Yorkshire Wildlife Trust

Task Risk Assessment

PART A: What are you risk assessing?

Assessor: Annie Russell	Job title / role: Education Officer	Line manager check (if applicable) Ian Smart
Date of assessment: 29/05/2015	Date for revision: 29/05/2016	Other related assessments – give filename/s (eg. site or task): Stirley Farm Site Assessment SRA 79
Activity / Task: Fun Farming	Date of task: Ongoing	RA Reference Number: TRA 834 (See **Task** Risk Assessments tab of Risk Assessment Log)
Site/s or Location: Stirley Community Farm	Postcode and/or OS Grid Ref: HD4 6RP	Facilities/welfare on site (eg. toilets): Toilets behind porter cabin, indoor space, hot water hand washing, first aid kits.
Weather conditions (complete on the day):	Other unexpected factors noted prior to activity but after risk assessment (complete on the day):	

PART B:

Use this section to plan what you would do in the case of an accident or emergency incident	
First aid cover required (see code of practice 1)	Emergency first aid at work (1 day) ☐ or First aid at work (3 day) ☒ Name of first aider/s: Annie Russell First aid kit requirements: First Aid Kit
Accident reporting (see code of practice 3)	Location of accident book/s and Incident forms: Porta Cabin
Nearest A&E details	Hospital Huddersfield Royal Infirmary Address: Acre Street, Huddersfield, HD3 3EA Tel: 01484 342000 Map or directions to hospital attached? ☐
Communications in the event of emergency	Location/s of nearest landline/s: Porta Cabin / Cre8 / Office Mobile phone must always be carried Location of strong signal (eg. entrance, top of hill): Car Park Which network?: 02 Alternative means of communication if necessary:

Emergency Access locations/terrain etc.	Ambulance ☒ or 4WD ☐ or Air ambulance ☐ Access point/s location/s, nearest postcode and grid reference/s: SE 14641 13945 – Ladyhouse Lane entrance Map showing access routes attached? ☐

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Slight	Moderate
Likely	Slight	Moderate	Substantial
Very Likely	Moderate	Substantial	Intolerable

PART C: Assessing the Risks

Using the list of common risks above and considering the other aspects of your activity please assess each risk below

Hazards/hazardous events	**Who is affected and how many people?** (staff, contractor, volunteer, public, vulnerable group/s)	**Typical outcome** eg. minor injury, serious injury, death	**How will the risk be controlled?** Completed by whom and when? How will the control measure be communicated? (see Code of Practice 8 for advice on PPE)	**Remaining Risk Level** Likelihood / Severity matrix eg. likely x harmful = moderate
Moving vehicles – disembarking from bus and moving through car park.	**All**	**Minor injury – death.**	**Arrange a meeting point with teacher during pre-visit. Ensure that all farm staff are aware of visit and that a safe route is agreed which will be kept clear of farm traffic. Brief group that no children to move through car park unaccompanied. Move around site in orderly file in pairs with teachers front and back.**	**Slight**
Public walking through farm yard.	**All**	**Minor to serious harm.**	**Ensure that all children (groups and individuals) are accompanied by a CRB checked member of staff at all times.**	**Slight**
Cows in fields – charging / kicking	**All**	**Minor injury to death**	**Plan a safe route through fields, keeping a fence between the group and the cows where possible. Stick to field edges. Keep a safe distance from the herd at all times. Group to be briefed on behaviour before entering field. Do not attempt to walk in the fields when cows have new calves or to enter field with the bull.**	**Moderate**
Infection from E-coli or other bacteria present in cow dung.	**All**	**Minor illness to death.**	**Wash all gates and paved areas prior to visit. Brief group that they must not touch gates / cows and that they must wash hands thoroughly before eating or touching faces / mouths. Boots to be cleaned before removal and hands washed thoroughly afterwards. If eating outside in good weather, ensure that the group wash their hands thoroughly beforehand and that the site chose has not been occupied by cattle for at least 3 weeks.**	
Biting / stinging insects – walking through grasses / meadows.	**All**	**Minor injury - death**	**Suggest participants apply insect repellent Suitable clothing to be worn to prevent bites and stings from plants.**	**Moderate**

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			First aid kit and trained staff at event. Ask participants at the start of the event if anyone has a known allergy to insect bites.	
Infection/disease from soil – digging and working in the vegetable garden	All	Serious disease	Brief all participants on dangers, wash hands after activities. Wash vegetables thoroughly in running water and peel root veg before tasting.	Moderate
Leptospirosis-weil's disease	All	Serious disease	Cover cuts, wear gloves, wash hands before handling food and drink.	Moderate
Choking hazard – trying vegetables	All	Minor to serious injury	Especially with younger children, get them to chew vegetables properly (to taste them) before swallowing.	Slight
Slips, trips and falls – walking around the site	All	Grazes, sprains and cuts & bruises	Brief participants on dangers when walking around the site – especially near building work and off footpaths and when the weather is wet or icy.	Slight
Uneven ground – walking around the site	All	Falls, minor injury	Pre activity warning that the children are asked not to run on site as this raises the risk of falling. Ask that chilrdren come with suitable footwear.	slight
Tool use – gardening / cutting out.	All	Minor injury	A health & safety talk is given to all children for each tool used in the session. Staff demostrate first how the tool is used correctly. When tools are not being used they are placed in visible location.	Slight
Cold & wet weather	All	Minor to serious	Pre visit all children are asked to wear sutable clothing for changing weather. Hot drinks are given out to warm group. Indoor activities planned as contingency.	Moderate
Hot water from hot drinks / kettle	All	Minor to serious	Ensure that all tea / coffee making is done by an adult. Hot drinks not to be carried by students or carried down steps / outside.	Moderate.
Cuts and stings from brambles when carrying out hedge survey	All	Minor injury	Point out nettles and brambles to particiapants prior to activity. Gloves to be worn if required.	Slight

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Injury or contamination from litter picked up or touched during hedge survey.	**All**	**Minor injury to disease from contamination**	**Do a prior sweep to check fro obvious litter / dog faeces etc. Brief students during Health and Safety talk not to touch any litter and to inform a member of staff if they encounter anything.**	**Slight**
Injury from rope during living space activity!	**All**	**Minor injury**	**Ensure that at least 3 adults are holding rope firmly during this activity. Ensure that rope is clean and not dropped on the floor or that the field chosen for the activity has not been occupied by cows for at least 3 weeks.**	**Slight**
Injury to student getting into or out of tractor	**Selected student**	**Minor to serious injury**	**Select a capable, sensible student to allow into the tractor. Ensure that key not in ignition! Open door and stand behind student as they climb steps. Advise student to avoid contactwith levers / handles. Advise student to climb down facing the tractor. Stand behind student as they alight.**	**Slight**
Safeguarding risks	**Pupils, staff, visitors and volunteers**	**Abuse, grooming, abduction.**	**- All children should be accompanied by a guardian although large group sizes means that there will be mixing amongst the group. YWT staff and volunteers should be vigilant of interactions between the group and report any suspicious behaviour in an incident report. YWT staff who work regularly with children will be DBS checked and only volunteers who have been fully inducted in YWT child safety policy will take part. DBS may be recommended if the same volunteers are helping each month. - School groups should come prepared with enough adults: child ratio as per their policy. - It is not YWT responsibility to provide supervisors, only leaders. There will be at least one YWT leader per group and possibly 1 volunteer. - Appropriate steps will be taken where concerns arise with regard to the safety of participants.**	**Unlikely x very harmful = moderate.**

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			Reports will be sent to the independent person and to the LADO. Any concerns will be acted upon immediately. - **Positive action will be taken to ensure the protection of participants who are subject to any concerns.** - **Relevant information and evidence will be recorded in an appropriate and cooperative manner** - **In all safeguarding issues, confidentiality will be maintained at all times by disclosing information only to those who need to know. NCPSS helpline 08088 005000 or CQC for vulnerable adults 03000 616161**	

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