

Planting the Seed Risk Analysis - Example Only

Site address		Date	
Activity		Project leader	

Hazard identified	Priority	Risk control measures	Who is responsible
Slips, trips, falls, risk of scratching from branches	High, med, low	Highlight risk to students, ask them to watch their step and to be aware of branches near their face. All students to wear appropriate, closed footwear, and to stay on paths at all times (except planting day). Students will be closely supervised by a responsible adult. Carry first aid kit to treat any minor injuries (scrapes etc). Call emergency services for more serious injuries.	
Snakes		Explain risk of snakes to students, and advise them what to do if they see a snake (ie. do not approach). Carry first aid kit with snake bite bandage. Call emergency services immediately in case of snake bite.	
Bees, wasps, ant bites		All students to wear gardening gloves when handling plants. Carry first aid kit to treat any minor stings.	
Allergy to native plants		All students to wear gardening gloves when handling plants. Carry first aid kit to treat any minor allergies.	
Sunburn, windburn		All students to wear sunscreen and hats on site.	
Dehydration		All students to carry water bottles and drink regularly. Visit site early in the day if weather is hot.	
Fatigue		Students will be on site <2h. Project leader and school staff will monitor themselves and students for signs of fatigue, and adjust the time on site accordingly.	
Weather - wind, heat, cold		Students to wear weather-appropriate clothing, including wet weather gear. Site visits will be cancelled and postponed in cases of inclement weather.	
Students unable to understand site safety instructions.		Students will be given clear, age-appropriate instructions on site safety, and trained how to use tools safely, including establishing a safe work distance from one another.	

Name	Initials		
		Is everybody aware of the hazards?	
		Has anything changed through the day?	
		What is the emergency plan?	
		Traffic control in place	
		Voltages identified (ie "Dial before you Dig")	
Visitors inducted		Notes / other staff	