

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 in Hertfordshire.

Assessed by: Ann De Bock

Date assessment: 05.09.23

Date to be reviewed: 05.09.24

STEP 1: Describe the activity or premises being assessed – 1.1 THE FARM AS WORK ENVIRONMENT, DAY SERVICE, VISITOR ATTRACTION and CAMPING

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 two sites Church Farm, Ardeley and Aldenham Country Park.

Rural Care is housed in wooden sheds including a chill out room, 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, craft studio and craft storage.

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
1. Slips, trips and falls caused by: <ul style="list-style-type: none"> • Uneven ground • Wet and muddy ground • Cattle grids • Untidy site, e.g. tools on floor • Fatigue • Obstructions • Electric fencing 	<ul style="list-style-type: none"> • Cuts and/or abrasions • Broken limbs • Head injury • Electric shock 	<ul style="list-style-type: none"> • Co-Farmers • External Staff • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times and encouraged to ask for assistance where necessary • Co-Farmers and students are encouraged to take regular breaks. • Activity to stop if weather conditions too bad. • Gates to be utilised wherever possible to avoid cattle grids. • Rural Care area to be kept tidy at all times as the area is sometimes rented out for parties. • The rest of the farm to be kept tidy at all times. Hazards removed when spotted including nails and broken glass. 	B3
2. Moving vehicles and machinery	<ul style="list-style-type: none"> • Broken bones • Fatality 	<ul style="list-style-type: none"> • Co-Farmers • External Staff • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times and encouraged to ask for assistance where necessary • Co-Farmers and students are instructed to stay with the group and not wander off from the group. • When walking around farm staff to point out moving vehicles and walking paths used where possible. • Use of potato harvesting machine: People grading should only climb the ladders to the platform when the tractor is stationary. The bar on the platform should be closed at all times when people 	A3

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			are working. Gloves should be worn. Extra care should be taken to stop fingers getting caught in the conveyer belt.	
3. Extreme weather conditions	<ul style="list-style-type: none"> • Sunburn • Hypothermia • Dehydration • Overheating 	<ul style="list-style-type: none"> • Co-Farmers • External Staff • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Activity to stop if weather conditions too bad. • Suitable footwear and clothing for the weather conditions to be worn at all times. Rural Care has some spare clothing. • Co-Farmers and students are provided with information about the effects of exposure to severe weather. • Co-Farmers and students are encouraged to wear sun cream, sunglasses and hats in warm weather. • Co-Farmers and students are encouraged to drink plenty of water. • Areas with shade available to rest in. 	B3
4. Electric fencing	<ul style="list-style-type: none"> • Electric shock 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Electric fencing to be turned off where possible to avoid. • Adequate signing and double fencing in area's open to the public by bunting. 	C3

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			<ul style="list-style-type: none"> • Co-Farmers and students are instructed to stay with the group and not wander off from the group. • Staff to ensure all do not work or walk too close to electric fencing. • 	
5. Poisonous Plants	<ul style="list-style-type: none"> • Vomiting/sickness • Fatality 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Staff to be made aware of poisonous plants. • 	A3
6. Animals – attack or bites	<ul style="list-style-type: none"> • Spread of disease • Cuts/abrasions • Broken bones • Fatality 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Rural care staff made aware in morning meetings about potential issues with specific animals. • Livestock handling procedures followed. • Co-Farmers and students only to enter livestock pens when instructed to and under supervision. • Co-Farmers and students never to enter fields with cows or pigs. • Goat walking to be supervised by trained staff • 	A3

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7. Infectious disease	<ul style="list-style-type: none"> • Fatality • Sickness • Bad publicity for Rural Care/ Church Farm • Closure of Rural Care/ Church Farm/ Aldenham Country Park 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • More detail see in '1.2 infection control risk assessment'. • Co-Farmers only to enter livestock pens when instructed to and under supervision. • Anti-bacterial hand wash/scrub to be used as necessary as a temporary measure and hands to be washed after all activities and before eating, drinking and smoking. • Hand washing supervised to make sure it happens effectively. • All boots to be washed and disinfected at the end of each day. • All open cuts and grazes to be covered with suitable waterproof plaster(s). • Food stuffs to only be consumed in designated areas. • Sick livestock and poultry to only to be handled by staff. • 	A3
8. Visiting Public/Stranger Danger	<ul style="list-style-type: none"> • Risk of abuse to Co-Farmers by people • Public involved in accident or incident 	<ul style="list-style-type: none"> • Co-Farmers • Visitors • Students 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Staff to ensure public do not enter Rural Care area. 	A3

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			<ul style="list-style-type: none"> • Other farm staff to be aware of the vulnerability of the Co-Farmers and students and be vigilant. • We encourage Co-Farmers and students to be independent but would monitor them closely if accessing public areas independently. • 	
9. Manual Handling	<ul style="list-style-type: none"> • Muscle strain • Crush injuries • Back strain 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Co-Farmers and students are trained and prompted in correct manual handling techniques. • Lifting aids/barrows are provided when necessary. • Co-Farmers and students are encouraged to take regular breaks. • 	B3
10. Open Water: <ul style="list-style-type: none"> • Drainage ditches • Ponds 	<ul style="list-style-type: none"> • Hypothermia caused by wet • Drowning 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Any activities to be undertaken adjacent to open water under strict supervision only. Large ponds are fenced and gates locked. • Appropriate signage in place. • 	A3

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11. Insect Bites and/or Stings	<ul style="list-style-type: none"> • Allergic reaction • Anxiety caused by pain 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Volunteers • Students • Staff • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Wasp traps available. • Co-Farmers and students are warned of the dangers of insect bites/strings 	B3
12. Tool use	<ul style="list-style-type: none"> • Cuts, bruises, abrasions, muscle strain, broken bones 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Co-Farmers and students are formally trained yearly in the use of tools and reminded on their safe use on a daily basis. • Instructions given on how to use tools and equipment for the first time. • Manual of tools and equipment kept in the farm office. • Tools and equipment not left unattended. • Tools and equipment is regularly checked for safety, repaired if faulty or discarded. • 	B2
13. Broken glass/nails and screws/barbed wire on the paths or work area	<ul style="list-style-type: none"> • Cuts, abrasions 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • All broken glass and nails and screws to be disposed of correctly and areas to be kept tidy. • 	B3

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14. Lighting: Area's on the farm might be inadequately lit or not lit at all	<ul style="list-style-type: none"> • Cuts, abrasions, broken bones 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary • Adequate lighting provided at night.in the carpark and the main office cabins. • Campers and residents, office staff are advised to carry a torch to walk around the site at night. 	B2
15. Struck by falling object	<ul style="list-style-type: none"> • Fatality • Broken bones • Muscle strain 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary 	A3
16. Fall from heights	<ul style="list-style-type: none"> • Fatality • Broken bones • Muscle strain 	<ul style="list-style-type: none"> • Co-Farmers • Support workers • Staff • Volunteers • Students • Visitors • Campers 	<ul style="list-style-type: none"> • Co-Farmers supervised at all times an encouraged to ask for assistance where necessary 	A3

STEP 3: List the control measures already in place

General control measures in place for farm staff and visitors

Mobile phones carried by all staff and interns at all times. Rural Care staff to carry radios at all times.

Lone working is where possible avoided and otherwise a senior member of staff is informed of where, which task and how long the expected duration is of the task.

Stall, volunteers and Co-Farmers receive H&S training on induction and then yearly.

Instructions given on how to use tools and equipment for the first time.

Manual of tools and equipment kept in the farm office.

Tools and equipment not left unattended.

Tools and equipment is regularly checked for safety, repaired if faulty or discarded.

Adequate First Aid trained staff on duty at all times. Rural Care First aid equipment to be taken when working away from RC area and home field.

Safe footwear to be worn for certain jobs.

Appropriate PPE (gloves, helmets, masks, goggles) is supplied and worn as instructed by staff.

Adequate signage.

Safety briefing for visitors when purchasing a farm pass.

Visitors are told not to touch livestock and poultry.

Visitors are instructed and reminded to wash their hands before eating, drinking and smoking.

Safety briefing for school groups.

Work areas and tools to be tidied after the work has finished.

Adequate lighting at night.

Residence/Campers advised to use a torch.

Co-Farmers' support needs are assessed to access the farm safely. This is maximum in a group of 1:4, but drops down to 1:3 or 1:1 basis but will be assessed on the risk of the task. Adequate support by experienced staff is the main control measure to keep Co-Farmers safe.

16. Working at height to follow control measures in the separate risk assessment created on ladders

STEP 4: What further action needs to be taken to remove or reduce the risks and records of reviews.		
Actions to be taken	Person responsible	Date completed
All livestock pens in close proximity to Rural Care area to have double fencing or boarding to limit fall out of faeces and straw onto paths	Ann De bock	March 30, 2013
Waterproofs or overalls to be provided to cover Co-Farmer's legs when working with livestock	All	April 30, 2014
Update H&S training with Cop and keep log	Ann De Bock	May 2013
Tool use and training questioned with Health and Safety adviser Cross referenced with general H&S for Co-Farmers training	Ann De Bock	May 2014
Added tool use	Ann De Bock	12.11.14
Added glasshouse and use of trampoline	Ann De Bock	08.06.15
Reviewed	Ann De Bock	09.02.16
Taken out trampoline	Ann De Bock	17.10.16
Expanded general control measures for Rural care and took them out of specific measures, added general control measure for farm. Expand risk assessment To The Farm: work environment, visitor attraction and camping	Ann De Bock	05.05.17
Updated the description of the activities and premises	Ann De Bock	08.09.17
Sorted out control measure numbering and added goat walking	Ann De Bock	22.01.19
Reviewed and discussed during training and added potato harvesting machine control measures	Ann De Bock	13.09.19
Added extra control measures added for I and I3 after incident with broken glass when the RC area was used for a birthday party.	Ann De Bock	24.10.19

13. Glass houses removed as we no longer have glass houses on both sites	Ann De Bock	02.09.21
13. Added nails and screws and barbed wire	Ann De Bock	20.03.22
Added reference to students	Annie Farrow	02.09.22
Added Day Service to the title added general control measures for Rural Care to the general control measures as relevant to all	Ann De Bock	24.09.22
Moved specific control measures into the main table	Aimee Lauezzari	28.09.22
16. Separate risk assessment created on ladders	Ann De Bock	05.09.23

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.