

RISK ASSESSMENT

(SCHOOLS PACK)



HALL FARM PARK

South Kelsey
Market Rasen
Lincoln LN7 6PR

Initial Assessment undertaken:

Date _____

Signed _____

Assessment Reviews – annually or as stated below:

16.10.09 Tracy Knapton – delete bale stacks
Disease, e-coli, salmonella & clostridium

23.03.11 Tracy Knapton – re NFAN Code of Practice

General Notes

As much as we can do to stop them, we acknowledge there will always be instances out of our control - ie risk of people falling and hurting themselves.

Provision has been made to allow the easy access of emergency vehicles.

First Aid and telephone provision is provided in the Entrance Building.

Members of staff to be updated in First Aid and Health & Safety issues and courses attended as applicable. Staff will be encouraged to act on or report any potential problems to management.

Staff to ensure they have had up to date Tetanus vaccinations

Books/leaflets/advice on Risk Assessment, Health & Safety etc will be gleaned from the Health & Safety Executive, Police, Fire etc as appropriate.

Health and Safety information detailing risks, clothing etc will be made available prior to school visits.

First Aid boxes will be regularly checked.

Contingency Plan prepared detailing staff medical notes, telephone numbers etc.

Accident Book to be kept.

Electrics and electrical equipment to be regularly maintained.

Staff must never deal with 'distressed' or 'difficult' visitors alone; senior help must be sought

Young Person's Risk Assessment

This is incorporated into the main Risk Assessment.

A young worker is someone who has not yet attained 18 years of age. Young workers include full and part-time employees and those undergoing training or work experience.

Young workers are recognised to be at increased risk of injury because of their immaturity and inexperience, which may consequentially lead to a lack of awareness of risks. In addition, Young Workers may be physically immature which may make them more prone to injuries from lifting and handling.

Control – the risks noted in this Risk Assessment also apply to young workers. Management will pay particular attention to the level of information, instructions and health and safety training provided to the young person. The level of supervision provided to a young person may need to be greater, particularly where they are undertaking tasks with a risk of injury. Where the risk of injury to the young person from a work task is significant, this task will be prohibited.

RISK: ANIMALS		
Hazard	People who are at risk	Controls
Biting by animal	Staff & Visitors	<p>Gates are half-meshed to prevent small children poking their hands through</p> <p>Careful selection of animals for the Farm Park. Animals will be used to people</p> <p>Advisory signs warning animals may bite</p>
Dust	Staff & Visitors	<p>Building well ventilated to minimise dust from bedding</p> <p>Good quality bedding and feed used</p> <p>School parties to bring inhalers if children are prescribed them</p>
Disease:- e-coli salmonella clostridium diseases	Staff & Visitors	<p>Make sure children do not kiss the animals</p> <p>Always wash hands after contact with animals – hand washing facilities are provided in the animal shed and in main entrance building</p> <p>Visitors verbally told to wash hands whenever possible and always after supervised activities – ie tractor rides and lamb feeding</p> <p>Health & Safety advice leaflets provided to schools upon booking with one particularly focussing on e-coli</p> <p>Hygiene and advisory notices displayed</p> <p>Spades & forks to be located away from visitors</p> <p>Walkways to be kept clean</p> <p>Animal pens cleaned and freshly bedded daily</p> <p>Areas including gates disinfected as required</p> <p>Trained staff available to give advice and assistance</p>

Hazard	People who are at risk	Controls
		<p>Separate non contact areas for consumption of food and drink and playing</p> <p>Sick and new born animals kept in isolation away from visitors</p> <p>Animals are always moved in contact areas only and if possible when the Park is closed to visitors</p>
Pregnant Sheep and lambs	Staff & Visitors	Pregnant ladies – risk of miscarriage (Enzootic Abortion). Signs displayed
Escaping Animals	Staff & Visitors	Make sure all fences and gates are kept in good repair

RISK: GOAT WALKING		
Hazard	People who are at risk	Controls
Disease, c-coli, salmonella, clostridium diseases	Staff & Visitors	<p>Signage and verbal directions stressing importance of washing hands after handling goats</p> <p>No food to be consumed whilst goat walking</p> <p>Goats to be walked in a dedicated area with staff supervision only. Area closed at all other times of the day</p> <p>Walkway to be fully cleaned after each goat walking session</p> <p>Shoe cleaning facilities available (disinfectant dip & brush)</p>
Pulling by goats	Visitors	<p>Children are never allowed to walk a goat without a responsible adults</p> <p>Circular walk – one way only to avoid collisions</p>

RISK: LAMB FEEDING		
Hazard	People who are risk	Controls
Disease – e-coli etc	Staff & Visitors	<p>Signage and verbal directions stressing importance of washing hands after feeding lambs</p> <p>Lambs inside a gated pen and visitors feed them from the outside</p> <p>Gates disinfected daily</p> <p>Lamb bedding changed daily</p> <p>Bottles kept to a high hygiene standard</p>

RISK: ANIMAL BARN		
Hazard	People who are at risk	Controls
Fire	Staff & Visitors	<p>Fire extinguishers provided – serviced as manufacturers recommendations</p> <p>Exit doors clearly marked</p> <p>Walkways to be kept clear</p> <p>Staff to be trained in fire procedure</p> <p>Assembly point is the Heritage Shed</p>

RISK: INDOOR PLAY BARN		
Hazard	People who are at risk	Controls
Risk of injury	Visitors	Advisory signs displayed showing: 1. safe use of play equipment 2. do not leave children unattended 3. parents/guardians are responsible for their children at all times
Sand – going in eyes	Visitors	Advisory signs stipulating no throwing of sand
Dirty Sand	Visitors	Regular checking of sand to ensure cleanliness
Danger of tripping up when going into sand pit	Visitors	The wall to be painted white
Pedal Ride-On's	Visitors	Risk - minimal
Spectator Area – food and drink	Visitors	Plastic cups only for drinks
Bouncy Castles – bumps	Visitors	Safety signs to encourage good behaviour – no somersaults or rough play Segregation of younger & older children by means of 2 bouncy castles Restrict number and maximum size of user as specified by the operations manual Safety mats of at least 25mm thickness but not more than 125mm and extending for a distance of at least 1.2 metres from the open side
Bouncy Castles – falling	Visitors	Height of user should not exceed the height of the bouncy castle outer wall Safety mats of at least 25mm thickness but not more than 125mm and extending for a distance of at least 1.2 metres from the open side

Hazard	People who are at risk	Controls
Bouncy Castles – accidents caused by loss of pressure	Visitors	<p>Annual inspection carried out by a Pipa registered inspector</p> <p>Daily checks by staff for signs of wear & tear, holes etc.</p> <p>Blower/inflation tube connections in good condition and firmly fixed</p> <p>Sufficient air pressure to give a reliable and firm footing</p>
Electrical Hazards	Staff & Visitors	<p>Blowers guarded at inlet and outlet</p> <p>Blower unit out of contact of visitors</p> <p>Electrical installation conforms with BS7671 requirements</p> <p>Electrical cables adequately secured away</p>
Fire	Staff & Visitors	<p>Doors located in every side of the building – clearly marked and free from obstruction</p> <p>Fire alarm fitted and serviced as manufacturers recommendations</p> <p>Fire extinguishers supplied – serviced as manufacturers recommendations and in accordance with BS5306</p> <p>Staff to be trained in fire procedure</p> <p>No smoking sign prominently displayed near bale stack</p> <p>Sign located on entry to the slide explaining safe use</p> <p>Solid side on walk-way up to slide as per manufacturers instructions</p>

RISK: OUTDOOR PLAY AREA		
Hazard	People who are at risk	Controls
Risk of falling from equipment	Visitors	Safety surfaces for play equipment in accordance with the European safety standard height regulations
Risk of falling from trampolines	Visitors	Safety nets on all trampolines Trampolines to be set in open space (not near other equipment)
Risk of injury	Visitors	Play equipment made to the new European standard regulations All play equipment regularly checked for good repair Advisory signs displayed showing: 1. safe use of play equipment 2. do not leave children unattended 3. parents/guardians are responsible for their children at all times

RISK: PEDAL GO-KARTS		
Hazard	People who are at risk	Controls
Risk of injury from crashing	Visitors	Limit the number of Go-karts on the track at any one time Rubber tyres located at corners
Mechanical Problems	Visitors	Keep Go-carts well maintained – daily check

RISK: UNDER 5's AREA		
Hazard	People who are at risk	Controls
Risk of injury	Visitors	Advisory signs This area to be strictly for those aged under 5 years of age

RISK: ENTRANCE BUILDING		
Hazard	People who are at risk	Controls
Toilets and Welfare Facilities – germs	Staff & Visitors	Clean, well-ventilated toilets Wash basins – with hot and cold water and anti bacterial soap. Advisory signs on correct hand washing procedures Disposable paper towels or hand drier All facilities will be regularly cleaned and disinfected as appropriate
Disinfectant / Bleach: Ingestion Spillage	Staff	Staff will be encouraged to read the safety labels on the cleaning products
Slipping on un-carpeted floors	Staff & Visitors	All spillages will be mopped up immediately it becomes known and finished off with a dry paper towel Wet-floor signs displayed
Carpets	Staff & Visitors	Carpets to be kept in good repair to avoid rucking and tripping
Trapped fingers in doors	Staff & Visitors	Doors to be fitted with hinge-guards as appropriate
Burns from hot water	Staff & Visitors	Water temperature to be regulated
Fire	Staff & Visitors	Doors clearly marked and free from obstruction Fire alarm fitted and serviced as manufacturers recommendations Fire extinguishers supplied – serviced as manufacturers recommendations Staff to be trained in fire procedure

RISK: GENERAL SITE		
Hazard	People who are at risk	Controls
Reed Bed – ingestion drowning	Staff & Visitors	Area fenced and with warning signs No public admittance to area

RISK: CAR PARK AND DRIVEWAY		
Hazard	People who are at risk	Controls
Injury from moving vehicles	Staff & Visitors	Speed limit signs Signs to warn drivers of the presence of children

RISK: PICNIC AREA & NATURE WALK		
Hazard	People who are at risk	Controls
Poisonous Plants	Staff & Visitors	There are no known poisonous plants on the Farm Park – risk minimal
Tripping Up	Staff & Visitors	Regular maintenance of paths and picnic area
Picnic Benches	Staff & Visitors	Will be maintained in good order – minimal risk
Litter	Staff & Visitors	Dustbins provided Regular checks by staff
Trees / Hedges – low branches	Staff & Visitors	Will be maintained to reduce risk of low branches
Nettles / Brambles – stings & scratches	Staff & Visitors	Low risk – need regular cutting back
Micro organisms	Staff & Visitors	Located in an animal non contact area but accessed through animal contact pathway so wash hands on completion

RISK: TRACTOR AND TRAILER RIDES		
Hazard	People who are at risk	Controls
Tractor Rides – trailer	Visitors	<p>Edge protection / guard rails as per the Health & Safety guidance for children on trailers</p> <p>Tractor & trailer to be kept in good order and serviced as manufacturers recommendations</p> <p>Seating provided and secured to trailer</p> <p>All passengers must be seated</p> <p>Safe mounting and dismounting – will be supervised by staff</p> <p>No un-accompanied children</p> <p>Notices in trailer advising no standing and keeping of all body parts inside the trailer</p> <p>Wheelchairs can only be lifted on to the trailer if there is consensual agreement between the farm park staff and the visitor</p> <p>Wheelchair occupants to take the ambulance chair position and clear establishment of person to be in control of lifting</p>
Disease – E-coli Salmonella Clostridium diseases	Staff & Visitors	<p>Always wash hands after contact with animals</p> <p>Hand wipes distributed after feeding of cattle</p> <p>Whilst on the trailer, visitors are advised to wash hands when they disembark</p> <p>Hygiene notices displayed on the trailer</p>