

Safeguarding

- Accompanying adults are responsible for supervising students during your visit, including during workshops, and should remain with students at all times. We require the following ratios of accompanying adults:

EYFS / KS1	1 adult to 6 pupils
KS2	1 adult to 8 pupils
KS3/4	1 adult to 10 pupils
Post 16	1 adult to 15 pupils
SEND	1-to-1 as required

- Please be aware that **the gardens are a public space** with many volunteers and members of the public onsite. All CHGT staff and facilitators are DBS certified, but we cannot guarantee that others using the space are. Please adhere to your own safeguarding policy about using public spaces.
- The Kitchen Garden is open to **the public** from Thursday – Sunday (from April – October) but **staff, volunteers and community groups** are in all year round throughout the week.
- If onsite and emergency assistance is required, **please call third party intervention, such as 999, as any incident requires**. Do not hesitate to call these services if needed and notify CHGT staff when it is safe to do so.

Risk Assessment

Please complete your own risk assessment prior to your visit. Pre-visits to the Kitchen Garden can be arranged from 9:00am-3:30pm Monday-Sunday, seasonally and depending on staff availability. To discuss a site visit, please contact the learning team at schools@chgt.org.uk.

Please see the end of this risk assessment for general guidance on what is growing in the Kitchen Garden in 2026.

We have conducted our own risk assessment of our site for your information. Please direct any clarifying questions to schools@chgt.org.uk.

Risk Assessment

Task:	EVENTS – SCHOOLS SELF-LED & FACILITATED LESSONS			RA version:	Version 1 – March 2025																														
Site Name:	Kitchen Garden	Assessed by:	ALEXIS MOLINE	Date of assessment:	March 2025																														
Outline:	<p>A variety of self-led and facilitated lessons with school groups visiting the Kitchen Garden.</p> <p>This Risk Assessment will be given a 1-5 rating system based on Severity and Likelihood. They will be multiplied to give a final rating.</p> <p>Severity = 1: Trivial/None 2: Minor 3: Lost time <7 days 4: Lost Time >7 days 5: Major/Fatal</p> <p>Likelihood = 1: Remote 2: Unlikely 3: Possible 4: Likely 5: Certain/Almost Certain</p> <table border="1" style="margin: 10px auto;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>Green = Low Risk</td> </tr> <tr> <td>2</td><td>4</td><td>6</td><td>8</td><td>10</td><td>Yellow = Medium Risk</td> </tr> <tr> <td>3</td><td>6</td><td>9</td><td>12</td><td>15</td><td>Red = High Risk</td> </tr> <tr> <td>4</td><td>8</td><td>12</td><td>16</td><td>20</td><td></td> </tr> <tr> <td>5</td><td>10</td><td>15</td><td>20</td><td>25</td><td></td> </tr> </table>					1	2	3	4	5	Green = Low Risk	2	4	6	8	10	Yellow = Medium Risk	3	6	9	12	15	Red = High Risk	4	8	12	16	20		5	10	15	20	25	
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Who is at risk	<p>New and expectant mothers; staff and volunteers <input checked="" type="checkbox"/></p> <p>Disabled staff and volunteers <input checked="" type="checkbox"/></p> <p>Visitors <input checked="" type="checkbox"/></p> <p>Children and vulnerable adults <input checked="" type="checkbox"/></p> <p>Staff <input checked="" type="checkbox"/></p> <p>Volunteers <input checked="" type="checkbox"/></p> <p>Contractors / Workshop Facilitators <input checked="" type="checkbox"/></p>																																		

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Risk Assessment

Hazards	Severity/Likelihood Rating before controls & actions	Controls In Place	Action to be taken	Severity/Likelihood Rating after controls & actions are put in place	Name & Date Assessed/Updated
SITE AND GENERAL HAZARDS					
Coronavirus infection leading to Covid-19	Severity: 5 Likelihood: 3 Overall Rating: 15 (High Risk)	Refer to most up to date government guidelines available online. Check regularly. https://www.hse.gov.uk/coronavirus/ CHGT staff to review supplier and contractor Covid-19 Risk Assessments prior to arrival.	Where possible, to maintain a 2 meters distance away from anyone outside of group bubble. To encourage groups to wash hands before and after each activity and to wear masks indoors. To ensure tables, door handles, tools and equipment are wiped down after each group activity. Limit the number of people to the recommended group sizes. Ensure anti-bacterial spray and wipes are available for groups to use.	Severity: 5 Likelihood: 1 Overall Rating: 5 (Low Risk)	
Slips, trips and falls – uneven nature of garden	Severity: 4 Likelihood: 3 Overall Rating: 12 (Medium Risk)	Site is kept clear and tidy. Staff are present during KG open hours and will monitor for any potential hazards	Visitors are informed in advance that the site is an estate with uneven surfaces/paths and potholes as they are exposed to the elements. Visitors are told to be careful while walking around the site. To walk at a sensible pace. Any particular hazard will also be pointed out.	Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)	

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		<p>Site checks are completed on a daily basis.</p> <p>Any new obstructions are clearly marked.</p> <p>Uneven areas and significant drops are roped off.</p> <p>Path, lawns and bedding edges are kept tidy and visible.</p> <p>The building is professionally cleaned twice weekly, to remove grit/dirt from the floor, which would contribute significantly to reducing slips/trips.</p>	<p>Visitors are asked to take particular care after rain and avoid any slippery surfaces.</p> <p>Visitors are asked to wear appropriate footwear when visiting.</p> <p>No activities take place outside of daylight hours, light is maximised to reduce slips/trips</p> <p>Floor mats in place inside and outside entrance doors to remove moisture from shoes before entering building.</p> <p>Group leaders and Teachers asked to complete their own risk assessments during the pre-visit to the site and share with Schools & community coordinator in advance.</p> <p>Where possible school groups are asked to bring their own First Aid Kits</p>		
<p>Accidents from overhanging branches Eg head injury / eye injury</p>	<p>Severity: 3 Likelihood: 2 Overall Rating: 6 (Medium Risk)</p>	<p>Staff to regularly check gardens and remove any hazardous items.</p> <p>Daily site checks are completed by garden staff.</p>	<p>Visitors informed at the beginning of the workshops to be careful of overhanging branches.</p> <p>Workshop area chosen with care, taking into consideration the groups age and access needs to minimise any risk of injury from overhanging/low branches.</p>	<p>Severity: 2 Likelihood: 1 Overall Rating: 2 (Low Risk)</p>	

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		<p>Staff are present during KG open hours and will monitor for any potential hazards</p> <p>First aid kit available onsite</p>	<p>No activities take place outside of daylight hours, light is maximised to reduce slips/trips</p>		
<p>Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, e.g. Skin rash from plants, bee sting resulting in anaphylactic shock</p>	<p>Severity: 2 Likelihood: 3 Overall Rating: 6 (Medium Risk)</p>	<p>Regular weeding to remove nettles.</p> <p>Suitable plants are chosen by our gardening team and carefully positioned to reduce any injury to visitors.</p> <p>First aid kit available onsite</p>	<p>Verbal instruction to take care with certain species.</p> <p>Visitors reminded to not touch any plants unless instructed to do so.</p> <p>Visitors told not to disturb bees/wasps in the garden or to behave in a manner that may frighten them.</p> <p>First Aid Kit and mobile phones to be kept on site.</p> <p>Trained first aider on site.</p>	<p>Severity: 1 Likelihood: 2 Overall Rating: 2 (Low Risk)</p>	
<p>Cold or wet weather – Hypothermia and increased risk of slips and trips from exposure to extreme weather conditions</p>	<p>Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)</p>	<p>Sheltered space available in Kitchen Garden</p> <p>An enclosed learning space available in Kitchen Garden</p> <p>First aid kit available onsite</p>	<p>Visitors instructed to wear appropriate clothing and footwear.</p> <p>Activity moved into the Learning space or sheltered area if possible.</p> <p>Event will be cancelled/postponed if weather is extreme.</p>	<p>Severity: 2 Likelihood: 1 Overall Rating: 2 (Low Risk)</p>	

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			<p>Visitors, Volunteers and facilitators given advice on break times and keeping warm.</p> <p>Trained first aider on site</p>		
<p>Hot Weather – Risk of sunburn or dehydration</p>	<p>Severity: 2 Likelihood: 3 Overall Rating: 6 (Medium Risk)</p>	<p>Sheltered space available in Kitchen Garden</p> <p>An enclosed learning space available in Kitchen Garden</p> <p>Many shaded areas in the garden available to use.</p> <p>First aid kit available onsite</p> <p>Easy access to drinking water available in Learning Space and Estate Offices</p>	<p>Visitors and Staff advised in advance to drink water, bring a bottle, hat and use sunscreen</p> <p>Shaded areas to be used where possible.</p> <p>Visitors instructed to wear appropriate clothing and footwear.</p> <p>Activity moved into the Learning space or shaded/sheltered area if possible.</p> <p>Event will be cancelled if weather is extreme.</p> <p>Trained first aider on site</p> <p>Visitors, Volunteers and facilitators given advise on break times and keeping cool.</p>	<p>Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)</p>	
<p>Fire</p>	<p>Severity: 5 Likelihood: 2 Overall Rating: 10 (Medium Risk)</p>	<p>Usual property evacuation / raising the alarm procedures apply. There is one fire exit available which is the entrance to the learning space. A side door is</p>	<p>If the fire is in the estate, visiting groups will be directed to a safe place within the estate. Fire extinguishers are situated in the Learning space</p> <p>Fire exit routes left clear and unobstructed.</p>	<p>Severity: 4 Likelihood: 1 Overall Rating: 4 (Medium Risk)</p>	

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		<p>also located within the learning space.</p>	<p>Most activity will take place outside in the Kitchen Garden</p> <p>Group leaders and gardeners have radios and can communicate any emergency and activate an evacuation.</p>		
<p>Electric Shock using kettle, electric hobs or other electric items</p>	<p>Severity: 4 Likelihood: 2 Overall Rating: 8 (Medium Risk)</p>	<p>All equipment Portable Appliance Tested annually.</p> <p>Staff are present during Kitchen Garden open hours and will monitor for any potential hazards</p>	<p>Staff aware of location of emergency electricity shut off point.</p> <p>All electrical items located in areas where they cannot get wet from rain blowing in etc.</p> <p>Only trained staff to use electronic equipment. When not in use equipment is stored safely out of reach.</p> <p>Staff and volunteers given full instruction on best use of electronic equipment.</p> <p>Visitors never left unsupervised in learning space.</p> <p>Trained first aider on site</p>	<p>Severity: 4 Likelihood: 1 Overall Rating: 4 (Low Risk)</p>	
<p>ACTIVITY HAZARDS</p>					

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<p>Injury when using gardening/craft equipment tools</p>	<p>Severity: 2 Likelihood: 2 Overall Rating: 4 (Medium Risk)</p>	<p>Staff are present during Kitchen Garden open hours and will monitor for any potential hazards</p> <p>Equipment stored safely and out of reach when not in use</p>	<p>Use of any tools by groups is always under the supervision of the facilitator/group leaders.</p> <p>Activity designed to be suitable for groups ability and age and appropriate tools used.</p> <p>Full instructions given to using and storing equipment safely</p>	<p>Severity: 1 Likelihood: 2 Overall Rating: 2 (Low Risk)</p>	
<p>Manual Handling e.g. Back injury from people attempting to move heavy objects such as Branches</p>	<p>Severity: 3 Likelihood: 3 Overall Rating: 9 (Medium Risk)</p>	<p>Staff to prepare site, room in advance with the help of assigned staff</p> <p>Staff to give group leader a pre-activity briefing on lifting and moving heavy items</p>	<p>Do not to lift unless comfortable in doing so</p> <p>Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights.</p> <p>All lifting by young persons to be supervised.</p> <p>Wherever possible, lift items with assistance rather than alone</p> <p>Be aware and careful in case sharp objects are protruding from sacks.</p> <p>Group leader to assign tasks according to groups ability and age.</p> <p>Group leader to give full instructions on using and storing equipment safely</p>	<p>Severity: 3 Likelihood: 2 Overall Rating: 6 (Medium Risk)</p>	

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<p>Inhalation, ingestion, absorption of or contact with hazardous substances -paint/craft materials</p>	<p>Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)</p>	<p>Staff are present during KG open hours and will monitor for any potential hazards</p> <p>Equipment stored safely and out of reach when not in use</p>	<p>Where possible hazardous substances are not used. If necessary, then a limited amount is allocated and accounted for.</p> <p>Children and vulnerable adults are never left unsupervised in an activity.</p> <p>Appropriate ratio of staff and children/vulnerable adults is advised in advance</p> <p>Doors and windows opened to allow full ventilations when using any art substances or paint that may have fumes.</p>	<p>Severity: 2 Likelihood: 1 Overall Rating: 2 (Low Risk)</p>	
<p>Burns from hot drinks</p>	<p>Severity: 3 Likelihood: 3 Overall Rating: 9 (Medium Risk)</p>	<p>Suitable cups to be used.</p> <p>Kettle/hot water urn kept out of reach of visitors.</p>	<p>Scolding hot drinks not to be served.</p> <p>Visitors remind these are hot drinks and to be careful.</p> <p>Using cups/mugs with handles when offering hot drinks. Avoiding paper cups.</p> <p>Drinks are removed from the table once other activity has begun.</p> <p>Kettle/hot water urn kept are unplugged and emptied when not in use.</p>	<p>Severity: 2 Likelihood: 1 Overall Rating: 2 (Low Risk)</p>	

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WORKING WITH CHILDREN & Vulnerable adults					
Child or vulnerable adult becoming separated from parents/guardian/group leader/carer	Severity: 2 Likelihood: 3 Overall Rating: 6 (Medium Risk)	Staff are present during KG open hours and will monitor for any potential hazards All staff and facilitators have a DBS check Maps are clearly visible at all gates KG is closed to public from Monday – Wednesday. The learning space is not accessible to the public Staff have easy access to radios and mobile phones to initiate lost child/vulnerable adult procedure.	Schools/community groups given maps and directions in advance of visiting. Schools/community groups to provide the adequate number of adults for the ratio of pupils/members. Group leaders/teachers reminded that they retain full responsibility to look after the children/group members during the workshop. In case of lost children/vulnerable adults, radios are available to alert wider staff. They will use a code which raise the alarm. Staff will go to the location, monitor exits and coordinate the search. Teachers and Group Leaders encouraged to identify a shared meeting point in advance.	Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)	
Inappropriate behaviour towards a child/vulnerable adult	Severity: 3 Likelihood: 3 Overall Rating: 9 (Medium Risk)	Staff are present during KG open hours and will monitor for any potential hazards All staff and facilitators have a DBS check	Schools and community groups to provide the adequate number of adults for the ratio of pupils/members. Group leaders/teachers reminded that they retain full responsibility to look after the	Severity: 3 Likelihood: 2 Overall Rating: 6 (Medium Risk)	

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		Maps are clearly visible at all gates KG is closed to public from Monday – Wednesday. The learning space is not accessible to the public	children/group members during the workshop. Most groups will visit as a group with a known and identifiable group leader. Staff/Volunteers not to be left alone with children/group members at any time, with most activity taking place in visible open spaces. Staff/Volunteers to raise any concerns they have to the teachers/group leaders. Staff with repeated contact with children/vulnerable adults to have an enhanced DBS Teachers/group leaders to accompany children to the toilets.		
Inappropriate behaviour towards a member of staff	Severity: 3 Likelihood: 6 Overall Rating: 6 (Medium Risk)	More than one member of staff is present during KG open hours and will monitor for any potential hazards Staff have easy access to Radios and mobile phones.	Staff/volunteers reminded not to give out personal details. To remove themselves from a situation they feel uncomfortable with. To alert another member of staff to the situation.	Severity: 2 Likelihood: 2 Overall Rating: 4 (Low Risk)	

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			No activities take place outside of daylight hours to reduce risk.		
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This Risk Assessment has been read and all information has been reviewed and agreed with CHGT Director

Signed: 

Dated: 14.04.2025

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Guidance on what is growing in our Kitchen Garden in 2026. This list is not exhaustive but general guidance for what can be found growing. For severe allergies, we always suggest teachers do a site visit prior to their scheduled workshop.

Vegetables:

Alliums: Chives, Leeks, Onions, Garlic	Peas & Beans: Peas, Sugarsnap Peas, French Beans, Broad Beans, Edamame, Asparagus Pea, Snake Bean, Borlotti Beans, Chickpea
Salad Leaves: Lettuce, Chard, Sorrel, Winter/Summer Purslane, Corn Salad, Spinach, New Zealand Spinach, Mustard Greens, Chicory, Endive, Orach, Agretti	Brassicas: Broccoli, Brussel Sprouts, Kale, Cabbage, Radish, Cimi di Rapa, Kohl Rabi,
Mushroom: (Shitake, Turkey Tail, Chicken of the Woods, Grey Oyster, King Strophia)	Nightshade (Solanaceae): (Tomato, Aubergine, Peppers, Potato)
Apiaceae: Carrot, celery, parsnip, fennel, celeriac, Parsley, Corriander	Gourd (Cucurbitaceae): Squash, Cucamelon, Courgette
Other Veg: Artichoke, Asparagus, Plantain, Amaranth, Beetroot, Oca, Mashua, Maize	

Fruit:

Blackberry	Raspberry	Blackcurrant	Redcurrant	Whitecurrant
Loganberry	Quince	Gooseberry	Boysenberry	Tayberry
Jostaberry	Apple	Pear	Peach	Plum
Strawberry	Rhubarb	Fig	Cherry	

Herb & Tea Garden:

Meadowsweet	Camomile	Tarragon	Lemon Basil	Lemon Balm
Mint	Licorice	Echinacea	Hysop	Lemon Verbena
Tea vine	Rose	Rosemary	Sage	Lavander
Oregano				