RISK ASSESSMENT – Children's Tree-Planting Event

Location: Child Okeford Recreation Ground
Date: Sunday 16 November
Activity: Planting young trees in small holes with bamboo/stake supports
Participants: Children (varied ages), parents/guardians, community volunteers
Prepared by: M.Salisbury

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1. Hazards, Risks & Control Measures

A. Tools, Equipment & Materials

Hazard	Risks	Who is at Risk	Control Measures	Residual Risk
Use of spades, trowels, mallets	Cuts, bruises, pinched fingers	Children, adults	Use child-sized tools where possible; Give safety briefing; Supervise tool use closely; Tools laid flat on the ground when not in use	Low
Bamboo canes	Eye injuries, splinters	Children, adults	Keep children back while canes are placed;	Low
Tree guards / stakes	Minor cuts, pinches	All	Gloves available; Adults or older children to fit guards	Low

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B. Ground, Weather & Environment

Hazard	Risks	Who is at Risk	Control Measures	Residual Risk
Uneven or muddy ground	Slips, trips, falls	All	Mark any holes or uneven areas; Encourage appropriate footwear; Slow, supervised movement	Low–Medium
Cold or wet weather	Hypothermia, discomfort	Children	Advise warm layers & waterproofs; Provide shelter area; Keep session length appropriate for age	Low
Sun exposure (if sunny)	Sunburn, dehydration	Children	Sunscreen, hats, water breaks	Low

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C. Planting Process

Hazard	Risks	Who is at Risk	Control Measures	Residual Risk
Children working close together	Collisions, accidental tool contact	Children	Organise small supervised groups; Designate planting zones	Low
Lifting/handling small trees	Strains	All	Adults lift heavier items	Low

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D. Public & Site-Related Risks

Hazard	Risks	Control Measures
Vehicles near recreation ground	Traffic accidents	Use barriers/cones if near car park; Brief families to supervise children closely
Dogs or other park users	Unexpected interactions	Volunteers guide public around working area
Lost children	Separation from group	Mandatory parent/guardian supervision;

E. Medical & Emergency Issues

Hazard	Risks	Control Measures
Minor injuries (cuts, splinters)	Distress, infection	Qualified first aider on site; First-aid kit available
Serious injury	Delay in response	Mobile phone and postcode grid reference available

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2. Supervision Requirements

- **Children must be accompanied by a parent/guardian at all times.**
- Volunteer team leader oversees the group.

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3. Personal Protective Equipment (PPE)

- Gloves (recommended for all children)
- Appropriate footwear (boots or sturdy shoes)
- Weather-appropriate clothing

4. Event Setup & Management

- Pre-mark sites before children arrive where possible.
- Remove tripping hazards (bags, buckets, unused tools).
- Provide a safety briefing at the start (tools, cane safety, moving around the site).

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5. Post-Activity Safety

- Collect all tools before children disperse.
- Remove or secure all spare bamboo canes.
- Ensure all rubbish is collected.
- Check the site for hazards.

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6. Overall Risk Evaluation

With the control measures above, the activity is considered **LOW RISK** and suitable for children, provided proper supervision and safety measures are in place.