

## RHS FLOWER SHOW TATTON PARK 2018

Wednesday 18 – Sunday 22 July

### GARDENING WITH CHILDREN ACTIVITY AREA

Supported by the RHS Campaign for School Gardening

Before completing your application pack, please read through this document. It explains:

- What happens next
- Contacts
- Key dates
- General Guidelines
- Onsite Information
- Risk assessment example



### WHAT HAPPENS NEXT

The application deadline is **1 February 2018**, and all applications must be completed online.

You will receive confirmation on whether you have been successful by **1 March 2018**.

Once allocated a workshop/activity space, you will be contacted by the RHS Team to further organise scheduling, space and the intricate details of the workshop/activity.



## CONTACTS

### General enquiries

Garden development



Show Manager: Isobel Coulter  
Tel: 020 7821 3189  
[isobelcoulter@rhs.org.uk](mailto:isobelcoulter@rhs.org.uk)



Deputy Show Manager: Lauren Hall  
Tel: 020 7821 3335  
[laurenhall@rhs.org.uk](mailto:laurenhall@rhs.org.uk)



**Application forms, contact details, working access passes**

Exhibitor Services Coordinator:  
**Lisa McKeever**  
Tel: 020 7821 3123  
[lisamckeeper@rhs.org.uk](mailto:lisamckeeper@rhs.org.uk)

### Technical details, operations and onsite health & safety



Operations Manager: Rachel Taylor  
Tel: 020 7821 3361  
[racheltaylor@rhs.org.uk](mailto:racheltaylor@rhs.org.uk)

**Press office**  
Tel: 020 7821 3043  
[showspr@rhs.org.uk](mailto:showspr@rhs.org.uk)

**Marketing office**  
Tel: 020 7821 3036  
[showsmarketing@rhs.org.uk](mailto:showsmarketing@rhs.org.uk)

**Accounts office**  
Tel: 01483 479743  
Fax: 01483 212399

**Shows health & safety**  
Tel: 020 7821 3087  
[showshs@rhs.org.uk](mailto:showshs@rhs.org.uk)

## KEY DATES

A detailed breakdown of dates will be provided once you've been accepted at the show.

1 February 2018	Closing date for applications
1 March 2018	Successful applications are decided and informed.
March 2018	Timetable discussions for Show Week
Mon 9 July 2018, 8am – 5.30pm	Latest date for all tools, materials, backdrop and plants to be transported to the site in readiness for build-up days.
Tuesday 17 July 2018 – Judging & Press Day	No workshops to take place on this day.
Wednesday 18 July 2018 – Sunday 22 July 2018 – Show Open	Show is open! Workshops will begin and be assigned a time for each day dependant on application.
Sunday 22 July 2018, 5pm – Breakdown commences	Breakdown of Show Begins – must be complete by 10:00pm

## GENERAL GUIDELINES

### Workshop/Activity

Must include no more than 20 children per session.

Can include multiple sessions throughout the day

Health and Safety Licenses must be supplied to the RHS

Must have appropriate number of team members to support care and safety of children.

All materials must be supplied by the exhibitor unless previously discussed with the Shows Department.

### The RHS will provide:

- Appropriate signage
- Tables and chairs/workbenches
- An assigned workshop space
- If possible, requested materials from exhibitor.

## ONSITE INFORMATION

### Safety equipment/wear

It is of the **utmost importance** that you comply with the procedures on these days for the Health and Safety of the children and all involved. If the health and safety inspector is not satisfied then the project may be removed from the show. Until the show opens to the public and after it closes to public it is a designated construction site and as such **no one under 16 years of age is allowed onsite**.

Adults: During build-up, adults coming onsite must have a registered pass and must wear a yellow or orange high visibility vest/jacket (EN471) and steel toe capped boots or steel toe capped wellingtons.

### Vehicles

- The only school gardens vehicles allowed onsite during the children's build-up days are those transporting children to and from the compound.
- The vehicles enter the site through a designated gate and follow a predetermined route to the compound.
- A map will be provided nearer the time.
- There will be a double gate safety system in operation and it is of the utmost importance that you respect this and act swiftly to keep the traffic moving safely. There will be a health and safety officer in attendance. Please follow the instructions of the traffic staff onsite.

A double gate system will be in place on the showground. On approaching the compound the gate stewards will open the first gate to allow approximately three vehicles in. Please pull forward close to the second gate or the vehicle in front. The first gate will be closed and the stewards will indicate that the children should alight. The children should have an adult from their school, not the driver, to supervise them to their garden and to remain with them. Please do this swiftly. When the children are clear the second gate will be opened and the stewards will indicate for the driver to take the vehicle out of the compound.

The driver of the vehicle should immediately drive the vehicle off site via the designated route to the exhibitor car park. The driver may return to the compound on foot ensuring they have the required pass and are wearing a high visibility safety vest/jacket and steel toe capped boots.

### Breakdown

#### Sunday after 5pm

The site reverts to a building site designation at 5pm on Sunday at the closure of the show. At this point all children must be off site, and any adult remaining onsite must be wearing a high visibility vest/jacket and steel

toe capped wellingtons/boots, along with the relevant registered pass.

There are no Sunday specific vehicle passes for the workshops, so you will not be allowed to bring your vehicle onsite on Sunday. This is because the RHS have to restrict the number of vehicles allowed onsite in order to control the traffic and the large queues that occur.

If you wish to remove items from your garden on Sunday you must carry or barrow them out of the showground. There are no skips onsite on Sunday so any refuse must be cleared on Monday. The plot must be signed off as clear by project lead on Monday.

## RISK ASSESSMENT

Please see next page.

***All student / staff working on land-based studies / horticulture, with-in the school areas / public gardens and grounds and shows***

Risk Assessment		Assessment Undertaken		Completed By:	Kevin Smith
Company Name:		Date			
Company Address:		Signed	Smith		
		Date			

**2. Hazard Identification**

No	Hazard	Risks/Outcomes	Existing Controls	People at risk	Like- lihood	Sever- ity	Risk Rating	Further Action
	Generic use of hand tools	<ul style="list-style-type: none"> <li>• Cutting / severing</li> <li>• Impact</li> <li>• Stabbing / puncture</li> <li>• Repetitive use</li> <li>• Ergonomically demanding postures</li> <li>• Lifting / handling</li> <li>• Electrocution from using in wet weather</li> <li>• Slips / trips over trailing cables</li> <li>• Electric shocks from poorly maintained or defective extension leads, plugs, sockets, cables, connections, electrical items etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand tools used by competent / trained employees only</li> <li>• Access to work area limited to employees only</li> <li>• Appropriate personal protective equipment worn for individual items</li> <li>• Electrical tools not used in wet weather</li> <li>• All electrical tools and appliances used should be fitted with a residual circuit breaker.</li> <li>• 110v power tools to be used when possible</li> <li>• Trailing leads should be kept as short as possible and protected from damage.</li> <li>• Trailing leads must not cross general traffic routes, either pedestrian or vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• All hand tools to be inspected prior to use to ensure they are in good working order -any equipment that becomes damaged or faulty must be withdrawn from use</li> <li>• An approved contractor to be sought to carry out portable appliance testing</li> <li>• All tools to be removed from site or secured at end of</li> </ul>

<b>2. Hazard Identification</b>								
<b>No</b>	<b>Hazard</b>	<b>Risks/Outcomes</b>	<b>Existing Controls</b>	<b>People at risk</b>	<b>Like- lihood</b>	<b>Sever- ity</b>	<b>Risk Rating</b>	<b>Further Action</b>
								day to prevent authorised use.
	Drills (Battery)	<ul style="list-style-type: none"> <li>• Back pain from continuous use</li> <li>• Cutting of body parts</li> <li>• Damage to eyes</li> <li>• Flying debris / dust</li> <li>• Cutting / severing</li> <li>• Entanglement</li> <li>• Drawing in / trapping</li> <li>• Friction and abrasion</li> <li>• Contact with hot surfaces</li> <li>• Noise induced hearing loss</li> <li>• Hand vibration</li> <li>• Poor lighting</li> <li>• Stressful posture</li> <li>• Visual fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Used by competent / certificated employees only</li> <li>• Area of use made visually aware to other workers</li> <li>• Personnel protective equipment worn by user and nearby personnel – safety glasses / goggles, ear protection, steel toe cap safety footwear</li> <li>• Regular breaks taken to rest back and eyes</li> <li>• Loose clothing not worn</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• All hand tools to be inspected prior to use to ensure they are in good working order -any equipment that becomes damaged or faulty must be withdrawn from use</li> <li>• An approved contractor to be sought to carry out portable appliance testing</li> </ul>
	Step ladders	<ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Objects falling from height</li> <li>• Slips / trips while carrying stepladders</li> <li>• Hitting people / objects while carrying stepladders</li> <li>• Contact with overhead cables</li> <li>• Poor manual handling technique while carrying ladders</li> <li>• Poor technique when ascending or descending ladders</li> <li>• Stepladders toppling over from use on unstable ground</li> <li>• Stepladders becoming unstable if top two / three steps used</li> <li>• Stepladders becoming damaged due to excessive / incorrect use</li> </ul>	<ul style="list-style-type: none"> <li>• Step ladders used by competent employees only</li> <li>• Locking devices put in place before ascending ladder</li> <li>• Where possible work at height is avoided</li> <li>• Aware of overhead cable before using step ladders</li> <li>• Step ladder to be checked for damage before use – ensure feet are in good repair (not loose, missing, splitting, excessively worn), ensure there is space to fully open step ladders, use any locking devices, ground should be firm and level and all feet should be in contact with it, floors should be</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	1	4	8	<ul style="list-style-type: none"> <li>• Ensure all work at height is planned, organised and carried out by competent people.</li> <li>• Do not use the top three steps of swing back or double sided stepladders where the step forms the very top of the stepladder.</li> </ul>



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			clean, not slippery, don't use top two steps unless a suitable handrail is available on step ladder, do not over reach, avoid side-one working)					<ul style="list-style-type: none"> <li>Stepladders to be removed from site or secured at end of day to prevent authorised use.</li> </ul>
	Ladders	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Objects falling from height</li> <li>Slips / trips while carrying ladders</li> <li>Hitting people / objects while carrying ladders</li> <li>Contact with overhead cables</li> <li>Poor manual handling technique while carrying</li> <li>Poor technique when ascending or descending ladders</li> <li>Ladders toppling over from use on unstable ground</li> <li>Ladders becoming unstable if used incorrectly</li> <li>Ladders becoming damaged due to excessive / incorrect use</li> <li>Ladders not being correctly secured.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible work at height is avoided</li> <li>Ladders used by competent employees only</li> <li>Hard hats worn</li> <li>Work area clearly identified to others and kept clear as possible whilst work at height is undertaken</li> <li>People prevented from walking underneath ladders</li> <li>Ladders used in areas where they cannot be stuck by vehicles</li> <li>Long ladders carried by two persons</li> <li>Area inspection for over lines before work commences</li> <li>Ladders only used in short durations</li> <li>Ladders footed by employee</li> <li>Do not use the top three rungs</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Members of the public</li> <li>Anyone in vicinity</li> </ul>	2	5	15	<ul style="list-style-type: none"> <li>Ladders should be tied to a suitable point making sure both stiles are tied. Footing the ladder should be the last resort and should be avoided where reasonably practicable by the use of other access equipment.</li> <li>Cones / barriers should be used to protect ladders whilst in use</li> <li>Ladders should be inspected pre-use each day</li> <li>Ladders to be secured to prevent unauthorised use at end of day</li> </ul>
	Working at heights	<ul style="list-style-type: none"> <li>Falls from heights</li> <li>Inappropriate access equipment for trestles</li> <li>Slippery surfaces</li> <li>Weather</li> <li>Uneven ground</li> <li>Equipment/ materials falling from height on to others</li> </ul>	<ul style="list-style-type: none"> <li>Trestles to be set up by competent persons</li> <li>Activity not to be undertaken when working alone</li> <li>Appropriate access to trestles i.e. ladder</li> <li>Equipment to be visually checked before use</li> </ul>	<ul style="list-style-type: none"> <li>Staff Employees</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Anyone in vicinity</li> </ul>	1	2	4	<ul style="list-style-type: none"> <li>Training for working at height</li> </ul>

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			<ul style="list-style-type: none"> <li>• Ensure people around are aware of work taking place at height</li> <li>• Safety helmets to be worn</li> </ul>					
	Water feature (Legionellosis)	<ul style="list-style-type: none"> <li>• Water feature with possibility of vapour</li> <li>• Pipework for water feature</li> <li>• Splashing of water onto surfaces and possible spray</li> </ul>	<ul style="list-style-type: none"> <li>• Water to be checked daily with a testing kit by appointed person.</li> <li>• Self-cleaning filters to be installed after each pump</li> <li>• Pools to have disinfectant and anti-form/Milton or similar added</li> <li>• Record of all tests to be kept in site store along with temperature checks.</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>				<ul style="list-style-type: none"> <li>• Checks to be carried out as detailed in existing controls</li> </ul>
	Exposure / contact with buried services, for example: Electrical cables Gas pipes Water supply Foul water drainage Cesspits	<ul style="list-style-type: none"> <li>• Contact with electrical cables resulting in death or serious injury</li> <li>• Rupturing or damaging gas pipes resulting in explosions</li> <li>• Flooding / drowning due to ruptured water pipes</li> <li>• Biological hazards resulting in infections due to contact with cesspits or foul sewer</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions undertaken with clients to assess where services are, where possible plans obtained before work commences to confirm location</li> <li>• Personal protective equipment – water proof gloves, safety shoes supplied and worn.</li> <li>• Where necessary a cable detector is used to identify location</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure all live services to be isolated/ terminated before work starts</li> <li>• Ensure that services are clearly marked</li> </ul>
	Electrical supplies & connections	<ul style="list-style-type: none"> <li>• Electrical equipment/supply becoming source of ignition</li> <li>• Electric shocks</li> </ul>	<ul style="list-style-type: none"> <li>• All installations carried out by qualified electrician</li> <li>• Exhibitor's electricians sign a completion certificate to confirm installation they made confirms to BS 7909 and current IEE regs.</li> <li>• Equipment areas to be clutter free and accessible at all times</li> <li>• Double insulated/earthed</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>				<ul style="list-style-type: none"> <li>• Electrics monitored and maintained by qualified engineer</li> </ul>
	Manual handling – such as lifting and laying	<ul style="list-style-type: none"> <li>• Muscular skeletal injuries</li> <li>• Cuts and laceration</li> <li>• Repetitive handling</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel protective equipment issue to employees – safety glasses / goggles, gloves, steel toe cap safety footwear</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• School employees to be shown correct lifting techniques</li> </ul>



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		<ul style="list-style-type: none"> <li>• Dropping load if heavy resulting in projectiles</li> </ul>	<ul style="list-style-type: none"> <li>• Regular breaks taken to reduce possibility of fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>				
	Repetitive standing and bending	<ul style="list-style-type: none"> <li>• Muscular skeletal injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take regular breaks to reduce possibility of fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	1	1	3	<ul style="list-style-type: none"> <li>• Do not remain in static posture for prolonged periods</li> </ul>
	Use of trolleys/barrows	<ul style="list-style-type: none"> <li>• Slipping on mud</li> <li>• Overloading of wheel barrow</li> <li>• Tripping</li> <li>• Manual handling – strains / sprains to body due to pushing / pulling heavy loads</li> <li>• Strains / sprains to body due to bad posture</li> <li>• Falling from ramps</li> <li>• Wheel barrow tipping over due to heavy or uneven loading</li> <li>• Use over uneven ground</li> </ul>	<ul style="list-style-type: none"> <li>• Wheel barrows loaded safely</li> <li>• Gangways kept clear of obstructions</li> <li>• Metal ramps used to enable wheel barrow to be tipped into skip</li> <li>• Barrows kept clean for ease of use</li> <li>• 2 men to lift barrow to empty if ramp is not available</li> <li>• Personnel protective equipment worn - steel toe cap safety footwear</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• School employees to be shown correct lifting techniques and wheeling of wheel barrow</li> </ul>
	Digging of trenches for ponds etc.	<ul style="list-style-type: none"> <li>• Muscular skeletal injuries if manually digging</li> <li>• Possibility of fall from height into trench</li> <li>• Possibly of drowning if water collects into trench</li> <li>• Possible collapse of walls if excessive pressure applied</li> <li>• Hit by projectiles</li> </ul>	<ul style="list-style-type: none"> <li>• Trenches generally dug mechanically by competent / certificated employees only</li> <li>• Trenches fenced off and secured at end of working day to prevent unauthorised access</li> <li>• Ability to take regular breaks if manually digging</li> <li>• Access to work area limited to employees only</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• Anyone in vicinity</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• Work area to be secured at end of working day</li> </ul>

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	Vehicle and pedestrian movement around site	<ul style="list-style-type: none"> <li>Persons being struck by moving machinery</li> <li>Contact with moving machinery</li> </ul>	<ul style="list-style-type: none"> <li>Used by competent / certificated staff employees only</li> <li>Access to work area limited to employees only, clients are shown around</li> <li>Hi vis worn by personnel onsite</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Children</li> <li>Young adults</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Members of the public</li> <li>Anyone in vicinity</li> </ul>				<ul style="list-style-type: none"> <li>Ensure all vehicles left onsite at end of working day are secured</li> <li>Ensure vehicle / pedestrian segregation</li> </ul>
	Weather e.g. hot weather, heavy rain, cold weather	<ul style="list-style-type: none"> <li>Illness</li> <li>Dehydration</li> <li>Sun stroke / burn</li> </ul>	<ul style="list-style-type: none"> <li>Aware of risks e.g. sunburn, cold / hot weather</li> <li>Personal protective equipment</li> <li>Tops to be worn on client premises</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Children</li> <li>Young adults</li> <li>Contractors</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>Instruct on need for protection against elements especially when working outdoors e.g. sunscreen</li> </ul>
	Slips, Trips & Falls	<ul style="list-style-type: none"> <li>No trailing leads</li> <li>Keep work area /exits clear</li> <li>Deliveries stored away immediately</li> </ul>	<ul style="list-style-type: none"> <li>Maintain housekeeping at all times</li> <li>Be aware of neighbouring exhibitors/contractors activity</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Children</li> <li>Young adults</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Members of the public</li> <li>Anyone in vicinity</li> </ul>	2	4	8	
	Children (under 16)	<ul style="list-style-type: none"> <li>Lost</li> </ul>	<ul style="list-style-type: none"> <li>All children will be supervised by a nominated adult</li> <li>All children will be provided with a name and telephone number of adult in case of lost</li> <li>Children will only be onsite for open periods.</li> </ul>	<ul style="list-style-type: none"> <li>Children</li> </ul>	2	4	8	

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	Young Adults (16-17 yrs. olds)	<ul style="list-style-type: none"> <li>• Lost</li> <li>• Injury through tasks</li> </ul>	<ul style="list-style-type: none"> <li>• All young adults will be supervised by a nominated adult</li> <li>• All young adults will be provided with a name and telephone number of adult in case of lost</li> <li>• Will be restricted to tasks within their capacity.</li> <li>• No working at height or use of power tools</li> </ul>	<ul style="list-style-type: none"> <li>• Young adults</li> </ul>				
	Generator's	<ul style="list-style-type: none"> <li>• Contact with moving machinery</li> <li>• Contact with flammables</li> <li>• Dermatitis</li> <li>• Inhalation of fumes</li> <li>• Spillages – on to self and work area</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Generator not used in confined spaces so air can flow freely and fumes dissipate.</li> <li>• No fuel to be kept onsite overnight.</li> <li>• When fuelling there will be plenty of sand onsite in case of spillages.</li> <li>• Spillages cleaned up immediately and RHS informed</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Anyone in vicinity</li> <li>• Children</li> <li>• Young adults</li> </ul>				<ul style="list-style-type: none"> <li>• Monitor activity onsite</li> <li>• All equipment checked prior to use</li> </ul>
	Power Tools	<ul style="list-style-type: none"> <li>• Back pain from prolonged use</li> <li>• Cutting of body parts</li> <li>• Damage to eyes</li> <li>• Flying debris / dust</li> <li>• Electrocution from using in wet weather</li> <li>• Electric shocks from poorly maintained or defective extension leads, plugs, sockets, cables, connections, electrical items etc.</li> <li>• Cutting / severing</li> <li>• Entanglement</li> <li>• Drawing in / trapping</li> <li>• Friction / abrasion</li> <li>• Contact with hot surfaces</li> <li>• Noise induced hearing loss</li> <li>• Vibration</li> <li>• Inadequate lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Used by competent / certificated employees only</li> <li>• Cutting carried out in designated area where possible</li> <li>• No naked flames in vicinity to avoid possibility of combustion</li> <li>• Personnel protective equipment worn by user and nearby personnel – safety glasses / goggles, ear protection, steel toe cap safety footwear</li> <li>• Regular breaks taken to reduce possibility of fatigue</li> <li>• No Loose clothing worn</li> <li>• All electrical tools and appliances used should be fitted with a residual circuit breaker.</li> <li>• Ensure safety glasses / goggles, ear protection, dust mask and</li> </ul>	<ul style="list-style-type: none"> <li>• School employees</li> <li>• Children</li> <li>• Young adults</li> <li>• Adjacent workers</li> <li>• Contractors</li> <li>• Anyone else in vicinity</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>• All tools to be inspected prior to use to ensure they are in good working order -any equipment that becomes damaged or faulty must be withdrawn from use</li> <li>• An approved contractor to be sought to carry out portable appliance testing</li> </ul>

<b>2. Hazard Identification</b>								
<b>No</b>	<b>Hazard</b>	<b>Risks/Outcomes</b>	<b>Existing Controls</b>	<b>People at risk</b>	<b>Like- lihood</b>	<b>Sever- ity</b>	<b>Risk Rating</b>	<b>Further Action</b>
		<ul style="list-style-type: none"> <li>Ergonomically demanding postures</li> <li>Visual fatigue</li> <li>Slips / trips over trailing cables</li> </ul>	safety footwear is worn by used and nearby personnel					<ul style="list-style-type: none"> <li>Do not use in wet weather</li> </ul>
	Contact with hazardous substances such as: Paint Cement/lime when mixing mortar Weed killers Petrol Diesel Other Resins For domestic use only	<ul style="list-style-type: none"> <li>Cement burns / respiratory disorders</li> <li>Dermatitis</li> <li>Inhalation of fumes</li> <li>Spillages – on to self and work area</li> <li>Fire</li> <li>Dust / fumes produced</li> <li>Poisoning non-professional</li> </ul>	<ul style="list-style-type: none"> <li>Used by competent / certificated employees only</li> <li>Personnel protective equipment available – dust masks, goggles, gloves</li> <li>Funnels for decanting into correct containers</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Children</li> <li>Young adults</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Members of the public</li> <li>Anyone in vicinity</li> </ul>				<ul style="list-style-type: none"> <li>Material safety data sheets to be obtained and discussed</li> <li>COSHH assessments completed</li> </ul>
	Structures such as tents, sheds, gazebo's	<ul style="list-style-type: none"> <li>Injury from collapse due to technical fault</li> <li>Hazardous weather conditions such as high winds</li> </ul>	<ul style="list-style-type: none"> <li>Install as per manufacturer's instructions</li> <li>Monitor weather conditions</li> <li>Check daily basis</li> </ul>	<ul style="list-style-type: none"> <li>School employees</li> <li>Children</li> <li>Young adults</li> <li>Adjacent workers</li> <li>Contractors</li> <li>Members of the public</li> <li>Anyone in vicinity</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Take instruction from school staff regarding weather conditions</li> <li>Take down tent if conditions require</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>				<ul style="list-style-type: none"> <li></li> </ul>

<b>2. Hazard Identification</b>								
<b>No</b>	<b>Hazard</b>	<b>Risks/Outcomes</b>	<b>Existing Controls</b>	<b>People at risk</b>	<b>Like- lihood</b>	<b>Sever- ity</b>	<b>Risk Rating</b>	<b>Further Action</b>
		•	•	•				•
		•	•	•				•
		•	•	•				•
		•	•	•				•

### **Risk Assessment Matrix for Personal Injury**

When calculating the 'Risk Rating' columns on the Risk Assessment please use the matrix below to identify the severity and likelihood ratings. If the risk is higher than a score of 12 the risk must be reduced or eliminated to 12 or below. If the risk cannot be reduced to 25 or less then the function will not be permitted to take place. If the risk is between 24 and 13 the RHS will consider whether the function can go ahead.

It is imperative that you are honest in your scoring. Stating lower scores to obtain a low rating is in contravention of Health and Safety legislation and will create unnecessary risks, hazards and potential accidents.

		SEVERITY					
		Multiple Death	Single Death	Major Injury 6	'3 day' Injury	Minor Injury 2	None
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

**Note: The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.**

'Major Injury' shall be as defined in RIDDOR



### Key to Shading

100	Level of risk is unacceptable. Level of risk is unacceptable.
24	Level of risk may be tolerable. Seek to reduce level of risk.
12	Level of risk is acceptable.

Definition of likelihood classes		
<b>Certain</b>	<b>10</b>	Has happened before and is expected to happen on this occasion
<b>Very Likely</b>	<b>8</b>	Has happened before and is very likely to happen on this occasion
<b>Probable</b>	<b>6</b>	Has been known to occur before and is likely to happen on this occasion
<b>Possible</b>	<b>4</b>	Has been known to occur before and it may happen on this occasion
<b>Unlikely</b>	<b>2</b>	Has been known to occur before but no reason to suggest that it will happen on this occasion
<b>Very Unlikely</b>	<b>1</b>	Has never happened before and there are no reasons to suggest it will happen on this occasion

