

HEALTH & SAFETY RISK ASSESSMENT FORM

Please refer to the guidance notes when completing this form.

Service or location:

Rural Care, Church Farm, Ardeley and Aldenham Country Park, Elstree, both locations are in Hertfordshire.

Assessed by: **Ann De Bock**

Date assessment completed: 01.06.13

Date to be reviewed: **10.09.24**

STEP 1: Describe the activity or premises being assessed - 1.4 FIRE

Church Farm and Aldenham Country Park are both open farms. Sheep, cattle, goats, pigs and poultry are all reared on the farm and can easily be viewed by the public and some fields are accessible to the public. Both farms and park have a growing area for vegetables, a fruit orchard, a nut orchard and several woodland areas as well as large areas of open water.

The farm offers an internship scheme most of whom live on-site and also has volunteers.

There is a shop and café open to all which sells products from the farm.

Church Farm Ardeley CIC is a very versatile business with many different activities to sustain the overall farming operation. However, all parts of the business activities are covered under The Regulatory Reform (Fire Safety) Order 2005.

The Regulatory Reform (Fire Safety Order will regulate Care Facilities (Rural Care), shops, café's, pubs, offices, self-catering properties and tents (glamping and camping), rental of commercial properties (office rental), residential properties (caravans) and potentially Houses of Multiple Occupancy (HMO's) (intern accommodation).

Rural Care is a project for people with learning disabilities and/or mental health issues. The project offers real life work experience to participants as a method of building confidence and engaging with other people, animals and the wider community.

Under the supervision of experienced staff, participants partake in all aspects of work around the farm which includes areas for growing vegetables, raising livestock, woodland management and helping in the farm café and store.

Rural Care operates on 2 sites Church Farm, Ardeley and Aldenham Country Park
 Rural Care is housed in wooden sheds, close to where some animals are kept for the visiting public to view. The area is partly paved but also has some loose gravel in other areas. Rural Care has its own allotment. At Church Farm Rural Care has its own kitchen and toilet block as well as a separate area for schools with a work shop in a metal container.

STEP 2: Identify the hazards associated with the activity or premises			STEP 3: List the control measures already in place	STEP 4: Rate the risk
Hazards	Outcome	People or property at risk	Control measures	Rating
1. Smoking	<ul style="list-style-type: none"> • Possible source of ignition 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Buildings and content • Caravans 	<ul style="list-style-type: none"> • Smoking in designated areas 	A3
2. Light bulbs or fittings located near to combustible materials	<ul style="list-style-type: none"> • Possible source of ignition 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Buildings and content • Caravans 	<ul style="list-style-type: none"> • All furnishings are fire retardant 	A3
3. Use of wood burners for heating (including glamping cabins)	<ul style="list-style-type: none"> • Risk of burning to users • Fire could spread • Smoke and carbon 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns 	<ul style="list-style-type: none"> • Fire guards in place. • Carbon monoxide alarm in place and tested regularly 	A3

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	monoxide inhalation	<ul style="list-style-type: none"> • External Staff • Visitors • Residents • Campers • Rural Care sheds, shop and camping cabins 	<ul style="list-style-type: none"> • Wood burners installed to standards of manufactures instructions. Extra non-flammable backing in place. • Firefighting equipment in RC area, café and camping and glamping areas. 	
4. Arson	<ul style="list-style-type: none"> • Possible source of ignition • Risk of fire spreading 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Caravans • Buildings and content 	<ul style="list-style-type: none"> • Storage areas are kept clean and tidy. • Stored materials are kept to a minimum. • Waste is collected on a weekly basis and more if necessary. • Gas bottles from kitchens kept to a maximum of 2 and boxed in. Gas bottles for caravans are kept at maximum 2. • Gas Cylinders (full and empty) are stored separately in a locked area with limited authorised access. • Flammable liquids and petrol storage (for mowers and strimmer's) is in a fire-resistant store, kept to a minimum and stored separately in a lockable cupboard. • Diesel (for the tractors) is in specialist container, locked with 	A3

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			only authorised access. • Combustible items kept away from offices/ accommodation. • COSHH Items kept separately • Straw and hay stored away from offices and accommodation.	
5. Electrical equipment not maintained in a satisfactory condition Cookers?	<ul style="list-style-type: none"> • If faulty could cause ignition • Could harm users of equipment 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Buildings and content • Caravans 	<ul style="list-style-type: none"> • Visual checks when electrical equipment is used 	A3
6. A built up of combustible items and stored incorrectly (including gas cylinders full and empty, red diesel and petrol in cans)	<ul style="list-style-type: none"> • Could cause fire to spread • Possible source of ignition 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Buildings and content • Caravans 	<ul style="list-style-type: none"> • See control measures from 4 	A3
7. Use of specialist equipment with naked	Possible source of ignition	<ul style="list-style-type: none"> • Staff • All buildings and content 	<ul style="list-style-type: none"> • Only trained people use specialised equipment like welders. Fire 	B3

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flames e.g. welders, blow torches			extinguishers are strategically placed near the workshop.	
8. Electric heaters	Possible source of ignition	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Buildings and content • Caravans 	<ul style="list-style-type: none"> • The use of electric heaters avoided if possible. • Electric heaters regularly maintained and switched off overnight. Stickers to remind people not to dry clothes on them. 	A2
9. Disposing of ash from wood burners and bonfires	Possible source of ignition	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • Skip/ Butcher/ Containers 	<ul style="list-style-type: none"> • Sufficient time is left between the bonfire and the removal of the ash. • Sufficient water is used to make sure the ash won't alight again. • Ash is buried. 	A2
10. Bonfires/ campers bonfires	Could spread to camping cabins, straw bales, ...	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers 	<ul style="list-style-type: none"> • Campers made aware of risk of bonfires in person safety briefing on check in and in the welcome brochure • All campers are asked to have a way of extinguishing their bonfire. • Big bonfires for events are 	A3

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		<ul style="list-style-type: none"> • Camping cabins • Caravans 	<ul style="list-style-type: none"> • supervised by farm staff. • Sufficient distance between the fire and people is maintained through non- flammable barriers. 	
<p>11. Large groups being unfamiliar with the site, café and shop users Volunteers?</p>	<ul style="list-style-type: none"> • Could slow down evacuation process 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • All building and content • Caravans 	<ul style="list-style-type: none"> • Staff working in public areas aware of fire evacuation procedure so they can direct people to the fire assembly point. • Groups are informed of the fire evacuation procedure. • Evacuation procedure display around the premises. • Sign in and out sheet available for volunteers 	A3
<p>12. Persons with learning disabilities, physical disabilities and partially deaf people attending Rural Care or the farm.</p>	<ul style="list-style-type: none"> • Could slow down emergency procedures in case of fire • Might be more difficult to evacuate as need more time 	<ul style="list-style-type: none"> • Co-Farmers • Staff • Volunteers and interns • External Staff • Visitors • Residents • Campers • All buildings and content • Caravans 	<ul style="list-style-type: none"> • two exits available out of the farm store and café. The one with wheelchair access to be used for disabled visitors. 	B2

STEP 3: List the control measures already in place

General Control Measures in Place for Farm:

Fire evacuation plan in place and reviewed regularly to accommodate for changes in business use.

Fire assembly points in place

Fire alarm boxes (push button) placed around portacabins and checked weekly by staff and yearly serviced by an approved company. See fire log.

Fire extinguishers in place at strategic points indicated on evacuation plan and checked monthly by staff and yearly by an approved company. See fire log.

Company vehicles are not equipped with fire extinguishers as it is not a legal requirement and the goods transported are not hazardous (e.g. veg boxes)

Employees trained in how to use a fire extinguisher.

Smoke alarms in place and checked monthly. See fire log.

Fire blankets in kitchen areas checked monthly

6 monthly fire drills

Visual checks on fire exits and gang ways to avoid obstruction.

All escape routes are adequately lit.

Offices and accommodation are single storey and small so would make it easier to get out quickly. People can reach a place of safety in less than 1 minute and with a single exit are no more than 12m away from the fire escape.

Staff carry mobile phones and/or radios at all times.

STEP 5: Reviews and actions taken to reduce the risks		
Actions to be taken	Person responsible	Date completed
Added Electrical equipment to be PAT tested (5)		
Reviewed by Ann De Bock step 3 and 4 have not been filled in.	Ann De Bock	27.6.14
Alarm points to be installed in garage, shop, café and butchery?		
All new interns and staff to be inducted in fire safety and location of meeting points		
Fire safety meeting with Motivaction Mez/Tara/Ben to agree responsibilities	Ann De Bock	02.12.15
Ash no longer disposed in skip	Ann De Bock	06.16
Heaters in office fixed- reducing the risk of portable heaters	Ann De Bock	01.17
Added hazards bonfires, ash, electric heaters and large numbers of people being unfamiliar with the site and evacuation procedure. Numbered the control measures for ease of use	Ann De Bock	07.05.17
Reviewed	Ann De Bock	08.09.17
Rewrote the description of the activity and premises	Ann De Bock	16.01.18
Fire drill: Café manager turned alarm off so further training needed for her. Further feedback in Business continuity checks.	Ann De Bock	25.02.19
Added control measures for wood burners in cabins	Ann De Bock	18.06.19
Reviewed smoke alarm tick list removed the alarms where there are no longer wood burners in the RC sheds + added checks in intern accommodation hallways	Ann De Bock	10.09.19
Checked all business activities against the Regulatory Reform Order 2005, expanded and control measures for gas cylinders, diesel and petrol cans.	Ann De Bock	08.10.19
Gas cylinder was leaking. Engineer made it safe but recommended to get electrics were removed, second entrance was made, ventilation provided as LPG is heavier than air so it sinks to the bottom	Ann De Bock	April 20
Item 11 and 12 control measures considered under the social distancing guidelines because of Covid 19 but the need to evacuate safely and quickly outweighs the risk of infection. Where possible at the fire assembly social distancing should be observed.	Ann De Bock	31.05.20
Reviewed	Ann De Bock	18.08.20
Reviewed	Ann De Bock	20.08.21

STEP 5: Reviews and actions taken to reduce the risks

Actions to be taken	Person responsible	Date completed
Fire extinguishers and alarm checked by an approved company yearly.	Ann De Bock	23.08.22
Specific control measures moved into the main table	Aimee Lauezzari	4.10.22
Added ash from wood burners	Ann De Bock	10.09.23

Severity of the hazard's outcome	
A	Death, major injury, major damage or loss to property or equipment.
B	Injury lasting over three days, moderate damage or loss to property or equipment.
C	Minor injury, minor damage or loss to property or equipment.

Likelihood of outcome occurring	
1	Extremely likely to occur.
2	Likely to occur frequently or often.
3	Slight chance of occurring.

Priority for action	
A1	UNACCEPTABLE Must receive immediate action to remove the risk or stop the activity.
B1/A2	URGENT Must receive attention as soon as possible to remove hazard or reduce the risk.
A3/B2/C1	IMPORTANT Must receive attention to remove the hazard or reduce the risk.
B3/C2/C3	LOWER PRIORITY To receive attention after other priorities.