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| Site name: Waltham Place Estate, Church Hill, White Waltham, Berks SL6 3JH. | | | **Grid Ref:** SU855773 |
| **Assessor:** Niki McCann | | | **Tel no:** 01628 825517 / 07840164697 |
| **Nearest Hospital:** St Mark’s Hospital, Maidenhead (Urgent Care) **or** Wexham Park Hospital, Slough. (A and E) | | | |
| **Site Access for Emergency vehicles:** Yes | | | **Date of Assessment:** 19.03.21 |
| **Health and Safety Officer :** Andre Tranquilini | | | **Date for Review:** 19.03.22 |
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| **Hazard** | **Risk level** | **Action** | |
| **Covid -19** |  |  | |
| Transmission on surfaces | Low | Enhanced cleaning rotas | |
| Transmission through touch | Low | Disinfectant hand gel available | |
| Airborne transmission | Medium | Face masks to be worn by adults, except for guide when teaching.  Social distancing from guide and Waltham Staff. | |
| Transmission in confined spaces | High | The guide will not supervise children in a confined space. Teachers to supervise handwashing and toilets, wet lunchtimes etc.  Indoor spaces to be well ventilated. | |
| Drop off and pick up | Low | Coach drop off and pick up. Coach drivers to use their own risk assessment. Groups are met by a member of the visit staff for safe guidance to the Ormandy Centre garden or back to the coach.  Parent drop off and pick up - parking provided at the Ormandy Centre. A member of Waltham Place to advise timings and oversee children getting to and from their vehicle. | |
| Collision with vehicle: Crossing Church Hill from Ormandy Centre to Waltham Place. | High | Adult to use reflective jacket /stop sign to halt the traffic flow on either side of the route.  One adult to be leading the line, one bringing up the rear. Other adults to be interspersed along the line. | |
| Contamination of hands through contact with bacteria. | Medium | Advise children not to put fingers in mouths or eat food before hand washing. Do not eat or drink during working sessions and wash hands immediately after each working session.  Provide adequate handwashing facilities. Include handwashing rule in introductory rules. | |
| Lost child. | Low | One adult to be leading the line, one bringing up the rear. Other adults to be interspersed along the line. Teacher / leader to check number as we leave each stopping point. | |
| Inability to regulate temperature. | Low | Weather appropriate clothing to be worn, including sunscreen in hot weather. | |
| Uneven ground and potential trip hazards. | Low | Remove obvious trip hazards from site prior to visits.  Warn visitors of uneven ground.  Group stay with their teacher / group leader and **walk** sensibly.  Advise visiting schools on appropriate sturdy footwear. No open toed shoes. | |
| Trees in woodlands: Falling branches, branches at eye level, children climbing and falling. | Low | Check areas where visitors are going to be prior to each visit, especially after strong winds, and remove low overhanging vegetation.  No climbing of trees.  Monitor weather forecasts for high winds and heavy rain. | |
| Slipping and falling: Brick paths and wooden bridges | Medium | Brick paths and wooden bridges to be gritted prior to visits in wet weather. | |
| Slipping and falling: Woodland paths | Low | Check condition of paths prior to visit.  Advise visitors accordingly. | |
| Drowning: Lakes and ponds | Medium | Advise visitors to walk in single file when near water or in a pair with adult nearest the water.  Advise visitors not to crouch near to, or lean over, open water. | |
| Ingesting poisonous berries, plants and fungus. | Low | Warn visitors not to touch or eat unidentified plants and berries. | |
| Contamination from tasting produce from the Kitchen Garden. | Low | No tasting in the garden. Participants must wash their hands before tasting. Fruit and vegetables picked on the farm must be washed before tasting back at the Ormandy Centre. | |
| Stings and scratches from plants. | Low | Advise to wear long trousers and long sleeves. No open toed footwear. | |
| Insect bites and stings. | Low | Advise to wear long trousers and long sleeves. No open toed footwear.  Teachers/ Group leaders to be made aware of [www.nhs.uk/Conditions/Pages/BodyMap.aspx?Index=L](http://www.nhs.uk/Conditions/Pages/BodyMap.aspx?Index=L) | |
| Injury from garden tools | Low | Advise participants not to touch any tools or machinery in the garden unless specifically asked to do so as part of an activity. Include in introductory rules section. All gardeners to be aware of visits. Tools and hosepipes to be stored safely.  Show the correct way to use a specific tool for an activity. | |
| Cuts /Torn clothing: Barbed wire fences. | Low | Warn visitors of locations of barbed wire fencing.  Assess barbed wire in areas close to stiles or gates where people could be injured. Choose routes accordingly. | |
| Fences and gates: Animals escaping. Gates falling. Contamination from dirty surfaces. | Low | Instruct participants that gates must be closed behind the group unless already open. Include in introductory rules. Check gates are securely hinged. Gates and fencing to be checked and cleared of any fresh manure. | |
| Trampling by cattle | Medium | Advise visitors not to enter grazing fields (even if they appear empty).  Keep out of fields with calving cattle or bulls.  Farm staff to be informed of visits and route planned / Education to be aware of the location of animals. Visits to see animals to be supervised by experienced members of Farm / Education staff. Consider state of cattle and visiting group before making a decision to visit the cattle.  Keep visitors quiet and calm, no swift movements. Include in introductory rules. | |
| Pigs: Bites. Knocking people over. | Medium | Do not enter the pig pens or feed by hand. They are strong and may knock people over. Warn visitors that pigs are curious and have a strong bite. Do not feed by hand - toss food into the pen.  Keep away from pigs which have just farrowed and are feeling vulnerable.  Visits to see animals to be supervised by experienced members of Farm / Education staff. | |
| Electric shock from touching an electric fence | Low | A verbal warning to be given on entry to the field where electric fencing is present so that the children can **see** the electric wire in situ and understand what it is. Group to stand at a safe distance. | |
| Drowning hazard: water troughs | Low | Check water trough security prior to school visits.  Keep outsides clear from anything that could be used as a step and insides free from anything that could trap. | |
| Supervisors distracted by mobile phones | Low | Mobile phones to be turned off during teaching sessions to minimise distractions. Only the teacher / adult in charge to keep their phone on. | |
| Contamination by chemicals | Low | As an organic farm there are very few chemicals on site. Keep all chemicals locked away when not in use.  Provide warning where necessary (being as specific as possible). | |
| Injury from a working machine | Low | Waltham Staff to instruct group to stand together in a place visible to the driver, and to keep a safe distance from the machine in operation until it has been turned off.  Only trained operators to use machines. | |
| Injury from stationary farm machinery. | Medium | Check regularly for loose and dangerous parts.  Ensure all stationary machinery and implements are left flat on the ground or roped off.  Keys not to be left in the vehicle when visits taking place.  Instruct groups not to touch stationary machinery. | |
| First Aid | Low | School / group to carry First Aid Kit and information on students / client’s health with them. Waltham staff are also first aid trained and will carry the office number for emergency contact. | |
| Allergens | Low | Teacher/ Group leader to be aware of allergies within the group and carry an EpiPen if need be. Waltham Place to be made aware of serious allergies.  Bee, wasp and hornet nests to be accounted for in planning walk. | |
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| **Activity: Food Preparation / cooking / tasting** | | | |
| Allergies to ingredients | Medium | School to notify the farm of food allergies in advance of the visit.  Farm to clearly label ingredients in the recipes used and hand a copy to the teacher.  Check for nut content in ingredients and any accompaniments served. | |
| Contamination of food | Low | Kitchen and facilities to be cleaned and made ready before the activity.  Participants to wash hands well before activity.  Fruit and Vegetables picked on farm to be washed before tasting or cooking. | |
| Cuts when using sharp knives | High | Children to be year 5 or older. In groups of 4 or less with a member of school staff for each group. Max. 30 children.  Younger children to have parental supervision (e.g Home Education Groups).  Children to have peeling and chopping tuition prior to the visit. | |
| Burns from the hob, hot pans and liquids e.g soup | Medium | All preparation to be finished and workspace cleared before cooking begins.  For primary age students / dementia groups - Each hob to be supervised by an adult / carer. For secondary age students, 2 hobs per adult. | |
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| **Activity: Apple Pressing** | | | |
| Contamination from bacteria | Low | Apples to be washed well.  Press to be washed in anti-bacterial liquid after each use. | |
| Crush injury from the grinder of the press | Medium | Two members of staff to supervise activity. One, supervisor, to work press and the other, assistant, to supervise participants. The latter can be a member of school staff.  Individuals come up one at a time and are instructed not to place hands inside grinder.  Grinder is never left unattended. Grinder to be put away as soon as session is finished. | |
| Being hit by the bar as the press is wound closed | Low | Group to be seated or stand behind a ‘safety line’, marked on the ground two feet from the press, to ensure no one is too close to the bar when it is being turned. | |
| Trip hazard from the base board of the apple press. | Low | The press is bolted to a base board to avoid movement. The group are shown the hazard and reminded to walk slowly. | |
| Wasp stings | Low | Be aware that wasps may be attracted if pressing sessions are frequent. Be aware of severe allergies and carry Epipen if needed. | |
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| **Activity: Flour Milling** | | | |
| Breathing problems caused by inhaling flour | Low | Advise participants not to sniff the flour. | |
| Crush injury caused by grinder | Low | Member of staff to supervise each mill.  No fingers placed inside mill. | |
| Contamination of grain | Low | Grain for milling by groups to be stored in a closed container in the Ormandy Centre. | |
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| **Activity: Compost making** | | | |
| Compost flicked into faces/eyes. | Low | Each group to be supervised by an adult. One person at a time to fetch compost or mix the contents of the trug. Group stands back to minimise danger of flicking compost into faces. | |
| Being struck by a trowel | Low | Each group to be supervised by an adult. One person at a time to fetch compost or mix the contents of the trug. No trowels/spoons to be lifted over shoulder height. | |
| Breathing problems caused by inhaling compost | Low | Remind participants not to sniff the compost. | |
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| **Activity: Felt making** | | | |
| Slipping on wet floor (Wet Felt) | Low | Wet felt to be made on a lipped tray. Any spillages to be cleaned up immediately. | |
| Puncture wounds made using the felting needle (Needle Felt) | Medium | Fingers to be kept clear of the needle.  Foam pad to be placed under the workpiece to prevent needle coming through.  Needle to be inserted into pad, if work is left unattended.  Broken needles to be stored in a separate container.  Year 5 and over unless with parental supervision. | |
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| **Activity: Hedgelaying Workshop with Clive Leeke (Year 10 and above. Max 12 students. Private booking with Clive Leeke via Waltham Place.)** | | | |
| Cuts and injuries resulting from the use of sharp tools | Medium | Clive Leeke to demonstrate the correct way to carry and use the bodger, billhook and axe. Also, lopper and bow saw if in use on the day. Please see Clive Leeke’s own Risk Assessment – Hedgelaying and the General Conservation Activites Risk assessment for further detail. http://www.econetreading.org.uk/admin/RABaseDocument007.html | |
| Scratches and puncture wounds from thorny plants | Medium | Wear strong gloves whilst working. Wear safety goggles.  Clear brash frequently.  N.B Puncture wound from blackthorn may become infected- seek medical advice. | |