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## RISK ASSESSMENT Allergies

As part of our students' learning experience and their courses, it is essential that they learn the workings of the farm. This requires performing tasks that can carry a risk of contact with allergens.

### Risks / Hazards

Risk of allergic reactions on the farm when performing tasks due to the presence of dust, hay, straw, pollen, animal hair and animal feed which have the potential to cause anaphylactic shock. There are also wild plants and weeds with properties that may cause allergic reactions.

There is also the risk from food consumed on site. For example nuts.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

Staff and student inductions cover all medical conditions, and any allergies should be disclosed then. Plans can therefore be made to remove a student from an environment if there is any cause for concern. Staff are First Aid trained and use their discretion if the allergy becomes too severe to remain on site. Areas of work are always well ventilated and swept regularly to remove allergens. Groups are kept small and are closely supervised.

### What else could be done?

Be mindful of allergies present should there be any activities which are high risk, such as straw deliveries and mucking out. Verbally check with everyone present at the time for allergens and/or check initial induction for medical conditions.

**Action by:** All Staff

**By Date:** On-going

**Completed by:** Adam Pope

**Date:** 09/03/2022

**Updated by:** Becky Hull

**Date:** 22/04/2024

**Action by:** Kara Dhyan

**Review Date:** 22/04/2025

**Signed:** *Kara Dhyan*

**Date:** 09/03/2022



# RISK ASSESSMENT

## Archery

With trained leaders we run Archery as an activity in the Goats Woods.

### Risks / Hazards

While taking part in Archery activities there is a risk of injury.

### Who's at risk of harm?

Staff, students, animals and visitors.

### What are we doing? (Prevention)

Supervision ratios must be adequate - good practice to operate a buddy system - ensure regular head counts and registration - all group members should be appraised of the importance of good behaviour and practice. Regular head counts. Be aware of others using the area and potential threats.

Leader should check the local weather forecast to ensure it is safe to continue planned activities. Activity should not take place when windy. plan alternative activities in the event of cancellation - also consider prolonged exposure to hot sun and dehydration.

Assess each group member to ensure the planned activities are suitable - identify members that require additional supervision, require medication or have special needs - allocate responsibility accordingly, consider other factors such as long hair (should be tied back) or jewellery (which should be removed) which could result in injury. Check safety of equipment and area where activity will take place prior to session. Ensure all staff know which students they are responsible for and vice versa - all roles and responsibilities must be clearly defined prior to activity.

Ensure students have appropriate clothing and footwear including access to changing facilities where necessary - have procedures in place in case of inadequate equipment - ensure mobile phones are fully charged and can be used in the area you are visiting.

Consider and identify any Additional Hazards or Control Measures you will be adopting during session. Discuss these with Group Members and list them below.

### What else could be done?

Staff to be aware dynamically of students during the sessions. All participants at Herd Thyme should be under supervision on a 1:1 basis and in hi vis. Participants will stay behind the waiting line until they are called safely forward.

Archery will be conducted outside in suitable weather conditions (dry and little to no wind).

Be aware of other staff, pupils and animals entering the area. Animals to be removed from Goat Woods prior to session.

Archery will only be run by specifically trained leaders.

Range to be introduced and run appropriately using waiting line, shooting line and commands.

Each participant has adult supervision on a 1:1 basis.

Equipment to be regularly checked for damage. Especially before the session. Participants to arrive with appropriate clothing.

**Action by:** All Staff

**By Date:** On-going

Completed by:	Becky Hull	Date:	09/03/2022
Updated by:	Becky Hull	Date:	13/06/2024
Action by:	Kara Dhyan	Review Date:	22/04/2025
Signed:	<i>Kara Dhyan</i>	Date:	09/03/2022



## RISK ASSESSMENT

### Bareback riding

The bilateral movement of the horse has a therapeutic effect, helping to relax, ground and release trauma. Develops muscles and Core strength.

#### Risks / Hazards

There is a risk of accident whilst mounting, dismounting and riding through gateways. A rider may slip or fall off due to tack failure, epileptic seizure or other medical condition. Whilst riding there may be the possibility of overhanging branches causing injury. A horse may trip or present heightened behavior if seeing something unfamiliar. Injury may be caused by a horse treading on a leader, side walker or dismounting riders foot. If riding off the lead rein all of the above plus risk of horse being triggered to flight response.

#### Who's at risk of harm?

The rider, The leader, The sidewalker, members of the public if off site.

#### What are we doing?

##### (What actions are we currently taking to prevent harm and maintain safety)

All horses are trained to be placid, patient and appropriate for the activities. All equestrian staff have adequate training as leaders and sidewalkers, on mounting and dismounting and all activities. At all times a leader is responsible for the horse, a sidewalker is responsible for the rider. Both are trained to be vigilant to their surroundings and watching for any potential hazards. A leader will use their professional judgment whether a rider is competent enough to ride without a sidewalker. If a horse should be heightened during a ride the leader will stop the ride or direct ride to safety.

Any person with medical problems will have an appropriate number of side walkers to cater for their needs, for example for epileptic seizures there would be two side walkers, one to each side of the horse and rider. If necessary Staff will also have a point of consensual contact on the rider for example a hand on their ankle / calf. This allows the sidewalker to maintain a constant connection with the rider even when checking the path ahead. This helps to avoid tripping themselves, while ensuring they can feel if the rider is unstable or any physical changes such as a seizure occurs.

If a seizure were to happen whilst on the horse and it's safe for the rider to stay on the horse then the sidewalker will state "STOP" to the horse leader. All staff and the horse will remain still. The leader will focus on keeping the horse completely still, and both side walkers will monitor the rider and take action as needed. Once the seizure has passed and the rider is ready, the ride may continue. If the rider were to have a severe seizure the rider would be dismounted from the horse and laid down safely on the ground and the horse moved away to a safe distance. A saddle pad can be used to give more support to the rider. Riders with specific medical needs have their own staff present and standard Medical procedure will then follow.

#### What else could be done?

##### (What extra actions could we take, who will action them and by what date. Is it done?)

Staff to partake in continuous professional development. All students records to be checked regularly and updated with any changes as and when we are notified.

**Action by:** all staff

**By Date:** on going

**Date Actually:** Completed: on going

**Completed by:** Cheryl Callis Nicholls

**Date:** 02/02/2022

**Updated by:** Becky Hull

**Date:** 22/04/2024

**Action by:**

**Review Date:** 22/04/2025

**Signed:** Kara Dhyon

**Date:** 02/02/2022



## RISK ASSESSMENT Crossing Roads or Railway Crossing

In order to access different areas of the farm, it is sometimes necessary to cross public roads and a railway crossing. These areas of the farm are necessary to access riding routes and to tend to the horses and goats.

### Risks / Hazards

Potential risk of injury or incident when crossing the road or railway crossing to access different areas of the farm. We are not in control of the movement of public vehicles on the roads and we walk along the public highway. There is a risk of harm should a vehicle startle a horse or a train passing. There is a risk of harm should a child be unable to comply with safety instructions and the Highway Code.

### Who's at risk of harm?

Staff, students and visitors, public road users, train drivers and passengers.

### What are we doing? (Prevention)

Students are always supervised when moving in public spaces outside of the farm. Students are encouraged to stay with staff, stick to the Highway Code and use the public highways safely whether riding or walking. We plan our route and identify the hazards. On the road, there will be an adult in front and behind in large groups. When riding, an adult will be walking at the side of inexperienced riders, in charge of traffic control, and the horse will be led. All safety precautions are taken when using the Railway Crossing, such as dismounting from the horse, obeying the warning lights and advising the crossing guard so that they can advise about train location and crossing safety. High Vis vests are worn by staff and students when using public highways.

### What else could be done?

It is impossible to avoid the public highway and railway when accessing specific activities on the farm. Extra precautions are to be taken based on individual cases, as some students and visitors are more at risk than others. Staff to keep to small groups and stay 1:1 or 2:1 with more vulnerable people. Should an individual be too at risk of harm, activities will be kept to the main farm area.

**Action by:** All staff.

**By Date:** On-going

<b>Completed by:</b>	Adam Pope	<b>Date:</b>	09/03/2022
<b>Updated by:</b>	Becky Hull	<b>Date:</b>	22/04/2024
<b>Action by:</b>	Kara Dhyan	<b>Review Date:</b>	22/04/2025
<b>Signed:</b>	<i>Kara Dhyan</i>	<b>Date:</b>	09/03/2022



## RISK ASSESSMENT

### Large Duck Puddle

Animals are an integral part of the work we do on the farm, and a suitable habitat is essential for their wellbeing. In order to care for the ducks, and to move around the yard, it may be necessary to move around near the duck pond.

#### Risks / Hazards

Potential risk of slipping on wet mud, causing injury. Risk of becoming stuck in underwater mud should anyone fall in. There are loose rocks and stones, which have fallen into the pond, which could cause injury. There is a risk of infection due to bird droppings and bacteria in the water.

#### Who's at risk of harm?

Staff, students and visitors.

#### What are we doing? (Prevention)

All students and visitors are supervised and monitored when in the yard with the large duck puddle. Staff encourages everyone to stay clear of the puddle and students and visitors are made aware of the hazards and depth. There are logs around the boundary as a deterrent. When the puddle becomes too deep, it is drained. If there is a task that requires access to the pond, staff will closely supervise this task and ensure that any students or visitors are kept safe from harm. Individuals who are too at risk to be near the pond will be given tasks away from the area.

Clear signage around the pond displaying the risk and highlighting any hazards.

#### What else could be done?

Staff to remain near the puddle when students are in the yard, to closely monitor students and prevent accidents in the pond.

Action by: Maintenance

By Date: 09/04/2022

Date Completed: 09/05/2022

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 22/04/2024

Action by: Kara Dhyan

Review Date: 22/04/2025

Signed: Kara Dhyan

Date: 09/03/2022



## RISK ASSESSMENT Electric Fence

When collecting the horses for a ride or tending to the horses and goats, it is necessary to switch off and move the electric fencing for access to the field.

### Risks / Hazards

Risk of electrocution if fence is touched when it is live. Risk of tripping whether fence is on or off.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

All students and visitors are advised and closely supervised when approaching areas with electric fences and when the electric fence needs to be switched off, on or moved. Training is given to staff on the operation of the fence. Students and visitors are advised of the hazards and there is signage in use. Regular safety checks and maintenance. Only staff operate the electric fencing.

### What else could be done?

Risk will be assessed on an individual basis. Horses can be collected prior to the activity taking place, should the risk be too great.

**Action by:** All staff

**Date to be Actioned:** On-going

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 22/04/2024

Action by: Kara Dhyan

Review Date: 22/04/2025

Signed: *Kara Dhyan*

Date: 09/03/2022





## RISK ASSESSMENT

### Equines, Goats and Cows

To provide therapy for the students it is essential to be around the animals and interact with them in various environments.

#### Risks / Hazards

Potential risk of injury from head butting, treading on feet, biting, kicking, crushing or pushing or Allergies (see separate Risk Assessment). Animals can become heightened in their behaviour when affected by occurrences outside of our control and this can create a hazardous situation.

#### Who's at risk of harm?

Staff, students and visitors.

#### What are we doing? (Prevention)

All staff to be fully trained in how to work with the animals. Induction and introduction given to all new staff, students and visitors. Equines are well trained and assessed regularly for various activities.

Enclosed areas are provided for each activity and the numbers of students limited to smaller groups.

Staff take part in regular top up training sessions to stay up to date.

Animals checked daily to ensure they are safe to work with.

#### What else could be done?

Closely monitor animal and students for any signs of distress or adverse behaviour which could lead to an incident. Be particularly vigilant of any pregnant women being around animals giving birth, as the birthing fluids can contain infectious organisms which can cause miscarriage in humans.

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 22/04/2024

Action by: Kara Dhyan

Review Date: 22/04/2025

Signed: *Kara Dhyan*

Date: 09/03/2022



## RISK ASSESSMENT

### Gas Stove

The Gas Stove is only used in the Harness Room to make Elderflower cordial in the spring and to warm up occasional lunches. It is also used to heat water in case of a power cut.

#### Risks / Hazards

Risk of injury due to misuse of gas stove in the Harness Room. Risk of burning, scalding, gas leak or explosion.

#### Who's at risk of harm?

All who use the Harness Room – students, staff and visitors.

#### What are we doing? (Prevention)

Students are not left alone in the harness room and all staff are trained to use the gas stove. Lighters are kept away from students and stored in a safe place. Gas supply is switched off when the stove is not in use to avoid leaks and combustion. Stove is maintained and checked regularly as part of the Maintenance Log and is not used regularly. The stove is only operated by staff.

#### What else could be done?

Possible provision of electric stove.

**Action by:** Maintenance

**By Date:** 09/09/2022 **Date Completed:** TBC

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 22/04/2024

Action by: Kara Dhyan

Review Date: 22/04/2025

Signed: *Kara Dhyan*

Date: 09/03/2022



# RISK ASSESSMENT

## Horse and Cart & Goat and Cart

### Risks / Hazards

Cart can have puncture or mechanical failure.  
Horse/Goat can spook. Student riding on cart could fall off.  
Staff/student walking could get run over or trip.

### Who's at risk of harm?

Student/staff

### What are we doing? (Prevention)

ALL cart activities are overseen by Kara (Proprietor), and are NOT undertaken in her absence.

Cart is checked over every time before use for punctures, any cracks or damage to shafts, structure of main frame and boards, turn table to be rotating smoothly. If any defects found then activity is ceased until full repairs are completed.

Strict code of conduct followed for all cart activities ie No stepping between horse and shafts, if seated on cart legs to be tucked in and not dangling outside of cart, anyone walking on road with cart to stay behind cart. If walkers at back required to walk in front to slow traffic, for example at an approaching bend, then clear communication with driver must happen before walking past cart. And walking past cart can only be done on the right hand side ie roadside. Under no circumstances must walker or passenger get off and walk on left hand side. This is so the driver if necessary, can move horse and cart over to the left to allow traffic to pass. All persons involved in activity to wear Hi Viz vests.

Passengers to be supervised by staff member in addition to staff member supervising driving the horse. This is to ensure full attention on both parties.

If weather is bad ie foggy, strong winds or heavy rain, activity will be postponed.

### What else could be done?

Thorough service of cart annually. All harness' to be regularly cleaned and checked for wear and tear. Horse fitness and temperament/training to be closely monitored for any change, and action taken accordingly.

<b>Completed by:</b>	Kara Dhyan	<b>Date:</b>	09/03/2022
<b>Updated by:</b>	Becky Hull	<b>Date:</b>	22/04/2024
<b>Action by:</b>	Kara Dhyan	<b>Review Date:</b>	22/04/2025
<b>Signed:</b>	<i>Kara Dhyan</i>	<b>Date:</b>	09/03/2022



## RISK ASSESSMENT

### Keeping safe around horses in field and yard

#### Risks / Hazards

Student could be knocked or pushed over by horse. Student can be trodden on by horse. Student can be bitten or kicked by horse.

#### Who's at risk of harm?

Student and staff.

#### What are we doing? (Prevention)

Gates to yard and field to be kept shut at all times.

Awareness from staff as per horse movement and interaction from induction training and assesment. Staff with inadequate awareness/training are not to supervise students with horses.

Safety rules explained to students before approaching horses. If student cannot comprehend rules then staff must be extra vigilant and hold hand or remove from area.

Students to be supervised at all times around horses whether in field or yard.

In field staff must be aware of whole herd, not just the horse the student is interacting with, as another horse may approach or scare away the closer horse.

When horse is sniffing students hand or clothing, staff to be vigilant of horses nibbling or pulling clothing and of student fingers going in horse's mouth.

If horses are tied in yard or are in stable, horse could pull back and break string. Then horse would be loose. In the stable, space is more confined so staff and student to stay on same side of horse to minimise risk of being trodden on when horse moves. Same applies to when horse is tied.

#### What else could be done?

Constant monitoring and training updates. Any query or issue to be raised with Kara and discussed in staff debrief and appropriate action taken.

**Completed by:** Kara Dhyan

**Date:** 09/03/2022

**Updated by:** Becky Hull

**Date:** 22/04/2024

**Action by:** Kara Dhyan

**Review Date:** 22/04/2025

**Signed:** *Kara Dhyan*

**Date:** 09/03/2022



# RISK ASSESSMENT

## Knife Policy

Doing certain activities the students may be required to handle knives.

### Risks / Hazards

During certain activities we use knives, e.g bushcraft whittling, cooking etc. Using knives runs a risk of injury.

### Who's at risk of harm?

Staff, students, animals and visitors.

### What are we doing? (Prevention)

Staff to be aware dynamically of students during the sessions and to have relevant training or a recognised NGB award.

Supervision ratios must be adequate.

Good practice to operate a buddy system.

Ensure regular head counts and registration.

All group members should be appraised of the importance of good behaviour and practice.

Leader will check the local weather forecast to ensure it is safe to continue planned activities.

Staff are to be in charge of moving the knives around the site in a suitable container.

Assess each group member to ensure the planned activities are suitable.

Identify members that require additional supervision, require medication or have special needs or specific conditions.

Check safety of equipment and safety in the area where activity will be based.

Clearly inform and instruct students of how to hold and use knives correctly before beginning.

Ensure all staff know which students they are responsible for and vice versa.

All roles and responsibilities must be clearly defined prior to activity.

Ensure mobile phones are fully charged and can be used in the area you are visiting.

Take a first aid kit and establish placement and ease of access in case of emergency.

Be aware of the need for extra equipment required for the activity such as; lap protective board, items for sharpening, cut-resistant gloves (used on non-tool hand), finger protectors, work surfaces, mallets, or approved makeshift tools (such as sticks or logs).

Consider and identify any Additional Hazards or Control Measures you will be adopting on this visit.

Discuss these with Group Members and list them below.

### What else could be done?

Plan B activity if required.

Consider a rescheduled time.

Always be aware of other staff, pupils or animals entering the area.  
Animals to be moved from the Goat Wood or proximity to the location if needed.  
Each activity will be assessed on an individual basis. Staff to take part in continuous professional development.  
“Blood bubble” spatial awareness method to be introduced.  
“Triangle of death” risk area to be explained.  
“Elbows on knees” rule to be enforced when practising knife work for optimal safety.  
Appropriate number of knives for the group including sheaths.  
Knife stations to be set out and briefing on the knives not to leave the designated station.  
Knives are to be kept in their sheath and placed in an appropriate location when not in use.  
Unsheathed knives MUST be passed by holding them from underneath, with the blade facing upwards, and the handle outwards towards the receiving person.  
“Ouch Pouch” practice to be maintained by staff as a medical precaution:  
Keeping at least 1 medical plaster in a pocket for mandatory use on ANY injury that ‘draws blood’ regardless of visual severity.  
Equipment to be checked visually on a regular basis as well as before the session.  
Knives to be numbered checked in and out.  
Knives are to be kept sharp and maintained for repeated use and to minimise severe injury.  
(A dull blade needs more pressure to cut, increasing the chance that the knife will slip with great force behind it.)  
Resourcing wood appropriate for knife work.  
(Freshly cut / wet / green is easier and safer to work with)

**Action by:** All Staff

**By Date:** On-going

Completed by:	Becky Hull	Date:	09/03/2022
Updated by:	Becky Hull	Date:	13/06/2024
Action by:	Kara Dhyan	Review Date:	22/04/2025
Signed:	<i>Kara Dhyan</i>	Date:	09/03/2022



# RISK ASSESSMENT

## Leading a horse

### Risks / Hazards

Horse could push, barge, drag, bite, strike with front foot, kick out, buck, rear, or run whilst being led.

Injury to hand from rope if not held correctly.

Being trodden on.

### Who's at risk of harm?

Student, staff, visitors.

### What are we doing? (Prevention)

Staff to teach this activity must be competent and been assessed after going through induction training.

Student always supervised. Student taught how to hold rope correctly and why. Staff to guide and assist where necessary and to keep an eye on other loose horses or hazards such as traffic, people or obstacles in the path.

Staff can use a second rope to assist with controlling the horse or hold headcollar if necessary for example, if horse is getting too close to student.

Student instructed on how to use body language and energy levels/intent to direct and move horse. Awareness is taught on reading the wider situation and other influences in the horses environment that may affect the horses behaviour. Students are taught how to assess these factors to keep them and the horse safe.

### What else could be done?

Staff training to be constantly assessed and partake in regularly update sessions.

**Completed by:** Kara Dhyan

**Date:** 09/03/2022

**Updated by:** Becky Hull

**Date:** 22/04/2024

**Action by:** Kara Dhyan

**Review Date:** 22/04/2025

**Signed:** *Kara Dhyan*

**Date:** 09/03/2022



# RISK ASSESSMENT

## Lone Working

When supporting a child with activities on the farm it is sometimes necessary to work alone.

### Risks / Hazards

When lone working there is a risk of suffering an accident, incident or injury and not immediately getting access to the required help, such as first aid or medical attention. There is also a risk of assault or allegations.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

Every activity is planned so that everyone knows what everyone is doing, where they are doing it, at what time and for how long. Close contact is kept using mobile phones, so that any change of planned location can be communicated. Riskier tasks will be saved for group work. Signing in and out sheets to be used each day and clear plans to be made at the beginning of each session, with a debrief at the end of the day.

Also:

- Assess the appropriateness of lone working for the particular task and particular student
- Work within predetermined times with welfare calls/checks where necessary
- Plan route if leaving site and inform the team
- Means of communication set prior to session
- Emergency procedures in place e.g. phone not answered, road traffic accident etc.
- Driving licence and insurance checks
- All staff have access to up to date emergency contact information
- Staff to take responsibility for their own health and safety and the safety of the student.
- Staff to implement and comply with safety measures as set out in training and Staff Handbook

### What else could be done?

Each activity will be assessed on an individual basis. Staff to take part in continuous professional development.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope  
Updated by: Becky Hull  
Action by: Kara Dhyan  
Signed: *Kara Dhyan*

Date: 09/03/2022  
Date: 23/04/2024  
Review Date: 22/04/2025  
Date: 09/03/2022





## RISK ASSESSMENT

### Making a controlled open campfire in Woodland

Self-esteem, building resilience, communication, spiritual, knowledge and understanding of the world, understanding the natural world, understanding risk, physical development (gross and fine motor), managing behaviour, warmth

#### Risks / Hazards

Risk to children and adults. Injuries that could occur are burns, cuts, smoke inhalation.

#### Who's at risk of harm?

Students, Staff, Visitors

#### What are we doing? (Prevention)

Fires must be lit away from trees and bushes with a space for the smoke to be able to rise up and out of the woods. It should not be lit on soil with peat.

Create a fire square so the children know where the fire is going to be and have a discussion around fire safety.

Have a bucket of water nearby to be able to extinguish the fire, also a fire blanket and first aid kit.

The fire will be lit in a designated area with a safe perimeter marked around the outside.

Appropriate fire lighting equipment to be used when lighting the fire.

Adult to be with the fire at all times.

Water should be kept next to the fire at all times for accidents and extinguishing in an emergency.

Cooking on the fire should be done with a ratio of 1:2.

At the end of the session the fire is to be extinguish with damp soil.

If possible have the fire in the same spot each time to limit environmental impact and to have it off the ground.

Only staff with the correct training can light, manage and extinguish a fire.

Staff who have not had adequate training can be involved but a fully trained member of staff must be present at all times.

#### What else could be done?

Make sure staff have first aid certificates. Make sure staff keep themselves updated on fire safety. Any new staff are fully trained.

Our aim is to look after the woodland and to care for the fauna and flora on our sight.

Action by: BH

By Date: 1.8.2022

Date Actually Completed: 1.7.2022

Completed by: Morven Herasimtschuk (Forest school Lead)

Date: 01/05/2022

Updated by: Becky Hull

Date: 22/04/2024

Action by: Kara Dhyan

Review Date: 22/04/2025

Signed: *Kara Dhyan*

Date: 10/05/2022



# RISK ASSESSMENT

## Manual Handling

It is sometimes necessary to move heavy objects from one area of the farm to another. This requires manual handling with equipment or by physically carrying objects.

### Risks / Hazards

Risk of injury when moving heavy objects around the farm, such as hay or straw bales. Risk of crushing or stress injuries if objects are carried incorrectly or object is too heavy.

Risk of injury when using wheelbarrows and other equipment to move objects.

### Who's at risk of harm?

Students, staff and visitors are at risk of harm.

### What are we doing? (Prevention)

Students, visitors and staff are all provided with training to safely complete moving and handling tasks. Students and visitors will be supported and monitored by staff at all times. As part of the induction with new staff and students we will know whether there are any previous injuries or conditions which need to be considered before performing the task. Some tasks will not involve students or visitors if they are too risky.

Students are allowed to take part in learning opportunities as Ad Hoc jobs arise which involve manual handling. Students are allowed to assist our maintenance man, Peter, with their designated member of staff, to learn about appropriate tasks. Students are not permitted to use power tools. Peter is also instructed on how to assist learning and relevant safety procedures.

### What else could be done?

Preparation and planning before performing any risky tasks. Check with all involved whether there are any previous injuries or conditions which need to be considered before performing the task. Only staff or Peter to perform tasks too hazardous for service users.

<b>Completed by:</b>	Adam Pope	<b>Date:</b>	09/03/2022
<b>Updated by:</b>	Becky Hull	<b>Date:</b>	12/06/2024
<b>Action by:</b>	Kara Dhyan	<b>Review Date:</b>	09/03/2025
<b>Signed:</b>	<i>Kara Dhyan</i>	<b>Date:</b>	09/03/2022



## RISK ASSESSMENT Muck Heap

When mucking out the animals stables, we transfer the muck to the muck heap and therefore have to access it. It is essential for hygiene purposes in the yard.

### Risks / Hazards

Potential risk of infectious diseases from animal droppings and urine in the muck heap.

### Who's at risk of harm?

Staff, students and visitors, and public.

### What are we doing? (Prevention)

Induction of new staff and new students or visitors around hygiene and washing of hands after dealing with muck. Soap and water is available as well as antibacterial gel for hand washing. The muck heap is kept away from the main yard and is emptied regularly. Logs are used to keep the heap in one place and prevent spreading. If an animal is ill, their droppings are not put on the heap and are taken elsewhere.

### What else could be done?

Students to remain supervised and encouraged to stay away from the heap unless mucking out.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 13/02/2024

Action by: Kara Dhyan

Review Date: 09/03/2025

Signed: *Kara Dhyan*

Date: 09/03/2022



# RISK ASSESSMENT

## Public Footpath Through the Farm

There is a public footpath that crosses the farm. It does not cross any specific Herd Thyme areas. It is used by the public to access walking routes and is required by law.

### Risks / Hazards

Potential Safeguarding risk due to the public having access to the farm and possibly interacting with students and animals.

### Who's at risk of harm?

Staff, students and visitors, and public.

### What are we doing? (Prevention)

Students are always supervised when moving about the farm. When moving along public highways, we are mindful of other footpath users, be it walkers or cyclists. Students and visitors are made aware when we leave the farm property and join a public highway so that boundaries can be established. Care is taken on an individual basis and be vigilant of safeguarding, i.e., a member of the public taking photos of the horses with the child in the picture.

### What else could be done?

Only use public footpaths when necessary to avoid risky interactions. Each activity will be assessed on an individual basis.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope Date: 09/03/2022

Updated by: Becky Hull Date: 13/02/2024

Action by: Kara Dhyan Review Date: 09/03/2025

Signed: *Kara Dhyan* Date: 09/03/2022



# RISK ASSESSMENT

## Putting on headcollar/grooming

### Risks / Hazards

Student could get trodden on, knocked by horses head, rope injury.

### Who's at risk of harm?

Student

### What are we doing? (Prevention)

Staff supervising this activity have completed induction training and are competent and aware as assessed.

Care is taken to keep other loose horses away from interfering with horse the student is working with. Student is taught how to correctly hold headcollar and rope to ensure no tangling or wrapping around fingers or hand. Student is shown/instructed how to stand correctly ie not directly in front of the horse, to avoid being shoved or knocked by the horses head.

When grooming a horse, staff and student to stand on same side of horse so as to allow horse freedom to move away and for staff to move horse away if necessary. For example if horse goes to step too close to student. Correct use of brushes is taught and monitored.

If horses are free ranging in field without a headcollar, whilst being groomed, space can be given to an aware student to be in that space with the horse with the staff member overseeing from a respectful distance. Staff must always be close enough to intervene if necessary. The therapeutic benefits of this interaction is so great we aim to facilitate where possible.

### What else could be done?

Action by: Kara Dhyan

Updated : 21.2.24

Signed: *Kara Dhyan*

Review Date : 21.2.25



# RISK ASSESSMENT

## Shepherds Hut and Gypsy Wagon

When supporting a child with activities on the farm sometimes we use break out spaces when the weather is bad or we need quiet to concentrate.

### Risks / Hazards

When working with a student in these spaces there are the same risks as lone working with a student. There is a risk of suffering an accident, incident or injury and not immediately getting access to the required help, such as first aid or medical attention. There is also a risk of assault or allegations.

The shepherds hut and Gypsy wagon both have steps up to which can be slippery. The shepherd's hut contains an oil heater which can get hot. The Gypsy Wagon has a small burner which is hot and we cannot use "spitty" wood such as old pallets or pine as this is a fire hazard to the surrounding woodland and wagon itself.

### Who's at risk of harm?

Staff, students, visitors and animals in the woodland area.

### What are we doing? (Prevention)

See Lone Working Risk Assessment.

Steps to hut and wagon to be kept clean and free of anything that makes them slippery. Gritted paint is added.

There is signage in the Gypsy Wagon regarding the fire and a fire extinguisher is kept in the wagon.

### What else could be done?

Each activity will be assessed on an individual basis. Staff to take part in continuous professional development.

**Action by:** All Staff

**By Date:** On-going

Completed by:

Becky Hull

Date:

6.6.24

Action by:

Kara Dhyan

Review Date:

6.6.25

Signed:

*Kara Dhyan*

Date:

6.6.24



# RISK ASSESSMENT

## Stable Yard General Area

Many activities take place in the Stable Yard and our break rooms are located there. Safe access is important and it is used by most students and visitors.

### Risks / Hazards

Potential risk of injury from elements present in the general Stable Yard area. There is risk from uneven floor surfaces, concrete hard-standing, muddy areas, the misuse of tools and equipment in the stable yard and animals.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

Induction given for yard and facilities. Staff to check equipment before use. Stop activity immediately if a hazard is identified. Equipment will only be handled after explanation and guidance on safe use. Equipment is kept clean, well maintained, and stored safely. Staff will supervise all activities. The yard is kept free from debris and paths have been marked out to guide students on a safe route. The hard standing is swept and kept clean and clear. Dangerous items are locked away.

### What else could be done?

Access to the Stable Yard is assessed on an individual basis, and activities can take place in other areas if needed.

**Action by:** All Staff    **By Date:** On-going

Completed by:	Adam Pope	Date:	09/03/2022
Updated by:	Becky Hull	Date:	13/02/2024
Action by:	Kara Dhyan	Review Date:	09/03/2025
Signed:	<i>Kara Dhyan</i>	Date:	09/03/2022



## RISK ASSESSMENT Trips and Falls

During each session we move around the whole farm to access different areas. The farm is not paved, so there are uneven surfaces underfoot, and also general farm equipment present in some areas.

### Risks / Hazards

Risk of tripping and falling when moving around the farm from one activity to another, due to uneven ground, stones, wet mud, animals and farming equipment, or untidy spaces.

### Who's at risk of harm?

Students, staff and visitors are at risk of harm.

### What are we doing? (Prevention)

Students, visitors and staff are all given advice on how to safely move around the farm environment. Advice is also given on suitable footwear and clothing needed to remain safe from harm. Students and visitors are supervised by staff at all times and all areas tidied before moving on. Any conditions or disabilities will be taken into account and the activity or route adapted accordingly.

### What else could be done?

Each individual will be assessed for each activity to ensure safe movement around the farm.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope

Date:

09/03/2022

Updated by: Becky Hull

Date:

13/02/2024

Action by: Kara Dhyan

Review Date:

09/03/2025

Signed: *Kara Dhyan*

Date:

09/03/2022





# RISK ASSESSMENT

## Steps and Uneven Surfaces

Due to the age of the farm and the buildings, there are lots of cobbled surfaces and stone steps.

### Risks / Hazards

There is a potential risk of falling or tripping on uneven steps, paths, tracks and floors. The ground can also become wet and muddy. This carries a risk of injury.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

All students and visitors are advised of any hazardous surfaces when moving about the farm. Students are supervised in all areas and are made aware of the risks. The ground is kept tidy and clear of equipment with clear, safe pathways provided when the ground is particularly muddy.

### What else could be done?

Supervision will be specific to individual cases. If a surface is too uneven for an individual to move across, we will choose another route or physically support the person.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 13/02/2024

Action by: Kara Dhyan

Review Date: 09/03/2025

Signed: *Kara Dhyan*

Date: 09/03/2022



## RISK ASSESSMENT Wood Burner

In the winter months, when using the harness room for break times, course work and on rainy days, it is necessary to have a fire in the wood burner to keep warm.

### Risks / Hazards

Risk of injury due to misuse of wood burner in the Harness Room. Risk of burning, smoke inhalation if there is no air circulation or draw, or splinters from wood.

### Who's at risk of harm?

All who use the Harness Room – students, staff and visitors.

### What are we doing? (Prevention)

The wood burner is protected by a cage with nothing combustible stored in the immediate vicinity. Students are not left alone in the harness room and all staff are trained to use the wood burner. Lighters are kept away from students and stored in a safe place. Air circulation in the harness room is closely monitored when the burner is in use and only suitable fuel is used. The burner is maintained and safety checked regularly. No wood-chopping equipment to be kept near the fire.

### What else could be done?

Wood Burner to be operated by staff only and it is only to be used when safe to do so.

**Action by:** All Staff

**By Date:** On-going

**Completed by:** Adam Pope

**Date:** 09/03/2022

**Updated by:** Becky Hull

**Date:** 13/02/2024

**Action by:** Kara Dhyan

**Review Date:** 09/03/2025

**Signed:** Kara Dhyan

**Date:** 09/03/2022



# RISK ASSESSMENT

## Working at Height

Due to the varied activities provided, it is sometimes necessary to perform tasks at a height. There are also play areas on the farm where swings and nets are at a height.

### Risks / Hazards

Risk of falling when working at height. Risk of injury or harm when performing tasks at height or using equipment which is at a height. Risk to Students of falling when using play equipment at height, such as cargo nets and swings.

### Who's at risk of harm?

Students, staff and visitors are at risk of harm.

### What are we doing? (Prevention)

Tasks at height to be kept to a minimum and only performed by staff, unless student or visitor is closely supervised. All equipment which is at height, will be maintained and checked regularly for any safety issues. Clear instructions are to be given before undertaking tasks and PPE to be provided. Clear planning before each activity at height will reduce risk.

### What else could be done?

Assess each student on an individual basis before each activity at height. Monitor closely throughout.

**Action by:** All Staff

**By Date:** On-going

Completed by: Adam Pope

Date: 09/03/2022

Updated by: Becky Hull

Date: 13/02/2024

Action by: Kara Dhyan

Review Date: 09/03/2025

Signed: Kara Dhyan

Date: 09/03/2022



## RISK ASSESSMENT Work Related Stress

It is easy to become overwhelmed when working in such a varied and challenging environment. The nature of the work can lead to busy days and multiple tasks.

### Risks / Hazards

Risk to staff of stress due to work related tasks. Stress could be caused by having too heavy a workload, lack of control over tasks given, lack of planning, lack of training or support or overwhelming situations such as injury or distress of students, visitors or animals.

### Who's at risk of harm?

Staff, students and visitors are at risk of staff stress.

### What are we doing? (Prevention)

Team Meeting to be held each day before starting work, where the day is planned and tasks are shared out. Everyone is able to discuss what needs to be done and plan accordingly. At this point, staff and students are encouraged to voice any concerns, and are also invited throughout the day. Support for staff from colleagues is always available. Debrief sessions happen at the end of the day to talk through any difficulties.

If a member of staff works 3 or more days a week they are offered professional supervision with a therapist of their choice.

### What else could be done?

Regular supervisions help to maintain a stress-free work environment, by keeping lines of communication open. Staff will be aware of the students' wellbeing at all times and Staff should be aware of each other's wellbeing and talk to each other should there be any issues.

**Action by:** All Staff

**By Date:** On-going

Completed by:	Adam Pope	Date:	09/03/2022
Updated by:	Becky Hull	Date:	13/02/2024
Action by:	Kara Dhyan	Review Date:	09/03/2025
Signed:	<i>Kara Dhyan</i>	Date:	09/03/2022



# RISK ASSESSMENT

## Yoga

Yoga can increase body awareness (interoception) in a safe and controlled way, which can promote feelings of physical, emotional, and psychological safety. It can also address nervous system dysregulation, dissociation, and feelings of disconnection from the body or surroundings.

### Risks / Hazards

Yoga sessions are carried out in the studio, normally 1:1 (see Risk Assessment for Lone Working). Risks include injury, allegations and students with trauma backgrounds being triggered.

### Who's at risk of harm?

Staff, students and visitors.

### What are we doing? (Prevention)

- Yoga only to be carried out by trained staff members. Team to be made aware when a session is running and when it will end.
- An individual Risk Assessment to be carried out before each session.
- Students to be made aware of what the session will involve and give consent to the session.
- Student to give consent to physical adjustments or keep verbal
- Staff to be aware about triggers, flashbacks, dissociative states & overwhelming emotions.
- Make space for the student to step out of any practice at any time.
- Be aware that these sessions are not therapy, and participants will not be asked to share their trauma histories or to process their memories in any way.
- Avoid triggering positions (be informed which these are)

### What else could be done?

Staff to take part in Trauma Informed Practice training

**Action by:** All Staff

**By Date:** July 2024

Completed by:

Adam Pope

Date:

09/03/2022

Updated by:

Becky Hull

Date:

23/04/2024

Action by:

Kara Dhyan

Review Date:

22/04/2025

Signed:

*Kara Dhyan*

Date:

09/03/2022