



## Group Visits General Risk Assessment

Assessment Date: 1<sup>st</sup> February, 2017

Next Review Date: 31<sup>st</sup> January, 2018

Assessed By: Philip Titterton

Key		
Person Affected	Severity	Likelihood
A: Visitor	1: Death	1: Certain
B: Staff	2: Major injury/accident	2: Very likely
C: Volunteers	3: Lost time/illness	3: May happen
D: Subcontracted workers	4: Minor injury/damage	4: Unlikely
E: Other (to be specified)	5: Delay only	5: Very unlikely

The Risk Score is obtained by multiplying Severity by Resulting Likelihood. Any risk score of 3 or lower is UNACCEPTABLE. A Risk Score of 5 or more is a risk which should be evaluated with a view to being reduced if it is likely to be present on a long term or permanent basis.

**This risk assessment is a general document covering basic aspects of the controls put in place by Manor Farm and is not intended to constitute our total control procedures.**

Risk Assessment will be undertaken on an ongoing basis throughout all of our activities.

Individual activities and situations may require a separate risk assessment.

Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
1	Fire	A B C D E (passers-by)	1	<ul style="list-style-type: none"> <li>Ensure all electrical installations are safe.</li> <li>Have fire evacuation procedures in place.</li> <li>Designated emergency evacuation points and routes.</li> <li>All buildings have access to emergency lighting.</li> <li>Have appropriate fire extinguishers available.</li> <li>Fire Wardens appointed and trained in the use of fire extinguishers.</li> <li>Mobile phones to call Fire Service in case of emergency.</li> <li>Sufficient trained staff to supervise evacuation routes.</li> <li>Building layout plans available for Fire Officer.</li> </ul>	5	5



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Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
2	Electricity	A B C D E (passers-by)	1	<ul style="list-style-type: none"> <li>• Ensure all electrical installations are safe; well insulated and fitted by a fully qualified electrician.</li> <li>• Ensure all installations are tested periodically to conform to current legislation.</li> <li>• Ensure all portable appliances are tested at regular intervals and sufficient records kept.</li> <li>• Protect outside electrical equipment (e.g. weather conditions, damage, etc.).</li> <li>• Ensure all connections are watertight.</li> <li>• Ensure all staff and volunteers are well-trained, competent and experienced in matters regarding outdoor work and the risks involved.</li> </ul>	5	5
3	Trips, Stumbles, Falls	A B C D	2	<ul style="list-style-type: none"> <li>• Regular maintenance programme in place for paths, walkways and fences.</li> <li>• Ensure steps, uneven ground, puddles, etc., are made as safe as possible.</li> <li>• Ensure cables, hoses, etc., are securely pegged, marked, buried, covered or otherwise.</li> <li>• Provide warning notices for any area which cannot be made safe using above or other methods.</li> <li>• Surround any dangerous areas with barriers.</li> <li>• Ensure First Aid staff available on site to treat and record all incidents.</li> </ul>	4	8
4	Environmental Atmospheric Hazards	A B C D	5	<ul style="list-style-type: none"> <li>• Regular inspections of all Manor Farm areas by staff.</li> <li>• An outdoor attraction; advised to dress appropriately.</li> </ul>	5	25
5	Injury from equipment used by Staff and Volunteers	A B C D	3	<ul style="list-style-type: none"> <li>• Ensure all surfaces and barriers are free from sharp edges.</li> <li>• Ensure all staff trained on safe working practice and have access to/issue of personal protective equipment.</li> <li>• Ensure first aid staff available on site/call to treat and record all injuries.</li> </ul>	4	12



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Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
6	Lifting and Related Hazards	B C D E (inc non-MF staff)	2	<ul style="list-style-type: none"> <li>Ensure team lifting is undertaken where necessary.</li> <li>Ensure safe lifting techniques are used.</li> <li>Ensure training on manual handling is completed and recorded.</li> </ul>	4	8
7	Crowd Control Traffic Hazards	A B C D E (passers-by)	1	<ul style="list-style-type: none"> <li>No unauthorised vehicle movement will be permitted.</li> <li>All vehicle movements will be controlled by the Duty Manager during public opening times.</li> <li>All vehicles will observe a strict 5 mph limit.</li> <li>Vehicle Marshals will be used where appropriate.</li> <li>PA systems and staff available to ensure safe access for emergency vehicles.</li> </ul>	5	5
8	Crowd Control Crowd Crush	A B C D E	2	<ul style="list-style-type: none"> <li>Visitor profile is majority children's groups and families due to nature of the Centre.</li> <li>Group visits are by pre-booking only – overall numbers on site are controlled.</li> <li>Visits may be requested to follow a MF Day Plan to avoid overcrowding at key points.</li> <li>Ensure maximum viewing areas and good sight lines.</li> <li>Fences and gates are sufficiently substantial for purpose and regularly maintained.</li> <li>Barriers/fences erected to control access to restricted areas.</li> <li>Staff on duty whilst Centre is open to public.</li> <li>Radio/mobile communication with staff and Manager</li> </ul>	5	10
9	Lost Children	A B C D E	1	<ul style="list-style-type: none"> <li>Regular headcounts taken for group visits when under MF leadership.</li> <li>Ensure all MF staff are aware of lost children collection/control point.</li> <li>Ensure system in place for informing visitors, e.g. word of mouth, etc.</li> <li>Lost child's name or details are not to be given out.</li> </ul>	5	5
10	Child Play Areas	A B C D E	2	<ul style="list-style-type: none"> <li>Ensure all equipment is suitable for likely use by visitors.</li> <li>Ensure all equipment is maintained and in good repair.</li> <li>Adult supervision is required at all times around all areas.</li> <li>Ensure first aid staff available on site/call to treat and record any injuries.</li> </ul>	4	8



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11	Manor Farm Vehicle Rides	A B C D E (passers-by)	2	<ul style="list-style-type: none"> <li>• Ensure rides have a regular maintenance programme and are checked that they are in good repair before every use.</li> <li>• Ride must be supervised at all times.</li> <li>• Rides to be carried out on set route.</li> <li>• Driver and staff assessed and trained in vehicles operation.</li> <li>• Mobile communication between vehicle and Manager.</li> </ul>	3	6
12	Noise	A B C D E (passers-by)	2	<ul style="list-style-type: none"> <li>• Ensure that sound equipment and generators/machinery are appropriate all in proximity.</li> <li>• Ensure that noises do not frighten larger animals into panic which could lead to injury or damage</li> </ul>	4	8
13	Germs Infections Allergies from Animal Contact	A B C D E	3	<ul style="list-style-type: none"> <li>• Ensure hand sanitising facilities available and used after every contact with animals, reptiles and birds</li> <li>• Make hand cleansing and sanitising facilities easy to locate and use.</li> <li>• All animal contact activities must be supervised by suitably competent staff.</li> <li>• Safety and hygiene advice given to group at the start of their visit.</li> <li>• All animals regularly checked for infections.</li> <li>• First Aid provision available.</li> </ul>	3	9
14	Injury from Animals (e.g. bites, scratches, kicks, etc.)	A B C D E	2	<ul style="list-style-type: none"> <li>• Direct animal contact restricted by substantial fences and gates.</li> <li>• Animals supervised by suitably trained staff.</li> <li>• Children to be suitably supervised by own Visit Adults</li> <li>• Safety instructions given to group prior to animal contact.</li> <li>• All required safety equipment will be issued and must be worn by the group.</li> <li>• Numbers restricted to manageable size for safety.</li> </ul>	3	6
15	Water Hazard (lake, brook and occasional standing water)	A B C D E	1	<ul style="list-style-type: none"> <li>• Restricted group size appropriate to needs of those participating.</li> <li>• 'Pond dipping' activities smaller supervised group.</li> <li>• Children to be supervised at all times by own Visit Adults.</li> <li>• Safety points/lifebelt positions notified to supervising staff.</li> <li>• Safety instruction to all prior to start of activity.</li> </ul>	4	4