

Frampton Farming Friends General Risk Assessment



Frampton Farm General Risk Assessment

Date of completion 09 / 09 /2023

Address	Frampton Farm Hougham Court Lane Church Hougham Dover Kent CT15 7AF
Telephone:	07976267666
Email:	framptonfarm@outlook.com
Directors:	Mark Friend, Karen Friend
Site Manager	Skott Hamilton
Full first aider and accident book	Karen Friend
Other First Aiders	Skott Hamilton, Samantha Finnis
First aid kit location	Main office, Classroom, Horticulture trailer
Accident book location	Main office
Nearest Accident and Emergency Department	William Harvey Hospital, Kennington Road, Willesborough, Ashford, Kent TN24 0LZ Telephone 01233 633331
Nearest Minor Injuries Department	11-minute drive - Royal Victoria Hospital, Radnor Park Avenue, Folkestone, Kent CT19 5BN Telephone 01303 852727 Or 12-minute drive Buckland Hospital, Coombe Valley Road, Dover, Kent CT17 0HD Telephone 01304 222510
Nearest Doctors Surgery	White Cliffs Medical Centre, 143 Folkestone Road, Dover, Kent CT17 9SG Telephone 01304 201705
Emergency Services Police Fire Ambulance	999

RIDDOR The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents. 0345 300 9923
Actual Injuries	<ul style="list-style-type: none"> • A first aider must always be on site. • Administer first aid. • Filling in accident book. • Keeping first aid kits appropriately stocked. • Emergency numbers to be displayed on main office wall.

Policies in place

A copy of all policies can be found on our website www.framptonfarm.co.uk and in the policies folder in the main office.

Animal Welfare Policy

Anti-Bullying Policy

Data-Protection Policy

Disciplinary Procedure

Environmental Policy

Equality & Diversity Policy

Fire Safety Policy

Health & Safety

Safe Working Policy

Safeguarding Children Policy

Sickness Policy

Smoking & Vaping Policy

Volunteer Policy

Whistle-blowing Policy

Risk Assessment Animal Care

Risk Levels 1=Low, 2=Medium, 3=H

Activity	Risk	Risk Level	Controls
Animal Contact	Risk of diseases ie Zoonoses such as orf, E coli, toxoplasmosis etc. Passed from animal to human.	1	<ul style="list-style-type: none"> • Wear gloves. • Protect cuts in skin • Wash hands properly after contact. • Supervision by adults to children and young people. • Avoid rubbing eyes. • Avoid putting hands in mouth. • Do not smoke.
Animal Contact Pregnant women	<p>Risk of diseases ie Zoonosis and toxoplasmosis. Passed from animal to human.</p> <p>Risk of infections from female sheep, goats and cows to pregnant women including Chlamydiosis, toxoplasmosis, listeriosis.</p>	1	<ul style="list-style-type: none"> • It is advisable for pregnant women to avoid close contact with sheep, goats and cows who are giving birth. • They must not assist with delivering lambs, kids and calves. • They must not milk sheep, goats or cows. • They should avoid contact with aborted fetuses and after birth, fluid or contaminated bedding. • Ensure they wash hands correctly and regularly. • Clothing worn during contact should be washed separately to other washing.

<p>Boot wash</p>	<p>Possible slip hazard. Disinfectant used could cause a reaction or ingestion is possible.</p>	<p>1</p>	<ul style="list-style-type: none"> • Display signs showing how to correctly use the boot wash. • Verbal explanation of how to use it. • Standing back while others use it to avoid splashing. • Correct levels of disinfectant to be used. • Safe storage of disinfectants.
<p>Cleaning out stables, barn animal accommodation</p>	<p>Risk of injury from equipment such as forks.</p> <p>Slips and trips.</p> <p>Close contact with animals.</p> <p>Possibility of muck trailer rolling onto to / over them.</p> <p>Ingestion of dust.</p>	<p>1</p>	<ul style="list-style-type: none"> • Wear PPE to include boots, gloves and dust mask. • Protect any cuts in skin. • Avoid contact with eyes and mouth. • Children and young people to be supervised at all times. • Wash hands correctly when finished the task. • Follow close contact with animal info as above risk assessment. • Clean accommodation regularly to prevent build up. • Change out of protective clothing after task. • Wash boots thoroughly in boot was at end of task. • Ensure tractor brakes are on, tractor key is not in ignition and trailer stand is in a down position and not parked on a slope.

<p>Handling animals</p>	<p>Risk of being bitten, kicked, pushed, knocked over, trampled on, pecked.</p>	<p>2</p>	<ul style="list-style-type: none"> • No one should enter animal enclosures without a trained member of Frampton Farm staff. • Staff to remind children and young people of how to act around animals prior to entering the enclosures and to ensure any excitable people have calmed down first. • Staff to ensure they have advised everyone on the correct handling of the animals, this is to be reminded by way or demonstration and communication every day they visit. • Staff to remain vigilant at all times, watching the animals and child / young person's behaviour. • Should a member of staff feel a child / young person is acting in a dangerous way the child must be removed from the enclosure. • Should the animal be acting in a dangerous way all children / young people / adults should leave the enclosure.
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Animal Security	Injury from electric fencing, from gate latched and wire fencing.	2	<ul style="list-style-type: none"> • A map of the animal enclosures highlighting where electric fencing is. • Reminder to all children / young people before arriving at places with electric fencing, informing them not to touch the fencing. • If possible, to switch off electric fencing before child / young person goes into the area. • No one is to climb on fencing or gates. • Everyone to be shown how to correctly open and close gates into enclosures.
Farm Pets, cats and dogs	Risk of being bitten scratched, toxoplasmosis through petting and stroking.	1	<ul style="list-style-type: none"> • Dogs to be kept inside during visits. Everyone to be asked to keep away from the cats and if they do have contact to wash hands properly after petting them.

Risk Levels 1=Low, 2=Medium, 3=H

Risk Assessment Horticulture

Activity	Risk	Risk Level	Controls
Uneven surfaces	Risk of slips, trips and falls	1	<ul style="list-style-type: none">• Ensure pathways are clear of obstructions e.g hose, tools• Any large stones, flint, chalk to be removed.• Keep pathways & edges weeded so the edges of paths can be seen clearly.• On sloped ground it is possible to slip, this is unavoidable when it has rained, if accessing pathways after it has rained remind everyone about walking carefully and ensure boots are worn.
Sloped veggie bed access and drops	Risk of slips, trips, falls.	2	<ul style="list-style-type: none">• Stick to walk ways.• Do not climb over fencing and container walls.• Wear boots.
Using gardening tools	Risk of injuries, minor cuts, trips and falls.	2	<ul style="list-style-type: none">• Everyone using tools to be given an induction.• For children and young people using tools a safe use reminder to be given at the start of each session.• Children and young people are not permitted to use power tools. Only trained staff.

			<ul style="list-style-type: none"> • Tools to be maintained and safe to use at all time. If an item is found to be unsafe you should inform management immediately. • Tools be packed away in the store room after use and not left laying around as this can cause trips. • When using large tools ensure there is enough safe working space around you. • Never swing tools around as this may harm others. • Children and young people must be supervised at all times when using tools.
Digging	Risk of injury to hands, feet, muscular strain.	1	<ul style="list-style-type: none"> • Induction to all on safe use of digging tools. • Children and young people to be supervised at all times. • Ensure tools are in good working order. • Wear PPE. • Take regular breaks. • Ensure correct posture.

Planting	Risk from contaminated soil. Risk of injury to hands and feet.	1	<ul style="list-style-type: none"> • Induction to all on safe planting techniques and soil handling. • Children and young people to be supervised at all times. • Ensure tools are in good working order. • Wear appropriate PPE.
Harvesting	Risk from contaminated soil. Risk of injury to hands and feet. Risk of being poisoned if consuming.	2	<ul style="list-style-type: none"> • Induction to all on safe planting techniques and soil handling. • Children and young people to be supervised at all times. • Ensure tools are in good working order. • Wear appropriate PPE. • No child or young person is to eat anything on the farm unless informed they can do so by a member of staff who knows exactly what the food is and knows it is safe to be consumed.
Weeding	Risk of injury to hands, feet, muscular strain. Risk of being stung by nettles or pricked by prickly weeds.	1	<ul style="list-style-type: none"> • Induction to all on safe use of weeding tools. • Children and young people to be supervised at all times.

			<ul style="list-style-type: none"> • Ensure tools are in good working order. • Wear long gloves to protect hands and arms from all weeds.
Soil and unintended animal manures from e.g cats, dogs and foxes	Risk of disease to humans. Tetanus, E-Coli, Wells Disease, toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil in eyes.	1	<ul style="list-style-type: none"> • Staff to check borders for any animal faeces before children and young people arrive, remove mess wearing gloves and dispose of in bin. • Wash hands after removal of waste. • Everyone to wear gloves when working with soil. • Avoid working with soil on dry windy days when soil can become airborne. • Always wash hands correctly after contact with soil.
Potting compost	Risk of infection from airborne particles from dry compost.	1	<ul style="list-style-type: none"> • Potting compost bags to be stored outside to reduce risk of drying out. • Bags should only be opened when needed and by staff. Keep head away from bag when opening. • Dry compost to be moistened before using to reduce airborne particles. • If handling without gloves there is a very small risk of skin irritation. If a child / young person should notice

			<p>one they should wash hands immediately and wear gloves when handling again.</p> <ul style="list-style-type: none"> • Compost to be used in a well-ventilated space.
Composter	Risk of airborne particles being inhaled, vermin, flies, lifting and turning.	1	<ul style="list-style-type: none"> • Gloves and dust mask to be worn when turning compost and adding composting materials. • Limit food waste to avoid flies and vermin. • Children and young people to be supervised at all times.
Farm Manure	Risk of microbial contamination, potentially pathogenic.	1	<ul style="list-style-type: none"> • Ensure manure is well rotted ideally for a year before using on the garden. • Ensure everyone wears gloves and wash hands thoroughly after completion of task. • Ensure manure is not too wet to avoid splashback or to dry to avoid inhalation.
Bees, Wasps, Insects	Risk of being bitten and stung.	1	<ul style="list-style-type: none"> • Make sure you are aware of anyone who has a severe allergy to bites and stings. If there is an individual with severe allergies you, they should provide an epi pen and first aiders should be trained to administer this quickly. • Supply bite / sting relief cream to individual, check their medical record first to ensure they do not have any allergies to the creams. • Dispose of any nests found when this poses a risk to people.
			<ul style="list-style-type: none"> •

Poisonous plants	Risk of allergy, illness from touching or ingesting.	3	<ul style="list-style-type: none"> • Everyone to have an induction on poisonous plants. So, they are aware of the possible dangers. • No child or young person is to eat anything on the farm unless informed they can do so by a member of staff who knows exactly what the food is and knows it is safe to be consumed. • If handling poisonous plants only do so if it is f low risk and while wearing the appropriate PPE. • Wash hands after the task. • Do not touch your mouth, face or eyes.
Hosepipe / Water	Risk of slips, trips, falls, drinking, washing hands incorrectly with dirty water.	1	<ul style="list-style-type: none"> • Collected rainwater is stored in a secure water butt or IBC container and is only used for watering plants. • Do not use stored water or water from the hose pipe for drinking. Drinking water can be found in the kitchen areas. • Ensure the hose is safely stored away after use to avoid it becoming an obstruction and trip hazard. • Also ensure the hose is turned off and all water is drained from it to avoid risk of breeding micro-organisms such as legionella. • When using the hose make sure this is done safely and not causing a trip hazard to others. • Induction to be provided to everyone on safe use of the hose.

Weather	Sunburn, sunstroke, dehydration, hypothermia, slips, and falls.	1	<ul style="list-style-type: none"> • Everyone to be advised of dressing suitably for the weather conditions. • On very hot days work in shady areas and not in the polytunnel / greenhouse. • Provide salt on site for spreading on icy days. • Ensure everyone has access to drinking water. • Everyone to bring their own sunscreen and apply regularly. •
Lifting	Risk of injury or accident to self or others from lifting items to heavy.	1	<ul style="list-style-type: none"> • Advise / demonstrate on safe manual handling of items. Never move items that are too heavy alone. • Only lift where necessary. • Ensure children and young people are supervised at all times.

Buildings Risk Assessment

Risk Levels 1=Low, 2=Medium, 3=H

Location & Hazard	Risk	Risk Level	Controls
<p>Barn – Hay & Straw Bales</p> <p>Barn – Animal medicines and treatments.</p> <p>Sheep Handling equipment</p>	<p>Risk from hay and straw bales: Falling off Bales falling down on someone.</p> <p>Risk of poisoning if consumed by humans, burns and allergies from chemical treatments such as fly strike preventors.</p> <p>Risk of hurdles, and sheep handling equipment falling on someone.</p>	<p>2</p>	<ul style="list-style-type: none"> • Induction to be done on the importance of not climbing on hay or straw bales. • Children and young people to be supervised at all times. • Do not stack the bales in an unsafe manor. • All medicines to be stored in the lockable cupboard which only staff can access. • No children / young people are to administer medicines or treatments to animals. • Wear appropriate PPE and wash hands thoroughly after finishing the task. • Ensure medicines and treatments are packed away immediately after being used. • Ensure all sheep handling equipment is safely stored.
<p>Stables & Yard</p>	<p>Risk of slips, trips, falls, contaminated bedding, manure.</p>	<p>2</p>	<ul style="list-style-type: none"> • Ensure all rubber matting is securely in place to avoid risk of tripping on mat. • Ensure stables are clear from clutter to avoid trip hazards. • Wear boots when walking around yard. • Keep yard clear and tidy at all times. Ensuring items are packed away once finished

			<p>tasks. This will reduce the risk of trips and falls.</p> <ul style="list-style-type: none"> • Wear appropriate PPE when mucking out stables.
Animal Feed Store	Risk of injuries, trips and falls, entrapment in lids, ingestion of feeds or contamination with micro-organisms	1	<ul style="list-style-type: none"> • Ensure feed is stored in bins and not left out for rodents to get to. • Clean room regularly and clean up any spills immediately. • Induction for everyone on how to correctly lift and close bin lids. Information on not consuming animal feeds.
Tool room	Risk of injuries, falling objects, COSHH, trips and falls.	2	<ul style="list-style-type: none"> • Ensure everything is stored safely and walk ways are left clear. • No hazardous items to be stored in here. Refer to COSHH Assessment. • Children and young people to be supervised at all time if entering the tool room.
Staff tea room	Risk of burns, slips, trips, falls.	2	<ul style="list-style-type: none"> • Room is for staff use only. • Ensure correct use of kettle. • Ensure all electrical items are PAT tested and safe to use. • Clear up after using items.

			<ul style="list-style-type: none"> • Empty bins regularly to reduce risk of rodents entering the room. • Ensure cables and wires are secure. • Clean up any spills to floor and dry immediately.
Classroom	Risk of slips, trips fall, electrical shock.		<ul style="list-style-type: none"> • Ensure walkway and emergency exits are kept clear at all times. • Ensure chairs are in a good state of repair and safe to sit on. • Keep chairs tucked under tables when not in use. • Ensure coats and bags are hung up and hung safely so they won't fall on people. • All electrical equipment to be PAT tested annually and visibly checked prior to use. • Ensure electrical wires are tidy and secure. • Staff to supervise children and young people when using electrical items. • Induction for all on safety in the classroom to include not sitting or climbing on tables or chairs.

Greenhouse and Polytunnels	Risk of slips, trips, falls, sunburn, heat stroke, contamination from soil.	1	<ul style="list-style-type: none"> • Ensure walkways are kept clear at all times. • Ensure appropriate clothing is worn for the weather conditions, remembering even on cold days if the sun is shining the greenhouse and polytunnel can become hot. • Apply sunscreen on warmer days. • Wear the appropriate PPE for the task. Including gloves when working with soil. • Use tools safely (see gardening risk assessment) • Tidy tools away after each task.
Main Office	Risk of slips, trips, falls, electric shock.	1	<ul style="list-style-type: none"> • Children and young people are not allowed in the office unsupervised. • Ensure exits and walk ways are kept clear at all times. • Electrical equipment to be PAT tested annually and visually inspected before use. • Sides to be kept clutter free to avoid items being knocked off. • Any spills to be cleaned up and dried immediately.

Farm Machinery and Equipment Risk Assessment

Risk Levels 1=Low, 2=Medium, 3=H

Location & Hazard	Risk	Risk Level	Controls
Electric Fencing around the farm	Risk of electric shock from touching electric fencing.	2	<ul style="list-style-type: none"> • Induction to all on location and safety around electric fencing. • Children and young people to be reminded before going near electric fenced areas every day. • Warning signs in the electric fenced areas. • Electric fencing to be PAT tested annually and visually inspected weekly
Farm vehicles	<p>Tractors, JCB, Mini Excavator, Dumper truck being driven could cause harm to others.</p> <p>Inexperienced persons having access and driving could cause injury to themselves / others.</p> <p>Injury from climbing onto vehicles or falling off.</p>	2	<ul style="list-style-type: none"> • Only experienced staff to operate vehicles. • If you need to access other areas of the farm this must be down outside of hours that children's young people or visitors are on the farm. If you need to drive in these areas due to an emergency for example to gather up an injured animal, you must speak to a member of staff who can ensure children / young people are safely out of your way. • Stick to the designated areas when driving and to the speed limits. • Ensure brakes are on when not in use and not left on a hill.

			<ul style="list-style-type: none"> • When not using remove the key and hang it back in the locked cupboard. • Children / Young people to be told the importance of not going close to vehicles even if they are parked up.
Power tools and machinery.	Risk of injury	2	<ul style="list-style-type: none"> • Only experienced staff are to use machinery and power tools. • Induction for each member of staff before using the machinery for the first time. • Electrical items to be tested annually and visually inspected before each use. • Fuels and oils to be kept in the COSHH storage shed.

Around the Farm & Environmental Risk Assessment

Risk Levels 1=Low, 2=Medium, 3=H

Location & Hazard	Risk	Risk Level	Controls
Pathways	Risk of slips, trips and falls due to site being on a hill and full of flint / chalk.	2	<ul style="list-style-type: none"> • Advise everyone of main risks of walking around the farm. • Children and young people to be supervised at all times. • Keep surfaces as flat as possible, remove any lumps / ant hills and fill in any dips.
Hills with large drops around Horticulture area.	Risk of falling.	2	<ul style="list-style-type: none"> • To keep fences and raised planters that act as fencing in good condition. • Advise everyone not to climb on raised planters. • Advise everyone of the importance of walking around the designated pathways and not taking short cuts over planters and borders.
Wet weather	Risk of slipping due to ground being wet and land being on hills.	2	<ul style="list-style-type: none"> • Assess ground conditions before taking visitors, children and young people to areas of the farm. • Add a suitable surface to walk ways known to get muddy when raining. • Child and Young person activities in wet weather conditions. Ensure everyone has suitable clothing or change to an indoor activity.

Hot sunny days	Risk of sunburn, heat stroke dehydration.	2	<ul style="list-style-type: none"> • Advise every one of the needs to bring sunscreen and importance of reapplying during the day. • Wear a sun hat. • Have additional breaks and drink plenty of water. • In extreme hot temperatures amend activity to another in a more sheltered area of the farm.
Snow / Icy conditions	Risk of slipping on ice.	3	<ul style="list-style-type: none"> • Keep the grit dustbin filled at all time. This can be found in the yard. • Use grit in walk ways that staff, visitors, children and young people need access to. Ideally before they arrive for the day. • If the roads to the farm or access to the farm is inaccessible or unsafe then the person in charge on the day / the person already on site should assess if it is safe for staff, visitors, children and young people to travel to attend the farm. If it is deemed unsafe then everyone should be contacted to inform them the farm is closing. However, the person already on site must remain to ensure the animals are fed, water troughs are decided before leaving.
High winds	Risk of damage to buildings, trees, flying debris causing harm to people.	3	<ul style="list-style-type: none"> • As the farm is situated on high ground and is exposed, we are often impacted by high winds. The weather forecast should be checked and if winds over 60mph are forecast it maybe more suitable to close the farm to visitors / children and young people as a precautionary

			<p>measure. Or alternative indoor activities in the classroom maybe more appropriate.</p> <ul style="list-style-type: none"> • If you are around the farm on a windy day, it is important to keep activities as short as possible and only do things that are essential for example feeding livestock and checking they are safe.
Car parking & deliveries.	Risk of injury to others from moving vehicles	3	<ul style="list-style-type: none"> • Speed limit signs are in place. • Everyone is to be reminded of the speed limits. • Drivers should be aware of other moving vehicles, stationary vehicles and the possibility someone may exit a vehicle at all times. • Pedestrians are to walk along the designated path way in the car park. • Deliveries are to come to the Farm house entrance unless a prearranges delivery slot has been made.
Visitors to the farm	<p>Planned visitors</p> <p>Unscheduled visitors Risk to children and young people due to their vulnerability.</p>	1	<ul style="list-style-type: none"> • Planned visitors will have a pre-agreed time of arrival, this includes, care farm attendees, staff, schools and group visitors. • Staff to approach any unknown visitors to find out why they are on site. They can then decide the appropriate action. Non unknown visitors are allowed access to any staff, children or young persons areas unless fully supervised by a member of staff and the visitors' credentials have been checked.

<p>Cleaning products and other chemicals</p>	<p>Consuming, burning, irritation rashes</p>	<p>2</p>	<ul style="list-style-type: none"> • All cleaning products should be stored in the relevant locked cleaning cupboards. • Cleaning based chemicals should be stored in the cleaning cupboards. • Animal based treatment chemicals to be stored in the locked animal cupboard. • All other chemicals should be stored in the COSHH metal shed. • Only trained staff are to use chemicals and cleaning products. They must be use appropriately as to the instructions on the bottles and the relevant product risk assessment. • The appropriate PPE should be worn when using these chemicals.
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Last updated 09.09.2023

By: Karen Friend

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