**Colwall Village Garden and Lugg’s Mill Risk Assessment for School Visits**

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| **RISK** | | **Increasing likelihood →** | | |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and Safe Ways of Working (SWOW) |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

**Prepared by:** Helen Stace: 29th March 2013

**Review:** Annually thereafter (or in the event of any incident)

**Reviewed:** Helen Stace 23rd March 2019

**Next review:** by 22nd March 2020

**Notes:**

We hope this is comprehensive and helpful, without putting people off organising a visit to Colwall Village Garden! If you feel we have left out any important issues, please let us know.

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| **Step1**  *List significant hazards and harm here* | **Step 2**  *Assess risk (likelihood x severity)* | **Step 3**  *Mitigation: List existing controls* | **Step 4**  *Residual risk (likelihood x severity)* | **Step 5**  *Further action needed (by whom and when)* |
| **Natural Hazards in the outdoors** | | | | |
| Adverse weather  Cold and wet weather - leading to potential hypothermia  Wet weather – leading to increased risk of slips on wet ground.  Hot weather increasing potential for sun burn, heat stroke and heat exhaustion) | 4 (2x2) | School parties are advised to bring appropriate outdoor clothing for adverse weather conditions:   * waterproof and wellies for rain or snowy weather * warm jackets for cold weather * wellies or stout footwear for every visit * sunhats, sun cream and drinks bottles for hot weather. | 1 (1x1) | Our advice note on ‘health concerns and emergency procedures’, including weather related issues, can be supplied to school party leaders on request. |
| Trips (due to rough terrain and vegetation) and falls leading to cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains | 4 (2x2) | Regular site maintenance is carried out to reduce risks:   * Main routes have already been cleared of loose debris * ruts and animal holes in the main public areas are regularly filled in * paths are kept trimmed of snagging and tussocky vegetation.   Visitors are briefed on trip hazards via this Risk Assessment.  Children are asked not climb on to fences, tree cages, compost bins, water tanks or any other structures. | 2 (1x2) |  |
| Plants giving rise to stings, snags and allergic reaction (eg nettles, brambles and ivy) | 4 (2x2) | School parties requested to inform COG of any pre-existing allergies to nettle stings, ivy etc in their party and advise on appropriate emergency measures which may be required.  Children advised to exercise care when working near nettles, ivy and brambles.  Safety gloves to be worn when working with brambles. | 2 (1x2) |  |
| Farm animals (sheep and cows) causing bites or possible physical damage leading to falls, cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains | 4 (2x2) | Animals are on site for limited periods only (to avoid overgrazing the orchard), but there are often animals in the adjacent field. Children will not be allowed in the orchard if there are mature, grazing male livestock or female livestock with young.  Advise children to ignore animals on site or in the next door field and not to work too close to the boundary fence.  Ensure children are not carrying white plastic bags when stock are in the field (animals mistake these for feed bags and jostle anyone carrying them!).  Brief children on how to behave around animals:   * approach and handle animals quietly and gently * do not chase, frighten or torment the animals. | 2 (1x2) |  |
| Drowning (in ponds or water tanks) | 3 (1x3) | Warn children of the danger of drowning in the ponds, stream and water butts and ensure appropriate supervision to minimise the risk of accidents. | 1 (1x1) |  |
| Bee stings – causing standard discomfort, possible allergic reaction or anaphylactic shock.  NB only 3 bee stings reported in first 2 years on CVG. | General visitors  6 (2x3) | School parties are requested to inform COG of any or their party have a pre-existing allergy to bee stings.  Hives are placed behind the Apple Packing Shed, away from the main area used by other people. Hives are protected from casual or deliberate disturbance by a fence and notices. Surrounding fence, trees and shed ensures that the bees are flying high up by the time they enter the public areas. | 3 (1x2) | Our advice note on bee stings and how to treat them can be supplied to school party leaders on request. |
| Apiary visitors  9 (3x3) | No unauthorised visitors to the apiary. Authorised beekeepers and visitors are only permitted within enclosure with full protective bee tight clothing (wellies, bee suit, veil and gloves). See below.  Note about bees, bee stings and how to treat them supplied to groups visiting the apiary and on the Bee notice board in the Old Apple Packing Shed for ready reference by anyone on site. | 4 (2x2 |  |
| Stings from wasps, mosquitoes etc and bites from insects on site causing discomfort and possible allergic reaction | 6 (2x3) | School parties are requested to inform COG of any or their party have a pre-existing allergy to other insect stings or bites.  COG volunteers to keep a watch for developing wasp’s nests and ensure visiting parties do not work in close proximity to these.  School parties briefed on potential risks of insect bites and stings. | 2 (1x2) |  |
| Medical emergencies arising from accidents and pre-existing health conditions | 6 (2x3) | School parties are requested to inform COG of any pre-existing health conditions in their party and to advise COG on appropriate emergency measures which may be required.  H&S precautions to minimise the likelihood of accident are set out in this risk assessment. | 2 (1x2) | Our advice note on ‘health concerns and emergency procedures’ can be supplied to school party leaders on request. |
| **Risks inherent in activities on site** | | | | |
| Damage to people or facilities due to unruly behaviour | 4 (2x2) | Ensure appropriate supervision levels. As a general rule, the recommended ratio of supervisors to pupils should be:   * 1:4 for pupils between 3 and 5 years old * 1:8 for those between 5 and 8 years old * 1:10-15 for 9 and 11 years old. | 1 (1x1) |  |
| Injury from misuse of hand tools – cuts, abrasions, lacerations, puncture wounds, fractures, twists, sprains and strains  NB visiting groups will not be using any power tools on site | General visitors  6 (2x3) | Children must be advised do not to pick up or use tools (e.g. spades, forks, loppers, saws etc) unless this is part of their planned activity on site. | 2 (1x2) |  |
| Parties at work on site  9 (3x3) | All tools to be maintained in good condition and checked prior to use.  Appropriate risk and H&S briefings and demonstrations to be given to all groups using tools on site. Check participants for any snag hazards etc including baggy clothes or loose long hair and correct as needed.  Supervise all groups whilst using tools and make regular checks to ensure tools are being used appropriately. | 4 (2x2) | COG has independent risk assessments for most activities involving tools. These can be provided on request. |
| Moving and lifting heavy objects leading to fractures, sprains, back injury or crush injury | Parties at work on site  4 (2x2) | Avoid designing activities which involve lifting heavy objects  Where heavy objects must be moved, provide appropriate instruction and use wheel barrows wherever possible. | 2 (1x1) |  |
| Fire - risk from lighting of fires and from use of Smoker in the apiary | Any visitors  1 (1x1) | No risk from fires | 1 (1x1) |  |
| Parties lighting fires  4 (2x2) | **Fires**: fires are permitted in designated areas only and must be lit and supervised by COG or school group leaders. Fire blankets and a bucket of clean water should be kept by the fire in case of accident or injury.   * No plastics or oil based products to be burnt on the fire * Cinders remaining on the fire should be doused with water | 2 (1x2) |  |
| Apiary visitors  4 (2x2) | **Smoker:**  only to be used under supervision of COG beekeepers in accordance with the SWOW guidance. In the events of burns to bee suits dowse the burn area in water and affected individual to retire immediately to the Old Apple Packing shed. Unaffected beekeeper to close up hive rapidly but safely and return to assist burn victim. | 2 (1x2) |  |
| Burns (arising from activities above) | 6 (3x2) | In the event of burns to individuals immerse affected area in cold water and administer First Aid/call emergency services as appropriate. There is a Burns kit and emergency services information card to the right of the main door of the Shed. | 2 (1x2) | Report use of any materials from the burns kit to COG so that the kit can be restocked |
| Smoke (arising from activities above) causing stinging of eyes, nose and throat & potential lung damage from smoke inhalation | 6 (3x2) | Supply of dry wood to be retained for use by school parties to minimise the likelihood of generating smoke. Children to be closely supervised when lighting or working near fires. | 2 (1x2) | An advice note including smoke inhalation can be supplied to school party leaders on request. |
| **Cross infection from animals and the environment.** | | | | |
| Infection with E. coli, Salmonella and other zoonoses transferred from farm animals.  Risk of infection from Weil’s disease, Tetanus and other zoonoses in the soil, untreated water and general environment  NB We have not had any reported incidents of ticks or tick bites here (so there is no known risk of Lyme disease). |  | Animal faeces levels on site is kept low by restricting the grazing period of animals (to avoid overgrazing) and by only permitting organic veterinary treatments (so that faeces in the field should quickly decompose naturally).  The introduction to the site should cover stock and related H&S and hygiene procedures for children, including:   * do not kiss animals. * always wash their hands thoroughly before and after eating, after any contact with animals or soil, and again before leaving. * eat only food that they have brought with them, in designated areas, and **never eat food which has fallen to the ground**. * do not suck fingers or put hands, pens, pencils or crayons, etc. in their mouths. * clean or change their footwear before leaving, and wash their hands after any contact with animal faeces on their footwear. | 2 (1x2) | Obtain, read and implement Health & Safety Executive sheet ‘AIS23 – Avoiding ill health at open farms – Advice to farmers’ and it supplement which advises teachers.  If a member of your group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/guardian to visit the doctor and explain that they have had recent contact with animals. |