



RISK ASSESSMENT RA-F7

Task Description: EDUCATIONAL VISITS TO EQUINE AND VISITOR CENTRES

Assessor/s: David Cameron (H & S Manager) & Andie Viella (Education & Campaigns Manager)	Signed: <i>David Cameron</i>	Date undertaken: 8 <sup>th</sup> September 2017
------------------------------------------------------------------------------------------	---------------------------------	-------------------------------------------------

What are the hazards?	Who Might be Harmed and How?	Existing Control Measures.
Unfamiliarity of surroundings and procedures	Visitors unaware of on-site hazards resulting in injury. Children getting lost.	<b>A site orientation/induction will be undertaken by a Redwings representative when a visiting group arrives on site. (See notes)</b> Effective and sufficient supervision at all times by both Redwings staff and visiting group leaders.
Fire	Staff and visitors through poor housekeeping, lack of fire prevention and procedures.	Good housekeeping is maintained at all times. There is a designated smoking area and smoking is not permitted in any other area. Fire Assembly point will be shown and evacuation procedures explained upon arrival.
Infectious diseases.	Possibility of visitors contracting disease from contact with horses.	Personal hygiene is of the utmost priority. Hand sanitizers are provided outside the visitor centre; separate male and female toilets and wash facilities are situated within the visitor centre. Washing facilities will be shown upon arrival. No visitor is permitted to visit/enter quarantine areas and authorised contact with any other horses such will be strictly supervised.
Slips, trips and falls.	Children/visitors falling on uneven and slippery ground conditions.	The Centre and surrounding areas shall be kept clear of trip hazards, and surfaces and walkways and play areas are regularly inspected. Any areas deemed hazardous will be isolated/segregated and appropriately signed. If walking round the tracks and outside areas then wear appropriate footwear.
	----- Slipping and tripping within VC building.	----- Good housekeeping maintained, waste is disposed of in metal bins both general and recyclable containers. Any spills are cleaned up immediately including toilet areas.

	Children falling from balcony and/or stairs (Aylsham VC)	Access to the balcony will be strictly controlled during daylight hours. An appropriate barrier and signage is in place at base of steps.
Pedestrian/vehicle contact.	Contact with farm and/or staff vehicles and equipment may result in injury.	A maximum speed limit of 10mph is in place throughout the centre. There is a designated car park for visitors and a one-way route in place at Aylsham VC. All staff are made aware that visitors are on site and shall be vigilant and exercise extreme caution when using farm machinery. Visitors will be made aware of ongoing equine centre operations and potential hazardous areas during their site induction/orientation.
Injury from equines.	Unsupervised entry into yards, stables, fields containing equines could result in serious injury.	Horses are segregated from visitors by paddocks, fencing, electric tape and stables. Strict supervision is in place for any equine activities e.g. grooming. Risk assessments are in place for equine related activities. Visitors shall never be allowed to enter any area holding equines unless instructed to do so and escorted by a competent staff member at all times.
Chemicals, cleaning products	Contact with cleaning products, equine medications, chemicals which could result in serious damage to health.	There are lockable containers provided for chemicals, fuels and hazardous substances. Cleaning products within the visitor centre are controlled by visitor centre manager and stored away in a locked cupboard.
Damage to health from equine medications and associated equipment	Unauthorized access to areas containing equine medications or preparation areas. Contact with sharps, medications etc.	All medications are securely stored in locked cabinets in the equine centre.
Horse movements on the farm.	Possible injury to visitors when equines are being moved around the farm.	Movement of horses during visits shall be under strict control by the 'responsible person', ensuring that all visitors are in a safe location during this task. Areas will completely segregated and gates manned.
Emergency evacuation.	Possible risk of injury in the event of an emergency evacuation situation.	In the event of an emergency evacuation, the responsible person[s] shall ensure that all visitors are escorted, via a safe route, to a designated safe area and that all visitors are accounted for. Fire and emergency evacuation procedures are explained during induction.
Injury from farm tools and implements.	Children picking up farm tools e.g. pitch forks, rakes etc resulting in injury to themselves or others.	All tools and work equipment shall be safely stored in areas where children cannot gain access other than planned and supervised activities.
<b>Injury from Activities:</b> - Making up and filling haynets	Allergies to hay, dust inhalation  Injuries from thorns, foreign objects	Group leader to make Redwings staff aware of any health issues of visiting staff e.g. asthma, hay fever. Dust masks are always available. Issued gloves will be provided and worn. Redwings staff to monitor hay quality and supervise activity.

	Manual handling injury from excessive weight	Staff to monitor weight of haynets.
- Grooming and horse contact	Tread injuries, bites, kicks, knocked over  Allergies & Respiratory  Slips, trips and falls due to obstacles, contaminated bedding	If children are permitted to touch horses, ensure it is in a quiet, safe environment and warn them about the risk of being bitten. Strict supervision at all times. Children must never stand close to hindquarters of any equine. If not involved in grooming then bystanders to be segregated, kept a safe distance. Appropriate stout footwear to be worn. Staff and those involved in grooming will wear appropriate head protection. Advice and guidance is given to visitors on interacting with our horses and recognising equine behaviour. Maintain personal hygiene. Make Redwings staff aware of any visitor who has an equine allergy e.g. horse hair, asthma and alternative arrangements will be put in place. Gloves will be available. Area used for activity to be kept clean of horse muck; non-essential equipment and medication to be removed.
- Muck picking	Injury from equines Slips and falls Manual handling injuries  Hygiene issues	Muck picking will only take place in empty paddocks, fields and stables. Awareness of ground conditions and appropriate footwear to be worn. Ensure muck forks in good condition and appropriate for the user (size). Offer of gloves for grip and protection. Maintain good hygiene and ensure hands are washed immediately following this activity.
- Cleaning water tanks	Injury from equines Slips and falls Skin infection, chapped hands from contaminated or cold water	The cleaning of water tanks will only take place in empty paddocks, fields and stables Awareness of ground conditions, especially when draining water, and appropriate footwear to be worn. Wear suitable gloves when carrying out this task (green nitrile for example) and use long handled brushes where possible.
- Ragwort removal	Irritation to skin Respiratory issues  Injury from fork prongs Slips, trips and falls Manual handling issues	Issued gloves to be worn for this task and cover up exposed skin. Make Redwings staff aware of any visitor who has an allergy or who may have issues due to pollen, masks are available. Close supervision of this task and suitable sturdy footwear to be worn. Inspect and monitor ground conditions – wet weather, trip or slip hazards in the field Do not overfill bags of removed weed.

### Note

A copy of this assessment, and a copy of the Industry Code of Practice – Prevention and Controlling ill-health from animal contact at visitor attractions (Summary), RA-F7A and Teacher supplement, RA-F7B should be made available to group leader/ schools etc. prior to arranged visits.

## Site Orientation/Induction – Points to be covered

- Introduction to facilitators/Redwings staff/supervision
- Fire Assembly Point
- Fire Alarm and Evacuation Procedures
- First Aid provision – paediatric trained first aider from visiting party?
- Any individual health issues (Redwings staff to be notified prior to any activities commencing)
- Vehicle Access and parking, speed limits
- Smoking Point
- Hazardous areas of operations/any ongoing activities e.g. quarantine, equine, machinery etc
- Location of toilets and washing/hand cleaning facilities
- Catering facilities
- Prohibited areas
- Rules and procedures regarding equines – do not feed, do not enter stables, paddocks etc

## Additional Control Procedures

- All children must be supervised by a responsible adult (s) at all times. (The ratio of children to adults to be assessed by the group leader/school/visiting organisation).
- Sufficient number of Redwings supervising staff will be present throughout the visit.
- Visiting parties will be advised on appropriate clothing and footwear.
- Instructions also to be given on personal hygiene precautions prior to visiting the animals, wash hands after visiting the animals and before eating.
- Children must not touch the horses unless they have been instructed that it is safe to do so and are under strict supervision.
- Do not feed any of the animals.
- Keep well clear of any horse that is being led out of a field or stable by a member of Redwings staff.
- Do not enter any field or stable unless instructed to do so.
- Do not leave litter etc lying around, please use the bins provided.