**PART A: What are you risk assessing?**

|  |  |  |
| --- | --- | --- |
| Assessor: Stephanie Turner | Job title / role: Inspiring People Officer | Line manager check (if applicable): |
| Date of assessment: 11/08/22 | Date for revision: 11/08/23 | Other related assessments – give filename/s (eg. site or task): Stirley Farm Site Assessment SRA 79 |
| Activity / Task: Roots, Shoots and Habitats to Boot | Date of task: Ongoing | RA Reference Number: TRA 1250  (See **Task** Risk Assessments tab of [Risk Assessment Log](file:///Y:\05%20Policies%20and%20Procs\5.3%20H&S\5.3.3%20Risk%20Assessment%20Log,%20Templates%20&%20Procedure\121115%20Risk%20Assessments%20Log%20MH.xls)) |
| Site/s or Location: Stirley Community Farm / Potteric Carr | Postcode and/or OS Grid Ref: HD4 6RP / DN4 8DB | 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) Outdoor First Aid 16 hours.  Name of first aider/s: Stephanie Turner  First aid kit requirements: First Aid Kit |
| Accident reporting (see code of practice 3) | Location of accident book/s and Incident forms: Office and Cr8 Barn kitchen |
| Nearest A&E details | Hospital: Hoddersfiled Royal Infirmary (See SRA 1114 for map and directions)  Address:  Acre Street  Huddersfield  West Yorkshire  HD3 3EA  Map or directions to hospital attached? |
| Communications in the event of emergency | Location/s of nearest landline/s:  Location of strong signal (eg. entrance, top of hill): Which network?:  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 14793 13619 – Ashes Lane entrance; SE 14641 13945 – Ladyhouse Lane entrance  Map showing access routes attached? |

**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 any site vehicle traffic. Brief group that no children to move through car park unaccompanied. Move around site as a group 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 member of staff at all times.** | **Slight** |
| **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.**  **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.** | **Moderate** |
| **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** |
| **Choking hazard – trying vegetables/herbs.** | **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** | **See SRA 1114.** | **Slight** |
| **Uneven ground – walking around the site** | **All** | **Falls, minor injury** | **See SRA 1114.** | **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 childern are asked to wear sutable clothing for changing weather. Hot drinks are given out to warm group if needed. 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.** |
| **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. 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** | **Unlikely x very harmful = moderate.** |
|  |  |  |  |  |