action, of any is necessary, if so, what action is to be taken by whom and by when?	Action completed State the date completed and sign	What is the risk rating now - H, M, L?
Access to the road/ area outside the garden	Students or tutors could be injured by moving traffic	-A fence around the garden has been erected to ensure children cannot access the road -Children are supervised at all times to ensure they do not leave the outdoor area	H	-Daily checks to ensure the fences are in good working order		L
Hazardous materials and/or poisonous plants/fungi	Students or tutors could be harmed/ poisoned if they ingest a poisonous plant	-The area is checked daily for any hazardous materials and/or poisonous plants/berries/fungi -Children are told never to touch plants unless given permission -All children are supervised to ensure they don't touch unsafe plants -The area is fully fenced from neighbouring gardens to ensure dogs/cats don't have easy access. Any dog or cat mess is removed immediately -No substances such as weedkiller are used in the outdoor area and produce grown is fully-organic -The garden has purposely been created so most plants are edible and can be used in lessons	M	-Daily checks to ensure the area is safe with regards to hazardous substances and/or poisonous plants/berries/fungi. Any plants or hazardous substances that may pose a risk are removed immediately		L
Environment	Students or tutors could be affected by the heat or cold/other adverse weather conditions	-The area has been situated so it is not in full-sun after school hours (between 3:45pm-8pm) -A parasol is used to provide shade when the weather is warm -All parents are asked to provide sunscreen, sunglasses and a hat for their child/children during the summer months -If cold, children will only be taken outdoors if they are wearing suitable clothing -If the weather is poor e.g. rainy or windy, lessons will be conducted inside	L	-Daily checks to ensure temperature is comfortable and students/tutors have access to a shady position when working outdoors		L
Insect bites/stings or allergies	Students or tutors could be injured by an insect bite/sting	-All parents are asked if their child suffers from a known allergy and a list is kept of all children with known allergies, e.g. hay fever, nuts and/or insect stings -A First Aid Kit is available at all times -Children with severe allergies are not taken outdoors without their asthma pump and/or epipen	M	-Daily checks to ensure there are no bee/wasp/hornet nests and arrangement of removal if any sign is found on the property		L

<p>General injuries such as slips, trips falls, cuts, scrapes and splinters</p>	<p>Students or tutors could be injured when moving around the area and/or when using equipment and/or furniture</p>	<p>-There is a strict no running policy in the outdoor area -Ground surfaces are maintained in good condition and checked on a daily basis -If ground surfaces are icy/wet children must be wearing appropriate footwear in order to use the outdoor area -Outdoor furniture is kept in good working order and any defective furniture is taken out of service and either repaired quickly or replaced. -The area is kept free of any sharp objects such as jagged stones -Children are warned of any overhanging branches -A First Aid Kit is available at all times and parents are notified if a child suffers a mild injury</p> <p>Note: If your child has a medical condition you must stay in the car park at all times as Annabel practises basic First Aid only</p>	<p>L</p>	<p>Regular visual checks to ensure all surfaces/tools are safe and in good working order and overhanging branches are kept to a minimum</p>	<p>L</p>
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Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Action Priority

High

Where harm is certain or near certain to occur and/or major injury or ill-health could result

Urgent action

Medium

Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days

Medium priority

Low

Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain

No action or low priority action

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Signature of Assessor(s):

Print Name:

Print Name:

Date Assessed:

Review Date: