



**NASH MILLS**  
PARISH COUNCIL

## Bulb Planting Risk Assessment

Adopted	
Agenda Reference	
Review Date	

### Introduction

Nash Mills Parish Council is committed to supporting the local community and working to keep our community safe. In Autumn 2022 NMPC will be undertaking a Spring bulb planting event in the Bunkers Lane Playpark. The bulbs are being supplied by Dacorum Borough Council and it is likely that the local school will be invited to help with the planting.

The school will be expected to undertake their own risk assessment and to have their own insurance and parental consent in place. The pupils will be under the supervision of the school staff at all times. The purpose of this risk assessment is to ensure that NMPC have considered all reasonable risks to their staff or members attending.

### Details to complete the Risk Assessment

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard.

<b>A</b> death major injury major damage or major loss to property/equipment/corporate reputation	<b>B</b> serious over-3-day injury damage to property/equipment	<b>C</b> minor injury minor damage to property/equipment
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**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised.

<b>1</b> extremely likely to occur	<b>2</b> frequent/often/likely to occur	<b>3</b> slight chance of occurring
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**STEP 3:** Use the combination in the risk rating chart to link to the action criteria.

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

### Action criteria:

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Hazard/Risk	Who could be harmed? Impact of risk	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions/Action by
Permissions not obtained	Financial and reputational risk to NMPC	C	3		Permissions sought from Abbots Hill School	NMPC Obtained by email October 2022
Safeguarding	Risk to pupils, members and staff	A	3		School to ensure that their safeguarding policy is shared with NMPC. School to supervise all children at all times.	School  Cllrs/Clerk working with the school should not be in direct contact with any children as there is insufficient time for NMPC to request DBS checks on staff/members attending.
Walking to/from the site (traffic)	Risk to pupils, members and staff	A	3		Bunkers Lane and Belswains Lane can be busy with traffic and difficult to negotiate.  Gate to be closed once all children present.	School Individuals to ensure personal safety when crossing Bunkers Lane and the school staff to ensure that they adhere to their own risk assessment in getting the children safely to the site. All attendees to park appropriately and safely without causing any obstruction, particularly at crossing points.
Bulbs if ingested/ allergic reaction to vegetation/insect bites/stings from vegetation	Risk to pupils, members and staff	A	3		Children attending will be briefed by the school	School
Weather	Risk to pupils, members and staff	C	3		Inclement weather could result in Children/attendees becoming cold or clothes and footwear becoming soiled.	All

						School to advise parents that appropriate clothing should be worn.
Slips/Trip/Falls	Risk to pupils, members and staff	C	3		<p>Be vigilant of selected area's topography</p> <p>wear sturdy footwear with a firm grip</p> <p>Uneven surface or wet weather could make surfaces slippery</p> <p>Play equipment present hazards if not used correctly</p>	<p>All</p> <p>School to advise parents that appropriate clothing should be worn.</p> <p>Wear sturdy footwear with a firm grip</p> <p>School to ensure that pupils do not use play equipment unless adequately supervised by their staff</p>
Use of Hand Tools	Risk to pupils, members and staff	C	3			
<p>Dog Faeces/hazardous waste</p> <p>Used Needles</p> <p>Litter and glass</p>	<p>Infection, Toxocariasis</p> <p>Needle stick injury</p> <p>Blood borne viruses (HIV, Hepatitis B)</p> <p>Minor injuries, cuts / abrasions</p>	A	3		<p>Inspection of the area prior to the pupils/volunteers entering the playpark.</p> <p>Inspection of the area and remove faeces</p> <p>Inspection of the area and litter pick (identify measures for preventing needle stick injuries)</p> <p>Inspection of the area and litter pick as required</p>	<p>Warden to liaise with Borough Council to ensure safe and prompt removal of all hazardous materials. Clerk to be advised immediately if there are any situations that require escalation.</p> <p>PPE equipment for Warden supplied by NMPC</p>

Public liability claims	NMPC	C	3		Public liability cover in place.	
Funds unavailable to update/maintain	NMPC	C	3		Efficient budgeting and earmarked reserves for maintenance and consumables required.	Clerk to note when budget setting Add to forward budget planner on finance system

**Conclusion** As the school will be taking full responsibility for their pupils and staff there is little or no operational risk to the Parish Council as long as the risk assessment is adhered to.