

# HEALTH & SAFETY RISK ASSESSMENT FORM

## Moving and Manual Handling

Please refer to the guidance notes when completing this form.

### Service or location:

Church Farm, Ardeley, Herts, SG2 7AH and Aldenham Country Park, Elstree, WD6 3BA

Assessed by: Ann De Bock

Date assessment completed: 05.09.23

Date to be reviewed: 05.09.24

### STEP 1: Describe the activity or premises being assessed – 1.3 MOVING AND HANDLING

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.

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.

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
<b>Tasks and loads in the work environment</b>				
<b>1. Horticultural tasks and loads:</b> repetitive, twisting, stooping, reaching upwards movements, moving loads over long distances 1.1 digging 1.2 raking 1.3 weeding 1.4 spreading muck including on uneven and slippery surfaces 1.5 sowing seeds 1.6 potting up 1.7 planting out 1.8 harvesting 1.9 pruning	<ul style="list-style-type: none"> <li>Cuts, abrasions</li> <li>Broken limbs</li> <li>Strains and sprains</li> <li>Back strain</li> </ul>	<ul style="list-style-type: none"> <li>Co-Farmers</li> <li>Staff</li> <li>Volunteers and interns</li> <li>External Staff</li> <li>Visitors on a special event</li> </ul>	<ul style="list-style-type: none"> <li>Training for Co-Farmers on correct tool use given yearly.</li> <li>A variety of task given during the day</li> </ul>	B3
<b>2. Animal tasks and loads</b>	<ul style="list-style-type: none"> <li>Cuts, abrasions</li> <li>Broken limbs</li> <li>Strains and sprains</li> <li>Back strain</li> <li>bites</li> <li>crush injuries</li> </ul>	<ul style="list-style-type: none"> <li>Co-Farmers</li> <li>Staff</li> <li>Volunteers and interns</li> <li>External Staff</li> <li>Visitors on a special event</li> </ul>	<ul style="list-style-type: none"> <li>In tight enclosed areas extra care to be taken to prevent crush injuries</li> <li>Staff to ensure Co-Farmers, volunteers and themselves keep noise to a minimum so as not to scare animals and cause any sudden movements</li> </ul>	

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2.1 Collecting eggs: lifting heavy, bulky or unwieldy difficult to grasp loads			<ul style="list-style-type: none"> <li>Egg collecting: Only lift what you are comfortable with but at a maximum 2 egg trays for Co-Farmers and 4 for staff at one time.</li> </ul>	B3
2.2 Mucking out and bedding down: repetitive, pushing, pulling, twisting, stooping movement. Moving loads over long distances on uneven and slippery ground, unstable, awkwardly stacked bales, animals can be unpredictable and harmful.			<ul style="list-style-type: none"> <li>Avoid mucking out and feeding and watering when animals (large) are present.</li> <li>Only enter pens under supervision of staff or when instructed to do so.</li> <li>Staff, volunteers and Co-Farmers to assess animals continuously, on a case by case basis and task by task basis for changes in behaviour and for safety.</li> </ul>	B3
2.3 Feeding and watering livestock: repetitive, lifting, stooping, twisting moving loads over long distance on uneven and slippery ground: unstable, awkwardly stacked food, animals can be unpredictable and harmful			<ul style="list-style-type: none"> <li>Take hosepipe to drinkers instead of moving drinkers</li> <li>See 2.2</li> <li>In tight enclosed areas extra care to be taken to prevent crush injuries. Staff to ensure Co-Farmers, volunteers and themselves keep noise to a minimum so as not to scare animals and cause any sudden movements</li> </ul>	B3

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2.4 Moving livestock: poultry and large animals lifting into crates or herding into pens or trailers: repetitive, lifting, stooping and twisting movements on uneven and slippery ground animals can be unpredictable, harmful and slippery when wet.			<ul style="list-style-type: none"> <li>Head collars to be put on with staff supervision.</li> </ul>	B3
2.5 Other livestock tasks: e.g. lambing, foot trimming, checking for fly strike, administering medication, walking animals on a lead. repetitive, lifting, stooping, animals can be unpredictable and harmful.				B2
2.6 Egg Grading: work rate imposed by the repetitive machine			<ul style="list-style-type: none"> <li>All staff, volunteers and Co-Farmers to be aware of button to turn off the machine to stop the process.</li> </ul>	C3
<b>3. Woodwork:</b> repetitive, twisting, stooping, reaching upwards movements, moving loads over long distances  3.1 Hammering, 3.2 Using power drill, 3.3 Sawing, 3.4 Using the jigsaw 3.5 Sanding 3.6 Pallet breaking 3.7 Using the chop saw	<ul style="list-style-type: none"> <li>Cuts, abrasions</li> <li>Broken limbs</li> <li>Strains and sprains</li> <li>Back strain</li> <li>Crush injuries</li> <li>Dust inhalation</li> <li>Eye injury</li> <li>Amputation</li> </ul>	<ul style="list-style-type: none"> <li>Co-Farmers</li> <li>Staff</li> <li>Volunteers and interns</li> <li>External Staff</li> <li>Visitors on special event</li> </ul>		B3

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<p><b>4. Conservation task</b> repetitive, twisting, pushing, stooping, reaching upwards movements, moving loads over long distances</p> <p>4.1 Planting trees</p> <p>4.2 Cutting hedges</p> <p>4.3 Coppicing/ pollarding</p> <p>4.4 Cutting grass</p> <p>4.5 Painting</p> <p>4.6 Fencing</p>	<ul style="list-style-type: none"> <li>Cuts, abrasions</li> <li>Broken limbs</li> <li>Strains and sprains</li> <li>Back strain</li> <li>Crush injuries</li> </ul>	<ul style="list-style-type: none"> <li>Co-Farmers</li> <li>Staff</li> <li>Volunteers and interns</li> <li>External Staff</li> <li>Visitors on special event</li> </ul>	<ul style="list-style-type: none"> <li>Hard hats to be worn for coppicing and pollarding.</li> <li>Take turns hitting the fence posts with the rammer and one person on each handle.</li> </ul>	B3
<p><b>5. Moving load over long distances:</b> eggs, veg and meat boxes, bales, logs, feed bags, rubbish, empty and full gas bottles and wood. Loading (e.g. vans) variation in level Pushing and pulling wheelbarrows and trolleys with loads over gravel, uneven and slippery ground, muddy paths, over curbs, in hot/cold/humid/ windy / poorly lit conditions, variation in levels. Wheelbarrows getting stuck in soft ground or mud. Unpredictability of Co-Farmers stability and stamina during the task</p>	<ul style="list-style-type: none"> <li>Cuts, abrasions</li> <li>Broken limbs</li> <li>Strains and sprains</li> <li>Back strain</li> <li>Crush injuries</li> </ul>	<ul style="list-style-type: none"> <li>Co-Farmers</li> <li>Staff</li> <li>Volunteers and interns</li> <li>External Staff</li> <li>Visitors</li> <li>Campers</li> </ul>	<ul style="list-style-type: none"> <li>Difficult, awkward, heavy, unstable loads to be lifted by staff</li> <li>A specialist sack barrow for gas bottles is stored in the gas storage area. Wheels are checked if they are fully inflated before use and the protective chain is fastened.</li> </ul>	B2

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<p><b>6. Cleaning duties:</b> lifting, pushing, pulling, stooping, reaching upwards Tasks including: mopping, sweeping, wiping tables, dusting, vacuum cleaning, washing up, et washing, leaf blowing, hosing down</p>	<ul style="list-style-type: none"> <li>• Cuts, abrasions</li> <li>• Strains and sprains</li> <li>• Back strain</li> <li>• Chemical incident</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Farmers</li> <li>• Staff</li> <li>• Volunteers and interns</li> <li>• External Staff</li> </ul>		C3
<p><b>7. Moving and assisting Co-Farmers including pushing Co-Farmers in wheelchairs or Co-Farmers with mobility issues holding on to staff over long distances over gravel, uneven and slippery ground, muddy paths, over curbs, in hot/cold/humid/windy / poorly lit conditions, variation in levels</b> Assisting Co-Farmers out of their wheelchairs to use the toilet Assisting Co-Farmers who have fallen over.</p>	<ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Back strain</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• External Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Increase wheelchair accessible paths on the farm where possible. Staff shifts split for pushing Co-Farmers in wheelchairs if needed.</li> <li>• Co-Farmers encouraged walk on their own without leaning on staff.</li> <li>• Assistance for personal care done in line with individual support plans and training.</li> <li>• Try for the Co-Farmer to get up on their own. If that is not possible to members should assist only if they can do it in a safe way in line with their training, otherwise an ambulance should be called out to assist.</li> <li>• Regular moving and assisting training for all staff</li> </ul>	B2
<p><b>8. Camping</b> Repetitive, twisting, stooping, reaching upwards movements, moving loads over long distances including BBQ, mattresses, boxes</p>	<ul style="list-style-type: none"> <li>• Cuts, abrasions</li> <li>• Broken limbs</li> <li>• Strains and sprains</li> <li>• Back strain</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Farmers</li> <li>• Staff</li> <li>• Volunteers and interns</li> <li>• External Staff</li> </ul>		B3

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		<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Campers</li> </ul>		
<b>9. Maintenance tasks</b> Repetitive, twisting, stooping, reaching upwards movements, moving loads over long distances 9.1 Making and breaking up concrete 9.2 Building and dismantling sheds 9.3 Unblocking drains and gutters 9.4 Working at height -	<ul style="list-style-type: none"> <li>• Cuts, abrasions</li> <li>• Broken limbs</li> <li>• Strains and sprains</li> <li>• Back strain</li> <li>• Inhalation dust</li> <li>• Absorption through eyes or skin</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Farmers</li> <li>• Staff</li> <li>• Volunteers and interns</li> <li>• External Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Farmers not to work at height</li> </ul>	B3

STEP 3: List the control measures already in place
<p><b>General Control Measures in place across the Farm</b></p> <p>Staff, volunteers and Co-Farmers to receive training in manual handling on induction and then yearly.            Staff and interns to receive health and safety briefing before starting work            Don't move or handle whenever it can be avoided.            Routes to be planned before materials lifted and/or moved and the person to familiarise himself with the surfaces and undulation of the route.            Obstacles to be removed in advance.            Only lift with what you are comfortable lifting as guidance 25 kg for a man and 16 kg for a woman but that is for a simple object like a box.            Reduce significantly if it is an awkward load or livestock.            Staff to ensure Co-Farmers, volunteers and themselves hold loads as close to body as possible and that twisting of body is minimal            Loads to be moved over a short a distance as possible            Loads to be moved in multiple trips if necessary to stop people carrying too much at any one time            Handling aids to be used where possible e.g. JCB forklift for straw bales, crates, wheelbarrows, trolleys and sack barrows to move eggs, straw and animal faeces, tools and materials and boxes over long distances            Maintain lifting aids correctly and staff to make sure it is the correct type for the job.</p>

Loads to be shared between 2 or more people where appropriate  
 Lift where possible from waist height.  
 Every individual should assess their capabilities on a day to day, case by case basis. Special care should be taken by people with health problems, learning disabilities and mental health issues and pregnant women.  
 Pregnant women and people recovering from injuries should inform managers.  
 Sturdy boots or shoes with good grip to be worn at all times.  
 Regular breaks to be taken if moving and handling materials over a longer period of time  
 Accidents and injuries to be reported and logged and management to monitor these to check for any patterns/repeat injuries  
 Training to be given for specific jobs like goat walking.

<b>STEP 4: What further action needs to be taken to remove or reduce the risks?</b>		
<b>Actions to be taken</b>	<b>Person responsible</b>	<b>Date completed</b>
Improvements to existing footpaths, could include wheelchair matting and/or installation of hard surfacing <b>put in control measures</b>	Rural Care Manager and Tim Waygood	01/06/13
Procedure to be put in place to report faulty PPE or lifting aids	Matt Sutcliffe or Ron Ward	Dec 2013
Procedure to be put in place to monitor procedures, jobs and accident reports annually	Rural Care	Dec 2013
Reviewed, cross referenced with H&S manual handling check list and discussed with Health and Safety adviser	Ann De Bock	May 2014
Reviewed and discussed with Health and Safety adviser. A how to keep safe/ behave around animals guide for Co-Farmer to be produced	Ann De Bock	20/10/14 and 29/10/14
Added woodwork and conservation tasks	Ann De Bock	14.11.14
Reviewed	Ann De Bock	10.05.15



Reviewed	Ann De Bock	06.01.16
Added 2.5 other livestock tasks, 3.5 use of jigsaw and 7. pushing wheelchairs over gravel	Ann De Bock	07.05.17
Split shifts for staff pushing Co-Farmers in wheelchairs where necessary	Ann De Bock	03.08.17
Adapted the description of the activity and added more hazards to the pushing Co-Farmers in wheelchairs over long distances	Ann De Bock	16.01.18
Reviewed with ACP staff and changes made	Ann De Bock	06.02.18
Put control measures in for goat walking	Ann De Bock	21.01.19
Reviewed	Ann De Bock	22.08.19
Included maintenance and camping section and assisting a Co-Farmer that has fallen over	Ann De Bock	05.09.19
5. added the movement of empty or full gas bottles and specific control measures	Ann De Bock	24.06.20
Expanded 7 hazards and control measures to Co-Farmers needing assistance when walking, personal care and assisting people who have fallen over.	Ann De Bock	20.05.21
Reviewed	Ann De Bock	02.09.21
Reviewed	Ann De Bock	30.11.21
Reviewed	Ann De Bock	20.03.22
Combined general control measures from Rural Care with farm as very similar	Ann De Bock	24.09.22
Moved specific control measures into the main table	Aimee Lauezzari	3.10.22
7. added moving and assisting training for all staff	Ann De Bock	05.09.23

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

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

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