

APPENDIX A: Risk Assessment for all activities at Farm

FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: General Organisation	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Public Use	Overcrowding	Public	Control of entry	1	2	2	ALL OF FARM GROUNDS, INSIDE AND OUT, ARE A NO SMOKING ZONE AND THIS MUST BE RIGOROUSLY ENFORCED FOR STAFF AND FOR THE PUBLIC. Accident record file kept and all accidents recorded using forms. Applies to all sections of this risk assessment. Form at Appendix F
	Trip hazards	Public	Maintenance of paths Clear signs Advice from staff Particular care with small children and disabled	2	2	4	
	Cuts from fences and thorns	Public Staff	Maintenance and Signs	2	1	2	
	Litter Build Up causing fire hazard	Public Staff	Continual litter collection	2	1	2	

Likelihood of Occurrence¹ 1. negligible chance 2. little chance but could happen 3. may happen 4. likely to happen 5. almost inevitable	Likely Consequences² 1. Slight (cuts and bruises) 2. minor injury (under 3 day injury) 3. major injury (RIDDOR) 4. fatality 5. several fatalities	Risk Rating R³ = L x C Key 1-4 acceptable risk 5-12 additional controls required 13-18 urgent attention required 18-25 unacceptable risk – cease activity
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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Dangers from Livestock	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Animal contact	Biting	Public and staff	Warning signs Staff vigilance	2	2	4	Focus on list of Fauna with danger levels. Protective clothing to be used as required. COMPLIANCE WITH INDUSTRY CODE OF PRACTICE. LAYOUT TO PREVENT CONTACT WITH FAECES. REGULAR CHECKS ON SOAP UNITS TO ENSURE FULL AND TOWELS AVAILABLE AT ALL TIMES.
	Scratching	Public and staff	Careful layout preventing access to unsafe livestock	2	2	4	
	Other injuries	Public and staff	Staff training in animal handling and staff not to handle unless competent	1	3	3	
	Infection or disease from animals/ Zoonotic diseases	Public Staff	Layout to minimise risk, signs and washing facilities plus staff guidance. Double fencing as appropriate. Staff not to handle unless competent	1	4	4	

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Catering	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Food Preparation	Food poisoning	Public	Trained certificated staff Clean food units Careful preparation Safe Storage of foods Proper disposal of waste	1	3	3	All staff are trained to use the 'Safer Food, Better Business' Manual and its procedures are followed at all times. Daily diaries are used, and signed off twice a day, to ensure procedures being followed.
Fire	Fire Risk	Public Staff	Proper maintenance of equipment Safe operation and supervision of food preparation Knowledge of procedures	1	4	4	

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Dangers for Livestock	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Infectious disease	Disease of stock	Livestock	Monitoring of animals Check of DEFRA advice	3	4	12	Vigilance at all times and observation of precautionary principle
Public Contact	Wrong feeding	Livestock	Sale of proper food Information signs Staff awareness	1	4	4	
	Rough handling	Livestock	Information signs Advice from staff Particular care with small children	2	2	4	
Wild Animal attack	Attack by predators	Livestock	Secure fencing and maintenance	2	4	8	Vigilance at all times, additional measures such as placement of ponies in chicken and duck enclosures at night.
Criminal action	Vandalism and theft	Livestock	Secure fencing, on site security, CCTV	2	4	8	Vigilance at all times

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Ancillary Activities	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Rides (future plan)	Injury on ride	Public	No rides currently on site.	1	2	2	Not in operation
Play equipment	Trip hazards	Public	No rides currently on site	1	2	2	HSE guidelines to be followed at all times.
	Falls and injuries	Public Children	Proper installation Safe surfaces Signs and supervision	1	4	4	Inspection regime. Equipment to have daily, weekly and annual inspection. Set out in Appendix E Ensure equipment is at advised distance from other equipment, paths and fences. See also Appendix B for separate risk assessments.
Pony Rides	Fall and injury	Public Children	Supervision and control	1	3	3	NOT IN OPERATION.

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Major Evacuation	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Fire general or other emergency	Death or injury	Public Staff	If small, use relevant extinguishers If large, call 999. Evacuate relevant areas	1	5	5	STAFF TRAINING AND AWARENESS. APPOINTMENT OF FIRE SYSTEM MANAGEMENT COMPANY. APPLIES TO ALL SECTIONS OF MAJOR EVACUATION RISK ASSESSMENT ALL OF FARM GROUNDS, INSIDE AND OUT, ARE A NO SMOKING ZONE AND THIS MUST BE RIGOROUSLY ENFORCED FOR STAFF AND FOR THE PUBLIC.
Fire in Admissions/Shop/Cafe Building	Panic	Public Staff	Those in Building into overflow car park Staff being aware of procedure and following it.	1	4	4	
Fire elsewhere on site	Panic	Public Staff	Evacuate to overflow car park and await emergency services	1	4	4	

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Risks to Staff	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Work at height	Falling from height	Staff	Proper steps/scaffold	1	3	3	Working at height not to be undertaken by a staff member working alone, and staff must be trained in such work. As above, care at all times and hard hats to be worn.
	Falling materials	Staff	Proper supervision and safe working practices	1	3	3	
Lifting	Strain from over stretching	Staff	Proper training and no staff member to over exert their limits	2	2	4	Training for all staff, no lifting above 3 feet, and use of vehicles to move.
Use of dangerous substances	Harm from toxic materials	Public Staff	Care and control at time of work Observation of COSHH guidelines. Veterinary products not to be used by staff.	1	3	3	Attention to COSHH list, protective clothing as needed and staff must be fit to undertake such work. NO VETERINARY PRODUCTS TO BE USED AT ANY TIME, BREACH OF THIS SHALL BE GROSS MISCONDUCT.

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Contractors	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Work at height	Falling from height	Staff	Proper steps/scaffold	1	3	3	ALL CONTRACTORS TO SUPPLY FULL RISK ASSESSMENT OF WORK TO BE UNDERTAKEN IN ADVANCE, INCLUDING RISKS FOR PUBLIC, FARM STAFF AND THEIR OWN OPERATORS. THIS RISK ASSESSMENT TO BE APPROVED BY DIRECTOR PRIOR TO WORK BEING AGREED. ALL SUBSTANCES USED BY CONTRACTORS TO BE REMOVED FROM SITE EACH EVENING AND/OR TO BE KEPT IN SECURE STORAGE WHILST ON SITE.
	Falling materials	Public	Proper supervision and safe working practices	1	3	3	
Use of dangerous substances	Harm from toxic materials	Public	Care and control at time of work	1	3	3	
General work	Release of livestock	Public Staff Livestock	Care and supervision	1	3	3	

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Young People	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Animal contact	Biting	Young people	Signs and staff Vigilance	1	2	2	
	Scratching			2	2	4	
	Other injuries		Careful layout preventing access to unsafe livestock	2	2	4	
General behaviour	Injury from over excited behaviour	Young People	Supervision by staff aware of danger.	1	3	3	
	Vandalism	Public Staff Livestock	Supervision, observation and layout of farm	2	2	4	
Water	Drowning	Young people/disabled	Ensure fencing is adequate. All children to be supervised by parents and carers	1	4	4	

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FAIRYTALE FARM – RISK ASSESSMENT FORM

	Drafted by Nick Laister	Date of Revision: January 2018
Location: Southcombe, Chipping Norton	Heading: Specific Threats	

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
Asbestosis	Asbestosis	Public Staff Livestock	Full survey of site, no asbestos present on farm.	0	3	0	Constant vigilance to ensure that no asbestos is found on site at any time
Legionella	Legionnaires Disease	Public Staff	Full survey of site, no possibility of occurrence from sealed ventilation system	1	4	4	Constant vigilance and twice yearly review of all systems bearing water, maintenance of pipework at all times.
ecoli	E coli virus	Public, particularly children, staff.	Washing facilities available, signs requiring use of these.	3	3	9	Circulation, picnic and play areas to be kept clear of faeces and animal waste at all times and to be regularly inspected.

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Danger in Jack's Yard area	Falling branches from two trees in the yard.	Public Staff	Annual tree safety check and pruning where necessary	2	3	6	Daily checking of tree for any branches looking unsafe
Danger from vehicles accessing the adjacent hotel through the Fairytale Farm car park	People crossing from the overflow car park to the main car park have to cross the internal access road to the Cotswold Hotel.	Visitors, particularly young children.	Signs ask drivers to travel at maximum 5mph. Parents should be supervising children in the car parks.	3	3	9	Sign added where visitors cross the internal access road stating: "Please Look Both Ways Before Crossing". (Signs ordered 11/4/17 for delivery 20 th -25 th April.)
		Staff	Staff notified of shared entrance.	2	3	6	Warning sign: "Pedestrians look both ways before crossing" installed.

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Strimming	Injury when operating this power tool because of high speed of its cutting attachment.	Staff	1) Prior to operating the trimmer staff are trained and must have read the health and safety precautions document which they signed to say they understand and will adhere to. .	3	3	9	Protective sturdy footwear with non-slip soles and steel toe capped boots (when using mowing head), must be worn. Strimming stops when public approach within 15 metres of operator's position.
	Ricocheting objects.	Staff and public.	Staff wear a face shield and safety glasses.	3	3	9	
	Engine noise level	Staff	Staff wear hearing protection.	2	2	4	
	Vibrations	Staff	Staff wear heavy duty gloves and have frequent breaks from strimming.	2	2	4	

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Strimming along a roadside verge.	Ricocheting objects hitting passing vehicles.	Staff and the public in their vehicles.	Staff time their strimming in quiet traffic periods and strim towards oncoming traffic. Stopping when vehicles are within 15 meters of their position.	2	5	10	Stop when vehicles within 100 metres.
	Operator being hit by passing vehicles.	Staff and the public in their vehicles.	Staff wear high visibility jackets.	3	4	12	Operator to constantly look for traffic in both directions. To stop strimming when vehicles within 100m and stand back from road. Warning sign to be used and cones.
	Operator causing a distraction that may cause vehicles to collide.	Staff and the public in their vehicles.	Staff stopping and standing away from the road when vehicles are within 100 metres of their position.	2	3	6	Operator to stand still so as not to distract drivers by moving.

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Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
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Strimming along a roadside verge.	Operator losing balance and falling into road.	Staff and the public in their vehicles.	Staff operating the unit with both hands on the handles and making sure they have good balance and secure footing.	3	3	9	Warning sign to be used and cones.

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