

Appendices:

Site Use Risk Assessment, Safe Fire Use Risk Assessment, Safe Knife Use Risk Assessment, Safe Pond Use Risk Assessment, Accident form, Record of Concern form - Child, Record of Concern form - Adult, Non-accidental Injuries Body Map, Other signs of concern to share with Project Lead, PLOT 22 Organisational Structure, Contact List.

### General Site Use Risk Assessment

DESCRIPTION OF HAZARD	CONSEQUENCES OF HAZARD	PERSON AT RISK	CURRENT CONTROL MEASURES
Trips, sprains and falls on uneven surface & slopes	Scratch/graze to major injury	All	Warn people of uneven surfaces and point out potential hazards and advise caution when moving around the site upon arrival.
Choking on food or drink & food poisoning	Minor injury/mild illness to serious illness or death	All	Warn people of the hazards. Ensure there is an appointed First aider amongst the workers. Leaders to have emergency contact numbers for all young people & school.
Sharp tools, gardening and carpentry equipment	Scratch/minor cut to major Injury	All	Instruction regarding appropriate tools to use, and safety equipment must be given to all who use them by a competent person. Appropriate level of close supervision to be given to tool users dependant on age, experience and type of tool/equipment. A qualified, appointed First aider must be present and a first aid kit on hand.
Visitors to PLOT 22 displaying anti- social or violent behaviour	Scratch/graze to major injury	All	Clear ground rules & consequences discussed and agreed by session facilitators/volunteers and visitors. Individuals risk assessed as required.

Bonfire	Mild burn to major injury. Smoke inhalation. Fire becoming out of control and spreading.	All	Young & vulnerable people supervised by experienced staff at appropriate ratios. Clear ground rules & consequences discussed and agreed by workers and young people. Appropriate level of supervision to participants. Ensure there is a qualified, appointed First Aider on site. Bucket of water by fire and a first aid kit on hand. Session leaders must abide by the Fire procedure policy document.
Brambles, nettles, insect stings, sharp branches	Scratch/sting to major injury	All	Raise awareness of potential hazards. Ensure an appropriate level of supervision. Ensure there is a qualified, appointed First Aider on site and a first aid kit on hand. Advise people to wear appropriate clothing, long sleeves and trousers.
Weather- Sun/Heat, Rain Cold, Wind	Sun burn, sun stroke, Hypo/Hyperthermia	All	Cancel sessions if the weather is too extreme. Provide shelter, water, hot drinks & - as appropriate. Tell people to bring appropriate clothing/hat and footwear and apply sun cream beforehand if necessary.
Repetitive movements and lifting	Minor backache and sprains to major injury	All	Demonstrate safe methods of work and manual handling techniques. Use assistance when lifting or moving heavy objects. Ensure an appropriate level of supervision. Ensure there is a qualified, appointed First Aider on site and a first aid kit on hand.

Young/vulnerable people working alongside members of the public who are not DBS checked.	Access to young and vulnerable potentially leading from significant to major injury	Young / vulnerable	Young/vulnerable people must not be left without the supervision of a DBS checked person.
Pond	Getting wet, hypothermia, drowning / death	Young / vulnerable	Young & vulnerable people supervised at appropriate levels by experienced staff. Make all aware of potential hazards. Must abide by safe pond dipping Risk assessment.
Toxic plants and fungi	Mild discomfort to death	All	All participants to be told that under no circumstances are fungi to be handled or eaten. No plants to be eaten until authorised as safe by supervising adult. All supervising adults to be familiar with the toxic plants present at PLOT 22 as part of their induction. Have a high level of supervision for children and vulnerable adults. In the event that someone does eat toxic plants/fungi, photograph or keep a sample of the plant/fungi eaten and seek immediate medical attention.
<p>Activity Assessed: All activities open to volunteers at PLOT 22  Assessor: Emma Houldsworth, CEO  Date: 03/2019 Reviewed Simon Rowledge Date: 01/2023</p>			

## Safe Fire Use Risk Assessment

Responsible adult to supervise the fire at all times and abide by the general fire procedure policy document.

No activity may be carried out where there is a risk factor of 10 or above.

Type of Hazard	Surrounding material catching fire	Burn while cooking	Smoke inhalation	Burn from flames/embers
Likelihood of occurrence	2	3	3	3
Hazard Severity	4	4	3	4
Risk Factor	8	12	9	12
Action to be taken to reduce risk	Always have an adequate amount of water near fire to douse the ground and pour over the fire at the end of the session. Keep water bucket in an obvious and clear spot, but where it will not be likely to be accidentally knocked over. Make everyone aware that all black parts of the woodstove get hot.	Ensure 'crowding' does not occur by keeping participants around the fire to a safe number. Use fire gloves / oven mits to handle hot pans. Make sure toast/damper sticks are of adequate length Cook over hot embers rather than flame. Make everyone aware that all black parts of the woodstove get hot.	Make participants aware that they may move out of the line of smoke if necessary. Keep smoky side of the fire clear	Make sure all participants stay outside the 1.0m safety zone of the fire, marked with logs. Tell participants they must walk around the outside of the 'fire circle' if they need to move. Tell participants not to throw wood or other items into fire or walk around with burning sticks. Make everyone aware that all black parts of the woodstove get hot.
New likelihood of occurrence	1	1	1	1
New hazard severity	4	4	3	4
New risk factor	4	4	3	4
Activity Assessed: General Use of the Fire Circle, Pizza Oven, Wood-burning Stove Assessor: Emma Houldsworth, CEO Date: 04/2019 Reviewed Simon Rowledge Date: 01/2023				

## Safe Knife Use Risk Assessment

Responsible adult to supervise knife use at all times. Appropriate ratio of trained adults to persons with tools.					
No activity may be carried out where there is a risk factor of 10 or above.					
Type of hazard	Storage	Breakage/damage of tool	Slipping when using/bouncing off	Cut to user and/or other participants	Transportation around site
Likelihood of occurrence	2	2	2	3	2
Hazard Severity	4	4	4	4	4
Risk Factor	8	8	8	12	8
Action to be taken to reduce risk	Knives kept in secure storage until instructed they may be used by the person responsible for supervision. Account for number of tools given out and ensure all are returned back in.	Regular and effective maintenance of all tools. All issues reported and noted immediately. Unsafe tools to be clearly labelled so they are not accidentally used until they have been made safe.	Tools kept sharp and usable. Always cut away from yourself and ensure others are at a safe distance. No gloves to be worn when using knives or wooden handled tools.	Knives to be used with a safe working distance of an arms length plus length of the tool from all others in the group. Knives only to be used in areas designated by supervising adult.	Knives stored until participants know the procedure. Knife to be in sheath when in transit.
New likelihood of occurrence	1	1	2	2	1

New hazard severity	4	4	4	4	4
New risk factor	4	4	8	8	4
Activity Assessed: Safe knife use across all sessions Assessor: Emma Houldsworth, CEO Date: 04/2019 Reviewed Simon Rowledge Date: 01/2023					

### Safe Pond Use Risk Assessment - Pond Dipping Activities

Responsible adult to supervise pond activities at all times. Appropriate ratio of trained adults to participants. No activity may be carried out where there is a risk factor of 10 or above.		
Type of hazard	Pathogens/disease (especially Weil's disease)	Water bodies (drowning)
Likelihood of occurrence	2	2
Hazard Severity	5	5
Risk Factor	10	10

<p>Action to be taken to reduce risk</p>	<ul style="list-style-type: none"> <li>● Check area for dog faeces – remove using bags</li> <li>● Check that antibacterial hand wash is available</li> <li>● Check for active rodent control around ponds</li> <li>● Advise of pros &amp; cons of using disposable latex or rubber gloves</li> <li>● All cuts and abrasions must be covered by waterproof plasters</li> <li>● Advise of possible allergies to gloves/plasters</li> <li>● Hands must always be kept away from mouth until they have been properly washed.</li> <li>● Check that tables are wiped before eating or doing paperwork</li> <li>● Check that hands are washed before eating/drinking and/or leaving the site</li> <li>● Catering facilities kept and washed separately from field equipment</li> <li>● Provide post visit health &amp; safety advice re. Weil's disease</li> </ul>	<ul style="list-style-type: none"> <li>● Pond dipping activities especially with young &amp; vulnerable people to be supervised by experienced host at the appropriate ratio.</li> <li>● Make all aware of potential hazards. Must use the viewing platforms when pond-dipping.</li> <li>● Ensure parents are aware of ponds and closely supervise young children at all times when on site.</li> </ul>
<p>Residual risk factor</p>	<p>6</p>	<p>4</p>
<p>Activity Assessed: Safe pond use across all sessions  Assessor: Emma Houldsworth, CEO  Date: 04/2019 Reviewed Simon Rowledge Date: 01/2023</p>		

**Incident/Accident Form**

Name of event:	
Person in charge:	
Name of injured person:	
Address of injured person:	
Nature of incident/accident:	
Date and time of incident/accident:	
Venue where incident /accident took place:	
Explanation of how and where the incident/accident happened:	
Explain the action taken (e.g. First Aid, First Aider's name etc.)	
Were any of the following contacted?	Ambulance/Paramedic Parent/Guardian/Emergency contact Police Referring organization/Support Worker
What happened to the injured party after the incident/accident happened? (e.g. went home, went to hospital, carried on etc.)	
Details of the person filling in this form:	Name: Signature: Date:

**Record of Concern Form - Child**



Date:	Your name:
Name of child and parent carer if known:	How has the concern come to your attention? (please tick) <ul style="list-style-type: none"> <li>● Direct contact/observation</li> <li>● Disclosure</li> <li>● Third party</li> </ul>
Details about child if known: Date of birth: Gender: Address: Siblings or other family members:	Do you think the issue is: <ul style="list-style-type: none"> <li>● Child Protection</li> <li>● Safeguarding</li> <li>● Bullying</li> <li>● Equalities</li> </ul>
Contact phone number for parent/carer and child if known:	
What is your concern about this child or young person? (be specific include when and where incident occurred, any evidence of what you saw or was reported, dates and times, if known)	

Who else, if anyone, was involved and how?
Child or young person – were there any obvious signs in the child e.g. bruising, bleeding, changed behaviour? Did the child say anything?

What action have you taken?	
Is there a follow-up or support plan?	
Do the parents know?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Has a referral been made to Children's Social Care?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Has a referral or follow-up been made to another agency?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Name and signature of person filling in this record of concern:	Name: Signature:
Date and signature of Safeguarding Lead or Deputy:	Date received by Trustees:

**Record of Concern Form – Adult**

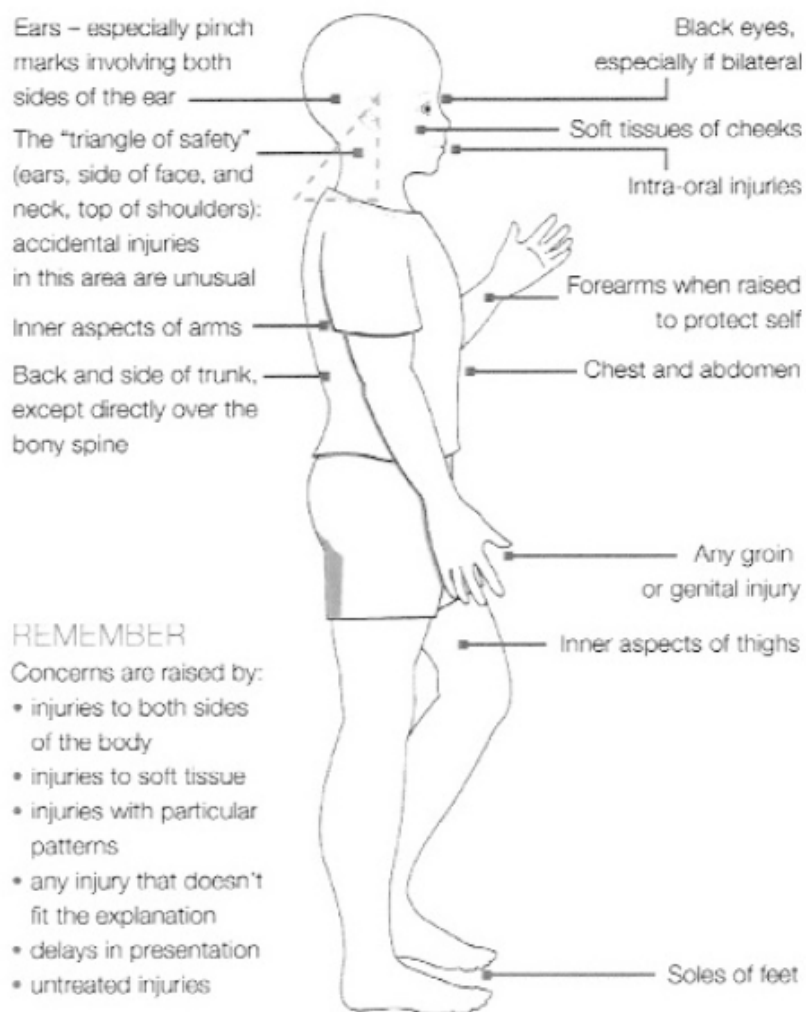
Date:	Your name:
-------	------------

Name of adult if known:	How has the concern come to your attention? (please tick) Direct contact/observation Disclosure Third party
Details about adult if known: Date of birth: Gender: Address: Other family members:	Do you think the issue is: Adult Protection Safeguarding Bullying Equalities
Contact phone number for family/carer/support worker and adult if known:	
<p>What is your concern about this adult? (be specific include when and where incident occurred, any evidence of what you saw or was reported, dates and times, if known)</p>	

Who else, if anyone, was involved and how?
Adult – were there any obvious signs in the adult e.g. bruising, bleeding, changed behaviour? Did the adult say anything?

What action have you taken?	
Is there a follow-up or support plan?	
Do the family/carer/support worker know?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Has a referral been made to Adult Social Care?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Has a referral or follow-up been made to another agency?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Name and signature of person filling in this record of concern:	Name:  Signature:
Date and signature of Safeguarding Lead or Deputy:	Date received by Trustees:

## Non-Accidental Injuries



Other signs of concern to share with CEO/Safeguarding Lead:

Be alert to changes in someone that could be cause for concern:

- Changes in a person's ability to pay attention or concentrate.
- Mood swings ie: Silent or more aggressive, withdrawn or won't stop talking.
- Making mistakes, forgetting things
- Dropping things
- Attendance changes
- Dress is unkempt, wearing same clothes
- Less eye contact/over eye contact.

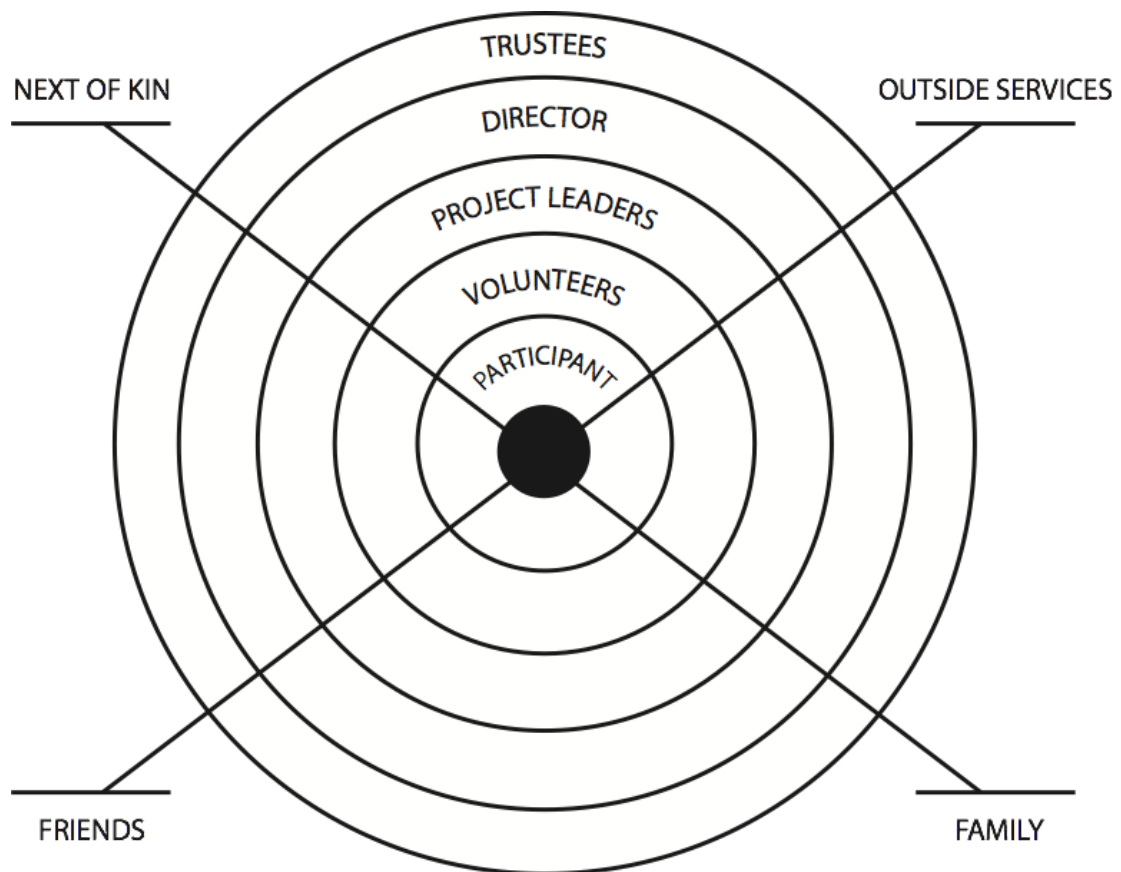
**Also to share with Safeguarding Lead, or deputy the following:**

(this list is taken from Staying Alive suicide prevention app:)

- **Actions of concern:** giving possessions away, writing up a will, behaving in risky ways, becoming withdrawn, increasing use of drugs or alcohol, stockpiling of pills.
- **Talking about:** Feelings that people would be better off without them, that their life has no purpose, saying that they would be better off dead, wanting a way out of pain or a difficult situation.
- **Having a sense of feeling:** hopeless, helpless, depressed guilty or ashamed.
- **Life situations involving loss or stress:** e.g: abuse of some kind, bereavement, relationship breakdown, failing exams, rejection, financial difficulties.

**PLOT 22 Organisational Structure:**

This diagram of our organisational structure shows the relationships of support at PLOT 22 and the importance of ensuring people are connected with the other support in their lives outside of PLOT 22:



## Contact List

Role	Name	Contact number	Email
CEO & Safeguarding Lead	Emma Houldsworth	07717 467 862	info@plot22.org
Trustee & Safeguarding Deputy	Bunty Dann	07881 943 652	danndares@gmail.com

Appendices reviewed and updated: 4/2023