



Group Visits General Risk Assessment

Assessment Date: 1st February, 2019 Next Review Date: 31st January, 2020 Assessed By: Philip Titterton

Key		
Person Affected	Severity	Likelihood
A: Visitor	1: Death	1: Certain
B: Staff	2: Major injury/accident	2: Very likely
C: Volunteers	3: Lost time/illness	3: May happen
D: Subcontracted workers	4: Minor injury/damage	4: Unlikely
E: Other (to be specified)	5: Delay only	5: Very unlikely

The Risk Score is obtained by multiplying Severity by Resulting Likelihood. Any risk score of 3 or lower is UNACCEPTABLE. A Risk Score of 5 or more is a risk which should be evaluated with a view to being reduced if it is likely to be present on a long term or permanent basis.

This risk assessment is a general document covering basic aspects of the controls put in place by Manor Farm and is not intended to constitute our total control procedures.

Risk Assessment will be undertaken on an ongoing basis throughout all of our activities.

Individual activities and situations may require a separate risk assessment.

Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
1	Fire	A B C D E (passers-by)	1	<ul style="list-style-type: none"> Ensure all electrical installations are safe. Have fire evacuation procedures in place. Designated emergency evacuation points and routes. All buildings have access to emergency lighting. Have appropriate fire extinguishers available. Fire Wardens appointed and trained in the use of fire extinguishers. Mobile phones to call Fire Service in case of emergency. Sufficient trained staff to supervise evacuation routes. Building layout plans available for Fire Officer. 	5	5



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2	Electricity	A B C D E (passers-by)	1	<ul style="list-style-type: none"> Ensure all electrical installations are safe; well insulated and fitted by a fully qualified electrician. Ensure all installations are tested periodically to conform to current legislation. Ensure all portable appliances are tested at regular intervals and sufficient records kept. Protect outside electrical equipment (e.g. weather conditions, damage, etc.). Ensure all connections are watertight. Ensure all staff and volunteers are well-trained, competent and experienced in matters regarding outdoor work and the risks involved. 	5	5
3	Trips, Stumbles, Falls	A B C D	2	<ul style="list-style-type: none"> Regular maintenance programme in place for paths, walkways and fences. Ensure steps, uneven ground, puddles, etc., are made as safe as possible. Ensure cables, hoses, etc., are securely pegged, marked, buried, covered or otherwise. Provide warning notices for any area which cannot be made safe using above or other methods. Surround any dangerous areas with barriers. Ensure First Aid staff available on site to treat and record all incidents. 	4	8
4	Environmental Atmospheric Hazards	A B C D	5	<ul style="list-style-type: none"> Regular inspections of all Manor Farm areas by staff. An outdoor attraction; advised to dress appropriately. 	5	25
5	Injury from equipment used by Staff and Volunteers	A B C D	3	<ul style="list-style-type: none"> Ensure all surfaces and barriers are free from sharp edges. Ensure all staff trained on safe working practice and have access to/issue of personal protective equipment. Ensure first aid staff available on site/call to treat and record all injuries. 	4	12



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Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
6	Lifting and Related Hazards	B C D E (inc non-MF staff)	2	<ul style="list-style-type: none"> Ensure team lifting is undertaken where necessary. Ensure safe lifting techniques are used. Ensure training on manual handling is completed and recorded. 	4	8
7	Crowd Control Traffic Hazards	A B C D E (passers-by)	1	<ul style="list-style-type: none"> No unauthorised vehicle movement will be permitted. All vehicle movements will be controlled by the Duty Manager during public opening times. All vehicles will observe a strict 5 mph limit. Vehicle Marshals will be used where appropriate. PA systems and staff available to ensure safe access for emergency vehicles. 	5	5
8	Crowd Control Crowd Crush	A B C D E	2	<ul style="list-style-type: none"> Visitor profile is majority children's groups and families due to nature of the Centre. Group visits are by pre-booking only – overall numbers on site are controlled. Visits may be requested to follow a MF Day Plan to avoid overcrowding at key points. Ensure maximum viewing areas and good sight lines. Fences and gates are sufficiently substantial for purpose and regularly maintained. Barriers/fences erected to control access to restricted areas. Staff on duty whilst Centre is open to public. Radio/mobile communication with staff and Manager 	5	10
9	Lost Children	A B C D E	1	<ul style="list-style-type: none"> Regular headcounts taken for group visits when under MF leadership. Ensure all MF staff are aware of lost children collection/control point. Ensure system in place for informing visitors, e.g. word of mouth, etc. Lost child's name or details are not to be given out. 	5	5
10	Child Play Areas	A B C D E	2	<ul style="list-style-type: none"> Ensure all equipment is suitable for likely use by visitors. Ensure all equipment is maintained and in good repair. Adult supervision is required at all times around all areas. Ensure first aid staff available on site/call to treat and record any injuries. 	4	8



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Task	Hazard	Person(s) Affected	Severity	Action to be Taken	Resulting Likelihood	Risk Score
11	Manor Farm Vehicle Rides	A B C D E (passers-by)	2	<ul style="list-style-type: none"> Ensure rides have a regular maintenance programme and are checked that they are in good repair before every use. Ride must be supervised at all times. Rides to be carried out on set route. Driver and staff assessed and trained in vehicles operation. Mobile communication between vehicle and Manager. 	3	6
12	Noise	A B C D E (passers-by)	2	<ul style="list-style-type: none"> Ensure that sound equipment and generators/machinery are appropriate all in proximity. Ensure that noises do not frighten larger animals into panic which could lead to injury or damage 	4	8
13	Germ Infections Allergies from Animal Contact	A B C D E	3	<ul style="list-style-type: none"> Ensure hand sanitising facilities available and used after every contact with animals, reptiles and birds Make hand cleansing and sanitising facilities easy to locate and use. All animal contact activities must be supervised by suitably competent staff. Safety and hygiene advice given to group at the start of their visit. All animals regularly checked for infections. First Aid provision available. 	3	9
14	Injury from Animals (e.g. bites, scratches, kicks, etc.)	A B C D E	2	<ul style="list-style-type: none"> Direct animal contact restricted by substantial fences and gates. Animals supervised by suitably trained staff. Children to be suitably supervised by own Visit Adults Safety instructions given to group prior to animal contact. All required safety equipment will be issued and must be worn by the group. Numbers restricted to manageable size for safety. 	3	6
15	Water Hazard (lake, brook and occasional standing water)	A B C D E	1	<ul style="list-style-type: none"> Restricted group size appropriate to needs of those participating. 'Pond dipping' activities smaller supervised group. Children to be supervised at all times by own Visit Adults. Safety points/lifebelt positions notified to supervising staff. Safety instruction to all prior to start of activity. 	4	4