

Organisation: Dedham Therapy Farm CIC

Date of Assessment: 07/07/20

Assessing: Amy Boyce Lead OT, Megan Dack Business Manager

Groups at Risk: Staff, Volunteers, Farm Assistants, carers, students

See below for dates reviewed

| Location | Activity | What is the hazard | Level of risk | What measures are in place to lessen the risk? | Level of risk with measures in place. | Who will do this? |
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| Dedham Therapy Farm CIC | Handling substances that are hazardous to health. | <ul style="list-style-type: none"> • Ingestion • Contact with the skin • Breathing in substance • Injection through a puncture in the skin. | <p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p> | <ul style="list-style-type: none"> • All hazardous substances are kept in a locked cabinet/staff area. • All PPE are supplied when handling substances. | <p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:2</p> | Staff, volunteers, carers, students, Farm Assistants. |

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| | | <ul style="list-style-type: none"> • Spillages • Misuse of product | | <ul style="list-style-type: none"> • Staff oversee all handling of substances. • All hazardous substances are recorded in the COSHH file • Vet gives advice and training on administration of medication and storage. • Staff member COSHH trained. • Cleaning of restrooms and bathrooms done by cleaning company out of office hours, using their own products. | | |
| Dedham Therapy Farm CIC | Working with animals | <ul style="list-style-type: none"> • Animal bites • Parasites/ Diseases • Animal Faeces | <p>Likelihood:3 Consequences:3</p> | <ul style="list-style-type: none"> • Animals have ongoing health checks by staff and vet. • Routine vaccines and health care done. | <p>Likelihood:1 Consequences:2</p> | All staff members, volunteers and students, Farm assistants. |

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| | | <ul style="list-style-type: none"> • Kicked/ stepped on • Handling food • Injury from animal equipment • Injury from animal | Level:9 | <ul style="list-style-type: none"> • Staff have training to be aware of illness and injury of animal • Staff First Aid trained. • First aid trained member of staff on site • Hand washing done after contact with animals and animal care. • Staff member to assess animals' behaviour before activity. • Farm assistants and carer to be briefed on safety measures before handling animal. • PPE and hand washing available when preparing | Level:2 | |
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| | | | | <p>food/medication/husbandry tasks.</p> <ul style="list-style-type: none"> • All to be aware of health and safety policies. | | |
| Dedham Therapy Farm CIC | Risk from moving animals | <ul style="list-style-type: none"> • Animal running away/ exiting premises • Animal becoming spooked • Bite/kick/injury to animals of person. • Animal coming into contact with another animal | <p>Likelihood:3 Consequences:3 Level:9</p> | <ul style="list-style-type: none"> • Staff members to be confident in moving the animal. • Staff members to have adequate training to do the activity. • safety brief first before moving animal if involving farm assistants or training less qualified staff/volunteers. • Appropriate equipment to be used with the animal e.g. head collars, pig boards/hurdles | <p>Likelihood:1 Consequences:3 Level:3</p> | <p>All staff members, volunteers and students, Farm assistants.</p> |

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| | | | | <ul style="list-style-type: none"> • Animals behaviour assessed prior to moving. • All animal enclosures to be secure •Route planning before moving animal •No animal other than a dog to be taken off site. •PPE available e.g. steel cap toes covers. | | |
| Dedham Therapy Farm CIC | Manual handling | <ul style="list-style-type: none"> • Personal injury when carrying out tasks. | <p>Likelihood:3 Consequences:2 Level:6</p> | <ul style="list-style-type: none"> • Staff to be adequately trained on manual handling. • Equipment available e.g. wheelbarrows. • Regular breaks from repetitive tasks. | <p>Likelihood:1 Consequences:3 Level:3</p> | All staff members, volunteers and students, Farm assistants. |

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| | | | | <ul style="list-style-type: none"> • Manual handling guidelines on poster around the farm. • Ongoing management of uneven ground/holes if found. • Awareness of reducing weight load of items. • Staff and volunteers have an awareness of the setting they are working on. • Staff, volunteers and Farm Assistants and their support network are advised to wear appropriate clothing and footwear. | | |
| Dedham Therapy Farm CIC | Use of hand tools | <ul style="list-style-type: none"> • Injury to self or others • Inappropriate use of tools • Inexperienced tool handler | <p>Likelihood:3 Consequences:5</p> | <ul style="list-style-type: none"> • Individuals assessed prior to using tools. | <p>Likelihood:2 Consequences:2</p> | All staff members, volunteers, students and farm assistants. |

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| | | <ul style="list-style-type: none"> • Self harm • Damage to property | Level:15 | <ul style="list-style-type: none"> • Staff member confident in use of tool to lead/oversee use. • Staff members to have training in tool use. • Verbal and visual instruction given before use. • Level of use graded to individual. • Staff and volunteers to be aware of health and safety policies • Use of PPE mandatory for use of tool. • Individual risk assessment done for each farm Assistant to ensure task is appropriate/safe. | Level:4 | |
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| | | | | <ul style="list-style-type: none"> •Referral form/assessment completed to ascertain level of self-harm risk •Ongoing review of individuals level of risk. •The power/ weight of tool vary based on the individuals strength and size. • Verbal and visual instruction given before use. | | |
| Dedham Therapy Farm CIC | Exposure to the elements and extremes of weather | <ul style="list-style-type: none"> • Heat stroke • Sunburn • Cold weather injury | <p>Likelihood:3 Consequences:5 Level:15</p> | <ul style="list-style-type: none"> • Advise everyone to bring/wear appropriate clothing and footwear, sunscreen for the weather. • We have a limited number of appropriate clothing | <p>Likelihood:2 Consequences:2 Level:4</p> | All staff members, volunteers, students and farm assistants. |

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| | | <ul style="list-style-type: none"> • Slipping/falling over due to ground conditions • Lighting strike injury • dehydration • Falling trees in high winds | | <p>available on premises for emergency in cold weather</p> <ul style="list-style-type: none"> • in hot weather, take regular breaks in shade. • Ice refreshments available • Fans available in office • for temperatures above 29 degrees cancel dog sessions unless aircon available. • converse with families regarding the forecast weather and make adjustments where safe to do so. • offer adjusted hours to staff where appropriate. | | |
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| | | | | <ul style="list-style-type: none">•Scrutinise each therapist's caseload and adjust if necessary.• do activities in shade in hot weather.• in high wind conditions avoid animal enclosures with farm assistants where animals are likely to be spooked.•In high winds avoid activity near trees and buildings.•Take shelter in a summer house or office during a storm.• do not take shelter under or near trees, animals, stables during storm.•Assess the suitability of running sessions during | | |
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| | | | | <p>storms. - either cancel sessions or early collection if necessary.</p> <ul style="list-style-type: none"> • Use of salt on paths and bridge • Use of woodchips on excessive mud • Clear pathways in the even of ice. | | |
| Dedham Therapy Farm CIC | Campfire | <ul style="list-style-type: none"> • Burns • Damage to property • Trips/falls • Danger to animals • Fire | <p>Likelihood:3 Consequences:4 Level:12</p> | <ul style="list-style-type: none"> • Instructions/safety set out prior to starting fire • Fire Pit to be in clear stable place • regular check by staff of fire equipment and safety equipment. | <p>Likelihood:2 Consequences:1 Level:2</p> | Staff, students, volunteers, farm assistants |

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| | | | | <ul style="list-style-type: none">•Fire Marshall to be on site•Annual professional to check fire extinguishers.•First Aider on site•Mandatory PPE used during fire.•Staff confident in starting and monitoring fire.•Fire pit located clear of dry feed and grass and animals.•Each farm assistant assessed to ensure fire is appropriate.•flammable liquid and items to be stored away.•Fire assembly point clearly labelled | | |
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| | | | | <ul style="list-style-type: none"> • Fire drills done and logged regularly | | |
| Dedham Therapy Farm CIC | Bonfire | <ul style="list-style-type: none"> • Burns • Death • Damage to property • Trips/falls • Danger to animals | <p>Likelihood:3</p> <p>Consequences:5</p> <p>Level:15</p> | <ul style="list-style-type: none"> • Adequate training for staff. • Only trained staff to do bonfires. • Fire assembly point clearly marked. • Fire drills done and logged. • Annual maintenance of fire extinguishers by professional, staff to do regular checks of equipment. • Pathways keep clear. • Staff aware of entrance and exits to each animal enclosure. | <p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p> | Staff, students, volunteers, farm assistants |

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| | | | | <ul style="list-style-type: none"> • All team member to read policies and procedures | | |
| Dedham Therapy Farm CIC | Working at height | <ul style="list-style-type: none"> • Falls • Personal injury | <p>Likelihood:2</p> <p>Consequences:3</p> <p>Level:6</p> | <ul style="list-style-type: none"> • Only have small ladders on premises. • A member of staff at the bottom of the ladder to hold it. • Quality of ladder inspected before each use. • No farm assistants to carry out work at height. • Management to scrutinise if professional contractor needs to be called in to carry out work. | <p>Likelihood:1</p> <p>Consequences:2</p> <p>Level:2</p> | Staff, volunteers, students and farm assistants |

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| <p>Dedham Therapy Farm CIC</p> | <p>Use of sharp objects</p> | <ul style="list-style-type: none"> • Injury to self and others/animals • Self-harm • Damage to property • Incorrect/ inappropriate use | <p>Likelihood:3 Consequences:5 Level:15</p> | <ul style="list-style-type: none"> • Use of referral form for farm assistants to ascertain risk of self-harm or requirement from adapted equipment. • Locked cabinet/shed for storing sharp objects. • Individual's abilities assessed before use and graded to their needs. • Tasks graded to individual abilities. • Team member to oversee use. •PPE to be used • adapted equipment available where necessary. •use of needles for medication for animals to be | <p>Likelihood:1 Consequences:2 Level:2</p> | <p>All staff members, volunteers and students.</p> |
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| | | | | <p>carried out by trained staff member.</p> <ul style="list-style-type: none"> •sharp box disposal for animal medication needles •appropriate disposal of sharp equipment. | | |
| Dedham Therapy Farm CIC | Moving vehicles | <ul style="list-style-type: none"> • Being runover • Fire • Crash/damage to property • Unqualified driver • poorly maintained vehicles •unsecure loads •injury to animals | <p>Likelihood:2 Consequences:5 Level:10</p> | <ul style="list-style-type: none"> • Road worthy vehicles only to access the premises. •visitors to report to main office before entering farm •Gates locked and only unlocked by member of staff. •management informed if vehicle due to come onsite • Farm vehicles serviced regularly. | <p>Likelihood:1 Consequences:2 Level:2</p> | All staff members, volunteers, students and farm assistants |

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| | | <ul style="list-style-type: none">• drivers with limited awareness of service | | <ul style="list-style-type: none">• Farm vehicles driven by qualified people.• Insurance policies in place.• Use of farm vehicles restricted depending on the individuals on the premises. E.g. individuals with auditory processing disorder, or limited awareness of risk.• Farm vehicle keys kept in secure location and not left unattended in vehicles.• Only authorised vehicles allowed to access premises.• Uneven ground restricts speed of vehicles. | | |
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| | | | | <ul style="list-style-type: none"> • limited activity in area of moving vehicle | | |
| Dedham Therapy Farm CIC | Sessions | <ul style="list-style-type: none"> • injury to people/animals • anti-social behaviour/damage to property • absconding/missing farm assistants • accusation of staff • consumptions of substances/faeces/animal food • climbing | <p>Likelihood:3</p> <p>Consequences:4</p> <p>Level:12</p> | <ul style="list-style-type: none"> • Staff and volunteers to ensure managing behaviour policy is followed. • health and safety policy to be followed • farm assistants to be risk assessed, referral form and assessment to be completed prior to sessions. • ongoing risk assessments completed. • lock away equipment and substances. | <p>Likelihood:2</p> <p>Consequences:1</p> <p>Level:1</p> | All staff members, volunteers, students, farm assistants |

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| | | | | <ul style="list-style-type: none">• individuals requiring additional support attend with their support staff.• farm assistants to be supervised by staff, volunteers• all gates locked.• all farm assistants supervised in the community by staff.• notify support network, police when farm assistants is missing for more 10 minutes.• all staff have walkie talkies, mobile phones on them at all times• lone working risk assessment completed for each farm assistant where there is concern. | | |
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| | | | | <ul style="list-style-type: none"> • sign up to say feed is for animal consumption | | |
| Dedham Therapy Farm CIC | Pond | <ul style="list-style-type: none"> • Drowning • Illness • Injury • Ingestion of pond water | <p>Likelihood:3 Consequences:5 Level:15</p> | <ul style="list-style-type: none"> • Access to pond is restricted. • Warning signs around pond. • Pond not in use in sessions until further notice. | <p>Likelihood:1 Consequences:5 Level:5</p> | All staff members, volunteers and students, farm assistants |
| Dedham Therapy Farm CIC | Pest control | <ul style="list-style-type: none"> • Other animal ingesting poison • Person ingesting poison • Disease from pest • Injury for pest | <p>Likelihood:3 Consequences:4 Level:12</p> | <ul style="list-style-type: none"> • Use of licensed pest control company • Staff to be vigilant for dead pests • Any dead animals found to be disposed of immediately | <p>Likelihood:1 Consequences:1 Level:1</p> | All staff members, volunteers and students |

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| | | | | <ul style="list-style-type: none"> •Pest control company issue risk assessment • poison to be in correct equipment • poison boxes to be tied down away from access by other animals •pest control boxes to be out of sight of general public and farm assistants. | | |
| Dedham Therapy Farm CIC | Farm access | <ul style="list-style-type: none"> •Member of the public accessing farm •forest school accessing farm | <p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p> | <ul style="list-style-type: none"> •Keep all gates closed/locked •Farm Assistants to be accompanied by staff during session. •Visitors to report to main office. | <p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:1</p> | All staff members, volunteers and students and thrive |

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| | | | | <ul style="list-style-type: none">•Non DBS visitors to be accompanied by a member of staff.•forest school to inform office of dates thrive is running or not running•Forest school staff to monitor their group and ensure all those that are attending have left the premises at end of their session.•no access to the farm by general public without prior permission from management. | | |
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| Dedham Therapy Farm CIC | behaviour management | <ul style="list-style-type: none"> •Farm Assistant shows a risk to themselves or others •Farm Assistant attempts to leave premises without support. | <p>Likelihood:3 Consequences:4 Level:12</p> | <ul style="list-style-type: none"> •Staff to follow missing child procedure, safeguarding policy or behaviour policy in the event of a unmanageable behaviour or risk of absconding •Farm Assistant risk assessed individually after assessment •Referrer to share any procedures, risk assessment or behaviour management tools to support farm staff •Referrer to send staff to support if required in other settings. •zero tolerance of abusive behaviour towards DTF staff, volunteers and other farm assistants. | <p>Likelihood:2 Consequences:1 Level:2</p> | All staff members, volunteers and students |
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| | | | | <ul style="list-style-type: none"> • adjustments made based on previous incidents and individuals have ongoing risk assessment. | | |
| | Community pay back service | <ul style="list-style-type: none"> • antisocial behaviour • smoking • use of equipment • lack of understanding of service and vulnerable people | <p>Likelihood:4</p> <p>Consequences:2</p> <p>Level:8</p> | <ul style="list-style-type: none"> • in depth risk assessment completed (available on request) • smoking to be done in the car park • supervisor to oversee group • group to only run when management are on site • CPS to bring own equipment and PPE • CPS to risk assess their individuals and adhere to | <p>Likelihood:1</p> <p>Consequences:2</p> <p>Level:2</p> | All staff members, volunteers and students |

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| | | | | <p>agreement of bringing low risk individual individuals.</p> <ul style="list-style-type: none"> •no contact with farm assistants | | |
| | Safeguarding | <ul style="list-style-type: none"> •harm not being identified or reported appropriately •staff working alone with Farm assistants •absconding/missing person •peer on peer physical/emotional/verbal assault •misuse of equipment •GDPR & sharing information and images | <p>Likelihood:4</p> <p>Consequences:3</p> <p>Level:12</p> | <ul style="list-style-type: none"> •safeguarding training given to all staff and volunteers •farm assistants risk assessed individually •farm assistants grouped together considering referral, assessment, triggers, needs •referral process completed for each farm assistant. •staff and volunteers to follow GDPR policy | <p>Likelihood:3</p> <p>Consequences:2</p> <p>Level:6</p> | All staff members, volunteers and students |

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| | | <ul style="list-style-type: none"> •general public in area/thrive attendees | | <ul style="list-style-type: none"> •consent forms to be completed by farm assistants and support network •doors and gate always locked •access to the farm monitored •farm assistants to be supervised •any information shared adheres to GDPR and safeguarding policies •GDPR and safeguarding policies in place and accessible to all team members •verbal consent gained from farm assistants or carers prior to working alongside students or volunteers. | | |
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| | Hammocks/swing | <ul style="list-style-type: none"> •injury from branches falling •falls from hammock •tripping over hammock •swinging too high | <p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p> | <ul style="list-style-type: none"> •hammock/swing to be checked before use to ensure no damage •no use of hammock in high winds •use of hammocks/swings under supervision from staff •tying the hammock/swing up away when not in use. | <p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:2</p> | staff, volunteers, farm assistants |
| | wasp,bees, insect bites and stings | <ul style="list-style-type: none"> •Stings and bites and could leave to an anaphylactic shock | <p>Likelihood:2</p> <p>Consequences:4</p> | <ul style="list-style-type: none"> • remain still. •First aider on site, | <p>Likelihood:1</p> <p>Consequences:1</p> | farm assistants,staff, volunteers |

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| | | | Level:4 | <ul style="list-style-type: none"> •individual risk assessment for farm assistant/staff with allergies •referral process to ascertain allergies of service users | Level:1 | |
| | Electric fencing | <ul style="list-style-type: none"> •shock from electric fence •shock from battery | <p>Likelihood:3</p> <p>Consequences:2</p> <p>Level:6</p> | <ul style="list-style-type: none"> •Referral to understand Farm assistant ability to follow instruction •Signs up to show fence is electric •Support from staff if allowing farm assistant to hook up or unhook electric fence •unhook electric when feeding or interacting with animal. | <p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:1</p> | farm assistants,staff, volunteers |

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| | Work Experience student working | <ul style="list-style-type: none"> • risk of harm or injury to students on work experience due to lack of experience and knowledge and due to vulnerability of age. | <p>Likelihood:3 Consequences:2 Level:6</p> | <ul style="list-style-type: none"> • application and thorough recruitment process. To gain a full understanding of experience and abilities. • Induction process to ensure adequate training • new work experience students to work alongside more experienced member of staff to ensure support is available. • More independence can be given after assigned staff member of animal care staff and management decide they are competent to work more independently. | <p>Likelihood:1 Consequences:2 Level:2</p> | Work experience students, students on practice placement, new member of staff, volunteers |
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| | | | | <ul style="list-style-type: none"> •All staff to be recruited following the safer recruitment policy. | | |
| | Walk with donkeys | <ul style="list-style-type: none"> •risk of public approaching •traffic causing spooking donkeys •minstrels strength when excited •other animals approaching •spooked by bikes, boats, paddleboards, paddle board pumps, umbrellas, pushchairs. •extreme weather ice/heat/rain •kicks, bites, strong pulls | <p>Likelihood:3</p> <p>Consequences:4</p> <p>Level:12</p> | <ul style="list-style-type: none"> •only take Farm Assistants that are experienced working with donkeys •no Farm assistants with mobility problems to do off site walking • Farm Assistants above the age of 12 only • All individuals including staff, volunteers to wear Hi vis vests and riding hats. •head collars and lead ropes to be in good repair. • only walk along route to left of farm down public footpath | <p>Likelihood:3</p> <p>Consequences:3</p> <p>Level:9</p> | <p>Work experience students, students on practice placement, new member of staff, volunteer</p> |

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| | | <ul style="list-style-type: none"> • donkey becoming loose • donkey on road but closest to path staff member to right of donkey when on road and behind farm assistant. | | <p>down gravel lane and enter farm in back left gate.</p> <ul style="list-style-type: none"> • no walks in rain, excessive heat, storm, ice, high winds • Any members of the public may be asked not to approach dependent on Farm assistants individual risk assessments. • ask traffic to slow as they approach • use of two lead ropes initially. Staff member to review each walk. • staff member to carry schooling whip to avoid approaching dogs and other animals. | | |
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| | | | | <ul style="list-style-type: none">•avoid fields with other livestock in.•initially minimum of 2 members of staff for walk initially.•regularly staff training in walks offsite without farm assistants.• only staff that feel confident in doing off site walks to lead this activity.•feed straw while grooming before walk. no walks on empty stomach. | | |
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| | <p>off site walk with alpaca</p> | <ul style="list-style-type: none"> •risk of public approaching •traffic causing spooking alpaca •unsure of different terrains •height of alpaca •other animals approaching •spooked by bikes, boats, paddleboards, paddle board pumps, umbrellas, pushchairs. •extreme weather ice/heat/rain/wind •kicks, bites, strong pulls •animal becoming loose | <p>Likelihood:4 Consequences:4 Level:16</p> | <ul style="list-style-type: none"> •only take Farm Assistants that are experienced working with the alpacas •no Farm assistants with mobility problems to do off site walking • Farm Assistants above the age of 12 only • All individuals including staff, volunteers to wear Hi vis vests. •head collars and lead ropes to be in good repair. • only walk along footpaths/bridleways. no walking along roads with cars/traffic. use back gate off farm into fields. | <p>Likelihood:4 Consequences:2 Level:8</p> | <p>Work experience students, students on practice placement, new member of staff, volunteer</p> |
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| | | | | <ul style="list-style-type: none">•no walks in rain, excessive heat, storm, ice, wind•Any members of the public may be asked not to approached dependant on Farm assistants individual risk assessments.•ask traffic to slow if they do approach• use of two lead ropes initially. Staff member to review each walk.• staff member to carry schooling whip to avoid approaching dogs and other animals.•avoid fields with other livestock in. | | |
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| | | | | <ul style="list-style-type: none"> •initially minimum of 2 members of staff for walk initially. •regular staff training in walks offsite without farm assistants. • only staff that feel confident in doing off site walks to lead this activity. • no walks on empty stomach. | | |
| Dedham Therapy Farm | Use of ride-on mower/ push along lawnmower | <ul style="list-style-type: none"> •Inappropriate use of ride-on mower. •Injury to self or others. •Flying debris. •Hot engine. •Rotating machinery. | <p>Likelihood: 3 Consequences: 5 Level: 15</p> | <ul style="list-style-type: none"> •Staff to be adequately trained in accordance with the machinery operating manual. •Mandatory use of PPE worn – ear defenders, gloves and goggles. | <p>Likelihood: 2 Consequences: 3 Level: 6</p> | All trained staff members |

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| | | <ul style="list-style-type: none"> • Poorly maintained. • Refuelling. • Vibration injury | | <ul style="list-style-type: none"> • Assess the surrounding area for bystanders, only use when safe to do so. • Do not use around loose animals • Limit use to 1 hour per person per day max • No passengers allowed on the ride-on mower. • Area to be checked for debris with any removed before use. • Engine not to be touched after use. • Mower to be turned off before removing or cleaning any obstructions. | | |
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| | | | | <ul style="list-style-type: none"> •Mower to be serviced and cleaned regularly. •Defective equipment to be reported immediately, mower out of action until repaired. •Mower to be off, cool and outdoors when refuelling. •If petrol spilt move mower away before starting. | | |
| Dedham Therapy Farm | Forest school | <ul style="list-style-type: none"> •forest school activity through thrive nature adventures - not Dedham Therapy Farm company | <p>Likelihood:3 Consequences:4</p> | <ul style="list-style-type: none"> •Debbie Howard runs Thrive Nature Adventures and is responsible for the effective and safe running of her company. | <p>Likelihood:2 Consequences:1</p> | Farm assistant, DTF staff and volunteers, Thrive nature adventure staff. |

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| | | <ul style="list-style-type: none"> • Individuals attending that are unknown to DTF. • Fire on site in forest school area • Fire on site on DTF area. • injury to forest school attendee from animals • injury on site from other means • safeguarding of children attending forest school activity • safeguarding of DTF Farm Assistants • injury when use of hand washing facilities | <p>Level:12</p> | <ul style="list-style-type: none"> • Debbie to ensure her risk assessments, insurance and DBS are effective and kept up to date. Megan and Amy to monitor this on an ongoing basis and keep communication with Debbie open to ensure this is shared at least annually and in the event of any changes. • Debbie reports to Megan, Amy and the office when she or any of her team are onsite. • Debbie to ensure her team is adequately trained and recruited using a safer recruitment policy. • in the event of a fire that is not in a controlled way on her site area Debbie to notify the DTF team and office | <p>Level:2</p> | |
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| | | <ul style="list-style-type: none"> •injury in use of toilet block •injury and safeguarding accessing the farm site •adverse weather conditions cause risk to forest school attendees | | <p>immediately. Debbie to be responsible for ensuring the safety of her groups in the event of a fire but to also report any casualties or unaccounted for persons on site. Debbie to carry a mobile phone and be contactable at all times whilst on site.</p> <ul style="list-style-type: none"> •DTF staff contact Debbie in the event of an uncontrolled fire on their site if they ascertain that her group are required to vacate the site. Debbie is responsible to ensure her group safely exits the site and ensure all her group are accounted for reporting this to DTF fire Wardens. | | |
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| | | | | <ul style="list-style-type: none">•Debbie to share DBS certificates and any updates for her team with DTF.•Debbie to take responsibility for the safeguarding of the young or vulnerable people within her group and to be aware of any safeguarding procedures in the event of any safeguarding concerns.•Effective and open communication to be kept between Debbie and the DTF team to ensure the safety of any vulnerable person or children attending either organisation activities.•DTF staff to ensure their Farm Assistants are supported so the general public do not have access to children or | | |
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| | | | | <p>vulnerable people on their own.</p> <ul style="list-style-type: none">•DTF team to ensure the cleanliness and safety of effects in the toilet block to ensure safety whilst using. Debbie and DTF to report any issues.•Debbie meets her group at the side gate to the front of the farm and guides her group to the forest school area.•Debbie to monitor and maintain her forest school area to ensure safety of ground and equipment in use.• Debbie to complete and maintain her own risk | | |
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| | | | | <p>assessment and share with Farm</p> <ul style="list-style-type: none"> •Debbie to ensure a warning regarding the setting is given to all accessing her activities. •Debbie to ensure hand washing is available in her area and advise group of farm facilities •DTF staff to ensure their Farm assistants are chaperoned on the farm by dtf staff at all times •DTF staff can allow Farm Assistants to use the staff toilet in the event visitors one has a queue. Staff to wait for Farm Assistant in the event of | | |
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| | | | | <p>high foot traffic around the toilet block.</p> <ul style="list-style-type: none">•Farm to monitor safety around access to the front of the farm Debbie to report any issues for her group•Debbie to greet her group at the Forest school gate to the right of the office and ask her group to quickly make their way to her forest school area not loitering around the entrance to reduce crowds around the front of the farm.•Debbies group to be asked to wait outside the forest school gate. | | |
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| | | | | <ul style="list-style-type: none"> • Forest school group to leave the farm down the lane where at all possible. | | |
| Dedham Therapy Farm | Lone working with Farm Assistants offsite or in community | <ul style="list-style-type: none"> • harm/danger to farm assistant • danger/harm to staff • staff vulnerable to accusation being made • Danger of injury | <p>Likelihood:3</p> <p>Consequences:4</p> <p>Level:12</p> | <ul style="list-style-type: none"> • referral process to ascertain history of dangerous behaviour • On day risk assessment done with higher risk farm assistant – use of specific tool • Staff training in first aid, and lone working policy and procedure • Staff training in safeguarding • use of walkie talkies or mobile phone in emergency | <p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p> | Staff, volunteers, farm assistants |

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| | | | | <ul style="list-style-type: none">• keep view of farm site clear from office building• Daily discussion about plan for the day• Make other staff aware of lone working activity• Use of code words in the event of a situation where need to report emergency without alarming Farm Assistant "Has the dog collars arrived?"• Staff to make contact with office or staff group chat to let them know have arrived and left from a lone working visit in community | | |
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| Dedham Therapy Farm | Lone working animal feeds/care | <ul style="list-style-type: none"> • danger/harm to staff | <p>Likelihood:3 Consequences:4 Level:12</p> | <ul style="list-style-type: none"> • Staff member to work in day light hours where possible. Where night farm visit is necessary in dark use of portable light and 2nd person to attend. • Staff member to make management aware if not attending at their usual time and ensure information has been received • Be aware of all health and safety procedures • Management to have access to staff rota • Lone workers must send message to management when finishing their shift. | <p>Likelihood:3 Consequences:4 Level:12</p> | |
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| Review date | position | name | comments |
|--------------------|----------------------|----------------------------|---|
| 16.09.22 | Business manager | Megan Dack | Risks added |
| 24.03.23 | Business manager | Megan Dack | Risks added |
| 19.05.23 | Business manager | Megan Dack | Risk added |
| 09.08.23 | Business manager/OTA | Megan Dack/Hayley Barker | New activity |
| 29.08.23 | Business manager | Megan Dack | Risk added |
| 04.09.23 | Business manager | Megan Dack | Risk assessment reviewed. |
| 04.09.23 | Business manager | Megan Dack | Wording altered to donkey walking and swing and hammock use |
| 21.05.24 | Business manager/OTA | Megan Dack/Savanna Edwards | Risk added |
| 16.08.24 | Business Manager | Megan Dack | Risk Added/Reviewed |



www.dedhamtherapyfarm.org

Company No. 7934234
Dedham Therapy Farm CIC

T. +44 (0)1206 322070
E. hello@dedhamtherapyfarm.org.uk