

Noxon Permaculture Allotment Site Emergency Planning Business Continuity Plan & Risk Assessment			
Task /Activity /Item:	May Half Term Wildlings Holiday Club		
Mandatory training	DBS / First Aid / Safeguarding / Food Hygiene / Fire Warden		
Personnel exposed:	Staff, Children, Parents		
Person(s) conducting Assessment:	All staff.		
Reference Number:	NOXON01	Date:	Originally written: 18th December 2021 Updated 26 th May 2022 Updated 10 March 2024

SEVERITY RATING	LIKELIHOOD RATING	RISK MATRIX																																										
1 Minor injuries or discomfort, no medical treatment or measurable physical effects. 2 Injuries or illness requiring medical treatment. Temporary impairment. 3 Injuries or illness requiring hospitalisation. 4 Injury or illness resulting in permanent impairment. 5 Fatality.	1 Could happen but probably never will. 2 Not likely to occur in normal circumstances. 3 May occur at some time. 4 Expected to occur at some time. 5 Expected to occur regularly under normal circumstances	Likelihood																																										
		<table border="1"> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</td> <td>1</td> <td>L</td> <td>L</td> <td>L</td> <td>L</td> <td>L</td> </tr> <tr> <td>2</td> <td>L</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> </tr> <tr> <td>3</td> <td>L</td> <td>L</td> <td>M</td> <td>M</td> <td>M</td> </tr> <tr> <td>4</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td>5</td> <td>L</td> <td>M</td> <td>M</td> <td>H</td> <td>H</td> </tr> </table>							1	2	3	4	5	Severity	1	L	L	L	L	L	2	L	L	L	M	M	3	L	L	M	M	M	4	L	M	M	H	H	5	L	M	M	H	H
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5	L		M	M	H	H																																						
					Acceptable - additional controls where required/ensure existing controls are maintained																																							
					Reduce Risk to acceptable level where reasonably practicable to do so. May need to apply interim controls until task is completed.																																							
					Risk must be reduced before activity starts. High level of supervision and monitoring required for the task.																																							



Risk assessment form

Emergency & Business Continuity Plan 2024

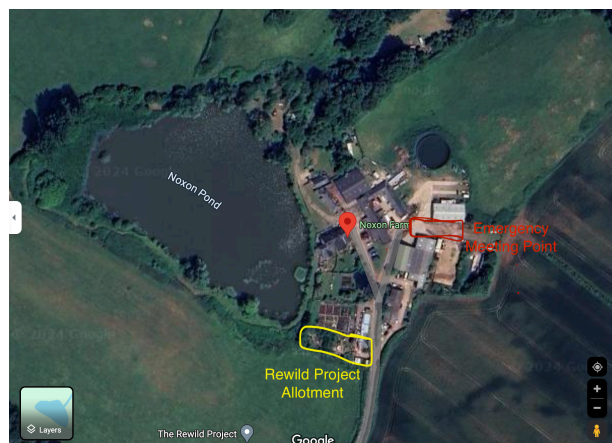
Hazards	Risk	Severity	Likelihood	Risk Rating	Preventative Action	Contingency Plan
Fire during sessions	Burns, smoke inhalation, falling debris.	2	2	L	Fire extinguishers, staff training, named fire marshall,	Fire Extinguishers, Assembly point, Fire drills, Grab bag Emergency contacts and emergency planning document in grab bag
Fire overnight	Damage to site, site becoming dangerous & unusable	4	2	L	Staff training, site checks at end of each session. Staff arrive early to check site	Communication with Land owner Cancellation policy
Burglary	Key equipment missing Damage to site Site being unsafe	4	2	L	Secure locks Key equipment locked away	Cancellation Policy Site checks early each morning.
High Staff Sickness	Not meeting correct ratio	3	2	L	Having bank staff & contact numbers saved in phones.	Having high staff ratio's to allow for sickness. Cancellation policy.
Flooding	Site becoming unsafe, inaccessible. Danger to parents & staff arriving.	4	1	L	Weather alerts	Cancellation policy
High Winds	Site becoming unsafe, inaccessible. Flying Debris Danger to parents & staff arriving.	3	3	M	Weather alerts	Cancellation policy Evacuation points Grab Bag with emergency plan and contact numbers.



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Key Contact Information

Emergency Services	999
What3words	Tasteful.unable.argued
Local Police Station	Lords Hill, Coleford GL16 8BQ 01452-753-803
Nearest A&E	Grove Road, Lydney, GL15 5JE 0300-421-8722
Landowner	Dave Wright - 07583043502 Abbi Wright - 07803-366-572
Insurance Company	Birnbeck Insurance 01394-522252 Policy Ref: 69538875
The Rewild Project Directors	Emma Gleave - 07922505272 Scott Baine - 07811517096





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Site Specific Risk Assessment

Hazards	Who is affected & what are the risks?	Severity	Likelihood	Risk Rating	Control Measures - if needed?	Severity	Likelihood	Risk Rating
<p>General site risks from other site users / overnight visitors - animals etc.</p>	<p>Sessions Leaders Participants</p> <ul style="list-style-type: none"> - Additional slips, trips, falls, cuts from smashed glass. <p>Illnesses from faeces i.e. Toxocariasis</p>	2	2	L	<ul style="list-style-type: none"> - Leaders to walk around Plot prior to start of session to assess any new conditions. - If conditions have changed – dynamic risk assessment to be made on the day. <p>** Standard Control Measures</p> <ul style="list-style-type: none"> - Toolbox talk prior to activities to discuss routes, risks and control measures. <ul style="list-style-type: none"> - Leaders are outdoor & pediatric first aid trained. - Leaders complete annual emergency planning role plays. <ul style="list-style-type: none"> - Ensure all members of staff are trained against the emergency plan. - Parents requested to send young people with suitable, clothing and footwear, appropriate for the weather and spares. <p>Safety Pack always available & taken out for walks to include:</p> <ul style="list-style-type: none"> - Mobile phone. - Outdoor first aid kit <ul style="list-style-type: none"> o (Checked every 6 months & replenished after use) - Water 	2	1	L

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					<ul style="list-style-type: none"> - Rope - Spare towel / blanket - Tarpaulin 			
Slips trips & falls from ground level.	Everyone. Twisted ankles, bumps, bruises, broken limbs.	2-3	2-3	L-m	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Walkways kept clear, play equipment tidied at the end of each session.</p> <p>Children encouraged to manage their own risk & be aware.</p>	2-3	2-3	L-m
Swings	Everyone. Bumps, bruises, broken limbs	2-3	2-3	L-m	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Children encouraged to care for and watch out for each other. Be aware of their body and where other people are. May be redirected or coached by an adult if the situation becomes too risky.</p>	2-3	2-2	L-L
Tool area, hammers, nails, saws.	Those using tools and people close by.	2-3	3-2	L	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Tools chosen carefully. Large nails, heavy pieces of wood to hammer.</p> <p>Tools to be checked daily.</p>	2-3	3-2	L
Open fires or wood burner in big top	Burns to hands and body. Clothes catching fire when feeding / lighting fire.	1-4	3-3	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>At least 1 member of staff has completed fire warden training. Fire warden for each day is logged in the daybook.</p>	1-3	2-2	L

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					<p>Escape route planned.</p> <p>Fires to be in appropriate container, such as fire bowl or wood burning stove. Fire container to be sited on non-flammable surface such as concrete or a concrete slab. Children aware of fire triangle. Stop drop and roll taught. An adult is always with any fire when children are on site. Fire rules - no flowy clothes nearby - can tuck in or take off.</p> <p>Fire extinguishers & bucket of water close by. Safe distance. Children taught to respect fire and not to put wood on the fire without an adult. Staff children taught not to put wood on the fire without an adult while holiday club is open, even if they are allowed to do this at home, as other children who are not used to doing this may copy.</p>			
Stings, bites from plants & animals	Stings. Allergic reactions.	1-5	5-2	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>At least one first aider to be present at all times when holiday club open.</p> <p>First aiders to be training in outdoor first aid with paediatric and +F.</p> <p>First aid kit on site.</p> <p>First Aid kit to be audited and any items replaced before each holiday club season.</p> <p>Information from parents about existing allergies to be kept behind register or in day book and access to medication as needed.</p>	1 5	5 1	L



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Eating poisonous plants	Children	4	2	L	All of the above ** Standard Control Measures Plus: Staff training on poisonous plants. Children taught not to eat plants without checking with an adult / only if they are 100% sure. Poisonous plants not grown on site.	4	1	L
Infection transmission inc bacteria & viruses.	Staff & children. Being unwell and passing bacteria & virus to other people / family members and general public	5	1	L	All of the above ** Standard Control Measures Plus:	1	3	L
		4	1	L	Sessions are outside & therefore fully ventilated. Good handwashing practices are instilled. Allocated person each day to supervise handwashing and ensure all children remember to wash their hands.			
		3	2	L	Good food hygiene practices are followed.			
		2	3	L	Food preparation and cooking is supervised and carried out by a person who has completed Level 2 Food Hygiene training.			
1	4	L						
Pond	Children drowning	5	3	M	All of the above ** Standard Control Measures Plus: Adult always in line of sight. Children made aware of the risk. Staff trained in risk of water.	5	1	L
Glass on greenhouse	Everyone, risk of glass smashing, cuts.	4	3	M	Glass lined with Perspex.	2	2	L

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Weather - Winter	Children getting too cold during winter - Hyperthermia	3	3	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Staff have first aid training.</p> <p>Families reminded to dress children for the weather - plenty of layers & a hat.</p> <p>Extra layers available.</p> <p>Regular check-ins and head counts of children.</p> <p>Warm space available, warm food, warm drinks.</p> <p>Children encouraged to keep moving while outside.</p>	3	1	L
Weather - Summer	Children getting too hot, heat stroke.	2	3	L	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Staff have first aid training.</p> <p>Families reminded to dress children for the weather - cool cloths, long sleeves, sunhats.</p> <p>Children encouraged to move to shade if feeling too hot.</p> <p>Plenty of spring water available to drink with free access at all times.</p>	2	2	L
Road	Everyone - being hit by fast moving car at the gate (particularly in Winter as it could be getting dark at pick up time).	4 5	3 2	M M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Parents made aware of risk and to keep children close.</p> <p>Sign warning cars about children.</p> <p>Member of staff on gate morning and afternoon being vigilant.</p> <p>Parents made aware of lack of street lighting.</p>	3 5	2 1	L

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Wasps	Everyone Stings / allergic reaction	1 2 3	4 3 2	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>Wasps discussed at circle time during active periods. To avoid the area. To stay calm around wasps. To be kind to the wasps. Send love to the wasps.</p> <p>Education & games about wasps & how amazing they are & why we don't kill things unnecessarily on a permaculture plot, how humans can live with many dangerous animals safely if we respect them.</p> <p>Teach children what to do if they are stung - first aid kit available and alternative treatments where parents consent.</p>	1 2 3	3 2 2	L
<p>People not related to the holiday club coming on to site while the club is open. The gate is not secure. Access may be gained through fencing.</p>	<p>Children. An adult who is not a parent/carer removing a child.</p>	5	3	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>All staff to be aware of the gate and potential access points so that they see if someone enters the site. Registers to have total numbers of children and staff to headcount regularly. In the event of an adult entering the site, or trying to gain access, a member of staff to speak to the adult and explain that the site is not currently open to the public.</p>	5	2	M
<p>People eating a poisonous plant.</p>	<p>Everyone Stomach upset or possible death.</p>	5	3	M	<p>All of the above ** Standard Control Measures</p> <p>Plus:</p> <p>The site is a permaculture allotment, so only edible plants are intentionally grown.</p>	5	2	M



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				<p>During morning visual risk assessment, staff to check for poisonous fungi or other poisonous plants growing as weeds.</p> <p>participants taught daily at circle time with plants/fruits etc they may eat and to check with an adult.</p>			
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Risk assessment form

Record of risk assessment briefing

*I have been briefed on the content of this risk assessment and understand the control measures identified and the method statement to be followed for the task/activity or *I have briefed staff/contractors/volunteers on the content of this risk assessment and listed those involved below (*delete as appropriate):

Name	Signature	Date	Name	Signature	Date
Emma Gleave			Rebecca		
Scott Baine					
Yasmine					
Hannes					
Lisa					