

## RISK ASSESSMENT FORM

Below is a standard risk assessment for a school visit to the farm and park. However for activities such as woodland adventures, a separate risk assessment can be seen.

It is important for teachers to also create their own risk assessments. We must also stress that whilst the staff will be leading educational activities on site it is the group leaders responsibility to control behaviour of the group at all times. Please ensure that whilst the children are on the farm that they do not stress out the animals by running and shouting. School groups must have enough supervising adults to cover the Ofsted ratio of Adult: child.

<b>Work Area:</b>	Farm and Park	<b>Risk Assessment No:</b>								
<b>Task/Activity:</b>	School Visits	<b>Date Prepared:</b>		26/07/2013						
		<b>Prepared by:</b>		Rosanna Clarke						
		<b>Review Date:</b>								
Hazard Description	Existing Controls to reduce Risk	Likelihood			Severity					Risk Score
		Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
<b>Farm:</b>										
Animal direct contact or indirect contact-droppings/feeding: Infections, injury e.g. zoonoses – leptospirosis, tetanus,	<ul style="list-style-type: none"> <li>Animal pens regularly cleared or faeces and animals regularly checked by vet for illness and vaccinated if necessary.</li> <li>Fences set in place to discourage public from entering pens and no seating to discourage eating on farm.</li> </ul>		2					3		6

E.coli, cuts, bites.	<ul style="list-style-type: none"> <li>• Site kept in hygienic condition and regularly disinfectant procedures.</li> <li>• Quarantine areas provided for sick animals, away from public access.</li> <li>• Control of pests and infestations.</li> <li>• In petting area, park ranger will supervise public entry into pens and advisory notes provided.</li> <li>• First aiders on site.</li> <li>• Hand washing facilities at the farm entrance and by the classroom with instructions on how to wash your hands.</li> <li>• All persons advised to wash their hands after touching the animals, before eating and when they leave the farm.</li> <li>• Warm water and soap to be used and hand towels for drying hands</li> <li>• Pregnant women please keep away from sheep, lambs, goats and kids.</li> <li>• Signage provided around farm advising on risk of bites, infection and allergy.</li> <li>• Advisory signage on how to feed animals safely, and tubes provided to avoid direct contact.</li> <li>• Petting area- only supervised public access into pens.</li> </ul>								
Insect bites/stings	<ul style="list-style-type: none"> <li>• Children must be supervised at all times</li> <li>• There is a first aider on site at all times</li> </ul>	<b>2</b>				<b>3</b>			<b>6</b>
Machinery collision	<ul style="list-style-type: none"> <li>• Children to be supervised at all times</li> <li>• All farm machinery is situated in areas out of bounds to the general public</li> </ul>		<b>1</b>			<b>3</b>			<b>3</b>
<b>Play areas:</b>									
Trips, falls and injuries	Any paths or equipment is regularly checked, and if any hazards will be reported to health and safety managers	<b>2</b>				<b>2</b>			<b>4</b>

	and repaired.									
<b>Lake/pond:</b>										
Falling in water, infection	<ul style="list-style-type: none"> <li>The pond area within the farm is fenced off and out of bounds to the general public.</li> <li>Site safety signs situated warning public not to swim, paddle or skate.</li> <li>First rangers situated around the park to enforce these warnings.</li> </ul>			1			3			3
<b>Park:</b>										
Lost children	<ul style="list-style-type: none"> <li>Follow the procedures in the lost child policy</li> </ul>		2			3				6
Uneven surfaces – trips and falls	<ul style="list-style-type: none"> <li>Regular checks</li> <li>Any paths that are really uneven and cause a hazard will be reported to health and safety managers and repaired.</li> </ul>			1			2			2
<b>Woodland Adventures:</b>	Please refer to the 'woodland adventures risk assessment'.									
<b>USE THE AREA BELOW FOR SITE SPECIFIC RISKS/HAZARDS</b>										
<b>Risk Assessment Scores</b>	<b>10+ Very High Risk</b>	<b>5-9 Medium Risk</b>				<b>1-4 Low Risk</b>				
<b>Low Risk</b>	<b>Implement all controls and monitor</b>									
<b>Medium Risk</b>	<b>Ensure all physical controls are in place and monitor throughout the task/activity</b>									
<b>High Risk</b>	<b>Extra controls required or consider stopping the task/activity</b>									

PERSONS AFFECTED					PPE REQUIREMENTS					
Members of Staff	X	Members of Public	X	Volunteers		Safety Footwear		Hi-Vis Clothing		Respiratory Protection
Visitors		Young Persons	X	Others		Hearing Protection		Eye Protection		Head Protection
Contractors		Vulnerable Adults				Gloves				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<p>All instructors will be trained in the activities that take place in school sessions. Instructors must read and understand all the health and safety risks that accompany these sessions.</p>	<p>A radio is carried at all times by instructors. Manager, and first aider, can be in contact with instructors at all times and if in case of emergency.</p>
Physical Controls	HSE & Other Guidance
<p>Health and safety signage and instructions situated around park and danger zones. Secure pens around animals and pond Hand washing facilities provided in multiple locations.</p>	<p>First aid boxes are supplied in this area and the equipment is checked regularly. We have trained first aiders amongst our staff who will assist in an emergency.</p>

<b>ACTIVITY SPECIFIC COMMENTS (On the day)</b>
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WAS THERE ANY CAUSE FOR CONCERN DURING THE ACTIVITY?

Signature of assessor(s):	
Review date:	