

BTL EVENT SPECIFIC PLAN (Risk Assessment)



VENUE: Bedgrove Allotments Aylesbury

DATE Oct 2020

ACTIVITY: Gardening, growing and cooking

WORKER: Rebecca Nutley / Karl Gayle

ISSUE.	HOW TO MANAGE IT.	RISK (IF APPLICABLE)		
		LOW	MEDIUM	HIGH
STAFFING.	<ul style="list-style-type: none"> ● Staff: YP ratio will be 1:6 (2m spacing from two families max) maximum 10 ● All CYV staff have been DBS checked ● CYV Workers to know the sign in procedure for young people and consent form process. Check emergency contact details. ● Lone working of staff (text co-worker before/ after session) 	X	X	
COMMUNICATION.	<ul style="list-style-type: none"> ● Staff member(s) will have yps school/parents/organisation held securely and safely. ● Staff will contact parent regarding any concerns – emergencies – safeguarding ● Ground Rules discussed in Intro ● Intro to allotments 	X		

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	<ul style="list-style-type: none"> • 	X		
EMERGENCIES.	<ul style="list-style-type: none"> • CYV in date Public Liability Insurance • Staff will have emergency contact details of Organisation/School held securely and safely. • Should a yp be needing medical assistance, Emergency Contact will be called and yp escorted to A&E by a staff member • Emergency exits shared with staff team and fire meeting point • Fire blanket in car • Emergency exit check prior to session commencement 	X X X X X X		
FIRST AID.	<ul style="list-style-type: none"> • First Aid kit in the poly tunnel • All allergies to be noted from Parental Consent Form. • Should the young person feel unwell isolate in area of the plot and call emergency contact. Call ambulance if required 	X X	X	
INSURANCE.	<ul style="list-style-type: none"> • CYV Public Liability Cover 	X		
ACTIVITY: Allotment	<ul style="list-style-type: none"> • Protective clothing (spare wellies and jackets) • Trip hazards – highlighted no go areas, careful of raised beds. Stick to pathways 		X	

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	<ul style="list-style-type: none"> • Respect others plots • Hand washing area allocated (spare wipes) • Use tools with care 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		
ACTIVITY: Group work	<ul style="list-style-type: none"> • Beware of raised beds • Spaced chairs • Masks worn when close contact • Activities limit contact and exchange of items • If any participants become unwell or show signs of Covid related symptoms Separate from group and call emergency contact. Contact other emergency contacts and inform guardians • Pre and Post activity/ tool clean and venue check (no items to be left out) • Instagram chat used to notify yp of group cancellation etc 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
	Covid-19 Measures –Oct 2020			

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<p>Staff and Clients spread of Covid</p>	<ul style="list-style-type: none"> • PPE equipment – Visor for staff. masks & gloves available for all • Hand Sanitisers & wipes • • • Use disposable cups/ cans/ food packets supplied by CYV • If staff member shows symptoms they must not work and cover staff sources 	<p>X X X</p>	<p>X X</p>	
<p>Plot is a maintained</p>	<ul style="list-style-type: none"> • Weekly deep clean by CYV • Once customers exit site wipe tools etc. • Dispose of wipes, wash gloves • 	<p>X X</p>	<p>X X</p>	