

# RISK ASSESSMENT

# BUTSER ANCIENT FARM



|                     |            |                            |                        |
|---------------------|------------|----------------------------|------------------------|
| Activity            | Whole Site | Reference/ Version         | 1                      |
| Area of operation   | Site       | Next Assessment Due        | 30/07/2024             |
| Department          | Education  | Job Title of Assessor      | Education Co-Ordinator |
| Assessor's Name     | S Beech    | Max Number of participants | 35                     |
| Date of Assessment: | 01/08/2023 | Signed By Director         | S.Jay                  |

| Hazards       | Is the hazard present?<br>Y/N | What is the risk?   | Risk rating<br>H = High<br>M = Medium<br>L = Low | Controls<br>(When all controls are in place risk will be reduced).   | Is this control in place?<br>Y/N | New Risk rating<br>H = High<br>M = Medium<br>L = Low | Actions/ to do/ outstanding controls.   | Person responsible |
|---------------|-------------------------------|---|--|--|----------------------------------|--|---|--------------------|
| Carpark       | Y                             | Users not aware of safe areas within carpark.<br>Users may not be aware of moving vehicles. | L  | All users to be greeted and escorted on arrival and departure by staff and shown how to exit and enter their vehicle safely.<br>Signs in place to denote pathway down carpark. | Y                                | L  | All staff to ensure they are very clear with their instructions and to physically take the lead to ensure compliance. | All Staff          |
| Paths         | Y                             | Uneven ground may cause trips.<br>Sharp stones in path may cause cuts or scrapes.           | L  | Verbal warnings of the hazards of our paths given to all visitors on arrival.  | Y                                | L  | Remind visitors throughout the day of how to travel safely on our paths   | All staff          |
| Wattle fences | Y                             | Sharp bits sticking out   | L  | Verbal warning of the hazards given to   | Y                                | L  | Staff to ensure visitors are reminded of the  | All staff          |

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|---------------------------------|---|---|---|--|---|---|---|-----------|
|                                 |   | may cause injury. Fences will not support weight of being climbed on and may collapse causing injury. |   | all visitors on arrival to the site  |   |   | hazards throughout the day.   |           |
| Ditch around Iron Age enclosure | Y | Falling into the ditch may cause injury.  | L | Verbal warning of the hazard given to all visitors on arrival. Signs around site warning of ditch. Ditch edge to be roped off. | Y | L | Visitors to be supervised at all times and especially at lunch time (school staff) around that area.                    | All Staff |
| Open Fires in houses            | Y | Risk of injury, burns or death.   | M | Verbal warning of hazards given to all visitors on arrival.  | Y | L | All visitors must be supervised at all times when inside our buildings.   | All staff |
| Uneven and slippery ground      | Y | Trips or falls resulting in injury  | L | Verbal warning of hazards given to all visitors on their arrival to the farm.  | Y | L | Assess the ground and weather conditions and adjust activities to suit.   | All staff |
| Darkness within houses          | Y | Trips, stumbles or falls resulting in injury to themselves or others.                                 | L | Verbal warning given of hazards prior to entering houses.  | Y | L | Ensure that when you enter any building that the visitors are in single file and following your path through the house. | All staff |

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|---|---|--|---|--|---|---|--|--|
| Contact with animals  | Y | Illness or injury from contamination. Bites or injury sustained from unpredictable nature of animals | L | Verbal warning of hazards given to all visitors. Ensure that all signs on animal enclosures are adhered to.                                    | Y | L | Ensure that thorough hand washing occurs after handling animals.   | All staff                                  |
| Electrical appliances/lighting in buildings and around site | Y | Risk of electrocution  | L | Ensure all electrical items around site are regularly maintained and PAT tested.   | Y | L | Inspect all areas of farm every day prior to visitors arriving and remove any electrical equipment that is not essential to the function of the farm away from visitors. | All staff<br>Site Manager<br>(PAT testing) |
| Tools and access to workshops                               | Y | Injury, maiming or death   | H | Ensure all tools are stored in workshops when not in use. Ensure areas that out of bounds to public are secure at all times to prohibit entry. | Y | L | Daily inspection of site prior to public access. If tools are to be used on site when public present these must be used in an appropriate area away from public access.  | All staff                                  |
| Unattended Ladders  | Y | Falls from height resulting in Injury, maiming or death  | H | No ladder is to be left unattended at height on the farm. Only authorised users may work with ladders on site.                                 | Y | L | When working with a ladder at height the user is to ensure that the area around the ladder is not accessible to the public.  | All users                                  |

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|                         |   |   |   |   |   |   |  |                        |
|-------------------------|---|---|---|---|---|---|--|------------------------|
| Moving vehicles on site | Y | Visitors may not be aware of moving vehicles resulting in collision, injury, maiming or death | H | Vehicle access to be restricted where possible to when public are not on site.<br>No vehicle to access site when open to public without the permission of the most appropriate member of the core team. | Y | L | Where access to site is granted when site open to visitors – all vehicles must be escorted across site and restricted to 5mph. | All staff<br>Core Team |
| Low beams in houses     | Y | Hitting head on entering and leaving buildings  | M | On building where this is applicable – signage to be in place where it can be clearly seen to notify of the hazard.   | Y | L | Verbal warning of hazards given by staff for escorted groups.  | All staff              |

If there is one or more High Risk (H) actions are needed. When the risk of injury could be high, immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.