



Apple Tree Farm Services CIC

Risk Assessment

This risk assessment is likely to change between farm visits. Any changes will be updated on this working document, published on the farm website, and relayed to all relevant parties. All farm visitors must conduct their own risk assessment. This risk assessment relates to activities carried out within Apple Tree Farm and under the supervision of farm staff. It will be reviewed yearly from the date of implementing, or sooner if required. Whilst Apple Tree Farm strives to provide a safe and risk-free environment, it is important to always be risk-aware and exercise common sense at the farm.

| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|--|---|--|---|---|---|
| Location - Big Barn | | | | | |
| Stable door of the Big Barn swinging and striking a person or animal Hazard to all. | Door to be secured fully open by the available clip or locked shut using the latch available. | 1 | 2 | 2 | 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 | 2 | 2 | |
| Trips and falls on tools in the Big Barn. Hazard to all. | Tools to be store appropriately in the tool rack and not left lying on the floor. | 2 | 1 | 2 | Farm staff to ensure tools are always returned to a position of safety. |



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|---|---|--|--------------|------------|--|
| | | Likelihood | Consequences | Risk Level | |
| Falling objects from mezzanine balcony in the Big Barn. Hazard to all. | Ensure storage of items on the mezzanine is suitably secure. | 1 | 2 | 2 | |
| 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 | 1 | 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 | 4 | 4 | Climbing of the haystack to be heavily discourage and not permitted unless supervised by farm staff. |
| 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 | 6 | 6 | |
| 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 | 1 | 1 | |



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|---|---|--|--|---|--|
| | | L i k e l i h o o d | C o n s e q u e n c e s | R i s k L e v e l | |
| Location - Car Park | | | | | |
| Risk to all of falls from getting in and out of cars, minibus, or coach. 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 | 1 | 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 | 2 | 2 | |
| Road Access | | | | | |
| 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 | 2 | 2 | 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. |
| 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 | 2 | 2 | Signs to be added on the lane informing passing traffic of hidden access, and signs to be placed by farm exit reminding drivers |



| Hazards/To whom | Controls Used to Reduce Hazard | 2 | 2 | 2 | to leave slowly and check the lane. |
|--|---|--|---|---|---|
| Visitor Behaviours | | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
| Falling branches from trees over driveway. Hazard to all. | Weather warnings to be monitored and farm access to be allowed accordingly. Tree health to be monitored by staff and dealt with as necessary by approved tree surgeons. | 2 | 2 | 2 | |
| 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 | 2 | 4 | Signs to be placed in NO FOOD zones and in the designated eating areas. |
| 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 | 2 | 3 | |
| 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 | 1 | 3 | |
| Poor Behaviour | Visitors briefed and closely monitored. Anyone behaving inappropriately to be encouraged to another room should | 2 | 1 | 2 | The designated room is The Barn Room |



| | H&S become an issue. Consultation with the leading member of school staff will ensue to ensure suitability of placement at the farm. | | | | |
|--|---|--|---|---|---|
| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
| C Li on Ri ke se sk lih qu Le oo en ve d ce l s | | | | | |
| 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 | 2 | 4 | |
| Manual handling injuries | | | | | |
| | 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 | 1 | 1 | |
| Handling of small animals | | | | | |
| 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 | 1 | 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 | 1 | 2 | Visitors always reminded to wash hands immediately after returning to the yard |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|--|--|--|---|---|--|
| | | 2 | 2 | 4 | |
| <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> | 2 | 2 | 4 | <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> | 1 | 1 | 1 | |
| <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> | 1 | 1 | 1 | <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> | 2 | 1 | 2 | <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> |



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|--|---|--|---|---|---|
| | | L i k e l i h o o d | C o n s e q u e n c e | R i s k L e v e l | |
| Working with Birds | | | | | |
| Bird droppings are known to carry zoonotic diseases eg psittacosis, bird flu etc | 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. | 2 | 2 | 4 | |
| Pecks and scratches causing injury and risk of infection | 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 | 2 | 4 | 2 | |
| 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 | 4 | 4 | 4 | |
| 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 | 4 | 4 | 4 | |
| Working with Pigs | | | | | |
| 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 | 4 | 4 | |
| 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 | 1 | 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 | 1 | 1 | |



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| | | Likelihood | Consequences | Risk Level | |
| Working with Sheep | | | | | |
| 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 | 1 | 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 | 2 | 4 | |
| 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 | 2 | 2 | |
| Working with alpacas | | | | | |
| 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 | 1 | 1 | Any injuries to be reported to a first aider. Parents to be informed of risk of infection in case of spitting. |
| Working with donkeys | | | | | |
| 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 | 4 | 4 | |



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|---|--|--|--|---|--|
| | | L i k e l i h o o d | C o n s e q u e n c e s | R i s k L e v e l | |
| Working with farm cats and dogs | | | | | |
| 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 | 1 | 1 | |
| Working Outdoors (field work, gardening, animal husbandry) | | | | | |
| Hayfever/ pollen/asthma Bee stings-anaphylactic reaction | Visitors surveyed as to existing allergies prior to starting. Medication (Eg inhalers, epipens) should be available | 2 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 1 | |



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| | | Likelihood | Consequences | Risk Level | |
| 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 | 1 | 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 remove any stones that are larger than normal and likely to cause an unbalance issue. | 2 | 2 | 4 | Signs to be placed along the yard area advising against running. |
| 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 | 2 | 4 | |
| 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 | 2 | 2 | |



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|---|---|--|--------------|------------|---|
| | | Likelihood | Consequences | Risk Level | |
| 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 | 1 | 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 | 2 | 4 | |
| Ingestion of animal feed | Supervision over all those provided with animal feed, and hand washing facilities provided following any feeding activity. | 1 | 1 | 1 | |
| Location – Play Area | | | | | |
| Accidents and falls | Visitors reminded not to run. Trip hazards removed and slippery areas assessed and treated regularly. signs placed with such reminders | 2 | 2 | 4 | |
| Injury through inappropriate use | Visitors to be supervised at all times and reminded of appropriate use of toys Toys' safety to be checked regularly and broken toys to be disposed of. | 2 | 2 | 4 | |
| Play frame Damage and maintenance | Play frame to be visually inspected weekly and maintained according to need | 1 | 1 | 2 | |
| Location – Farm Kitchen | | | | | |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|--|--|--|--------------|------------|---|
| | | Likelihood | Consequences | Risk Level | |
| 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 | 2 | 4 | 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 | 2 | 4 | |
| 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 | 2 | 4 | |
| 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 | 2 | 4 | |
| 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 | 2 | 4 | Visiting parties parents/carers/teachers will be responsible for informing farm staff of any allergies or requirements. |
| Location - Workshop | | | | | |
| 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 | 1 | 1 | |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|---|--|--|---|---|--|
| Activities in the Wild Life Area and Den | | | | | |
| <p>Fire Pit Burns caused by contact with fire, flying embers,</p> | <p>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.</p> | 2 | 2 | 4 | <p>Two FULL clean buckets of water must ALWAYS be present at The Den when the fire is in use. No water, no fire.</p> |
| <p>Cuts, grazes, stab wounds to self and others due to working with knives and wood carving tools</p> | <p>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.</p> | 2 | 4 | 6 | |
| <p>Nettles/Hedges/Spikes getting stung, rash or an allergic reaction</p> | <p>Highlight to visitors the various plants to avoid within the site.</p> | 1 | 1 | 1 | |
| <p>Trips and falls over Tree roots</p> | <p>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</p> | 1 | 1 | 1 | |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|---|--|--|--------------|------------|---|
| | | Likelihood | Consequences | Risk Level | |
| 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 2 | 4 | |



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|---|--|--|--|---|--|
| | | L i k e l i h o o d | C o n s e q u e n c e s | R i s k L e v e l | |
| Archery | | | | | |
| 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 | 1 | 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 | 2 | 2 | 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 | 1 | 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 | 2 | 2 | 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 loosing" 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 | 2 | 2 | Regular checks before and after each session. |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|--|--|--|--------------------------------------|---------------------------|--|
| | | Li ke lih oo d | C on se qu en ce s | Ri sk Le ve l | |
| 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 | 1 | 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 | 1 | 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 | 1 | 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 | 2 | 2 | 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 | 1 | 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 | 1 | 3 | Instruction of proper form and provision of arm bracers 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 | 1 | 2 | monitor |
| Bow String making contact with jewellery | Party leader to ensure that all participants remove all jewellery before starting/attending the activity | 1 | 1 | 1 | monitor |



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| | | L i k e l i h o o d | C o n s e q u e n c e s | R i s k L e v e l | |
| 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 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 | 1 | 2 | Monitor |



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|--|--|--|--|---|--|
| | | L i k e l i h o o d | C o n s e q u e n c e s | R i s k L e v e l | |
| Air Rifle Activity | | | | | |
| Users unfamiliar with the activity & it's safe operation | Activity to start with a safety talk | 2 | 2 | 4 | 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 | 3 | 3 | 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 | 3 | 3 | 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 | 2 | 4 | Instructor to enforce wearing of goggles & stop session if not worn. Range to be maintained |
| Fear | Trained & qualified farm staff & control of group | 2 | 1 | 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 | 1 | 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 | 1 | 2 | Instructor to be vigilant during session that hair is still safe & instructions being followed |



| Hazards/To whom | Controls Used to Reduce Hazard | Residual Risk (See The Risk Matrix) | | | Description of Monitoring Required to Maintain or Reduce Risk Level |
|---|---|--|--------------|------------|---|
| | | Likelihood | Consequences | Risk Level | |
| Risk of lead poisoning from pellets | Participants instructed to wash hands before eating & food not allowed within compound | 1 | 2 | 2 | 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 | 2 | 4 | 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 | 3 | 3 | 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 | 1 | 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 | 2 | 2 | Ensure correct equipment is bought, logged, maintained & replaced when necessary. Ensure farm staff know how to use, inspect & maintain equipment |



| Sensory Room | | | | | | |
|--|--|---|---|---|---|--|
| 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 | 1 | 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. 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. | 1 | 3 | 3 | 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 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 | 1 | 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 | 1 | 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 | 2 | 2 | 2 | | |

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|---|---|---|---|---|--|
| | cut off switch. Signs to be placed near heaters warning of their function and risk of burning. | | | | |
| 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 | 1 | 1 | |



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The Risk



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

| Consequence | Likelihood | Consequence | | |
|-------------|---------------|-------------|---|---|
| | | 1 | 2 | 3 |
| 3 | 3 | 3 | 6 | 9 |
| | Fairly Likely | 2 | 4 | 6 |
| | Unlikely | 1 | 2 | 3 |
| 2 | 1 | 1 | 2 | 3 |
| | | 1 | 2 | 3 |
| 1 | | 1 | 2 | 3 |
| | | Likelihood | | |

| Likelihood | Consequence |
|---------------|---|
| Likely | 3 Major Injuries e.g.; loss of limb, paralysis, death |
| Fairly Likely | 2 Requiring Medical Assistance e.g.; cuts needing stitches, broken bones |
| Unlikely | 1 Minor First Aid e.g.; grazes, minor cuts |