



Apple Tree Farm Services CIC

Risk Assessment 2026–2027

Address	Apple Tree Farm Services CIC, High Bickington, EX37 9BJ
OS Grid Reference:	SS 59409 21081 50.97193, -4.00380
What3words:	///crouching.oven.shopper
Nearest Defibrillator:	High Bickington Primary School archway by entrance. What3wrods: ///devalued.continued.brick

1. Purpose and Scope

This risk assessment sets out the arrangements in place to manage health, safety and welfare risks for all activities delivered by Apple Tree Farm Services CIC. It applies to:

- Children and young people
- Visiting schools, professionals, families and carers
- Farm staff, volunteers and contractors

This document covers routine farm activity, therapeutic provision, outdoor learning, animal care, play, workshops, specialist activities (including archery and air rifle), and use of indoor spaces including the sensory room.

Risk at Apple Tree Farm is managed, not eliminated. A balance is maintained between safety and the developmental, therapeutic and educational value of managed risk.

2. Legal Framework

This assessment is informed by, but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- DEFRA and HSE guidance relating to farms, animals and outdoor education



3. Dynamic Risk Assessment & SEND Context

Apple Tree Farm works with children and young people who may present with:

- Emotional dysregulation
- Heightened anxiety or panic responses
- Sensory sensitivities
- Phobias
- Impulsivity or reduced risk awareness

Risk assessments are therefore dynamic and continuously reviewed throughout each session.

Farm staff are empowered to:

- Adapt or cease activities immediately
- Redirect or remove individuals to a safe space
- Adjust group size, supervision or location

Withdrawal from an activity is always treated as a protective and supportive measure, not a sanction.

4. Roles and Responsibilities

Director / Manager

- Overall responsibility for health and safety
- Ensures risk assessments are reviewed and updated
- Ensures staff training and competency

Farm Staff

- Implement control measures
- Supervise visitors and activities
- Conduct dynamic risk assessments
- Report hazards, incidents and near misses



Visiting Staff / Carers

- Share relevant risk and medical information
- Maintain appropriate supervision
- Follow farm safety instructions

5. Review and Monitoring

This risk assessment will be reviewed:

- Annually
- Following an incident or near miss
- Following severe weather
- When activities, environments or cohorts change

6. Risk Matrix

1–2 Acceptable: Controls adequate, monitor

3–4 Tolerable: Improve where practicable

6–9 Unacceptable: Immediate action required

7. Location & Activity Risk Assessments

The following sections provide detailed, activity-specific risk identification and control measures. All risks are subject to dynamic assessment and may change depending on cohort, weather, animal behaviour, and individual presentation.



Hazards	Controls Used to Reduce Hazard	Risk Level	Description of Monitoring Required to Maintain or Reduce Risk Level
Location – Big Barn			
Swinging or unsecured doors causing impact injuries to people or animals.	All doors must be secured fully open or fully closed using fitted latches or clips	1	Farm staff to open in the morning and ensure door is always secured by the latches if open or closed.
Structure roofs instability caused by bad weather, loose roof sheets and attachments becoming detached and flying with the wind. Hazard to all.	Farm sessions are to be reviewed according to weather conditions. All sessions to be cancelled in red weather warnings and risk assessed individually in yellow weather warning conditions. Roof abnormalities to be inspected and fixed without delay.	1	
Slips, trips and falls from uneven flooring, hay, tools or spillages	Clear walkways maintained at all times; tools returned immediately after use	2	Farm staff to ensure tools are always returned to a position of safety.
Electric shocks from cables, sockets and/or switches	Regular checks to ensure integrity of electrical components. Reporting of any identified issues to management and prompt repairs to be undertaken. Area to be isolated if dangers are identified and cannot be rectified immediately.	2	
Sliding doors falling off runners	Regular checks to ensure integrity of hinges and runners. Any identified faults to be reported and rectified immediately. Are to be isolated if immediate repairs are not possible.	2	
Falling objects from mezzanine or stored equipment	Mezzanine storage restricted to stable, secured items only	1	
Injuries to people and animals from hurdles and unattached gates falling over in the Big Barn. Hazard to all.	All hurdles to be secured by rope when in use or otherwise. All gates to be locked/latched.	1	
Hay/straw stack falling on to people or animals, causing crush injuries. Risk of people climbing the hay/straw stack and falling. Hazard to all.	Sign placed at the entrance warning of trip hazard and forbidding climbing of the haystack. Visitors to be monitored in the barn and reminded not to climb the haystack unless supervised.	2	Climbing of the haystack to be heavily discourage and not permitted unless supervised by farm staff.



Hazards	Controls Used to Reduce Hazard	Risk Level	Description of Monitoring Required to Maintain or Reduce Risk Level
Barn fire Hazard to all.	No smoking allowed in the barn and signs clearly advising so. Fresh hay bales to be stacked with sufficient air flow and supervised until risk of spontaneous combustion has passed. Ensure fire extinguisher is present and in suitable condition in the barn.	2	
Slips on substances or slippery surface, uneven surfaces, and changes in level in and around the Big Barn. Hazard to all.	Floors kept clean and tidy. Spillages cleared up. Maintenance of floor surfaces, keep potholes etc. down – particularly in pedestrian areas Changes in level highlighted with yellow paint etc. where significant risk of trips. The farm staff regularly inspect the site to identify hazards and risks.	1	
Scratches from cage wires, screws or splinters from wood surfaces.	Hazards identified to be reported and rectified.	1	
Location - Car Park			
Risk to all of falls from getting in and out of cars, minibus, or coach due to uneven surfaces or weather conditions. Hazard to all.	Visitors and farm staff to maintain control and supervision of persons getting on and off cars/buses. Visitors stay on bus until instructed to get off by their supporting staff. Farm staff to supervise car park and to explain to all new visitors the safe way of using car park, how/where to park cars/vans/minibuses. Maintain surface of parking area e.g. avoid potholes	1	
Risk of visitors/farm staff struck by vehicles. Hazard to all.	Farm staff to supervise car park and to explain to all new visitors the safe way of using car park, how/where to park cars/vans/minibuses. Maintain surface of parking area e.g. avoid potholes	2	
Falling tree debris and other flying debris.	Weather conditions to be monitored. Yellow and amber weather warnings for wind will be assessed on a case-by-case basis and farm closure may be considered. Red weather warnings will result in immediate farm closure.	2	
Visitors entering farm on foot or passing from one part of farm to another struck by vehicles. Hazard to all.	Gate to be kept always closed. All visitors to close gate after themselves. Supervision of farm entrance by farm staff during busy periods. All visitors directed to report to farm staff.	1	Signs to be added to both sides of the gate requesting gates to be kept closed.



			Signs added to the gates requesting drivers to drive slowly.
Hazards	Controls Used to Reduce Hazard	Risk Level	Description of Monitoring Required to Maintain or Reduce Risk Level
Vehicle access to and from the road Visitors entering/leaving the farm by vehicle meeting other road users on the lane or entering/leaving the farm Hazard to all	Regular reminders to be sent out for families to be aware of the blind spot as you leave the farm onto the public lane. Families asked to drive slowly and enter and leave the farm with extra caution.	2	Signs to be added on the lane informing passing traffic of hidden access, and signs to be placed by farm exit reminding drivers to leave slowly and check the lane.
Falling branches from trees over driveway. Hazard to all.	Weather conditions to be monitored. Yellow and amber weather warnings for wind will be assessed on a case by case basis and farm closure may be considered. Red weather warnings will result in immediate farm closure.	2	
Location – Food consumption areas			
Eating in non-designated areas, contact with animals leading to infection (all), knocks/falls from animals attempting to take food (all)	Visitors briefed that all foods are to be consumed in the allocated eating areas ie: picnic area in the yard, Barn Kitchen area or in The Barn Room. Reminders to hand wash before eating/drinking	2	Signs to be placed in NO FOOD zones and in the designated eating areas.
Eating in designated areas, contact with animals leading to infection (all), knocks/falls from animals attempting to take food (all)	Visitors briefed that all foods are to be consumed in the allocated eating areas ie: picnic area in the yard, Barn Kitchen area or in The Barn Room. Reminders to hand wash before eating/drinking.	2	Dogs to be put away when visitors are eating in the yard area. Cats to be kept off the tables.
Eating foreign objects and risk of Toxicity, illness, choking	Risk assessment information for all visitors attending the farm must be shared between the school setting and the farm management. Visitors known to eat foreign objects must be observed more closely when working in areas known to contain items that could be an issue eg: fields with fungi growth, or when working with items that could pose a risk eg: paint.	2	



Service user behaviour			
Phobias leading to panic attacks	Visitors' risk assessments and information to be shared between school and farm staff and phobia triggers identified by farm staff. Habitats kept locked (and covered if phobic visitor requires it). Awareness that phobias and fears of anything is possible and a kind and understanding approach to be always exercised. Visitors surveyed about phobias during induction	2	
Poor Behaviour	Visitors briefed and closely monitored. Anyone behaving inappropriately to be encouraged to another room should H&S become an issue. Consultation with the leading member of school staff will ensue to ensure suitability of placement at the farm.	2	The designated room is The Barn Room
Injuries from poor use of tools.	Visitors guided and supervised when using tools. Power tools to be stored in locked workshop. Tools to be checked before use that they are in a suitable condition to be used and washed after use and stored appropriately.	2	
Injuries occurring as a result of poor manual handling	Farm staff to assess and allocate jobs appropriately to the visitor. Manual handling advice to be given where needed and posters displayed in common areas ie: feed store	1	
Risk of bites or scratches Hazard to all who handle the small animals.	Close supervision and visitors trained in safe handling procedures. Unreliable animals not handled by visitors and ultimately rehomed. Safety gloves available and offered.	2	Any bite/scratch attended to by qualified first aider. Contact parents re: tetanus jab if first aider feels appropriate
Not washing hands correctly Hazard to all who handle the small animals.	Hand washing guidance to all visitors and adult supervision during washing times. Sinks in the yard have hot water and hand soap and anti-bacterial sanitizer. Anti-bacterial wipes and hand sanitizing gel also available in the Big Barn and around the farm.	2	Visitors always reminded to wash hands immediately after returning to the yard



<p>Allergies</p> <p>Hazard to all who handle small animals</p>	<p>All visitors surveyed for known allergies prior to working with animals. Confer with home staff/file for clarification.</p>	<p>2</p>	<p>Contact first aider in the event of an allergy occurring.</p> <p>Confer with schools/carers in relation to any prior need to antihistamines.</p>
<p>Escaped animals and injuries sustained because of the commotion or frightened animals.</p>	<p>Visitors and farm staff to act as 'spotters' for each other when working to capture the escaped animal. Farm staff to put out humane traps if animal cannot readily be caught. Farm staff will deal with escaped animals.</p>	<p>1</p>	
<p>Ill, injured or deceased animals creating a risk of infection or attack from a stressed animal.</p>	<p>Visitors will be briefed that any ill/injured/dead animal must only be dealt with by a member of farm staff.</p>	<p>1</p>	<p>Disposal of body in correct way OR use fallen stock collection if livestock if animal becomes deceased.</p>
<p>Contact with vermin, disease transmission and bite injuries.</p>	<p>There is a very small risk of encountering rats or mice whilst working outside. Alert farm staff. Farm staff in turn to alert manager who will make pest control arrangements.</p>	<p>2</p>	<p>Pest control procedures to be reviewed regularly and visitors to be reminded to alert farm staff to any sightings of vermin, dead or alive. No POISON to be used or held at the farm. Natural vermin control by the use of feral cats and night-time air rifle targeting instead.</p>
Working with Birds			
<p>Bird droppings are known to carry zoonotic diseases eg psittacosis, bird flu etc</p>	<p>Gloves should always be worn when cleaning out, hand washing after general handling. In the event of bird flu outbreaks locally/nationally all rules set out by DEFRA to be followed.</p>	<p>2</p>	
<p>Pecks and scratches causing injury and risk of infection</p>	<p>Close supervision and visitors trained in safe handling procedures. Unreliable animals not handled by visitors. Safety gloves available. Any bite/scratch attended to by qualified first aider. Contact parents re: tetanus</p>	<p>2</p>	



Risk of salmonella through contact with raw eggs	Visitors will be reminded to wash hands after handling any raw egg product and will always be supervised by farm staff	1	
Risk of infection and illness due to incorrect hand washing procedure.	Visitors closely supervised. Sink in The Barn Room has hot water and hand soap	1	
Bitten/barged/stepped on by pig or having falls, injuries, etc.	Visitors have direct access to pigs and are closely supervised by farm staff. All our pigs are handled from a young age but visitors are frequently reminded to read our animals body language.	3	
Contact with electric fence	Visitors are warned about electric fence and asked to wait. Farm staff to enter first and turn off fences. Signs up on gates or fencing to warn of electric fencing,	2	
Not washing hands correctly risk of Infection (E. coli, Erysipelas, etc)	Visitors closely supervised. Sinks in the yard have hot water and hand soap	1	
Sheep response to people/surprise causing Bruises, trips, falls due to sheep running into visitors	Visitors never work with sheep unsupervised. Visitors who do enter sheep pen are supported in the best approach to handle and engage with sheep. If escape occurs, contact farm manager who will deal with once visitors are removed from the area.	2	
Horns making contact with humans causing bruises/cuts.	All to be briefed to be highly aware of the location of sheep with horns and divert the sheep away from their bodies. For larger groups, sheep to wear pool noodles on horns.	2	
Diseases transmission to pregnant women during lambing season	No pregnant farm staff/visitors should meet the ewes during the lambing period- all those in farm are made aware of when this will be. Signs are placed out during lambing season.	2	
Risk of Infection and potential injury due to getting Kick/spitting/getting knocked over	Close supervision and visitors trained in safe handling procedures. Only trained and well-handled animals to be used.	1	Any injuries to be reported to a first aider. Parents to be informed of risk of infection in case of spitting.
Risk of injuries due to Kicking/barging/running/biting	Working with donkeys must be assessed on a day-by-day basis and weather dependent. Visitors are always reminded of the need to calm and donkey-aware when in the paddock. Visitors reminded never to walk behind donkeys and are supervised closely. Safe leading and harnessing techniques are taught and practiced.	2	



Risk of injury from Bites, scratches or being knocked over	All pets are kept up to date with relevant vaccinations and are supervised as all times. Visitors reminded of the appropriateness of certain interactions.	1	
Hayfever/ pollen/asthma Bee stings-anaphylactic reaction	Visitors surveyed as to existing allergies prior to starting. Medication (Eg inhalers, epipens) should be available	2	
Coming into contact with electric fencing	Fence clearly signposted to highlight potential of it being switched on. Perimeter fence prevents accidental contact. Temporary fencing to be announced to visitors to enable careful approach and turned off by farm staff at the earliest opportunity.	2	Farm staff to always enter pens where electric fence is in use first to ensure it is switched off.
Encountering wild animals and insects	Visitors briefed not to touch anything unknown and taught in safe reactions to bees/wasps/	1	
Contact with plants/fungi leading to Allergies Poisoning if eaten/inhaled	Visitors briefed not to touch or eat anything unknown. Ensure easy access to first aid when working outdoors. Farm staff directed to safely and discreetly remove/destroy any fungi observed to be growing in the fields.	1	
Risk of Toxoplasmosis, toxocariasis from animal faeces Fleas & lice Leptospirosis from water/plants contaminated with rat urine Tetanus from cuts contaminated with soil	Visitors briefed on the dangers and to check the area they are working in for such hazards. Gloves worn when working with standing water. Cuts covered with plasters. Visitors sent to wash hands immediately if faeces discovered or if a cut occurs	1	
Sunburn, heat stroke, dehydration	Visitors advised to bring sun cream and hats for outdoor work activities. Water available, either carried by visitors or near to school building. Time outside limited, rest breaks indoors scheduled	2	
Risk of physical injury and emotional distress to visitors, farm staff and visitors	During times of inclement weather, falls may be more likely due to wet and extra slippery ground. Visitors are verbally warned of the risk of grassy area being more slippery under the foot. Visitors running along the play area and yard are more susceptible to falls, particularly on the stony section of the yard area. Visitors reminded not to run. Farm staff advised to	2	Signs to be placed along the yard area advising against running.



	remove any stones that are larger than normal and likely to cause an unbalance issue.		
Inclement weather & poor conditions under foot causing Slips, uncomfortable/unhappy visitors	Outdoor practical work does not take place in unsafe weather conditions (excessive rain, snow, ice, wind) When making a decision about whether to proceed farm staff will consider the purpose of the intended activity and the attitude of the visitors affected by the decision to proceed or postpone. Waterproofs and wellingtons available and used irrespective of weather issues.	2	
Weather warnings	Red weather warnings will mean automatic closure of the farm. Yellow weather warning will be considered on a case-by-case basis.	2	
Water troughs Risk of drowning or ill health through contact with bacteria, algae etc	Water troughs are regularly cleaned and changed. Visitors are always supervised by farm staff around water	1	
Contact with chemical or veterinary products. Ingestion of harmful substances. Inhalation or skin contamination	All chemical and veterinary products are safely stored in locked, suitable stores at all times. Access to which is prohibited except for trained farm staff.	2	
Ingestion of animal feed	Supervision over all those provided with animal feed, and hand-washing facilities provided following any feeding activity.	1	
Accidents and falls	Visitors reminded not to run. Trip hazards removed and slippery areas assessed and treated regularly. signs placed with such reminders	2	
Injury through inappropriate use	Visitors to be always supervised and reminded of appropriate use of toys Toys' safety to be checked regularly and broken toys to be disposed of.	2	
Play frame Damage and maintenance	Play frame to be visually inspected weekly and maintained according to need	1	



Ovens and hot equipment such as kettles and microwaves Risk of burns or accident	All persons using the kitchen facilities for cooking must be accompanied by a member of farm staff	2	Fire blanket available by both cookers with use instructions.
Risks of burns or serious injury	All kitchen users will be fully supervised. Kitchen is equipped with all up to date fire safety equipment such as fire blankets, and fire extinguishers	2	
Sharp objects e.g knives Risk of cuts	All sharp objects are securely stored and can only be accessed by farm staff. These items will only be used by visitors judged to be capable, and whilst under close adult supervision	2	
In wet weather, or when spills have occurred, the kitchen floor may become slippery, increasing the likelihood of accident	The kitchen is to be kept clean and tidy to minimise the risk of trips and falls. Wet floors should be dried, or warning signs used. Non-slip carpet is put in doorways to reduce slip risk. These are washed regularly.	2	
Food and Drinks Allergies, food poisoning and illness	Apple Tree farm will have a relevant food hygiene certificate for any food served from our premises. Allergens must be clearly labelled.	2	Visiting parties parents/carers/teachers will be responsible for informing farm staff of any allergies or requirements.
Risk of injury, self-inflicted, or on others, by dangerous equipment and tools	The workshop is to be kept always locked, and only accessible to farm staff with a key. All tools are to be supervised by farm staff when in use and returned to secure location following use.	1	



Hazards		Controls Used to Reduce Hazard	Risk Level	Description of Monitoring Required to Maintain or Reduce Risk Level
Fire Pit Burns caused by contact with fire, flying embers,	Fire pit must only be lit by members of farm staff and must always be supervised whilst lit. Visitors are assessed as being capable of following instructions and on their ability to carry out activities safely around the fire. Visitors are briefed to never run around the fire pit or anywhere in The Den area. Visitors who show any signs of being heightened will be distracted and removed away from The Den. Seating area around the fire is to be kept at a permanent safe distance and visitors briefed not to stand any closer to the fire.		2	Two FULL clean buckets of water must ALWAYS be present at The Den when the fire is in use. No water, no fire.
Cuts, grazes, stab wounds to self and others due to working with knives and wood carving tools	Visitors are assessed on their ability to follow instructions to use knives under close supervision. Should they show any signs of not being compliant with instructions and assistance then activities will no longer be carried out involving the safe use of knives. Tool safety and suitability is to be constantly checked and maintained to a high standard.		2	
Nettles/Hedges/Spikes getting stung, rash or an allergic reaction	Highlight to visitors the various plants to avoid within the site.		1	
Trips and falls over Tree roots	Introduce and remind visitors of working in safe bubble and of the no running rule. Highlight that the visitors need to take their time and be aware of their surrounding area and to risk assess		1	
Walking into low hanging branches and trees and sustaining cuts, bumps, or a more serious injury including a puncture of some kind	Introduce and remind visitors of working in safe bubble and of the no running rule. Highlight that the visitors need to take their time and be aware of their surrounding area and to risk assess.		1	
Tripping or tumbling over uneven ground. Leading into a serious injury such as broken bone, twisted ankle, head injury, cuts, bumps and bruises	Introduce and remind visitors of working in safe bubble and of the no running rule. Highlight that the visitors need to take their time and be aware of their surrounding area and to risk assess.		1	
Toilet access Visitors needing to use toilet facilities during session	Ensure that visitors attend to toileting needs prior to session/Adults to accompany visitors to and back from toilet		1	



Visitors may come across objects not suitable to the environment; litter, glass, animal faeces and other objects	re – session check of the sight to remove any unpleasant/unsuitable items from the environment.	1	
Visitors not fully understanding the risks	Ensure there is a supervisor allocated to visitors that are either SEND or being investigated for SEND Discuss with SENDCO about access to some activities based on risk	1	
Access to main road from den area	Fencing to be checked before sessions and regularly every day. Gaps identified must be blocked immediately.	2	



Hazards		Controls Used to Reduce Hazard	Risk Level	Description of Monitoring Required to Maintain or Reduce Risk Level
Extreme Weather Risk of Sunburn Hypothermia Hyperthermia		Instructor to check weather forecast prior to activity & observe conditions throughout. If necessary change plans & move to safety. Ensure participants have suitable & adequate clothing plus access to warm (or cold) drinks Remind visiting staff & visitors about sun protection.	1	Only shoot when weather is appropriate, kitchen and base is close to archery field.
Inadequate management! of range risk to other being Struck by moving object – arrow		Instructor to ensure: Safety barriers and warning signs to be established around the range 30 yard back stop if shooting outside 25 yard boundaries at either side of range 5 yard waiting line	1	Archery field is enclosed by fence and gates are very noisy, so difficult for anyone to venture in un-noticed.
Equipment Failure		All equipment checked prior to use. Regular checks, maintenance & renewal schedule All equipment to correspond to relevant standard.	1	Regular checks before and after each session.
Bow string breaks while archer at full draw String may strike archers head or arms resulting in personal injury.		Regularly (before assembly) inspect strings for wear. Discard strings with broken strands and repair strings with worn servings.	1	Regular checks before and after each session.
Regularly (before assembly) inspect strings for wear. Check for worn or broken end servings and discard strings with broken strands and repair strings with worn servings		Regularly (before assembly) inspect limbs for signs of cracks or splits. Warn new archers against "dry loosening" bows as this may promote early failure. Discard and replace limbs thought to be damaged or unsafe on inspection. Do NOT fit Fast flight or similar string to wooden bows. Do NOT shoot lightweight carbon arrows from wooden bows.	1	Regular checks before and after each session.
Worn or damaged arrow or part thereof fails during shot. Damaged nocks may result in arrow leaving bow unpredictably or result in a dry loose.		Regularly (before shooting) inspect arrows for loose or damaged nocks. Check for loose piles. Replace any loose or damaged nocks or piles. Examine carbon and fibreglass arrows for cracks or signs of delamination. Discard any showing signs of damage - do NOT attempt to repair.	1	Regular checks before and after each session.
Release aid rope or other mechanical release failure.		Regularly (before shooting) inspect release aid ropes for wear. Replace any showing significant wear. Instruct archers in the proper use of release aids and how to avoid triggering during the draw	1	



Injury from through aggravation of old/existing injury or impairment	Participants asked to share relevant previous & existing medical issues. Visiting group leaders asked any other issues (e.g. behavioural) Farm staff ratios (shooting party size) amended as required	2	Ask shooters if they have previous injuries – using low poundage bows to minimise risk
Arrows shot towards others in group	Clearly defined area for archery. Limited number of people at shooting line. Clear briefing by suitably experienced instructor to include always point arrow at target	1	Clear rules set up at the beginning of session, zero tolerance on breaking rules
Running into an arrow	Briefed on walking everywhere when doing archery	2	Lots of reminders
Bow String making contact with forearm	Briefed on how to correctly hold bow. Make participants aware that they can catch bow string on forearm. Armguards are available	3	Instruction of proper form and provision of arm braces to protect forearms
Bow String getting entangled in long hair	Party leader to ensure that all participants with long hair to have hair tied back securely into a ponytail or plait before commencement of activity.	2	monitor
Bow String making contact with jewellery	Party leader to ensure that all participants remove all jewellery before starting/attending the activity	1	monitor
Rebounding arrows	Shooting line to be an appropriate distance from the target according to the ability of the participants. Bow size and arrow length checks for each individual participant	1	Soft foam targets used to reduce risk
Misfire (Arrow falling / landing close to firing line)	Participants briefed to leave arrow where it is until all participants have been told it is safe to collect their arrows. Arrow length checks for each individual participant to prevent overdrawing	1	monitor
Removing arrows from archery butt	Correct technique for arrow retrieval to be demonstrated and monitored– to look behind them before they pull the arrow out. Be especially careful with younger groups. Limit collection to those who have been shooting	2	Monitor, instruct and help more where needed. Young children have arrows removed for them.
Injury from falling bosses/targets	Security of bosses and targets to be checked at the start of the session by instructor. Correct technique for arrow retrieval to be demonstrated and monitored by instructor.	1	Very light-weight bosses
Holding arrows unsafely when walking back	Participants briefed on appropriate way to walk back with arrows by instructor (Tips pointing down and not enclosed in hand)	2	Monitor



Other persons not involved in activity walking onto field	Instructor awareness of other activities occurring (orienteering). Overshoot area where no activity takes place. Back stop net	1	Dedicated field with fences.
Animals wandering into the path of activity	All animals to be removed from the field to ensure their safety.	2	Monitor
Users unfamiliar with the activity & it's safe operation	Activity to start with a safety talk	2	Farm staff to ensure the safety talk is always given at the start of the activity
Risk of participants being hit by a pellet	Participants instructed rifle is always to face down the range & they understand the 'stop' command	1	Instructor to be vigilant with new participants & give one to one instruction on first go
Risk of instructor being hit by a pellet	Participants instructed rifle & pellets must not be touched until instructed & participants to stand behind rail until asked to come forward	1	Instructor to give safety talk first & stress all safety instructions
Risk of eye injury from a pellet ricochet	All instructors & participants within the range to wear safety goggles at all times shooting is in progress. Range designed to minimize risk	2	Instructor to enforce wearing of goggles & stop session if not worn. Range to be maintained
Fear	Trained & qualified farm staff & control of group	2	Guide & encourage participant but avoid peer pressure
Risk of trapped clothing	Instructor to ensure correct clothing is worn before session starts & no loose items around neck	1	Instructor to be vigilant during session that clothing has not been changed
Risk of trapped hair or body parts	Instructor to ensure long hair is tied back & participants have correct stance/posture	2	Instructor to be vigilant during session that hair is still safe & instructions being followed
Risk of lead poisoning from pellets	Participants instructed to wash hands before eating & food not allowed within compound	1	Ensure food is not brought into compound & stress instruction to wash hands before eating
Risk of injury due to messing about while waiting	Trained & qualified farm staff & control of group	2	Enforce good behaviour of group. Remove unruly



			members of group from compound
Risk of unsafe use of facility	Approved equipment used. Qualified farm staff. Safety talk given at start. Mobile phones to be switched off or on silent & not used in compound	1	Kit logged, checked & replaced at manufacturers recommendations. Farm staff trained & kept up to date of new rules or changes. Ensure safety talk given & understood. Enforce mobile phone rule
Risk of strains or sprains	Ensure participants have warmed up & stretched before taking part & are physically capable	2	Instructor to check participants loosen up first & that they understand the need to do so
Failure of equipment	Approved equipment used. Equipment maintained & replaced as advised by manufacturer. Equipment to be inspected after every use	1	Ensure correct equipment is bought, logged, maintained & replaced when necessary. Ensure farm staff know how to use, inspect & maintain equipment
Fibre optics – choking, poking, strangulation, whipping, splinters from glass fibre if fibre optics are broken. Hazard to all.	Fitters to ensure no cables are left to become a danger to users. Management to conduct regular safety inspections. All those using the sensory room are to be supervised by a member of farm staff or responsible carer to ensure equipment is not misused. Sensory room to be locked when not in use.	1	Safety advice to be provided with terms and conditions of use. Farm Staff to be aware of who is using the sensory room at all times.
Projector, mirror ball, spotlight – causing nausea or dizziness, epilepsy. Overheating Hazard to Guests with epilepsy Guests with challenging behaviour (could pull equipment off wall etc)	All those using the sensory room are to be supervised by a member of farm staff or responsible carer to ensure equipment is not misused. Sensory room to be locked when not in use. Panel must be used for the purpose that it is meant only. Understand the requirements of the guests using the sensory room and the nature of their disability.	1	If a guest is presenting challenging behaviour all 'hard' furnishings should be removed before they enter. Farm staff should not be the sole responsible adult in the sensory room with children or vulnerable adults when they



	Turn appropriate equipment on, e.g. do not have the mirror ball on if it is likely to cause a guest to have a fit.		are presenting challenging behaviour. A carer or second member of staff should always be present.
Soft furnishings – falling off especially when hoisting chair user onto them, getting stuck underneath. Hazard to all	All those using the sensory room are to be supervised by a member of farm staff or responsible carer to ensure equipment is not misused. Sensory room to be locked when not in use.	1	Farm Staff to be aware of who is using the sensory room at all times.
Smoke machine – risk of reduced visibility in the room and trips and falls. Risk of slips due to spilt smoke fluid. Risk of toxic substances in the smoke.	Smoke fluid for the machine to be compliant with EH REACH directive 91/155/EC. Terms and conditions of sensory room use to state recommendation to keep usage to a minimum for the desired effect in the room. Farm staff to be remain responsible for refilling of the machine. No smoke fluid to be left unlocked in the room .	1	Terms and conditions of use to be provided with every booking.
Infrared heaters – risk to all of burning and overheating	Terms and conditions of sensory room use to contain information about appropriate use of the heaters including cut off switch. Signs to be placed near heaters warning of their function and risk of burning.	2	
Blinds on windows – risk of choking on string and trips and falls due to blackout and reduced visibility.	Strings to remain attached to the wall to avoid possibility of choking. Children must always be monitored by farm staff or carers in the sensory room	1	

The Risk Matrix



		6-9	Unacceptable – Take immediate action		
		3-4	Tolerable – Look to improve		
		1-2	Acceptable – No further action, but ensure controls are maintained		
Consequence	3	3	6	9	
	2	2	4	6	
	1	1	2	3	
		1	2	3	
		Likelihood			