

General risk assessment – school and group visits

Company name: Stepney City Farm

Assessment carried out by: Rosie Mercer, SPM

Date of next review: January 2024

Date assessment was carried out: September 2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
General visitor access - overcrowding	Staff, volunteers, groups and visitors	Only one class can visit the farm at any time. Visitor numbers on site monitored by staff.	Group bookings to be recorded in the farm calendar to ensure there is not overcrowding	Schools Project Manager Farm staff	On booking	Ongoing

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Animals	There is a possibility that some of the animals might bite children if they put their hands in to the animal enclosures. They could also be harmed if any of the larger animals escaped.	<p>Schools Project Manager to explain to groups which animals they can touch and how to touch them safely.</p> <p>Animals are kept enclosed.</p> <p>Signs are around the farm reminding people that the animals may bite.</p> <p>Daily H&S site checks take place to ensure that the animals are</p>	Ongoing monitoring	Schools Project Manager; Farm staff	Before and during each visit	Ongoing
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		enclosed.				
Slips, trips and falls	Group members might hurt themselves if they fall, slip or trip over hazards around the Farm	<p>Daily H&S site checks take place to ensure that trip hazards are tidied away.</p> <p>Schools Project Manager undertakes an additional safety check and walk of visit routes to ensure trip hazards and tidied away.</p> <p>A reminder to watch out for trip hazards included in H&S briefing at the start of every visit.</p> <p>Group staff are asked to ensure good behaviour on the Farm to reduce the risk of tripping.</p>	Ongoing monitoring	<p>Farmyard Manager</p> <p>Schools Project Manager</p> <p>Schools Project Manager</p> <p>Group staff</p>	Before and during each visit.	

		This includes asking group members not to run on the Farm.				
Nettle stings	Group members might get stung by nettles.	Regular weed clearance around the site. Group members are encouraged to dress appropriately for outdoor visits including wearing long sleeves.	Before doing tasks in areas where there are nettles, School Officer will make sure the group recognises them and told not to touch them.	Farm staff and volunteers Schools Project Manager to communicate guidance	Monthly Before each visit	Ongoing
Ponds	The ponds could cause injury if a group member was to fall in.	No access to these areas for group visits. Gate shut at all times. Daily H&S site	Ongoing monitoring	Farm staff Farm staff	Before each visit	Ongoing

		check to ensure the pond areas are closed and the surrounding area is safe.				
Tool sheds	Group members could access sharp and dangerous tools if they were to gain access to the tool sheds.	<p>Tool sheds secured.</p> <p>Groups not allowed in these areas.</p> <p>Daily H&S site check to ensure the tool sheds are closed and the surrounding area is safe.</p>	Ongoing monitoring	Farm staff	Before each visit	Ongoing
Feed shed	Group members could harm themselves if they were to gain access in to the feed shed and tried to eat the animal food.	<p>Feed sheds secured.</p> <p>Groups not allowed in these areas.</p> <p>Daily H&S site check to ensure feed sheds are closed and the surrounding area is safe.</p>	Ongoing monitoring	Farm staff	Before each visit	Ongoing

Rural Arts Centre (including pottery, woodworking and painting studios)	Group members could be seriously injured if they were to gain entry into any of the RAC studios where there are extremely hot surfaces, heavy tools and machinery.	<p>The Rural Arts Centre studios are only open when people are working in there and closed when not.</p> <p>Each rural artist puts a safety enclosure around their entrance when they are working.</p> <p>Schools Project Manager includes a reminder to stay together at the start of every visit.</p>		<p>Artists</p> <p>Schools Project Manager</p>	<p>Ongoing</p> <p>Before and during each visit</p>	<p>Ongoing</p> <p>Ongoing</p>
Poisonous plants	Group visitors may try to eat some of the plants and become sick as a result.	Schools Project Manager includes a reminder not to eat any of the plants at the start of every visit.	Ongoing monitoring	Schools Project Manager	Before and during each visit	Ongoing
Getting lost	Group visitors (especially children) may	Schools Project Manager includes a reminder to stay	Ongoing monitoring	Schools Project Manager	Before and during each visit	Ongoing

	cause themselves harm if they were to get lost, leave the group or leave the Farm.	together at the start of every visit. Group leader to help ensure the group stays together.		Group leaders		
Weather	Dependent on the time of year, group members might get sunburnt, be too cold or get wet resulting in illness.	Pre-visit guidance includes advice on ensuring group members wear suitable clothing.	Ongoing monitoring	Schools Project Manager Group leaders	Before and during each visit	Ongoing

Pond Dipping

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The pond – falling in	Schools Project Manager, school staff and pupils	Entry to the pond area is only allowed with a member of staff.	Prior to entering the pond area, pupils will be warned about the depth and danger of the pond, and asked not to run or be silly when in	Schools Project Manager	Before each visit; during each visit	Ongoing

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<p>The water – Weil's disease</p>	<p>Schools Project Manager, school staff and pupils</p>	<p>A life ring is located on the fence in the pond area.</p> <p>Access to the water is only when accompanied by a staff</p> <p>Pond dipping equipment provided</p>	<p>the pond area, in particular when on the platform. The location of the life ring will be pointed out. Ensure only maximum of 6 children on the platform at a time. An adult must always be present on the platform.</p> <p>Children told how to correctly pond deep in a safe way – either on their knees or lying on their stomachs (for younger children)</p> <p>Before the start of the session, children should be reminded not to put their fingers in their mouth, nose or eyes and should wash their hands afterwards.</p>	<p>Schools Project Manager</p>	<p>During each visit</p>	

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		to reduce contact with the water. Equipment will be washed after each session				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 10/19