

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, forest school attendees

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 may be affected?
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. • Staff oversee all handling of substances. 	<p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:2</p>	Staff, volunteers, carers, students, Farm Assistants.

		<ul style="list-style-type: none"> • Spillages • Misuse of product 		<ul style="list-style-type: none"> • 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 • Kicked/ stepped on • Handling food 	<p>Likelihood:3 Consequences:3 Level:9</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 Level:2</p>	All staff members, volunteers and students, Farm assistants.

		<ul style="list-style-type: none"> • Injury from animal equipment • Injury from animal 		<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 		
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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</p> <p>Consequences:3</p> <p>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</p> <p>Consequences:3</p> <p>Level:3</p>	All staff members, volunteers and students, Farm assistants.

				<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, donkey, alpaca and goat 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 bi annually. • Equipment available e.g. wheelbarrows. 	<p>Likelihood:1 Consequences:3 Level:3</p>	All staff members, volunteers and students, Farm assistants.

				<ul style="list-style-type: none">• Regular breaks from repetitive tasks.• 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.		
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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 • Self harm • Damage to property 	<p>Likelihood:3</p> <p>Consequences:5</p> <p>Level:15</p>	<ul style="list-style-type: none"> • Individuals assessed prior to using tools. • 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 	<p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p>	All staff members, volunteers, students and farm assistants.
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				<p>to ensure task is appropriate/safe.</p> <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</p>	<ul style="list-style-type: none"> • Advise everyone to bring/wear appropriate clothing and footwear, sunscreen for the weather. 	<p>Likelihood:2 Consequences:2</p>	All staff members, volunteers, students and farm assistants.

		<ul style="list-style-type: none"> • Slipping/falling over due to ground conditions • Lighting strike injury • dehydration • Falling trees in high winds 	Level:15	<ul style="list-style-type: none"> • We have a limited number of appropriate clothing available on premises for emergency in cold weather • 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. 	Level:4	
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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 storms. - either cancel		
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				<p>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 event 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. • Fire Marshall to be on site 	<p>Likelihood:2 Consequences:1 Level:2</p>	Staff, students, volunteers, farm assistants

				<ul style="list-style-type: none">•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	Fire	<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"> • Fire Marshall training for all staff. • Farm assistants are accompanied at all times by a member of staff who are trained in fire evacuation procedure • Only trained staff to do bonfires/campfires • Fire assembly point clearly marked on slope in mill lane car park. • Fire drills every admin week and logged. 	<p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p>	Staff, students, volunteers, farm assistants

				<ul style="list-style-type: none">• Head Fire Marshall designated each morning in team meeting• Annual maintenance of fire extinguishers by professional, staff to do regular checks of equipment.• Pathways and fire exits kept clear.• Vehicle access kept clear at all times. (front double gates, Side gates beside ford, back left gate by forest school, back right gate near pond)• Staff aware of entrance and exits to each animal enclosure.• Staff aware of entrance and exits to site.		
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				<ul style="list-style-type: none">• Keys for non fire exit gates to be kept in office by front door.• smoke alarms fitted in toilets and cabins and checked weekly, walkie talkies checked daily.• All team member to read fire procedures• All staff to carry walkie talkie for emergency notification from other team members.• Fire bell located on tree in centre of farm in the event of walkie talkie failure.• Visitors to sign in and out leaving phone number and wearing visitor badge that is visible at all time.		
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				<ul style="list-style-type: none">• In the event of a fire, fire marshal to take visitor book and device to view timetable on for headcount.• Main Office – all windows unlocked during office hours. Front door latch off when people are inside office. washing machine, drier not to be left on out of office hours, extension cables not to be overloaded or left on out of office hours.• Green Cabins – All windows covers to be opened when in use, Staff not to lock themselves in to cabin with Farm Assistants unless risk to life outside in an attempt to keep them safe.		
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				<ul style="list-style-type: none"> - All buildings - Electrical items PAT tested annually, electric items to be switched off at night, use of farm charging cables only to be used. 		
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. 	<p>Likelihood:1</p> <p>Consequences:2</p> <p>Level:2</p>	Staff, volunteers, students and farm assistants

				<ul style="list-style-type: none"> • No farm assistants to carry out work at height. • Management to scrutinise if professional contractor needs to be called in to carry out work. • Ladder use restricted to trained staff member only. 		
Dedham Therapy Farm CIC	Use of sharp objects	<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. 	<p>Likelihood:1 Consequences:2 Level:2</p>	All staff members, volunteers and students.

				<ul style="list-style-type: none">• 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 carried out by trained staff member.• sharp box disposal for animal medication needles• appropriate disposal of sharp equipment.		
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<p>Dedham Therapy Farm CIC</p>	<p>Moving vehicles</p>	<ul style="list-style-type: none"> • Being runover • Fire • Crash/damage to property • Unqualified driver • poorly maintained vehicles • unsecure loads • injury to animals • drivers with limited awareness of service 	<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. • 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 	<p>Likelihood:1 Consequences:2 Level:2</p>	<p>All staff members, volunteers, students and farm assistants</p>
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				<p>processing disorder, or limited awareness of risk.</p> <ul style="list-style-type: none"> • 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. • 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 	<p>Likelihood:3 Consequences:4 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 	<p>Likelihood:2 Consequences:1 Level:1</p>	All staff members, volunteers, students, farm assistants

		<ul style="list-style-type: none"> • absconding/missing farm assistants • accusation of staff • consumptions of substances/faeces/animal food • climbing 		<ul style="list-style-type: none"> • 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. • 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. 		
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				<ul style="list-style-type: none"> •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. •sign up to say feed is for animal consumption 		
Dedham Therapy Farm CIC	Pond	<ul style="list-style-type: none"> • Drowning • Illness • Injury 	<p>Likelihood:3 Consequences:5</p>	<ul style="list-style-type: none"> • Access to pond is restricted. • Warning signs around pond. 	<p>Likelihood:1 Consequences:5</p>	All staff members, volunteers and students, farm assistants

		<ul style="list-style-type: none"> • Ingestion of pond water 	Level:15	<ul style="list-style-type: none"> • Pond not in use in sessions until further notice. • No Farm Assistants to be left unaccompanied up the top(at back) of farm. 	Level:5	
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 	Likelihood:3 Consequences:4 Level:12	<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 •Pest control company issue risk assessment • poison to be in correct equipment 	Likelihood:1 Consequences:1 Level:1	All staff members, volunteers, farm assistants and students

				<ul style="list-style-type: none"> • 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	Asbestos	<ul style="list-style-type: none"> • Injury or illness from exposure to asbestos (ACMs) 	<p>Likelihood:3 Consequences:4 Level:4</p>	<ul style="list-style-type: none"> • Survey completed by registered company qualified in inspected non domestic buildings for asbestos (Ashbee solutions ltd) – outcome NO ASBESTOS DETECTED • Asbestos management plan in place in the event works carried out on buildings on asbestos suspected in the future. • Member of staff trained in management of asbestos risks. 	<p>Likelihood:1 Consequences:1 Level:1</p>	All staff members, volunteers, farm assistants and students, contractors.

Dedham Therapy Farm CIC	Farm access	<ul style="list-style-type: none"> •Member of the public accessing farm •forest school accessing farm • staff access out of hours & in emergency 	<p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p>	<ul style="list-style-type: none"> •Keep all gates closed/locked • Front gate locked using key code – staff only to be given code. Ring door bell used to allow non staff to report to office their arrival. •Farm Assistants to be accompanied by staff during session. •Visitors to report to main office and sign in using visitor book. 	<p>Likelihood:1</p> <p>Consequences:1</p> <p>Level:1</p>	All staff members, volunteers and students and thrive

				<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. •Staff to inform management if they plan to access site out of hours. Staff to wave at ring 		
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				<p>doorbell on entering and exiting site.</p> <ul style="list-style-type: none"> •in the event of an emergency out of hours management to inform all management team of issue via whats app text group. If concern is of an intruder no individual staff member should attend alone. Emergency services to be call before going to site. 		
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 	<p>Likelihood:2 Consequences:1 Level:2</p>	All staff members, volunteers and students

				<ul style="list-style-type: none"> • 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. • Farm staff to follow Managing behaviour policy and therapeutic approach and PRICE de-escalation and restraint training. 		
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				<ul style="list-style-type: none"> • use of tools ,equipment and large animals graded depending on individual risk assessment. • adjustments made to activities 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"> • No smoking onsite • supervisor to oversee group • group to only run at weekends • 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

				<p>agreement of bringing low risk individuals.</p> <ul style="list-style-type: none"> •no contact with farm assistants as groups attend at weekends 		
	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 Consequences:3 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 Consequences:2 Level:6</p>	All staff members, volunteers and students

		<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 Consequences:2 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 Consequences:1 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 Consequences:4</p>	<ul style="list-style-type: none"> • remain still. •First aider on site, •individual risk assessment for farm assistant/staff with allergies 	<p>Likelihood:1 Consequences:1</p>	farm assistants,staff, volunteers

			Level:4	<ul style="list-style-type: none"> •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
	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 	<p>Likelihood:3</p> <p>Consequences:2</p>	<ul style="list-style-type: none"> •application and thorough recruitment process. To gain a full understanding of experience and abilities. 	<p>Likelihood:1</p> <p>Consequences:2</p>	Work experience students, students on practice placement, new

		and knowledge and due to vulnerability of age.	Level:6	<ul style="list-style-type: none"> •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. •All staff to be recruited following the safer recruitment policy. 	Level:2	member of staff, volunteers
	Walk with donkeys	•risk of public approaching	Likelihood:3 Consequences:4	•only take Farm Assistants that are experienced working with donkeys	Likelihood:3 Consequences:3	Work experience students, students on practice placement, new

		<ul style="list-style-type: none"> •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 •donkey becoming loose •donkey on road but closest to path staff member to right of donkey when on 	<p>Level:12</p>	<ul style="list-style-type: none"> •no Farm assistants with mobility problems to do off site walking • Farm Assistants to have had plenty of opportunity to walk and handling donkeys onsite before attempting off site walking • 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 designated routes – pond route, long field route, side lane route and specify route in morning meeting 	<p>Level:9</p>	<p>member of staff, volunteer</p>
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		road and behind farm assistant.		<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 for inexperienced Farm Assistants. Staff member to review each walk. •avoid fields with other livestock in. •initially minimum of 2 members of staff for walk when taking new or inexperienced farm assistants. 		
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				<ul style="list-style-type: none"> •regular 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. 		
	off site walk with alpaca	<ul style="list-style-type: none"> •risk of public approaching •traffic causing spooking alpaca •unsure of different terrains •height of alpaca •other animals approaching 	<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 	<p>Likelihood:4 Consequences:2 Level:8</p>	Work experience students, students on practice placement, new member of staff, volunteer

		<ul style="list-style-type: none"> •spooked by bikes, boats, paddleboards, paddle board pumps, umbrellas, pushchairs. •extreme weather ice/heat/rain/wind •kicks, bites, strong pulls •animal becoming loose 		<ul style="list-style-type: none"> • All individuals including staff, volunteers to wear Hi vis vests. •head collars and lead ropes to be in good repair. • Only walk designated routes park route, long field route, pond route, side lane and farm route. • specify offsite walks during team morning meeting •no walks in, excessive heat, storm, ice, high wind •Any members of the public may be asked not to approached dependant on Farm assistants individual risk assessments. 		
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				<ul style="list-style-type: none"> •ask traffic to slow if they do approach • use of two lead ropes initially for farm assistants with less experience or difficulties holding lead rope. Staff member to review each walk. • staff member to ask dog owners to put approaching dogs on lead •avoid fields with other livestock in. • 1:2 competent handler:alpaca 1:1 less experienced handler:alpaca • Staff to only take alpaca themselves when Farm 		
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				<p>Assistants have extensive experience handling the alpacas on site.</p> <ul style="list-style-type: none"> • 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 with alpacas that have empty stomach. 		
Dedham Therapy Farm	Use of ride-on mower/ push along lawnmower/ topper/tractor	<ul style="list-style-type: none"> • Inappropriate use of ride-on mower. • Injury to self or others. • Flying debris. • Hot engine. 	<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>	Staff, volunteers, farm assistants, forest school, visitors.

		<ul style="list-style-type: none"> •Rotating machinery. •Poorly maintained. •Refuelling. •Vibration injury 		<ul style="list-style-type: none"> •Assess the surrounding area for bystanders, only use when no bystanders are in area you are mowing/topping •Do not use any mowing or topping machine around loose animals •Limit use to 1 hour per person per day maximum for petrol & ride on mowers •No passengers allowed on the ride-on mower/tractor. •Area to be checked for debris with any removed before use. •Engine not to be touched after use. 		
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				<ul style="list-style-type: none">•Mower to be turned off before removing or cleaning any obstructions.•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.• Tractor driving restricted to trained staff members only• tractor front bucket to be lowered to height of engine as max when driving (do not drive with it at full height)		
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				<ul style="list-style-type: none"> • Use of topper restricted to trained staff only • No use of topper within 50 metres of forest school area when forest school running. • No use of topper down front of farm – ride on and petrol push mowers in this area. • Farm Assistants may only use push along petrol mowers 		
Dedham Therapy Farm	Forest school	<ul style="list-style-type: none"> • forest school activity through thrive nature adventures - not Dedham Therapy Farm company • Individuals attending that are unknown to DTF. 	<p>Likelihood:3 Consequences:4 Level:12</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. • Debbie to ensure her risk assessments, insurance and 	<p>Likelihood:2 Consequences:1 Level:2</p>	Farm assistant, DTF staff and volunteers, Thrive nature adventure staff.

		<ul style="list-style-type: none"> •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 •injury in use of toilet block 		<p>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 atleast annually and in the event of any changes.</p> <ul style="list-style-type: none"> •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 immediately. Debbie to be responsible for ensuring the 		
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		<ul style="list-style-type: none"> •injury and safeguarding accessing the farm site •adverse weather conditions cause risk to forest school attendees 		<p>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. •Debbie to share DBS certificates and any updates for her team with DTF. 		
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				<ul style="list-style-type: none">•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 vulnerable people on their own.		
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				<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. •Thrive attendees enter site at the side gate to the front of the farm labelled thrive forest school and uses enclosed trail to make way up farm. •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 assessment and share with Farm 		
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				<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 high foot traffic around the toilet block. •Farm to monitor safety around access to the front of 		
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				<p>the farm Debbie to report any issues for her group</p> <ul style="list-style-type: none"> •No access to main farm are to forest school attendees •Forest school group to leave the farm down the forest school lane. 		
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 	<p>Likelihood:2</p> <p>Consequences:2</p> <p>Level:4</p>	Staff, volunteers, farm assistants

				<ul style="list-style-type: none"> ● Staff training in safeguarding ● use of walkie talkies or mobile phone in emergency ● 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 		
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				left from a lone working visit in community		
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>	Animal care staff/volunteers
Dedham Therapy Farm	Terror attack/attack/threat to life	<ul style="list-style-type: none"> • injury or death to staff, volunteers, farm assistants, 	<p>Likelihood:2 Consequences:5</p>	<ul style="list-style-type: none"> • Front gang way gate locked at all times, using coded lock. 	<p>Likelihood:1 Consequences:3</p>	

		forest school, students, visitors	Level:1	<ul style="list-style-type: none"> •Vehicle gate ways locked and keys kept in main office •staff use walkie talkies to notify other team members of emergency. •In the event of being notified of potential terror attack or feeling concerned there may be a potential terror attack staff to make their way with their young people to green cabins or stay away off site if already offsite or closer to hiding spot away from site is closer and making way to cabin will mean alerting attacker., following threat to life/terror attack procedure. •Management to alert emergency services and forest school of threat immediately. 	Level:12	
Dedham Therapy Farm	Water	<ul style="list-style-type: none"> •Warm water borne illness •Cold water borne illness •No water available •Sewage 	Likelihood:3 Consequences:5 Level:15	<ul style="list-style-type: none"> • Cold water analysis done 6 monthly via Aqua Samplers LTD • Aqua Samplers LTD risk assessment completed 	Likelihood:2 Consequences:1 Level: 2	Staff, volunteers, farm assistants, visitors.

				<ul style="list-style-type: none"> •Filtration system fitted and serviced annually by Veritas Water. •Veritas water available for call out and emergencies. • Hot water heater fitted with Anti legionella function • We do not store hot or cold water in a tank which avoid any vermin having access. • Weekly flushes of hosepipes and taps for 15 minutes • Water temperature test monthly Hot water greater than 50 degrees Celsius and cold water lower than 20 degrees Celsius using water thermometer and logged in Water check log • Legionella function on hot water heater actioned monthly and documented using hot water check log. • Hot water analysis done 6 monthly using www.smartwatertesting.co.uk 		
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				<p>(Sample must be sent within 2 days of being taken)</p> <ul style="list-style-type: none"> • In the event of a positive water analysis for water borne illness – Staff with water testing responsibilities must contact Veritas water for support with cleaning of the water system & Liaise with Aqua Samplers Ltd to discuss course of action and next steps. • Depending on the recommendations from the water testing company - close the farm to sessions and access to public i.e. forest school until water has been retested safe. • Water hoses to be removed and replaced once disease identified. Taps to be taped off until notified safe to begin using again. • No one on site unsupervised without a member of team 		
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				<p>that is trained and informed on following procedure.</p> <ul style="list-style-type: none"> • Action – fit troughs in each animal enclosure that doesn't currently have one to reduce the need of hoses. • In the event of flooding causing sewage coming up out of man holes – Close off paddock(s) access to anyone, move animals to alternative grazing space. Contact Anglian water 03457 145 145 to notify them and to organise rectifying plan. • If flooding removes toilet flushing access – Sessions cancellations are done on a case by case basis – depending on session length and individual's needs – Notify anyone including other businesses that has access to the site that toilet facilities are off limits. 		
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				<ul style="list-style-type: none"> • If flooding results in drains being back up filling handwashing sinks – Notify anyone including other businesses that has access to the site that hand washing facilities are off limits. 		
	Stress Management - Demands of the job	<ul style="list-style-type: none"> • High emotional demands working with children and young adults with complex needs and possible unpredictable behaviour. • Physical work outdoors in all weather. 	<p>Likelihood:4 Consequences:4 Level:16</p>	<ul style="list-style-type: none"> • Staff rotas balance workload • Regular breaks encouraged • Protective clothing provided • Suitable clothing for the weather encouraged • Employee Assistance Programme (EAP) in place with 24/7 support for all staff • Management Team to monitor workloads during busy periods • Management to encourage to access formal and informal supervision with lead OT. • Ongoing teambuilding activities and social gatherings. 	<p>Likelihood:2 Consequences:2 Level:4</p>	All staff members

	Stress Management - Support	<ul style="list-style-type: none"> •Staff may feel emotionally drained after safeguarding disclosures. •Staff may be affected by working with young people who have suffered Adverse Childhood Experiences 	<p>Likelihood:4 Consequences:3 Level:12</p>	<ul style="list-style-type: none"> •Supervision from lead OT DSL/DDSL on-call to support staff •EAP available to staff to offer emotional support/counselling 	<p>Likelihood:4 Consequences:2 Level:8</p>	All staff members
	Stress Management - Relationships	<ul style="list-style-type: none"> •Potential for conflict between staff working closely together in a small team. 	<p>Likelihood:2 Consequences:2 Level:4</p>	<ul style="list-style-type: none"> •Clear safeguarding and behaviour policies alongside a code of conduct. •Ongoing teambuilding activities and social gatherings. •Management Team to promote an open communication culture. 	<p>Likelihood:1 Consequences:1 Level:1</p>	All staff members, Animal Care staff and volunteers
	Stress Management – Role clarity	<ul style="list-style-type: none"> •Feeling unsure about role that needs fulfilling •Uncertainty about boundaries between therapy team, animal care team, volunteers and Farm Assistants 	<p>Likelihood:3 Consequences:2 Level:6</p>	<ul style="list-style-type: none"> •Thorough job descriptions issued •Safeguarding responsibilities explained at induction. •Thorough induction process and supervision Annual role review •Training for staff kept up to date 	<p>Likelihood:1 Consequences:2 Level:2</p>	All staff members, Animal Care staff and volunteers

	Stress Management - Change to schedules	Policy updates or sudden changes in schedules can create anxiety.	Likelihood:3 Consequences:2 Level:6	Changes communicated via email and meetings as soon as possible. Offer advance notice of changes where possible and involve staff in decision-making. Team meetings	Likelihood:2 Consequences:1 Level:2	All staff members, Animal Care staff and volunteers
	Driving for Work	<ul style="list-style-type: none"> • car accident • animals in the car becoming loose/unwell • breakdown 	Likelihood:3 Consequences:5 Level:15	<ul style="list-style-type: none"> • Staff to follow staff handbook policy on driving for work • Staff to follow speed limits and other rules of the road. • staff to have business insurance on their vehicle • animals to be secured in vehicle legally. • staff to have suitable breakdown cover • staff to follow community risk assessment. • staff to have mobile phone charged and available. • route to be planned in advance 	Likelihood:2 Consequences:3 Level:6	Staff, volunteers, dogs

				<ul style="list-style-type: none"> • Farm Assistants must not be transported by staff. 		
	off site walk with goat	<ul style="list-style-type: none"> •risk of public approaching •traffic causing spooking goat •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, headbutt, 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 goats •no Farm assistants with mobility problems to do off site walking • All individuals including staff, volunteers to wear Hi vis vests. •head collars and lead ropes to be in good repair. • Only walk designated routes park route, long field route, pond route, side lane and farm route. • specify offsite walks during team morning meeting •no walks in, excessive heat, storm, ice, high wind •Any members of the public may be asked not to approached dependant on 		Staff, volunteers, carers, students, Farm Assistants.

				<p>Farm assistants individual risk assessments.</p> <ul style="list-style-type: none"> •ask traffic to slow if they do approach • use of two lead ropes initially for farm assistants with less experience or difficulties holding lead rope. Staff member to review each walk. • staff member to ask dog owners to put approaching dogs on lead •avoid fields with other livestock in. • 1:2 competent handler:goat 1:1 less experienced handler:goat • Staff to only take goat themselves when Farm Assistants have extensive experience handling the goats on site. •regular staff training in walks offsite without farm assistants. 		
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				<ul style="list-style-type: none"> • only staff that feel confident in doing off site walks to lead this activity. • no walks with goats that have empty stomach. 		
	Tiger (Donkey)	<ul style="list-style-type: none"> • Donkey grooming • Donkey leading • Donkey walking • Tiger may become spooked and run away when being led • Tiger may kick, bite, knock people over or tread on someone • Tiger may be scared when meeting other animals both on and off site • Tiger may be strong when pulling to grass or hedges 	<p>Likelihood:3 Consequences:4 Level:12</p>	<ul style="list-style-type: none"> • Staff members to be confident in handling Tiger having receive the correct training • Tiger to be regularly health checked by staff and vets • Staff to continually assess Tiger's behaviour both before and during the activity • Staff to be trained in illness or injury to the donkeys • Staff to be first aid trained • Staff to provide a safety brief before 	<p>Likelihood:3 Consequences:3 Level:9</p>	Staff, volunteers, carers, students, Farm Assistants.

				<p>each activity with the donkeys</p> <ul style="list-style-type: none"> • PPE equipment to be provided (Helmet, high vis, firm or steel toe capped boots) • PPE equipment to be checked each week to ensure fit for purpose • Route to be planned before walking the donkeys and other staff to be aware of it • Staff are to ensure Tiger is safely tied up when grooming • Staff are to ensure Tiger is not hand fed • Tiger is to be adequately fed before each walk 		
	Minstrel (Donkey)	<ul style="list-style-type: none"> • Donkey grooming • Donkey leading • Donkey walking 	<p>Likelihood:3 Consequences:4</p>	<ul style="list-style-type: none"> • Staff members to be confident in handling Minstrel having 	<p>Likelihood:3 Consequences:3</p>	<p>Staff, volunteers, carers, students, Farm Assistants.</p>

		<ul style="list-style-type: none"> • Minstrel may become spooked and run away when being led • Minstrel may kick, bite, knock people over a tread on someone • Minstrel may become spooked when meeting other animals both on and off site • Minstrel may become spooked when meeting busses off site • Minstrel may be strong when pulling to grass or hedges • Minstrel can become strong when excited 	<p>Level:12</p>	<p>receive the correct training</p> <ul style="list-style-type: none"> • Minstrel to be regularly health checked by staff and vets • Staff to continually assess Minstrel's behaviour both before and during the activity • Staff to be trained in illness or injury to the donkeys • Staff to be first aid trained • Staff to provide a safety brief before each activity with the donkeys • PPE equipment to be provided (Helmet, high vis, firm or steel toe capped boots) • PPE equipment to be checked each week 	<p>Level:9</p>	
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				<p>to ensure fit for purpose</p> <ul style="list-style-type: none"> • Route to be planned before walking the donkeys and other staff to be aware of it • Staff are to ensure Minstrel is safely tied up when grooming • Staff are to ensure Minstrel is not hand fed • Minstrel is to be adequately fed before each walk 		
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Review date	position	name	comments
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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
16.08.25	Business Manager	Megan Dack	Review Wording altered in fire Asbestos survey assessed and added

			<p>Terror/threat to life attacked added</p> <p>Updates/edits to walking donkeys and alpacas offsite</p> <p>Thrive forest school entrance wording edit</p> <p>Farm Access – changes to front gate added.</p> <p>Topper use and tractor added to mowers</p>
22/08/2025	Operations Coordinators	Thomas Clapson	Stress Management added
23.01.2025	Occupational Therapy Assistant	Savanna Edwards	<p>Tiger and Minstrel added</p> <p>Wording altered in animal handling including which animals can be taken off site</p> <p>Risk added – goat walk off site</p>



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