

**THE NATIONAL TRUST – EAST ANGLIA REGION – SITE RISK ASSESSMENT**

**PROPERTY: Wimpole**

**LOCATION: Farm**

**Farm Manager: Richard Morris**

**ACTIVITY: School visits**

**Relevant Model Assessments: Fire/Site risk assessments**

**Description of Activity: Directed Education activities**

| <b>Nature of Hazard</b>   | <b>Worst Outcome</b> | <b>Groups at Risk</b>  | <b>Current Precautions</b>   | <b>Estimation of Risk</b>  | <b>Further Precautions</b>   |
|---------------------------|----------------------|--|--|----------------------------|--|
| Contact with farm animals | Infection or injury. | Anyone having contact with animals. Particularly pregnant women. | Visiting groups are sent an advice sheet on 'avoiding ill health after farm visits' on booking. They are required to return a form stating that they have circulated this information and briefed the children prior to the visit. The form deals mainly with advice on hand washing, protection of cuts and the close supervision of children.<br>In addition children are not permitted to handle or bottle feed new born lambs. | Low if advice is followed. | <ol style="list-style-type: none"> <li>1. Refresh these procedures with Education volunteers at the start of the new season.</li> <li>2. After touching animals in the directed session children are given disinfectant gel to rub into their hands.</li> <li>3. At the end of the directed session the group are directed to hand washing facilities and their hand washing supervised by school teaching staff.</li> </ol> |

| Nature of Hazard   | Worst Outcome                       | Groups at Risk   | Current Precautions   | Estimation of Risk         | Further Precautions   |
|--|-------------------------------------|--|---|----------------------------|---|
| Trips or falls   | Sprains<br>bruises or<br>fractures. | Students,<br>Teachers,<br>other<br>adults and<br>Education<br>Staff and<br>volunteers. | <ol style="list-style-type: none"> <li>1. Students to be well supervised when moving around the farm and Education Building.</li> <li>2. Students to be briefed on behaviour before visit to farm see attached advice to teachers' sheet.</li> <li>3. Qualified first aiders are available at the farm.</li> <li>4. Any accident or near miss to be reported to a member of staff.</li> </ol>           | Low if advice is followed. | <ol style="list-style-type: none"> <li>1. Refresh these procedures with Education volunteers at the start of the new season.</li> </ol> |
| Fire or similar occurrence requiring emergency evacuation. | Serious injury or death.            | Anyone in the vicinity of a fire.  | <ol style="list-style-type: none"> <li>1. Education volunteers and staff to know procedures for emergency evacuation of the farm.</li> <li>2. All volunteers and staff to be aware of location of fire alarms and extinguishers.</li> <li>3. Fire precautions and first aid advice displayed on education notice boards.</li> <li>4. Fire extinguisher available in Farm Education Building.</li> </ol> | Low                        | <ol style="list-style-type: none"> <li>1. Refresh these procedures with Education volunteers at the start of the new season.</li> </ol> |

| Nature of Hazard                           | Worst Outcome                  | Groups at Risk                | Current Precautions   | Estimation of Risk  | Further Precautions  |
|--|--------------------------------|-------------------------------|---|---|--|
|  |                                |                               | 5. Electrical equipment undergoes annual safety check.  |   |  |
| Injury through lifting or moving equipment | Sprains or chronic back injury | Education staff or volunteers | <ol style="list-style-type: none"> <li>1. Education staff/volunteers to receive a leaflet on how to lift safely.</li> <li>2. Education volunteers to be requested to inform Education Officer of any health problems related to moving equipment</li> </ol>   | Low if advice followed and those with related health problems do not lift | <ol style="list-style-type: none"> <li>1. Refresh these procedures with Education volunteers at the start of the new season.</li> </ol>  |
| Volunteers working with education groups.  | —                              | Education groups              | <ol style="list-style-type: none"> <li>1. All volunteers applying to work with school groups to be interviewed by Education staff and references taken up as detailed in attached procedure.</li> <li>2. All volunteers to be issued with a copy of the Trust's leaflet 'Safe and Sound' and other relevant Health and Safety information.</li> <li>3. Every group of children to be accompanied by an</li> </ol> | Low if all correct procedures for recruitment of volunteers are followed  | <ol style="list-style-type: none"> <li>1. Ensure procedures for recruiting volunteers are in line with current National Trust policy.</li> <li>2. Ensure volunteers are aware of current procedures when working with children.</li> <li>3. Ensure volunteers are following current procedures.</li> <li>4. Refresh volunteers on current procedures in time for the start of the new season.</li> </ol> |

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|--------------------------|-----------------|---|---|--------------------|---|
|                          |                 |   | adult from the school.<br>Staff and volunteers not to be in a 1:1 situation with a child.<br>4. All new education staff to be CRB checked   |                    | 5.  |
| Handling farm artefacts. | Cuts or bruises | Children or Education Staff and volunteers. | <ul style="list-style-type: none"> <li>• Education staff only allow children to touch artefacts without sharp edges, and only under close supervision.</li> <li>• Gardening gloves are used when using concrete millstones to grind corn.</li> <li>• Heavy items are not lifted by children and are moved by staff with care.</li> <li>• Equipment on display is not left unattended.</li> <li>• If an unstable object such as a plough or scarecrow is to be on display it must be securely tied or stabilised so that it cannot fall or be knocked over.</li> </ul> | Low                | 1. Refresh these procedures with Education volunteers at the start of the new season. |

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|---|--|---|--|---------------------------------|---|
| Use of quern  | Grazes, bruises and crush injuries. Clothing or jewellery being caught in quern leading to injury. | Person using quern and others in vicinity of quern.                 | <ul style="list-style-type: none"> <li>• Careful use of quern and adult supervision of children taking part in activity.</li> <li>• Only wooden part of handle to be held, so that fingers not pinched between this and metal handle.</li> <li>• Quern handle not to be turned too fast which could lead to instability of table.</li> </ul> | Low, if procedures followed.    | Table height has been reduced and additional struts added to increase stability of table. Notice displayed highlighting risks and the need for adult supervision.   |
| Consumption of butter during a dairy maid demonstration         | Stomach upset  | Education groups taking part in workshop                            | Staff running activity to stress to participants that the butter produced in this workshop is not fit for human consumption, as it is not produced in hygienic conditions.   | Low if this advice is followed. | <ol style="list-style-type: none"> <li>1. Refresh these procedures with Education volunteers at the start of the new season.</li> <li>2. Suggest that this simple method of making butter can be followed at home.</li> </ol> |
| Allergy to any components of the bread made during harvest week | Allergic reactions/a naphylactic shock.  | People developing allergic reactions when exposed to the allergens. | Visiting staff asked to check whether visitors have relevant allergies on health and safety confirmation form. Education staff to check with group prior to making the bread.  | Low if this advice is followed. | Refresh these procedures with Education volunteers at the start of the new season.  |

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|--|---------------------------------------|--|---|-------------------------------------|--|
| Door of Education Building slamming in the wind. | Injury by being hit by swinging door. | Students, Teachers, other adults and Education Staff and volunteers. | Education staff and volunteers need to be aware of the potential problem. They need to ensure that they open the door at the end of a directed session and use the hooks on the back to hook the door securely against the Education Building | Low if advice is followed.          | Refresh these procedures with Education volunteers at the start of the new season. |
| Date of Previous assessment: 2009                |                                       |  | Date of this assessment: January 2010   | Next assessment before January 2011 |  |
| Assessment carried out by: Heather Polge         |                                       |  | Job title: Learning Officer   | Signed:                             |  |