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| Event Name |  |
| Event Date |  |
| Lead Organiser |  |

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| **Activity** | **Hazards Identified** | **Risk Factor**  **High / Medium / Low** | **Actions to Mimize Risk** | **Notes** |
| Car/coach parking | Car hitting a pedestrian | Low | Have a member of staff outside to welcome visitors and direct parking. |  |
| Walking around the site | Tripping on uneven ground | Low | Check path surface before the event to ensure it is as even as possible and free of obstructions. |  |
| Arriving/leaving A259 road | Children leaving site, incidents when arriving/leaving. | Medium | Keep main gates closed when children are on site. Inform parties of ample access and parking on site. |  |
| Attending the event | Extreme weather conditions, children becoming wet, cold, overheated. | Low | Advise schools that activities will take place in all weather conditions and provide a suitable clothing list. Some protective clothing kept on site as spares. |  |
| Trees in orchard | Low trees on site that might encourage climbing, falls and scratches. | Low | During the tour, explain that trees in the orchard are not for climbing. Good supervision in orchard area. |  |
| The pond | Falling in the pond whilst using it. | Low | Show and enforce kneeling at the pond. Controlled numbers in the area. Provide safe working areas nearby. Teacher supervising those waiting |  |
|  | Unsupervised falling into the pond. | Medium | Unsupervised wandering in the grounds not allowed. Pontoon roped off when not in use. |  |
| Compost and soil handling | Danger from body to mouth of bacteria | Medium | Stress and enforce importance of hand and boot washing after composting and soil handling activities. Taps and soap for hand washing, indoor/outdoor shoes policy. |  |
| Cooking | Dirty hands, bacteria transfer | Medium | Demonstrate and enforce hand washing before cooking and after toilet visits, sneezes etc. |  |
| Cooking | Burns from oven, stoves and pans | Medium | Adult supervision around stoves at all times. Children to be given clear guidelines for safety including safe working heights and spaces. Oven gloves provided. |  |
| Cooking | cuts | Medium | Clear guidelines given for safe knife handling. Supervision of this activity at all times. Knives kept sharp and counted out and in. |  |
| Cooking | General cleanliness/cross contamination | Low | Kitchen checks carried out before activity to maintain safe working environment. Clean, working equipment provided. |  |
| Eating | Food poisoning or allergies | Low | Teachers to provide details of any known allergies before visit. Food thoroughly heated or chilled to safe temperatures. |  |
| General welfare | Fire | Low | Tuppenny Barn staff to direct visitors and those working on the site to the car park area and call Fire Brigade. |  |
| General welfare | Breakages and spillages | Low | Any spillages to be clearly up immediately and public to be kept clear of the area until it is cleaned. |  |
| General welfare | Feeling unwell | Low | Have a designated first aider and first aid kit.  Member of staff with a mobile phone to be on site at all times or to nominate someone to be in charge if they have to leave |  |

RA Completed by:

Date: