

Risk Assessment

Farm Site: Densholme Care Farm
Farmer: Denys Fell
OS Grid Ref: TA 1843 3301
Date of Completion: **January 2017**
Review date: January 2018
Compiled by: Sara Foster, Care Farm Supervisor
Contact Details: Densholme Care Farm, Hull Road, Great Hatfield, East Yorkshire, HU11 4UX
 Tel: 01964 532640
 Email: admin@densholmefarm-action.co.uk Web: www.densholmefarm-action.co.uk

Full First Aider: Sara Foster (also Appointed Person)
Emergency First Aid: Jayne Howland
Accident Book: In the Health & Safety file, top drawer of cabinet in classroom.
Local Doctors Surgery: 37 Eastgate, Hornsea, HU18 1LP
 Tel: 01964 530350

Local Hospital: 37 Eastgate, Hornsea, HU18 1LP
 01964 533146
 Minor Injuries Unit: 7 days a week, 9am-5pm (incl. Bank Holidays)

Nearest A&E Dept: Hull Royal Infirmary, Anlaby Road, Hull
 01482 875875

Local Taxi Nos: Star Cars - 01964 533247
 Purdy's - 01964 536843
 JB - 01964 534802
 53 - 01964 535353

Policies in place: Animal Welfare, Environmental, Fire Safety, Safeguarding Children, Disciplinary, Smoking, Anti-Bullying, Equality & Diversity, Safeguarding Adults, Volunteer, Health & Safety, Whistle-blowing, Data Protection, Safe Working, Sickness.

RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents. Further details can be found in the HSE leaflet 'Reporting Accidents and Incidents at Work'.

Actual injury: Appropriate first aid provision, including:
 Accident book must be completed.
 Trained staff members on site.
 Appropriately stocked first aid kit.
 Emergency contact numbers for clients on file frontage.
 Local emergency contact numbers.

DEFIBRILLATOR available next door at the Wrygarth Public House and the code is on the inside of the front cover of the Health & Safety file.

Risk Assessment Index Sheet

- Gardening and Horticulture Page 3
 - Animal Activity Page 4 + 5
 - Farm machinery/equipment Page 6 + 7
 - Environment Page 8 + 9
 - Amenity Building Page 10
 - Garden Office Page 11
 - Bee-keeping Page 11
 - Activity Trail Page 12 + 13
 - Health & Safety Policy Statement of Intent Page 14
 - Appendices - interim additions Page 15
-
- Reporting Accidents & Incidents at Work - A Brief Guide (HSE).
(available with hard copies only)

Gardening & Horticulture

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Use of Tools</u>	<ul style="list-style-type: none"> • Injury from tools to self & others 	M	<ul style="list-style-type: none"> • Instruct on the correct use transportation & storage of tools in use; • Tidy tools away; • Ensure tools are in good working order; • Use protective equipment when necessary; • Ensure adequate supervision levels.
<u>Lifting</u>	<ul style="list-style-type: none"> • Risk of overload, muscular injury or accident to self & others 	M	<ul style="list-style-type: none"> • Ensure correct equipment is used as necessary; • Advise & demonstrate appropriate moving & handling techniques;
<u>Paving</u>	<ul style="list-style-type: none"> • Lifting/manoeuvring pavers • Injury from accidentally dropping pavers 		<ul style="list-style-type: none"> • Only lift when necessary; • Ensure adequate supervision levels and assistance available.
<u>Digging</u>	<ul style="list-style-type: none"> • Risk of muscular injury, damage to feet/hands to self & others 	M	<ul style="list-style-type: none"> • Ensure equipment is in good working order; • Ensure advice & demonstration of correct equipment usage; • Ensure correct posture adapted; • Take regular breaks; • Use protective/appropriate footwear & clothing.
<u>Weeding</u>	<ul style="list-style-type: none"> • Risk of muscular damage or injury to hands 	L	<ul style="list-style-type: none"> • Advise & demonstrate correct techniques; • Take regular breaks; • Wear protective gloves & clothing.
<u>Cutting/ Pruning</u>	<ul style="list-style-type: none"> • Injury from knives/secateurs 	H	<ul style="list-style-type: none"> • All cutting to be done under close supervision; • Ensure tools are in good working order; • Advise upon & demonstrate correct techniques;
<u>Sawing Logs</u>			<ul style="list-style-type: none"> • Individually risk assess; • Wear protective clothing, especially gloves; • Small group activity only.
<u>Planting/ Harvesting</u>	<ul style="list-style-type: none"> • Contamination from soil; • injury to hands & feet or muscular strain. 	L/M	<ul style="list-style-type: none"> • Advise on correct techniques; • Ensure tools are in safe working order; • Wear appropriate protective equipment; • Advise on soil handling & correct hand washing techniques; • Appropriate supervision.
<u>Poisonous fungi/plants</u>	<ul style="list-style-type: none"> • Risk of rash/illness from touch/ingestion 	M/H	<ul style="list-style-type: none"> • Advise on risk element & correct handling techniques; • Only handle if necessary & under close supervision; • Follow correct first aid/emergency procedure as necessary.
<u>Polytunnel</u>	<ul style="list-style-type: none"> • Risk of overheating/feeling claustrophobic • Trip hazard on entry 	L	<ul style="list-style-type: none"> • Ventilate as appropriate; • Close supervision and explain any risks; • Warn individuals about what to expect whilst

Animal Activity

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Animal Contact</u>	<ul style="list-style-type: none"> • Infectious diseases (zoonosis & toxoplasmosis) from animal to human; • Local/national outbreaks; • Danger to pregnant women of infections that can affect female sheep and which could be passed to pregnant women including chlamydia, toxoplasmosis, listeriosis and Q fever. Risk can also extend to cows and goats and is present all through the year, not just at lambing time. 	<p style="text-align: center;">M</p> <p style="text-align: center;">L</p>	<ul style="list-style-type: none"> • Only use animal contact areas; • Protect any breaks in the skin; • Wear gloves; • Avoid contact with eyes & mouth; • Correct hand-washing techniques; • Advise on correct procedures; • Supervision. • Follow recommended action by Defra. • Pregnant women to avoid close contact with sheep during lambing; • do not deliver lamb/calves/kids; • do not milk ewes; • use welly washes provided; • avoid contact with aborted or miscarried lambs and afterbirth, fluid or contaminated materials such as bedding; • ensure correct hand-washing after contact; • clothing worn during contact should be washed separately to other washing.
<u>Welly Wash</u> (to minimise cross-contamination)	<ul style="list-style-type: none"> • Mild bleach solution used (reaction); ingestion possible • Possible trip/slip hazard 	L	<ul style="list-style-type: none"> • Explanation to all about using the facilities; • Placed in visible walk areas; • Correct storage of bleach; • Clear signage provided; • Use of correct fluids; • Regularly checked for wear and tear.
<u>Cleaning out animal accommodation</u>	<ul style="list-style-type: none"> • Risk of injury from equipment; • Slips/trips; • Close proximity to the animals. 	L	<ul style="list-style-type: none"> • Protect any breaks in the skin; • Wear protective clothing & gloves as necessary; • Avoid contact with eyes & mouth; • Correct hand-washing techniques; • Advise on correct procedures; • Supervision; • Use welly washes provided; • Clean footwear following activity; • Masks to be available if required; • Regular cleaning out to prevent disease build-up.
<u>Animal Security</u>	<ul style="list-style-type: none"> • Injury from open/closing gates & enclosures; • Electric fence 	L/M	<ul style="list-style-type: none"> • Map of animal enclosures; • Awareness of risk to be highlighted; • Advise on correct techniques & not to climb on

			<ul style="list-style-type: none"> • Adequate supervision.
<u>Handling Animals</u>	<ul style="list-style-type: none"> • Kicking, biting, trampling, pecking; • Mites. 	M	<ul style="list-style-type: none"> • Correct advice prior to entering any enclosures/using animal contact areas; • Correct handling techniques explained/demonstrated; • Close supervision at all times; • Advice on animal behaviour/staff to be aware.

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>General Environment</u>	<ul style="list-style-type: none"> • Injury from electric & barbed wire fences 	L	<ul style="list-style-type: none"> • Warn of potential risk; • Close supervision; • Warning signs; • Correct use of electric fences; • Roped off areas as necessary.
<u>Farm Machinery</u>	<ul style="list-style-type: none"> • Tractors, grass cutters, trailers, tools, ladders (stationary or in use); • Injury from climbing/tampering with machines; 	L	<ul style="list-style-type: none"> • No machinery left unattended whilst in use; • Ensure all equipment is in good working order; • Awareness of any deliveries to the farm; • Close supervision at all times; • Advise on potential risks.
<u>General Construction Activities</u> (gates/fences/sheds/chicken coops/horse shelter)	<ul style="list-style-type: none"> • Lifting heavy items; • Cuts/scrapes/bangs; • Bending at awkward angles; • Unfamiliar tasks/processes. 	M/H	<ul style="list-style-type: none"> • Full explanation/demo of each stage of the activity; • Clear roles identified; • Close and constant supervision; • In tact tools and equipment; • Regular breaks/change of posture; • Individual monitoring according to ability.
<u>Fence building/repair</u>	<ul style="list-style-type: none"> • Cuts/scratches from wire; • Injury from any equipment used; • Danger from the environment, eg animals, roads, machinery. 	M	<ul style="list-style-type: none"> • Clear advice on potential risks; • Clear explanation of equipment use; • Close assessment/supervision during each activity stage; • Wear gloves/protective clothing; • If near the roads, very close supervision and use of high visibility clothing. Staff to be at the roadside.
<u>Mixing concrete</u>	<ul style="list-style-type: none"> • Inhalation of cement mix; • Injury from mixer; • Pushing heavy wheelbarrow. 	M	<ul style="list-style-type: none"> • Clear advice on potential risks; • Appropriate protective clothing; • Close supervision throughout; • Advise regular breaks/posture change; • Demonstration of correct techniques.
<u>Riding on the tractor/trailer</u>	<ul style="list-style-type: none"> • Falling off/out; • Cuts, bruises, sprains, breaks. 	M/H	<ul style="list-style-type: none"> • Close supervision at all times; • Full clear explanation of risks; • Correct techniques for ascent/descent (use of stool); • No keys left in tractors.
<u>Partition in the tractor barn</u>	<ul style="list-style-type: none"> • Risk of trapping. 		<ul style="list-style-type: none"> • Close supervision; • Only to be moved by staff.

<p>Farm machinery Stage Paint Ladders Grain dust</p>	<p>environment and sharp edges. Harmful if ingested/inhaled.</p>	<ul style="list-style-type: none"> • Constant supervision. • Tidy environment. • Highlighting of risks. • Barriers to be used as appropriate. • Appropriate storage. • Demonstration of safe techniques. • Only Denys to fill up with fuel.
<p>Boiler</p>	<ul style="list-style-type: none"> • Burning • Electrocutation • Risk if tampered with • Cuts, hot pipes 	<ul style="list-style-type: none"> • Boiler to be segregated by use of barriers • Constant supervision. • Only staff to operate. • Servicing according to Manufacturer's instructions. • Installed by recognised installers with correct venting, etc.

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Pond</u>	<ul style="list-style-type: none"> Slips & trips into the water - possible injury or drowning 	H	<ul style="list-style-type: none"> Close supervision at all times; Raise awareness of the pond and its dangers; Clear labelling; Risk assess specific activities.
<u>Walking/ terrain</u>	<ul style="list-style-type: none"> Uneven due to being archaeology site - slips/trips/falls; Molehills 	M	<ul style="list-style-type: none"> Advise visitors of main risk areas; Supervision as required; Ensure terrain is in good repair (fill in/flatten) if necessary.
<u>Weather Conditions</u>	<ul style="list-style-type: none"> Feeling unwell or uncomfortable in weather extremes 	L	<ul style="list-style-type: none"> Constant review of conditions and continual assessment of individuals' needs and presentation; Wearing of correct clothing and footwear; Application of sun-cream; Risk assess specific activities.
<u>Pathways/ Ramps</u>	<ul style="list-style-type: none"> Slipping on greasy or icy surfaces; Falling off paths/ramp. 	M	<ul style="list-style-type: none"> Keep areas clean and tended throughout the seasons; Rock salt/gravel to be applied; Application of non-slip varnish. Visual inspection during wet/icy weather. Frequent re-assessment and visual inspection during opening hours. Snow/ice to be cleared before opening hours.
<u>Visitors to the Farm</u>	<ul style="list-style-type: none"> Planned visitors: eg day care appointments, volunteers, school/group visits. Unscheduled: Due to vulnerable adults attending unknown potential risk. 	L M/H	<ul style="list-style-type: none"> Appointments to be agreed and put in diary; All to be aware of any scheduled visitors and their purpose; Explain to clients and ensure appropriate supervision. Staff to approach unknown visitors and ascertain their purpose. To decide on appropriate action.
<u>Inappropriate Behaviour</u>	<ul style="list-style-type: none"> Changes in mood/behaviour of clients/visitors; Inappropriate language and conduct; Miscellaneous expressed concerns. 	M/H	<ul style="list-style-type: none"> Staff to be aware of individual's needs as far as possible; Close supervision at all times; Appropriate de-escalation techniques to be adopted as necessary; Explanation of expectations at induction (with reminders); Advance visits prior to attendance; Contact details of carers.
<u>Bonfires - Building and watching.</u>	<ul style="list-style-type: none"> Risk of scratching and cutting on wood. Uneven ground surface. Risk of burning from 	L/M	<ul style="list-style-type: none"> Explanation of the process. Assessment of the environment. Appropriate supervision. Explanation of risk. Continuous risk

			monitoring of the bonfire. Constant supervision and prompts.
<u>Chemicals</u>	<ul style="list-style-type: none"> Swallowing/Inhalation/Burns/Rashes 	M/H	<ul style="list-style-type: none"> Correct storage; Information as to where being used; Close supervision and monitoring; Wearing correct protective equipment; Products clearly labelled; Aware of possible side-effects.
Medication Only to be given on the instructions of the parent/carer and brought in by the client. DCF do not hold medication or provide.	<ul style="list-style-type: none"> Over/inappropriate use; Medication taken by individuals not prescribed for; Adverse reactions. 	M/H	<ul style="list-style-type: none"> Used appropriately and for sole recipient as indicated on packaging; Clear instructions for individual concerned; Stored and labelled appropriately; Authorisation given by parent/carer; Emergency contacts on hand;
<u>Transportation off-site</u> either via staff/volunteer cars and/or coaches/mini bus	<ul style="list-style-type: none"> Authorisation not obtained Road Traffic Accidents Uninsured Drivers Not suitably secured belts; Un-roadworthy vehicles; Inappropriate behaviour; 	L/M/H	<ul style="list-style-type: none"> Consent obtained in PPD form/specific consent forms. Authorised drivers to provide DBS clearance and driving licence. Vehicles to have current MOT certificate and relevant insurance in place. Drivers to ensure seatbelts are worn by passengers. Passengers to be supervised/monitored on journey and advised of suitable behaviour prior to journey. The use of a reputable coach company/drivers which carries first aid provision and has seat belts fitted. driven by an experienced driver who is familiar with the vehicle; well maintained and serviced bus conforming with relevant standards; emergency contact details for DCF and carers; sufficient staff supervision; knowledge of travel route.

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Hot Drink Making</u>	<ul style="list-style-type: none"> • Risk of burns from steam/boiling water 	M	<ul style="list-style-type: none"> • Ensure supervision when necessary; • Correct use of kettles; • Continual assessment and observation of clients; • Ensure equipment is in good working order.
<u>Use of Microwave</u>	<ul style="list-style-type: none"> • Risk of burns/scalds from steam, hot food and hot plates 	M	<ul style="list-style-type: none"> • Ensure clients are aware of the risks; • Close supervision of use of the microwave; • Advice and support as necessary; • Ensure equipment is in good working order.
<u>Use of Oven/Hob</u>	<ul style="list-style-type: none"> • Risk of burns from hot food and utensils 	M	<ul style="list-style-type: none"> • Ensure clients are aware of the risks; • Individual assessments and close supervision on an individual basis; • Advice and support as necessary; • Ensure equipment is in good working order.
<u>Environmental</u>	<ul style="list-style-type: none"> • Slips, trips, falls within the general environment 	L	<ul style="list-style-type: none"> • Ensure cables/wires are secured; • Ensure a tidy environment; • Immediate cleaning of water & food debris; • Secure door when open.
<u>Using Nutribullet</u>	<ul style="list-style-type: none"> • Electricity • Blade • Allergies • Digestion certain seeds and pits. • Ingestion of excessive produce. 	L	<ul style="list-style-type: none"> • Only to be used by someone with a Food Hygiene/Safety certificate and under their supervision. • Only person with certificate as above to operate the machine. • Close supervision and never leave unattended. • Apple seeds, cherry pits, peach pits, apricot pits and plum pits <u>not</u> to be used. • Medical history obtained.

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Accessing and exiting the office</u>	<ul style="list-style-type: none"> Slipping or tripping; Climbing over shrubs. 	L	<ul style="list-style-type: none"> Clear access route indicated; Shrubbery planted to ensure correct access; clear border; Levelled gravel pathway; Non-slip lino in situ.
<u>Use of doors</u>	<ul style="list-style-type: none"> Not seeing the glass French doors, banging into them; Being hit by unsecured doors. 	L	<ul style="list-style-type: none"> Pictures stuck on glass door; Hinge to secure doors back; Locked when not in use.
<u>Shed siting and structure</u>	<ul style="list-style-type: none"> Inappropriately built 	L	<ul style="list-style-type: none"> Building erected according to manufacturer's instructions by competent workers; Frame secured to concrete base.
	<ul style="list-style-type: none"> Fire risk 	L	<ul style="list-style-type: none"> Electrics installed to required standards by certified electrician; Emergency lighting fitted; Fire extinguisher in situ.

Bee-Keeping

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
<u>Keeping bee hives in the woodland</u>	<ul style="list-style-type: none"> Swarming; Potential stinging by the bees; Allergic reaction to sting; Individuals may be distressed by presence of the bees. 	M	<ul style="list-style-type: none"> Clear signs indicating bee presence and distance; Reminders of warnings provided if any activity taking place in the area; Grass remains high/uncultivated in this area; Bees kept according to good practice. Advice provided by the bee-keeper; General advice provided to people accessing this area; Hives to be monitored and maintained by the bee-keeper. Any concerns to be reported to him. First aider on site to remove bee sting promptly; Call 999 if fear of anaphylaxis; If swarming, contact bee-keeper immediately; Contact details of bee-keeper: Liam - 07437 228706.

Prepared by: Sara Foster

Date: 3.1.17

Safety Checks for Activity Trail to be stored in Risk Assessment file and Appendix sheet available for necessary amendments during the year.

Please refer to Playdale Playgrounds Ltd Risk Assessment Toolkit (13.08.13) for full manufacturing specifications and details or www.playdales.co.uk.

A summary of the main points:

- All products are independently tested by a third party to British Standards and TUV prior to release;
- The company carry out full FEA and physical tests;
- ISO 9001: 2000 registered company;
- All manufacturing and processes are continually monitored and audited externally by the British Standards Institution;
- All installation systems and process are audited internally and externally and follow specific installation instructions.

The products are independently tested and Kitemarked and are registered to ISO 9001 and European Standard BSEN 1176 and 1177.

The company is a member of ROSPA.

The materials are guaranteed for 20 years (timber) and 25years (stainless steel).

The installation can be viewed as a detailed pictorial plan and is summarised below:

- Tyre traverse
- Log walks
- Clustered stilts
- Mini suspension bridge
- Intertwine
- Zig zag stepper
- Cross beams
- Standing stilts
- Scramble climber
- Tunnel
- Web traverse
- Balance beam

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>
Using the trail	Equipment Failure	L	Materials and manufacture comply to a range of BSI standards (refer to specifications). Installed by recommended contractors following specific installation instructions. Regular maintenance checks and documented procedure (stored in front of Risk file)
	Dirty / wet equipment	M	Not accessed in adverse weather conditions. Inspection prior to use. Advice provided according to weather conditions. Excessive dirt to be cleaned off as necessary.
	Security/ inappropriate access	L	Only to be used under correct supervision of responsible adult/staff. Clear signage and warnings to indicate above. Secure fencing and gate surrounding area.
	Incorrect use of the activity trail Slip, trips and falls. Entanglement Knocks, scrapes and collisions	L M	Demonstration of equipment and guidance to be given prior to use as necessary. Designed to be suitable for all ages with minimal height and low complexity equipment incorporated into the design. Constant supervision to be provided. Correct footwear and clothing to be worn. Advice regarding appropriate behaviour and actions to be provided initially and subsequently as and when necessary. <ul style="list-style-type: none"> • No more than two people on pieces of equipment at any one time. • One-way system in operation to avoid collision. • No playing under the equipment whilst in use. • No jumping from a height. • Hold on to the equipment at all times. • No rushing or crowding on the equipment.

1. Densholme Community Care Farm recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the persons responsible for Health and Safety (Denys Fell/Sara Foster) recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. Densholme Community Care Farm, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment;
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce;
 - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment;
 - d) Making regular assessments of risks to employees;
 - e) Taking appropriate preventative/protective measures as identified by risk assessment.
3. In order that the Farm can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Farm or anyone else concerned, to ensure that their obligations are performed or complied with.
4. Densholme Community Care Farm will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Farm and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. Densholme Community Care Farm is also committed to the continuous development and improvement of the Farm's health and safety management system. The Farm will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Farm agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Farm so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:



Name: Rachael Fell-Chambers

Date: 20.03.17

Appendix (to be read alongside the current Risk Assessment)

<u>ACTIVITY</u>	<u>RISK</u>	<u>RISK LEVEL</u>	<u>CONTROLS</u>

