

Heeley City Farm General Risk Assessment – GROUP VISITS TO SITE

Please return (copies available from H and S Officer)

Nature of hazard	Who is at risk	Existing controls	Is there still a risk? If so is it high medium or low	Action needed if any	Action to be taken by	Date of review
E coli	Visitors, young people, children, contractors,	General cleanliness on farm, control of exposure to animals and their faeces, separate eating areas, hand washing facilities, good supervision, cages / pens kept clean and regularly disinfected, locks on fields and pens, clean tools in contact with faeces / animals, visitors encouraged to use footbaths on leaving farm	Medium	Supervisors to ensure daily that faeces is removed from paths, manure heaps kept tidy and separated from visitors, soap dispensers are all full, clear warning signage around the site. All people prohibited from eating in animal areas, daily filling of foot baths	Animal workers, youth team, ALDD team, all staff showing groups around site	

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<p>Large groups over crowding in animal areas, difficulty in observing all visitors, difficulty in accessing /supervising of hand washing</p>	<p>Visitors, staff, volunteers, young people, ALDD group</p>	<p>Split large groups into manageable numbers, decide risk assessment ratios prior to visit large groups sent information prior to visit, i.e. risk assessment, HSE visiting open farms guidance leaflet</p>	<p>Low</p>	<p>Large groups to arrange visits in advance, supervisors to arrange group numbers and ensure adequate staff cover to work to risk assessment ratios, and routes around farm to keep groups separated, farm staff should arrange nominated contact for visiting group, farm to ensure that a member of staff is nominated as coordinator for visit</p>	<p>All supervisors of group visits, farm staff, volunteers</p>	

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<p>Zoonoses</p> <p>Salmonellosis, cryptosporidiosis, orf, ringworm</p>	<p>Visitors, staff, volunteers, service users with LDD, young people, contractors</p>	<p>Regular visits from vet to check health of stock, animals showing signs of ill health / stress removed and put in restricted contact area, animals and cages / pens kept clean and regularly disinfected, clean tools in contact with faeces / animals, locks on fields and pens, animals that have just given birth to be housed in restricted areas, all people advised to have tetanus jab if skin broken whilst visiting farm</p>	<p>Low</p>	<p>Supervision, hygiene (hand washing), warning signage, All people prohibited from eating in animal areas</p>	<p>All supervisors of group visits, farm staff, volunteers</p>	

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Animal welfare	All animals - Large and small animal house	Large groups split into manageable numbers, visitors told to be calm and quiet and gentle around animals, visitors discouraged from handling animals unless suitable supervision present, only competent staff to handle animals, restricted access to animals, locks on cages, pens, fields, cage tops put on in small animal house, no animals to be chased, frightened or tormented	Low	On going supervision, training and included as part of induction, safe systems / guidance adhered to	All supervisors of group visits, farm staff, volunteers, young people	

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Infection through cuts, grazes, open wounds	Visitors, staff, volunteers, service users with LDD, young people, contractors	All cuts, grazes, wounds to be covered with plaster / gloves, dressing, visitors discouraged from sticking fingers staff into cages etc	Low	To ensure that wounds etc are covered, first aid kits regularly checked and restocked (green cabin, café, main office, ALDD base room), staff to ensure that 'these animals may bite' signs are displayed	Parents, teachers, supervisors, group organisers, farm staff, young people, volunteers	
Inappropriate clothing (trip hazard)	Visitors, staff, volunteers, service users with LDD, young people, contractors	All people to be advised to wear appropriate clothing, sturdy shoes, no high heels, wellies or steel capped boots if taking part in practical activities	Low		All supervisors of group visits, farm staff, volunteers	

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<p>Using tools</p>	<p>Visitors, staff, volunteers, service users with LDD, young people, contractors</p>	<p>All people to check tools are undamaged before using them, only to use tools when supervised and permitted to do so, all tools to be carried and stored correctly (points down), tools to be kept off main paths (stored upright or in barrows when not in use), tools to be cleaned at end of session, only competent people to use tools, tools to be put in store at end of session, all broken / damaged tools to be reported to farm staff</p>	<p>Low</p>	<p>Staff to check and maintain tools, tools talks before work sessions, staff to be familiar with tools individual risk assessments / safe systems of work</p>	<p>All supervisors of group visits, farm staff, volunteers</p>	

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Accidents	Visitors, staff, volunteers, service users with LDD, young people, contractors	All accidents to be recorded in farm accident books, all groups supervised (visiting staff / farm staff), first aid only to be administered by qualified first aiders	Medium	Staff to ensure visitors are aware of first aiders / first aid points	All supervisors of group visits, farm staff, volunteers	
Smoking	Visitors, staff, volunteers, service users with LDD, young people, contractors	Smoking prohibited in all buildings (offices, stables, café, sheds, stores, metal containers), fields, polytunnels, smokers to be encouraged to use behind Green Cabin / smoking areas on Richards Road, all visitors informed of smoking guidelines	Low	Staff to ensure prohibition signage is displayed	Parents, teachers, supervisors, group organisers, farm staff, young people, volunteers	

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Safeguarding	Visitors, staff, volunteers, service users with LDD, young people, contractors	No persons to work alone with young people / vulnerable adults unless CRB checked by farm and deemed competent to do so	Low	Staff to supervise to ensure child protection policy is adhered to	Parents, teachers, supervisors, group organisers, farm staff, young people, volunteers	

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<p>Fire</p>	<p>Visitors, staff, volunteers, service users with LDD, young people, contractors</p>	<p>Fire systems to be tested weekly, regular fire drills, fire marshals trained and appointed, clear fire exit signage, fire exits kept clear at all times, fire extinguishers maintained and weekly checked, all visitors informed of fire procedures and fire assembly point, registers/ group list kept by group organisers, smoking prohibited / restricted, flammable materials used and stored correctly, fire risk assessments reviewed and updated</p>	<p>Low</p>	<p>Staff to receive regular training / drills, all fire monitoring carried out and documented / recorded, all staff to be aware of fire risk assessments / COSHH controls / measures</p>	<p>All supervisors of group visits, farm staff, volunteers</p>	

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COSHH	Visitors, staff, volunteers, service users with LDD, young people, contractors	COSHH files to be kept and updated, all chemicals / material to be stored as COSHH assessment guidelines, chemical cupboards to be kept locked and only accessed by competent staff, COSHH materials only to be used with competent supervision and correct PPE, all chemicals/ materials to be least harmful available (COSHH / environmental policy)	Low	Staff to provide and correctly store PPE, staff to undertake appropriate training, adhere to safe systems of work	All supervisors of group visits, farm staff, volunteers	

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Lifting / manual handling	Visitors, staff, volunteers, service users with LDD, young people, contractors	All staff / group organisers to be familiar with safe lifting risk assessment / health and safety guidelines, All staff / group organisers to provide PPE and lifting aids, groups undertaking manual handling supervised by competent staff at all times, all groups given safe lifting guidelines before commencing tasks / work	Medium	Staff to maintain lifting equipment, Staff to ensure prior to visit that adequate PPE / equipment available	All supervisors of group visits, farm staff, volunteers	

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Trip hazards	Visitors, staff, volunteers, service users with LDD, young people, contractors	All areas to be kept clear and clean. All spillages to be cleaned up immediately / wet floor signs displayed, appropriate foot wear to be worn, all leads, cables /hosepipes not trailed across paths / covered if going across paths, paths and flooring checked weekly for trip hazards i.e. rips in flooring materials, holes in paths, step edges to be highlighted, main paths to be gritted in cold weather, ramps regularly maintained to ensure anti slip surface is intact, all tools to be used and stored correctly to avoid trip hazards.	Low (medium in wet and cold weather)	Staff to be aware of slips and trips risk assessment, all staff to keep paths / floors clear and clean daily	All supervisors of group visits, farm staff, volunteers	

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Assessors name in full ...Aloysius Lalloo.....

Date of assessment ...16/03/09.....

Assessors signature