



This is the statement of general policy and arrangements for: TACT		
Steering Committee has overall and final responsibility for health and safety		
Event Leaders & Volunteer supervisors have responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of participation-related ill health by managing any health and safety risks at participation sites	Event/activity leaders	Relevant risk assessments completed for every activity and actions arising out of those assessments implemented. (Risk assessments reviewed when activities, sites or conditions change.)
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to participate	Event/activity leaders	Volunteers given necessary health and safety induction and provided with appropriate training and personal protective equipment if required. Volunteers who are responsible for supervising activities will undertake appropriate training. They will be familiar with risk assessments, incident recording and safeguarding policy and procedures relating to their activity. They will know how to reach a Safeguarding First Contact in case of any concerns.
Engage with volunteers and participants on health and safety conditions during activities	Event/Activity leaders and all volunteers	Volunteers routinely consulted on health and safety matters as they arise, feedback used to review arrangements at planning meetings or sooner if required.
Implement emergency procedures eg. evacuation in case of fire or other significant incident.	Event/activity leaders (where activities are run by TACT)	On-site escape routes are signed and kept clear at all times. Fire risk assessments/plans and evacuation plans are made and reviewed from time to time, and as necessary.
Maintain safe and healthy conditions for activities, maintain any equipment and machinery provided by TACT, and ensure safe storage/use of any substances.	Event/activity leaders	Toilets, washing facilities and drinking water available. System in place for routine maintenance and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Use of tools will be age and ability appropriate.


TACT Health and Safety Policy (management of risk and incidents)

<p>Keep a record of all accidents, concerns or incidents occurring at activities and events organised by TACT, to provide a means of understanding the circumstances, and determining strategies for avoiding future incidents.</p>	<p>All volunteers and activity leaders</p>	<p>Volunteers will alert activity leaders in the event that an unexpected incident occurs and take any immediate actions needed.</p> <p>Accident & Incident recording forms are available for all activities. To be completed by activity leaders in the event that an unexpected or concerning incident occurs, documenting the events and any injuries or property damage.</p> <p>Incidents should be recorded immediately or as soon as possible as details can fade over time. Further information available over time can then be added to the form if required, and risk assessments amended as needed for future events.</p>
<p>Manage incidents involving Safeguarding issues appropriately, including managing confidentiality and data protection issues appropriately.</p>	<p>Volunteers, activity leaders, Safeguarding First Contacts</p>	<p>A Safeguarding folder is maintained confidentially by the Safeguarding First Contacts (SFC) with records of all safeguarding incidents or concerns reported to them plus any further contacts with volunteers, vulnerable users & families, or relevant professional agencies in the course of follow up or investigation.</p> <p>Details of a named Safeguarding First Contact to be in place and clearly displayed at all events, and volunteers aware of the need to report any incidents relating to safeguarding to the named SFC in the first instance. Activity leader and volunteer to take any immediate action needed, then complete an incident form. Any further developments will be recorded by the SFC in the safeguarding folder.</p> <p>The confidentiality of all activity attenders will be respected wherever possible in the event of an incident, and their own or parent/carer's consent will be obtained before sharing information, unless there is a medical emergency or safeguarding concern when there is a requirement that relevant information is passed to a professional agency.</p>

TACT Health and Safety Policy (management of risk and incidents)

First-aid:	In events where it is anticipated that there may be more than 90 participants, there will be a designated and trained person responsible for any first aid incidents. Location of first aid box will be clear for each activity.		
Insurance:	The CAG Project public liability insurance covers all activities of the group including working with children and tool use, once risk assessment has been completed and implemented.		
Safeguarding First Contacts:	Teresa Pointing 1 Grantlands, Uffculme, EX15 3ED	01884 799147	07852 212154
	Wendy Allen 39 Belmont Road, Tiverton, EX16 6EQ	01884 252810	07776 277664
<p>Appendix 1: Incident Recording Form</p> 			
Reported by:	Date of report:		
Role:	Date & Time of Incident:		
Event:	Location:		
Description of Incident including circumstances:	Description of any injury or property damage:		
Actions taken: immediate and follow up:	Any additional people involved/witnesses:		
Comments/Learning:	Recommendations for future events:		

TACT Health and Safety Policy (management of risk and incidents)

<p>Appendix 2: Template for all events</p> 	CAG PROJECT RISK ASSESSMENT									
	CAG Name: [Insert group name]				Activity: [Insert name of event/activity]					
	Date: [Insert date of event/activity – if re-occurring please write date range]				Location: [Insert address]					
	Risk assessment completed by: [Insert name and position/role]				Signed: [Please sign hard copy]					
	Risk assessment reviewed by: [Insert name and position/role]				Signed: [Please sign hard copy]					
IDENTIFIED HAZARD	HAZARD APPLIES TO:	Likeli-hood	Sev-erity	Risk	CONTROL PROCEDURES	Rev-ised Likeli-hood	Rev-ised Severity	Rev-ised Risk		
ACTIVITY: GENERAL MEETING / EVENT / FAIR / MARKET / STALL										
1. Equipment, furniture and building/location hazards										
Muscular injury/strain or trapping/crushing of fingers etc. from moving and assembling equipment/furniture	CAG members, volunteers, stall holders	3	3	9	<ul style="list-style-type: none"> • Priority should be given to reducing the need for manual handling, by careful site layout and use of handling aids e.g. trolleys, steps. • Group members/volunteers made aware of manual handling guidelines. • Group members/volunteers warned of potential injuries and hazards and advised not wear open-toed shoes or sandals while moving or assembling equipment. • First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. • External stall holders and market traders are made aware that they are responsible for setting up their stall equipment and furniture with regard to manual handling guidance as above. 	2	3	6		

TACT Health and Safety Policy (management of risk and incidents)

Trip hazards from uneven ground and equipment and accessories including electrical cables/wires	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> Place equipment and furniture in a safe place away from open floor space and walkways. Check for obstruction and clear any trip hazards. In the case of uneven ground, give warnings to public via signage or verbally where needed. Care taken to minimise the distance between sockets and electrical equipment, so as to reduce the need for trailing electrical cables. Ensure that any cables and wires that are required are properly enclosed and secured (e.g. taped to the floor). First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. External stall holders and market traders are made aware that they are responsible for ensuring they prevent trip hazards as above. 	1	3	3
Slip hazards due to wet or polished floors	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> CAG members and volunteers to be aware of any slip hazards and warn members of the public if they occur with warning signage if appropriate. Spillages or wet floors should be attended to immediately by CAG members/volunteers. First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. External stall holders and market traders are made aware that they are responsible for ensuring they prevent slip hazards as above. 	1	3	3
Electric Shock/Fire hazard from electronic equipment and fittings	CAG members, volunteers, public	2	5	10	<ul style="list-style-type: none"> All electrical and electronic equipment used will be subjected to a PAT test where possible or a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. Electric bulbs should not be in direct contact with any flammable materials. Sockets must not be over-loaded and electrical equipment should be turned off and un-plugged when not in use and at the end of the activity. External stall holders and market traders are made aware that they are responsible for ensuring they prevent shock and fire hazards as above. 	1	5	5

TACT Health and Safety Policy (management of risk and incidents)

General fire hazards	CAG members, volunteers, public	2	5	10	<ul style="list-style-type: none"> CAG members should be aware of build-up of sources of ignition e.g. waste paper and remove any potential fire hazards e.g. smoking near sources of ignition. CAG members and volunteers should familiarise themselves with fire procedures including evacuation procedure, location of nearest fire exits at any building in which they are working. CAG members and volunteers should ensure public/attendees at activities are aware of fire procedures and whether there is a fire test scheduled for that day or not. 	1	5	5
2. Hazards related to food and refreshments								
Food poisoning including sickness from pre-prepared food and refreshments provided	CAG members, volunteers, public	4	3	12	<ul style="list-style-type: none"> CAG members and volunteers tasked with food preparation must be made aware of basic food safety principles (such as washing their hands, checking products for freshness, washing products, etc.). CAG members, volunteers and public reminded to wash hands before eating and drinking if they have been doing activities where they may have come into contact with harmful micro-organisms/dirt. 	2	3	6
Allergic reactions leading to illness and in extreme cases death		3	5	15	<ul style="list-style-type: none"> Food and ingredients clearly marked or communicated to all so that they're aware of potential allergens. Attendees asked before event if feasible if they have any serious food allergies so catering can be considered. 	1	5	5
Burns and scalds from hot drink making facilities	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> CAG members, volunteers, public warned to be careful when making hot drinks where necessary. First aid kit to be carried in case of more severe burns. 	1	2	2

TACT Health and Safety Policy (management of risk and incidents)

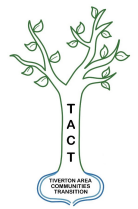
3. Cleaning and chemical hazards									
Chemical burns or poisoning from contact with irritant or poisonous cleaning product	CAG members, volunteers	3	4	12	<ul style="list-style-type: none"> Care should be taken by CAG members, volunteers when cleaning and using chemical cleaning products to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. Cleaning product kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see http://www.hse.gov.uk/coshh/index.htm). 	2	3	6	
4. Weather hazards									
Extreme weather related illness or injury such as dehydration and sunburn or hypothermia	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> In extreme wet, windy or snowy weather alternative indoor venue to be found for activities. Those participating in activities advised to wear appropriate warm and waterproof clothing. In sunny weather when working at outdoor events appropriate level sun cream should be worn, shade requested for the event site and/or hats to cover the head and back of neck. Those participating advised to drink plenty of water to prevent overheating or dehydration. 	1	3	3	
5. Working with the public									
Participant being taken ill or suffer from an attack of a medical condition e.g. asthma, diabetes, epilepsy	CAG members, volunteers, other members of the public	2	5	10	<ul style="list-style-type: none"> CAG members and volunteers to get participants in indicate if they have an existing medical condition they should be aware of when signing up to the event. Participants advised to carry medication with them at all times. CAG members to seek medical advice and/or call an ambulance if the situation escalates. 	2	4	8	

TACT Health and Safety Policy (management of risk and incidents)

Hostility from the public, physical or verbal aggression, fighting, disruptive or intimidating behaviour	CAG members, volunteers, other members of the public	2	4	8	<ul style="list-style-type: none"> • CAG members and volunteers should avoid getting into confrontational situations and remain polite and courteous where possible. If the situation escalates CAG members and volunteers will ask the person to leave the activity or CAG members and volunteers should seek to remove themselves and other members of the public from the situation. • If a potentially threatening situation does develop, the police should be called to handle the situation. 	1	4	4
Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from unaccompanied children attending the event or children becoming separated from their carers	Members of the public (children)	3	4	12	<ul style="list-style-type: none"> • No unaccompanied children permitted to attend the activity or event. • Parents and carers warned that children must be supervised at all times and that they are ultimately responsible for the well-being of the child/children in their care. • CAG members and volunteers should ensure they or other members of the public are never left alone with an unaccompanied child. 	2	3	6

TACT Health and Safety Policy (management of risk and incidents)

Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from vulnerable adults attending activity or event i.e. adults with physical and learning disabilities, elderly people with physical access requirements and adults with ill mental health	Members of the public (vulnerable adults)	3	4	12	<ul style="list-style-type: none"> • CAG members and volunteers to ensure that activities and events are free of disabling barriers or that adequate access provision has been considered to accommodate attendees with physical and learning disabilities or elderly people with physical access requirements. • CAG members and volunteers should ensure they or other members of the public are never left alone with a vulnerable adult. 	2	3	6
Please include any additional hazards associated with your event, location or audience below (see appendix 3)								
<p>Guidance: Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). Risk score = Likelihood X Severity.</p> <p>Revised risk score: < 8 = satisfactory – activity can proceed control procedures in place</p> <p style="padding-left: 40px;">8 > 12 = acceptable - be vigilant and stop activity if extra risk occurs,</p> <p style="padding-left: 40px;">> 12 = unacceptable - activity should not go ahead</p>								



Appendix 3: template for specific activities - choose those that apply

List of activities:

1. Swap shop / freecycle event / pat testing
2. Litter pick / shredding event
3. Upcycling / repair / craft / sewing workshop
4. Bicycle repair workshops/ cycle training/ cycling event
5. Thermal imaging / home energy advice & installation
6. Street surveys, public engagement stalls
7. Gardening / growing / composting / conservation
8. Harvesting / foraging
9. Nature education activities / nature walks / wildlife spotting
10. Selling / providing for donations pre-packaged food & drink products
11. Cooking & serving food / community meals or cafes
12. Making food and drink products including preserving / bottling / juicing / brewing
13. Making natural / herbal beauty products
14. Using bike smoothie maker
15. Using apple crusher and press

ACTIVITY RISK ASSESSMENT TEMPLATE

Please copy relevant sections below for the activities you are delivering and paste them into your risk assessment

TACT Health and Safety Policy (management of risk and incidents)

IDENTIFIED HAZARD	HAZARD APPLIES TO:	likeli-hood	Sever-ity	Risk	CONTROL PROCEDURES	Revi-sed Likeli-hood	Revi-sed Seve-arity	Revi-sed Risk
1. ACTIVITY: SWAP SHOP / FREecycle EVENT / PAT TESTING								
Risk of injury when moving or handling donated items i.e. cuts from sharp edges or strain from heavy items	CAG members & volunteers	2	2	4	<ul style="list-style-type: none"> CAG members & volunteers should be briefed to inspect items for rough or sharp edges when they are first donated and objects with sharp edges or points will not be distributed to the public. If the edge or point is both obvious and an integral part of the object (such as the points on a garden fork) warnings will be given to public. CAG members & volunteers should use manual handling best practice when moving items. Protective equipment such as gloves should be worn where necessary. 	1	2	2
Danger of fire or electrocution from electrical equipment	CAG members & volunteers, public	2	5	10	<ul style="list-style-type: none"> All high voltage electrical items, under EU law, must be tested by someone who is Portable Appliance Test (PAT) trained before they are swapped. Visual checks that the items are in a proper state of repair will also be done e.g. checking for loose wires/ cracked casing. Battery powered items do not need to be PAT tested. Only small domestic electrical items should be accepted. Large electrical items and 'white goods' (e.g: fridges, washing machines) and electric blankets will be refused due to high risk factor. Where PAT testing is not possible, electrical items may be accepted provided CAG members and volunteers are willing to take the item to a recycling centre or a charity shop that can legally accept them. 	1	5	5
Chemical burns or poisoning from contact with irritant or poisonous materials, including leaking batteries	CAG members & volunteers, public	2	3	6	<ul style="list-style-type: none"> Do not swap any material that might be classified as hazardous waste. This includes – solvents, bleach, disinfectants, batteries, decorating paints, agricultural chemicals (fertilizer, pesticides) or automotive chemicals (engine oil, brake fluid). CAG members & volunteers should inspect all battery powered appliances as they are handed in. If the appliance contains batteries, they should be removed and recycled using local facilities. A pair of rubber gloves should be worn if the battery is observed to be leaking. 	1	3	3

TACT Health and Safety Policy (management of risk and incidents)

Hazards associated with PAT testing including electrical shocks, damage to equipment etc.	CAG members & volunteers	3	4	12	<ul style="list-style-type: none"> PAT testing should only be performed by properly trained people who hold a certificate or have been trained in PAT testing. PAT testing equipment should be regularly maintained and checked before use for any damage. 	2	4	8
Hazards associated with public taking damaged or broken items	CAG members & volunteers	2	4	8	<ul style="list-style-type: none"> CAG members and volunteers to inspect items for damage that could result in injury or harm and to remove them if damage cannot be fixed e.g. faulty brakes on bicycle. Members of the public to be warned verbally or by a sign displayed clearly to also inspect items before taking them off the premises. CAG Project insurance include product liability cover for items taken from swap shops. 	1	4	4
2. ACTIVITY: LITTER PICK / SHREDDING EVENT								
Illness/poisoning from coming into contact with toxic materials or harmful micro-organisms from litter/waste	CAG members & volunteers	3	3	9	<ul style="list-style-type: none"> CAG members & volunteers given protective equipment such as gloves and litter pickers to reduce contact with litter/waste. CAG members & volunteers advised to wash hands before consuming any food or drinks or touching their face. 	1	3	3
Injury from litter picking and/or shredding equipment	CAG members & volunteers	3	4	12	<ul style="list-style-type: none"> CAG members & volunteers warned to handle litter pickers carefully to avoid pinching and not at face height near other people. CAG members and volunteers to take care with using shredding equipment, making sure hands are well away from moving parts and blades. CAG members & volunteers warned about bending down and moving in crowds to avoid getting kicked or trampled. 	2	4	8
3. ACTIVITY: UPCYCLING / REPAIR / CRAFT / SEWING WORKSHOP								
Injury from working with old or broken items including splinters, cuts, abrasions	CAG members & volunteers	2	3	6	<ul style="list-style-type: none"> CAG members and volunteers to take care when handling old and broken items and wear gloves where necessary. Only trained people only should repair electrical items. 	1	2	2

TACT Health and Safety Policy (management of risk and incidents)

Injury from using equipment such as tools, scissors, needles etc.	CAG members & volunteers	2	2	4	<ul style="list-style-type: none"> CAG members and volunteers to take care when using tools and equipment including not running or waving tools. Protective equipment to be used where necessary according to the task outlined, such as gloves. 	1	2	2
Poisoning or irritation from using glue or paint	CAG members & volunteers	2	2	4	<ul style="list-style-type: none"> CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see http://www.hse.gov.uk/coshh/index.htm). Protective equipment to be used where necessary such as gloves and face masks. 	1	2	2

4. ACTIVITY: BICYCLE REPAIR WORKSHOPS/ CYCLE TRAINING/ CYCLING EVENT

Injury from using tools and equipment such as bike stands, including cuts, scrapes, grazes, bruises, pinches, broken bones and concussion from knocks	CAG members & volunteers	3	4	12	<ul style="list-style-type: none"> Tools should only be used by or under the supervision of a trained mechanic or responsible adult. Warning given to use tools sensibly. Those responsible for the tools should ensure that the conditions of the tools are checked for damage before use. Protective equipment should be worn where necessary such as gloves, aprons or goggles. Participants advised to tie back hair or other pieces of clothing that might become trapped in equipment. A first aid kit will be carried for any minor injuries. In the case of more serious injuries, professional medical advice will be sought. 	2	4	8
Injury from trips and slips due to poor tool and equipment storage.	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> CAG members and volunteers to ensure that all tools and equipment are kept on a table rather than on floors so they are out of walk ways or doors when not in use. 	1	3	3
Injury from lifting bikes and equipment such as strains and bruises	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> Only participants who feel able should lift bikes and equipment, making sure they use manual handling best practice. 	1	3	3

TACT Health and Safety Policy (management of risk and incidents)

Road traffic accidents or injury from falling off bikes during cycle safety training	CAG members, volunteers, public	3	5	15	<ul style="list-style-type: none"> Only trained and qualified cycle safety instructors should be responsible for delivering training activities. Instructors should complete their own risk assessment for the training and be responsible for ensuring the safety of participants. Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. 	2	5	10
Road traffic accidents from group cycle rides etc.	CAG members, volunteers, public	3	5	15	<ul style="list-style-type: none"> Trained cycle marshals should be used to help ensure the safety of participants during cycle events and rides if they are cycling on the road. Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. 	2	5	10
5. ACTIVITY: THERMAL IMAGING / HOME ENERGY ADVICE & INSTALLATION								
Injury from using thermal imaging camera and/or using and installing electrical energy saving devices such as electric shocks or cuts.	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> CAG members to ensure that participants given adequate training in how to use the equipment. Condition of equipment checked for breakages and loose wiring and if hazards are found the equipment should not be used until fixed by a trained person. CAG members should avoid using equipment in the rain or near water. 	1	3	3
Injury from tampering with home electrical items such as electric shock.	CAG members, volunteers, public	2	3	6	<ul style="list-style-type: none"> All participants to ensure they do not touch or tamper with any electrical item in the home that they do not understand or have training to do so. 	1	3	3
Risk of kidnapping, verbal or physical abuse and harassment from members of the public when working outside on the street and in the houses of members of the public.	CAG members, volunteers	2	4	8	<ul style="list-style-type: none"> CAG members and volunteers should avoid entering the houses of members of the public that they do not know well or feel uncomfortable with. They should also never work alone and ensure that they inform another person the address of where they are going. If CAG members and volunteers are subject to harassment or abuse from members of the public they are working with or in the street they should stay calm, not react and leave the situation immediately. If the situation escalates the police should be informed. 	1	4	4

TACT Health and Safety Policy (management of risk and incidents)

6. ACTIVITY: STREET SURVEYS, PUBLIC ENGAGEMENT STALLS

Risk of verbal or physical abuse and harassment from members of the public when working outside on the street.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> CAG members and volunteers should avoid working alone and ensure that they inform another person the address of where they are going. If CAG members and volunteers are subject to harassment or abuse from members of the public they are working with or in the street they should stay calm, not react and leave the situation immediately. If the situation escalates the police should be informed. 	1	3	3
Road traffic accidents from working on streets and pavements	CAG members, volunteers, public	3	5	15	<ul style="list-style-type: none"> Participants briefed on being aware of road safety whilst moving around. Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. 	2	5	10

7. ACTIVITY: GARDENING / GROWING / COMPOSTING / CONSERVATION

Injury through tool use including cuts, scrapes, grazes, bruises, pinches, broken bones and concussion from knocks.	CAG members, volunteers, public	3	4	12	<ul style="list-style-type: none"> Tools should be regularly maintained and checked before use for damage to ensure they are safe to use. Tool safety instructions about proper use to be given before starting to all participants as well as warnings about moving around safely with tools. Power tool or motor-driven trimmers or mowers should be used with extra care, especially those with blades. Protective equipment such as gloves and goggles to be used where needed especially with sharp tools or motor-driven trimmers and mowers etc. Participants should be warned to leave adequate space around themselves to avoid hitting others with tools. Children should be supervised at all times when using tools and tools of appropriate size should be selected for children. All tools should be counted 'out' and 'in' in order to ensure none go missing. 	2	4	8
---	---------------------------------	---	---	----	---	---	---	---

TACT Health and Safety Policy (management of risk and incidents)

Injury from trips and slips due to poor tool/ equipment storage, puddles, water spillages and hose pipes, as well as uneven ground or rocks/ logs in the outdoor area.	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> • A safe 'tool area' to be clearly identified and all tools to be returned here when not in use. • Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall. • Bags and other equipment to be stored away from working area or in walk ways. • Careful use of watering cans and hoses should ensure spillages are kept to a minimum. • Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. • CAG members to warn participants of any uneven ground or trip hazards that cannot be moved i.e. rocks/logs. 	1	2	2
Injury such as strains and muscle ache from heavy lifting of tools and equipment or through digging and bending down.	CAG members, volunteers, public	3	2	6	<ul style="list-style-type: none"> • Participants to use manual handling best practice when lifting and moving things. • Participants warned to not over stretch their personal physical capacity and to take regular breaks/do stretches to relieve muscle discomfort. • Participants should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over. 	2	2	4
Damage to the eye from plants supports or canes.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> • Participants to be made aware of hazard and to take care when leaning over beds. • Cane toppers or protectors to be used where necessary. 	1	4	4

TACT Health and Safety Policy (management of risk and incidents)

<p>Infection/microbial or pathogenic contamination, skin/eye irritation and illness from: contact with animal manures, soil, compost, fertilisers and other animal faeces etc. Including infections such as Tetanus/ Toxoplasmosis, as well as Leptospirosis and Lyme Disease from flies and vermin attracted to compost/manure.</p>	<p>CAG members, volunteers, public</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Participants given gloves to wear when handling manures, soil, compost and fertilisers. Care to be taken to avoid contact with face, mouth and eyes. • Open cuts, abrasions and eczema/skin irritations to be covered with plasters and clothing/gloves when working. • Participants warned to wash hand thoroughly on completion of the task and before handling food and drink. • Wash all produce that has been in contact with soil/compost before eating. • Cover all composting facilities and manure piles to avoid attracting vermin and avoid putting cooked food, meat or dairy on the compost pile. • CAG members and volunteers to check the work area before the activity and remove any animal faeces whilst wearing gloves. Bury/dispose of it away from the working area and wash trowel and hands afterwards. • Open bags of compost with the head away from the opening as far as possible and avoid using loose compost and digging/raking soil in dry and windy conditions to avoid contact with eyes. • In the case of cuts/abrasions happening, participants should ensure they have up to date tetanus immunisations and if they are concerned to seek medical advice. 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Infection from discarded needles or injury from sharp objects in soil.</p>	<p>CAG members, volunteers, public</p>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • If sharp objects such as needles are found volunteers and members of the public should be told not to handle but to alert CAG members. • CAG members should wear protective clothing such as gloves to remove the object and dispose of it safely. 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Stings, rashes and allergic reactions to nettle stings and bees/wasps/insect bites and stings.</p>	<p>CAG members, volunteers, public</p>	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • Insects should be avoided and left undisturbed. If a nest is observed, other participants should be made aware to avoid it. • Participants should wear gloves when handling nettles. • CAG members should be aware if any participants are allergic to specific insects. • First aid can be given if a sting occurs provided that the person is not allergic to any topical creams. 	<p>3</p>	<p>2</p>	<p>6</p>

TACT Health and Safety Policy (management of risk and incidents)

Burns, scorches and smoke inhalation, as well as fire damage to property and equipment from fires and burning green waste.	CAG members, volunteers, public	3	5	15	<ul style="list-style-type: none"> There must be a designated person overseeing the fire safety at all times. All participants should be warned about fire safety and a safe access area should be designated around the fire so people do not stand or walk too close to the fire. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of use. An evacuation plan should be in place, outlining how the public will be evacuated if the fire gets out of hand. 	2	5	10
Irritation, allergic reaction or illness from ingestion or contact with plants including poisonous plants and fungi.	CAG members, volunteers, public	3	3	9	<ul style="list-style-type: none"> Gloves and protective clothing should be used when working with plants that may irritate the skin. CAG members to familiarise themselves with any plants that may be poisonous and remove when seen i.e. nightshade. Where plants have some poisonous parts but remain desirable for the garden i.e. rhubarb leaves, warnings/labels should be given not to eat these parts. Plants that are ornamental but toxic when eaten should not be planted in edible beds i.e. daffodils. Participants, especially children, warned not to eat anything they are unsure of and to seek identification first. 	2	3	6
Injury from falling or moving plants/tree branches and plants with thorns/spikes.	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> CAG members to warn participants of any thorny or unstable plants or trees, as well as, the possibility of falling debris from trees and Participant to wear eye protection if possible when working in bushes, otherwise be aware of moving branches. 	1	2	2
Chemical burns or poisoning from contact with irritant or poisonous chemical fertilisers, weed or pest killers etc.	CAG members, volunteers	3	4	12	<ul style="list-style-type: none"> Chemical products should be avoided at all costs and natural organic product should be used to limit damage to wildlife and humans. If they are to be used, care should be taken by CAG members, volunteers to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. Chemical products kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as "hazardous to health" as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see http://www.hse.gov.uk/coshh/index.htm). 	2	3	6

TACT Health and Safety Policy (management of risk and incidents)

Illness or irritation from water borne bugs/ infections from water butts, ponds or flooding.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> Water butts should have lids, be firmly secured on a stable surface and kept in cool position as far as possible. If not, consideration to be given to insulation or light reflecting paint. (NB Water left in sun may breed microorganisms such as Legionella) Water from water butts or standing ponds should not be drunk or used to wash hands or food. When using water from water butts for watering, participants should wash their hands afterwards. Water butts and ponds could be cleaned out regularly where possible and protective gloves and masks should be worn for this task. If food-growing beds become flooded from nearby surface water/drain overflow do not harvest crops from these areas for consumption, and relocate in unflooded area. 	1	4	4
8. ACTIVITY: HARVESTING / FORAGING								
Irritation, allergic reaction or illness from ingestion or contact with poisonous plants and fungi.	CAG members, volunteers, public	4	4	16	<ul style="list-style-type: none"> CAG members to familiarise themselves with any plants that may be poisonous and warn participants not to pick or eat these. Participants, especially children, warned not to eat anything they are unsure of and to seek identification first. 	2	4	8
Injury from falling or moving produce/plants/ tree branches and plants with stinging parts thorns/ spikes.	CAG members, volunteers, public	4	2	8	<ul style="list-style-type: none"> CAG members to warn participants of any hazardous plants or trees as well as, the possibility of falling produce/debris from trees. Participant to wear gloves if needed when picking produce from stinging or thorny plants. 	2	2	4
Contamination of produce from coughing/sneezing/ germs from hands, as well as from dropping on floor or items being blow onto it i.e. insects, soil etc.	CAG members, volunteers, public	3	2	6	<ul style="list-style-type: none"> Ask participants to avoid coughing/sneezing on produce, cover produce where possible and wash it thoroughly before eating. 	2	2	4

TACT Health and Safety Policy (management of risk and incidents)

9. ACTIVITY: NATURE EDUCATION ACTIVITIES / NATURE WALKS / WILDLIFE SPOTTING

<p>Injury from falling or moving tree branches and branches with thorns/spikes when den building, playing with wood or walking. Also injury from falling when tree climbing.</p>	<p>CAG members, volunteers, public</p>	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • CAG members to warn participants, especially children of any hazardous trees as well as, the possibility of falling debris from trees. Also to give warning regarding careful handling and transport of branches to avoid injury to others and not carrying anything too heavy to avoid strain. • Children to be supervised by their parent or carer at all times during the activity. • In the case on tree climbing by children, supervising adults must be made aware that they are responsible for checking the safety of trees and weather conditions i.e. slipperiness in wet weather and for ensuring the child does not go beyond their own limits/confidence. 	<p>2</p>	<p>2</p>	<p>4</p>
<p>Injury through tool use including cuts, scrapes, grazes i.e. whittling tools etc.</p>	<p>CAG members, volunteers, public</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Tools should be regularly maintained and checked before use for damage to ensure they are safe to use. • Tool safety instructions about proper use to be given before starting to all participants as well as warnings about moving around safely with tools. • Protective equipment such as gloves and goggles to be used where needed especially with sharp tools. • Children should be supervised at all times when using tools and tools of appropriate size should be selected for children. 	<p>1</p>	<p>3</p>	<p>3</p>
<p>Stings, rashes and allergic reactions to nettle stings and bees/wasps/insect bites and stings.</p>	<p>CAG members, volunteers, public</p>	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • Insects should be avoided and left undisturbed. If a nest is observed, other participants should be made aware to avoid it. Participants to avoid nettles. • CAG members should be aware if any participants are allergic to specific insects. • First aid can be given if a sting occurs provided that the person is not allergic to any topical creams. 	<p>3</p>	<p>2</p>	<p>6</p>

TACT Health and Safety Policy (management of risk and incidents)

Infection/microbial or pathogenic contamination, skin/eye irritation, cuts, splinters etc. from contact with soil and other animal faeces when searching for natural material/mini-beast hunting etc.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> Participants warned to wash hand thoroughly on completion of the activity and before handling food and drink, as well as avoiding touching mouth, face or eyes with hands before washing. CAG members and volunteers to check the work area before the activity and remove any animal faeces whilst wearing gloves. First aid kit carried for minor injuries. 	1	4	4
Injury from trips and slips due walking on uneven ground or rocks/logs in the outdoor area.	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> CAG members to warn participants of any uneven ground or trip hazards i.e. rocks/logs and to look where they are going. 	1	2	2
Injury through encounters with other members of the public on roads, footpaths or in outdoor areas such as vehicles, bikes, horses or dogs.	CAG members, volunteers, public	2	5	10	<ul style="list-style-type: none"> CAG members should give safety instructions before the walk/outdoor activities regarding safely crossing or walking along roads; maintaining calm and quiet behaviour around horses and to avoid approaching unknown dogs. 	1	5	5
Risk of legal action or offence from disturbance of animal homes (insect nests, birds, nests, sets etc.), illegal activities or trespassing on land.	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> All participants advised of any rules or regulations regarding the land used i.e. against fires or picking flowers. Participants also to respect land boundaries. Participants to be aware of creating too much noise or footfall around animal homes to minimise disturbance. 	1	2	2

10. ACTIVITY: SELLING / PROVIDING FOR DONATIONS PRE-PACKAGED FOOD & DRINK PRODUCTS OR FRESH FRUIT/VEGETABLES/BREAD (I.E FOOD COOP/MARKETS)

Food poisoning including sickness from contamination and poor food hygiene.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> CAG members must ensure that they only sell or provide pre-packaged or fresh food products from a trusted supplier who has their own product liability insurance to cover their own products. In the case of fresh unpackaged fruit and vegetables, consumers advised to wash their produce before cooking or eating. 	1	4	4
---	---------------------------------	---	---	---	--	---	---	---

11. ACTIVITY: COOKING & SERVING FOOD / COMMUNITY MEALS OR CAFES

Food poisoning including sickness from contamination and poor food hygiene.	CAG members, volunteers, public	4	3	12	<ul style="list-style-type: none"> Although it is not a legal requirement, ideally there should be at least one supervisor of the activity who has a food hygiene certificate or aware of food hygiene practices. CAG members and volunteers tasked with food preparation must be made aware of basic food safety principles including: <ul style="list-style-type: none"> - Maintaining personal hygiene including hand washing, cuts covered with visible plaster, long hair tied back/covered, aprons clean. - Safe storage/refrigeration of foods including storage at appropriate temperatures, stock rotation, checking “use by” and “best before” dates or visible signs of freshness, correct storage/coverage - Correct food handling procedures including high risk / raw foods kept apart, separate chopping boards and utensils used for raw and cooked foods, using tools (tongs/cutlery etc.) to handle food rather than hands where possible, equipment stored in secure, clean conditions. - Appropriate cleaning regime including cleaning and disinfecting work surfaces and equipment and keeping rubbish bins away from food. For more information and guideline see: https://www.food.gov.uk/business-industry/sfbb CAG members, volunteers and public reminded to wash hands before eating and drinking if they have been doing activities where they may have come into contact with harmful micro-organisms/dirt. 	3	3	9
---	---------------------------------	---	---	----	--	---	---	---

TACT Health and Safety Policy (management of risk and incidents)

Burns and scalds from contact with steam, hot water, hot oil, hot pans, hot surfaces, hot plates/cups or hot food/drinks etc.	CAG members, volunteers, public	3	4	12	<ul style="list-style-type: none"> All CAG members and volunteers doing food preparation, given warnings to be aware of spitting oil/escaping steam and handling hot items safely e.g. positioning pan handles not to overhang the edge of the cooker and ensure adequate space is available around the ovens at all times when handling hot items. All CAG members and volunteers doing food preparation, instructed to use heat-resistant gloves/cloths and wear long sleeves where possible. All kitchen equipment including pans to be well maintained and regularly checked to avoid breakages and spillages. Members of the public warned if plates, cups, food or drinks are hot. First aid kit to be carried in case of more severe burns. 	2	4	8
Injury from using knives, scissors or other sharp kitchen equipment.	CAG members, volunteers	3	4	12	<ul style="list-style-type: none"> All CAG members and volunteers doing food preparation advised to use knives and other equipment following safe procedures (see http://www.hse.gov.uk/catering/knives.htm) Knives/sharp equipment should be stored safely when not in use and never left in the sink. First aid kit to be carried for minor cuts and injuries. 	2	4	8
Allergic reactions leading to illness and in extreme cases death	CAG members, volunteers, public	3	5	15	<ul style="list-style-type: none"> Food and ingredients clearly marked or communicated to all so that they're aware of potential allergens. Attendees asked before event if feasible if they have any serious food allergies so catering can be considered. 	2	5	10
Chemical burns or poisoning from contact with irritant or poisonous cleaning product.	CAG members, volunteers	3	4	12	<ul style="list-style-type: none"> Care should be taken by CAG members, volunteers when cleaning and using chemical cleaning products to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. Cleaning product kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as "hazardous to health" as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see http://www.hse.gov.uk/coshh/index.htm). 	2	4	8

TACT Health and Safety Policy (management of risk and incidents)

Injury from using electrical or gas cooking appliances including gas explosion, fires	CAG members, volunteers	2	5	10	<ul style="list-style-type: none"> CAG members should ensure that the equipment they are using has been subject to regular safety inspections and that equipment is checked before use for defective plugs, discoloured sockets or damaged cable. CAG members should ensure that all of those involved in food preparation know where the fuse box is and how to safely switch off electricity, as well as where the gas isolation valve is and that the gas should be turned off when not in use. Fire blankets and extinguishers should be kept in the area and CAG members and volunteers should know how to use them. Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. 	2	5	10
Injury through slips and trips especially from water spillage.	CAG members, volunteers, public	3	3	9	<ul style="list-style-type: none"> Floors should be cleaned regularly and any spill food or water or obstacles should be dealt with immediately. If there is a wet area a safety sign should be put up if available. 	2	3	6
Illness and fainting of those involved in food preparation from hot working conditions.	CAG members, volunteers	2	2	4	<ul style="list-style-type: none"> Fans and extractors provided where available to control air temperature. Those involved in food preparation encouraged to take rest breaks in cooler conditions and regular drinks of water. 	1	2	2
Burns, scalds and smoke inhalation from cooking using flames over an open fire, in a pizza or bread oven. Also fire damage to equipment and property from fire getting out of control.	CAG members, volunteers, public	3	5	10	<ul style="list-style-type: none"> There must be a designated person overseeing the fire safety at all times. Appropriate fire-resistant gloves and utensils should be used to avoid contact with the fire while cooking. All participants should be warned about fire safety and a safe access area should be designated around the fire so people do not stand or walk too close to the fire. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of use. 	2	5	10

<u>12. ACTIVITY: MAKING FOOD AND DRINK PRODUCTS INCLUDING PRESERVING / BOTTLING / JUICING / BREWING</u>									
PLEASE USE APPROPRIATE RISK ASSESSMENT ITEMS FROM COOKING FOOD ASSESSMENT ABOVE TO COVER PREPARATION OF FOOD/DRINK PRODUCTS									
<u>13. ACTIVITY: MAKING NATURAL /HERBAL BEAUTY PRODUCTS</u>									
PLEASE USE APPROPRIATE RISK ASSESSMENT ITEMS FROM COOKING FOOD ASSESSMENT ABOVE TO COVER PREPARATION OF ITEMS									
Illness from ingesting beauty products/ ingredients not fit for human consumption.	CAG members, volunteers, public	2	4	8	<ul style="list-style-type: none"> Participants warned not to eat ingredients or beauty products that are not fit for human consumption. 	1	4	4	
Skin irritation from ingredients of beauty products.	CAG members, volunteers, public	2	2	4	<ul style="list-style-type: none"> Natural, non-toxic or irritant ingredients to be use used. If participants have sensitive skin or develop an irritation they are advised to use the product cautiously or discontinue it. 	1	2	2	

TACT Health and Safety Policy (management of risk and incidents)

14. ACTIVITY: USING BIKE SMOOTHIE MAKER

Injury from bike falling or limbs/fingers or clothes becoming trapped in bike.	CAG members, volunteers and public	4	3	12	<ul style="list-style-type: none"> CAG members should ensure that the bike is manually held upright at all times when it is not attached to the stand or leant against a solid surface. Set up the bike on a flat, solid surface and check that it is stable before use. Use two people to lift the bike into and out of the stand. Ensure that the handle on the stand is turned until the wheel is tightly locked in place and the bike remains upright without being held. CAG members should ensure that children and vulnerable adults are monitored and assisted in using the bike, physically supporting them when necessary. Bike riders warned to be careful when riding and to tuck in loose clothing and hair to prevent them being trapped. 	1	3	3
Muscular injury or strain from moving and setting up the bike	CAG members, volunteers	3	3	9	<ul style="list-style-type: none"> CAG members and volunteers should be briefed on basic lifting technique – bend the knees, not the back; make sure you have a firm grip, good footing and test the object for weight before lifting. Volunteers should be instructed not to handle weights above 10 kg without help. Alternatively, it may be possible to break the load down into several lighter lifts. 	2	3	6
Injury from contact with moving blades of smoothie blender or knives used for cutting.	CAG members, volunteers and public	2	4	8	<ul style="list-style-type: none"> CAG members and volunteers should ensure that the lid is firmly attached at all times when the wheel is turning, that the blade has stopped before pouring or putting any fingers/utensils in the blender. All CAG members and volunteers preparing fruit advised to use knives and other equipment following safe procedures (see http://www.hse.gov.uk/catering/knives.htm) Knives/sharp equipment should be stored safely when not in use. First aid kit to be carried for minor cuts and injuries. 	1	4	4
Food poisoning including sickness from contamination and poor food hygiene.	CAG members, volunteers and public	2	3	6	<ul style="list-style-type: none"> CAG members and volunteer should maintain good food hygiene practices including washing hands and utensils/chopping boards used, tying back hair, wearing aprons etc. Fruit and vegetables used should be washed before use and “best before”/“use by” dates for juice/dairy products used should be checked. 	1	3	3

15. ACTIVITY: USING APPLE CRUSHER AND PRESS

Injury from contact with moving blades of crusher or fingers being crushed by press or knives used for cutting fruit.	CAG members, volunteers and public	2	4	8	<ul style="list-style-type: none"> CAG members and volunteers should ensure that fingers/utensils are not put inside the crusher while the blades are turning. Participants are advised to not put fingers or limbs near the press while it is being turned. All CAG members and volunteers preparing fruit advised to use knives and other equipment following safe procedures (see http://www.hse.gov.uk/catering/knives.htm) Knives/sharp equipment should be stored safely when not in use. Firs aid kit to be carried for minor cuts and injuries. 	1	4	4
Muscular injury or strain from moving and setting up the crusher/press	CAG members, volunteers	3	3	9	<ul style="list-style-type: none"> CAG members and volunteers should be briefed on basic lifting technique – bend the knees, not the back; make sure you have a firm grip, good footing and test the object for weight before lifting. Volunteers should be instructed not to handle weights above 10 kg without help. Alternatively, it may be possible to break the load down into several lighter lifts. 	2	3	6
Food poisoning including sickness from contamination and poor food hygiene.	CAG members, volunteers and public	2	3	6	<ul style="list-style-type: none"> CAG members and volunteer should maintain good food hygiene practices including washing hands and utensils/chopping boards used, tying back hair, wearing aprons etc. Fruit used should be washed before use. 	1	3	3

Guidance:

Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**

Revised risk score: < 8 = **satisfactory** – activity can proceed control with procedures in place

8 > 12 = **acceptable** - be vigilant and stop activity if extra risk occurs,

> 12 = **unacceptable** - activity should not go ahead