

Leaf Collecting Risk Assessment

Sheet No	Date of assessment	Activity/Process			Location			Assessed by	Review Date
	Activity/Process	Hazard	Persons in Danger	Severity L,M,H	Likelihood L,M,H	Rate	Controls Comments	Result	
1	Leaf collecting by children	Pathogenic animal waste, tetanus, toxoplasmosis	Staff, learners, children	H	L	M	Staff to remain vigilant and survey the area prior to collection. Competent supervision, try to avoid areas that are likely to be contaminated. Remove waste if safe and able to do so. Wear gloves at all times. Cover cuts. Hands washed as soon as possible, avoid contact with mouth or foods if contact is made. Enrolment form contains tetanus information.	A	
2	Bees, wasps and insects nesting in leaves to be collected	Stings, allergic reaction	Staff, Learners, children	H	L	M	No risk posed unless provoked. Staff basic first aid trained. FA kit to hand and medical advice sought if necessary. Awareness of those having allergies and measures to be taken.	A	
3	Contamination of fallen leaves gathered for collection	Slips, trips, litter contamination	Staff, Learners, children	M	L	L	Staff to remain vigilant and survey the area prior to collection. Competent supervision, try to avoid areas that are likely to be contaminated with broken glass or other hazards. No running in areas with leaves. Move away from hazard or dispose of if safe and able to do so. Wear gloves, cover cuts, wash hands as soon as possible.	A	
4	Poisonous Plants	Ingestion, allergic reaction	Staff, Learners, children	M	L	M	Awareness of allergies. Some plants may be irritating to skin Wash hands after activity as soon as possible. Gloves to be worn. Do not allow children to put fingers in their mouths	A	

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							or eat the plants.		
5	Weather	Sunburn, dehydration Thermal comfort, slips and trips	Staff, Learners, children	M	L	L	Appropriate clothing worn for weather conditions. Maintenance of fluid levels to ensure thermal comfort is maintained. Staff supervision during hazardous (windy, wet, icy) weather	A	
6	Leaf sweeping	Manual handling, repetitive strain, slips and trips, vehicle/ pedestrian collision, existing injuries	Staff, Visitors to the premises	M	L	M	Regular visits from Maintenance Team. Leaves to be swept from areas of access/ egress at timely intervals by staff between visits. Suitable clothing and footwear to be worn. Staff aware of how to maintain their thermal comfort. Awareness of potential slip hazards when leaves are wet, extra vigilance required. Leaves swept to area that will not cause obstruction or other danger and away from main thoroughfare. Staff suffering from condition that is likely to be exacerbated by activity should refrain and speak to their Manager. Refrain from repetitive movements, vary activity on a regular basis. Staff to wear hi-vis jackets if in areas other than back garden. Caution lifting bagged leaves that may be wet and heavy. Seek assistance or break down into smaller more manageable loads.	A	

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Key to result: **T** = Trivial risk **A** = Adequately controlled **N** = Not adequately controlled **U** = Unable to decide, further information required

Risk Rating: Once the likelihood and severity have been determined, the risk can be calculated below (AxB)			
	Likelihood (B)		
Possible Severity (A)	L	M	H
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	High