



King's Oak Primary School

Risk Assessment Form

Teachers may also find relevant information on things to look out for during a farm visit.

Farm Name: King's Oak Farm
Address: Oak Road Bedford MK42 0HH
Responsible Person: Mrs Ali England, Headteacher
Date Assessment Undertaken: September 2017
Signature of Assessor:

Hazard or activity on the site	Risks associated with the hazards	Potential to cause harm	Controls already in place and actions required by visitors
Running children	Slipping, tripping, falling	Low	Children must be adequately supervised and instructed not to run on the site.
Wet grass	Slipping, falling, sprains	Low	Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.
Uneven grass surfaces	Slipping, falling, sprains	Low	Supervisors and children should take care when walking on the grass and wear sensible footwear
Road and path edgings	Slipping, tripping, falling	Low	Supervisors and children should take care at road and path edges to avoid tripping and falling
Climbing of objects (children)	Slipping, tripping, falling	High	Children must be adequately supervised and instructed not to climb walls, gates and other objects on the site.
Animals	Infection, biting, crushing & kicking	High	All animals on the site are properly controlled and fenced off or in hutches Visitors should not touch the animals unless encouraged by their handlers. Supervisors should ensure children wash their hands after handling any animal.
Bees, wasps and insects	Stings	Low	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If children are stung seek aid from the person in charge.
Alighting from coaches	Slipping, tripping, falling, injury from other vehicles	High	Supervisors should adhere to notices and instructions provided by the school and to use designated coach alighting points in the car park and on the access road to the farm. A serious accident could occur should instructions provided not be adhered to.
Chemicals & substances	Inhalation, skin contact, eye contact	High	All substances and chemicals in use on the farm are safe and free from risk when used in a proper manner. Visitors will not be exposed to risks from substances used on displays and at demonstrations. By law hazardous and non-hazardous chemicals must be locked in a secure place.

Hazard or activity on the site	Risks associated with the hazards	Potential to cause harm	Controls already in place and actions required by visitors
Infection	Various	Low	Supervisors should be aware that there is always a risk from infection in any environment. The countryside and agricultural establishments are no exception. Supervisors should ensure that they and children in their care wash their hands after touching animals and before handling food and drink. It is advisable to ensure that a dressing protects any existing cuts and abrasions.
Electrical equipment	Fire, electrocution	High	Visitors should not touch or interfere with any electrical equipment. No other electrical equipment will be allowed on site unless by prior agreement with the event organiser.
Straying into prohibited areas	Unidentified hazards	Low	Supervisors should ensure that children are instructed not to go beyond the designated area
Fire	Inhalation, skin burns, panic, loss of control	High	Fire Risk Assessments have been carried out for the farm area and adequate controls are in place. In case of fire, Supervisors should ensure that they and children in their care leave the building by the nearest exit and go to a safe place on the main playing field by the tennis courts. Supervisors should ensure that a roll call is taken of their charges.
Nut Allergy	Risk of allergic reaction from touching compound animal feed, as they contain remnants of nut oil.	High	Children and supervisors are made aware of the risks of touching animal feed through signs and warnings from the guide. Supervisors should make sure they know the guidelines about allergic reactions and what to do if someone has an allergic reaction.
Food Store	Risk getting trapped	High	Food store will be secured and have hazard signs warning of the danger of crossing the boundaries.
Pollen	Hay fever and Asthma	Depending on weather	Teachers should make themselves aware of the pollen count prior to the visit to the farm.

WHAT IS A RISK ASSESSMENT?

School visits may take place on a wide variety of farms and horticulture units. Some of these will be operating as visitor centres, geared to visits from schools and/or the general public throughout the year. Others may open only occasionally perhaps as a requirement of the Countryside Stewardship Scheme or even in direct response to a request from a local teacher. In all cases, the visit provider needs to pay close attention to health and safety issues as a part of the planning of an enjoyable and educational visit.

How can we assess the risks?

RoSPA (the Royal Society for the Prevention of Accidents) has prepared the following worksheet. It is in form that can be photocopied and used by teaching staff, pupils, and staff at farms to assess the risks involved with farm visits. As a safety education tool it can be used to ensure awareness of the hazards and discuss any safety measures that are in place, if these are considered adequate and what possible improvements could be made.

It may be useful to first define hazard and risk.

- 'Risk' expresses the likelihood that the harm from a particular hazard will be realised (for example the risk of slipping on a patch of water).
- A 'hazard' is something with a potential to cause harm (the patch of water).
- Hazards only present a risk when there is human interaction (someone treading in the patch of water).
- A risk assessment involves identifying the hazards present then evaluating the extent of the risks involved, taking into account any precautions already in place (identifying the patch of water as a potential problem; noting that it will be walked past; a sign saying 'slippery floor' is in place).

Identifying the hazards:

What hazards are the visitors likely to face?

What kinds of behaviour will increase the risk?

Which hazards pose a significant risk if they are not managed?

How can these risks be controlled?

Might these measures create other hazards?

Assessing the risk:

How serious is the risk? (i.e. the potential injury or consequence).

What might increase the severity of injury? (e.g. running, the age of the person).

Who and how many are exposed to the risk?

How likely is it to occur? (previous accidents/incidents and the frequency of exposure to the hazard).

Controlling the risk:

Can the risk be avoided or minimised? Is the activity necessary? Does the educational social advantage outweigh the risk? Are warnings provided – written, verbal?

Can the hazard be eliminated, avoided or substituted?

Can environmental controls – alterations to physical surroundings or features, mechanisation etc – minimise or remove exposure to risk?

Can safer systems of work/play/activity be adopted? (e.g. by establishing a procedure or set of rules, providing better information, providing skills through training).

Is the use of personal protective equipment indicated where risk remains?

When should we assess the risks?

- The farmer or grower should be reviewing hazards on an on-going basis and employing risk assessment techniques.
- The teacher should, wherever possible, make a pre-visit check on the location's risks. This is best carried out with the visit provider. If the farm/unit is not open to visits on a frequent basis, the provider may not be familiar with hazards which may present themselves to children. The teacher should point out any hazards that s/he feels need management.

What are the risks?

These are many and varied and exist in all areas of life – not just on the farm!

Some of the most common causes of accidents are

- Slipping (wet surfaces in a glasshouse)
- Tripping (hoses lying around)
- Falls from a height (ladders, platforms)
- Contact with moving vehicles (cars, tractors, fork lift trucks)
- Fire
- Being trapped (collapsing hay bales, grain stores)
- Exposure to cold/wet
- Exposure to sun/heat
- Exposure to infection

A number of hazards can be specific to farm and horticultural locations.

- Failure to safeguard machinery
- Failure to safeguard toxic substances, slurry pits and gases.
- Failure to safeguard flammable substances such as oil, fuel, hay and straw
- Frantic farm activity
- Male animals grazing, female animals with young

All of the above hazards pose risks that can be managed. Many of them can be eliminated at the pre-visit stage. The following guidelines may be useful when preparing for the visit:

- Plan a safe route avoiding particularly busy areas.
- Block access to hazardous areas. Temporary signs can be used if visits are infrequent. If visits are a main part of the business, permanent signage should be installed.
- Make sure protective equipment is in place.
- Blank off or remove ladders.
- Keep children away from mature, grazing male livestock and from female livestock with young.
- Procedures using hazardous substances should not take place during a visit.
- Lock away vet's medicines, pesticides etc.
- Avoid railings likely to be covered in manure.
- Clean walkways prior to the visit, if possible
- Provide hand washing facilities – this is vital. Running water and disposable paper towels should be provided.
- Organise a designated eating area away from animals and hazardous activities.

ASSESSING THE RISK – A MEASURED APPROACH

Write down the hazard and then look at the severity of injury it may cause - write down the rating. Now look at the likelihood of that happening - write down the rating. Then multiply the two numbers together to find the severity of the risk.

Severity rating

- 5 Death/permanent disability
- 4 Serious injury/long term sickness
- 3 Temporary disability - 3-day absence
- 2 Required medical attention
- 1 Minor injury e.g. bruise, graze

Likelihood rating

- 5 Will most certainly happen
- 4 Highly likely to happen
- 3 Possible
- 2 Might/less likely
- 1 Remote possibility

Hazard	Severity	Likelihood	Risk Severity	Action

Factor	Risk assessment
16-25	Unacceptable! Requires immediate action.
10-15	A high priority for action.
6-9	Medium - do something as soon as possible.
3-5	Low priority - examine the practicality of change.
1-2	Low risk - no further action required.