

Sparsholt Schools' Centre for Environmental Education
Index of Generic Risk Assessments

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Generic Risk Assessment for: Garston's Dairy Yard

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. Farm & student vehicles may cross the dairy yard close to school groups – <i>risk of injury/death</i></p>	<p>Risk Rating</p> <p><i>High</i></p>	<ul style="list-style-type: none"> • Coach is directed to safe parking area to unload • Close supervision. Assemble in safe area. Cross in groups • Farm staff informed of dairy visits (weekly) & are made aware of group by Centre staff on arrival at site 	<p>Risk Level</p> <p><i>low</i></p>
<p>2. Yard surface is uneven in places. The surface may become slippery when rain/manure is present – <i>risk of injury from slip, trip or fall</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group, no running and follow group leader who will select an appropriate route across yard • All visitors wear appropriate sturdy footwear 	<p><i>low</i></p>
<p>3. Cows may be present in the rear yard and/or electric fencing may be in place to contain them – <i>risk of injury from animal kicking</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep back from animals and/or fencing • Organise safe viewpoint for group and ensure close supervision by adults 	<p><i>low</i></p>
<p>4. Cows (& bull) may cross the rear yard on the way into milking. Newly calved cows may try to get into livestock barn to see their calf – <i>risk of injury by cows pushing, stepping, kicking as they pass group</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Check rear yard. Speak to farm staff (if possible). • Wait behind fence gate until cows have passed. Cross yard in groups. Use side gate(s) if yard cannot be crossed easily. • Close & fasten gate to livestock barn once inside 	<p><i>low</i></p>
<p>5. Feed silos located in dairy yard – <i>risk of injury from banging head and accidental release of food onto pupil</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep away from silos & close supervision by adults 	<p><i>low</i></p>
<p>6. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash • Change into clean shoes before departure and place dirty footwear in a plastic bag 	<p><i>low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at Garston's Office. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter/Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: **Garston's Calf Barn**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
Site and its environment	Risk Rating		Risk Level
1. The floor to the barn is uneven in places. Equipment and feed bags are sometimes stored on the floor – <i>risk of injury from slip, trip or fall</i>	<i>medium</i>	<ul style="list-style-type: none"> • Brief group before proceeding. No running. • Adults organised to supervise small groups 	<i>low</i>
2. Calves may lick excessively - <i>risk of biting injury if calves pull hand/fingers and/or clothing into their mouth</i>	<i>medium</i>	<ul style="list-style-type: none"> • Before entering, demonstrate how to safely touch a calf (flat hand, palm upwards with fingers tight together) and remove hand if animal continues to lick. Adults supervise 	<i>low</i>
3. Individually penned calves may be found loose in the barn eg. if a very small/new calf escapes through the front feeding opening of the single pens; student groups may lose a calf when moving/cleaning pens. The calf would be loose in the main part of the barn with the visiting group - <i>risk of injury from calf pushing past children and jumping/kicking if it gets excited</i>	<i>medium</i>	<ul style="list-style-type: none"> • Check barn before entering particularly for small/new calves or student groups. Close barn doors once inside. • Lead teacher should observe calves and stop children from stroking calves that get too excited • If a calf gets loose, calmly move group towards the barn doors and leave when it is safe to do so. Seek assistance from farm staff to re-pen. 	<i>low</i>
4. Close contact with animals – <i>risk of injury from calves kicking, head 'butting' or trapping hands/arms against rails of pen</i>	<i>medium</i>	<ul style="list-style-type: none"> • Brief pupils before entering that they should allow the calves to come to them and should not reach into the pens • Adults closely supervise and remove the group if required 	<i>low</i>
5. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i>	<i>medium</i>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash • Change into clean shoes before departure and place dirty footwear in a plastic bag 	<i>low</i>

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Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: **Garston's Milking Parlour**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. Milking machinery is noisy making it difficult to speak to group or give instructions – <i>risk of incidents and disruption</i></p>	<p>Risk Rating</p> <p>Medium</p>	<ul style="list-style-type: none"> • Brief group before entering and ensure close supervision • Limit numbers to ½ class or possibly smaller groups where appropriate (depending upon age & behavioural issues) 	<p>Risk Level</p> <p>Low</p>
<p>2. The floor and steps may become slippery when water/manure is present – <i>risk of injury from slip, trip or fall</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief group before entering. Position adult help at the steps if required (depending on age/size or disabilities) • All visitors wear appropriate sturdy footwear 	<p>Low</p>
<p>3. Cows may block entrance/exit routes – <i>risk of becoming trapped</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Check before entering & ask dairy staff for permission before operating gate switches etc. • Wait for dairy staff to move animal 	<p>Low</p>
<p>4a. Farm staff may have medicine or chemicals in the working area of the parlour – <i>risk of injury/cross-contamination</i></p> <p>4b. Cleaning chemical present in milk store room – <i>risk of chemical spillage contamination & damage to stored milk</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief group to not touch any equipment in parlour • Cover/remove items if necessary eg. syringes • Backwash system may splash keep clear of clusters • Do not take groups into the store room • Closely supervise 	<p>Low</p>
<p>5. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p> <p>NB: If viewing from downstairs, there is a higher risk of dung contamination</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & ensure close supervision by adults • If viewing from side stalls avoid contact with stall rails • When downstairs, keep to the middle area. • Appropriate footwear & clothing including jackets/aprons for groups who plan to have contact with cows during milking • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash & change into clean shoes before departure (dirty footwear in a plastic bag) 	<p>Low</p>

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Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: **Garston's Viewing Gallery**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. The outside steps are steep and can be slippery depending upon footwear and weather conditions – <i>risk of injury from slip, trip or fall</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group before proceeding. Position adult help at the steps if required (depending on age/size or abilities) • All visitors wear appropriate sturdy footwear • Ascend/descend in single file using the handrails provided 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. The door at the top of the steps opens outwards and can be blown shut by the wind – <i>risk of injury, particularly trapped hands/fingers</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Ensure an adult goes up the steps first to hold the door open and/or to tie it back securely 	<p><i>Low</i></p>
<p>3. There is a large drop from the viewing gallery to the milking parlour below – <i>risk of injury to pupils by climbing/leaning over safety rails or out of the observation windows and falling; risk of injury to livestock from falling objects</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group before entering and ensure close supervision ie no climbing • Move chairs & tables away from safety rails and windows • Place bags etc. at the rear of the gallery before viewing 	<p><i>Low</i></p>
<p>4. The floor and may become slippery from wet footwear – <i>risk of injury from slip, trip or fall</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group 'no running' before entering and ensure close supervision • Ensure pupils wipe feet before entering 	<p><i>Low</i></p>

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Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: **New Livestock Barn, Garstons**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. Large metal doors could catch the wind and swing into groups with great force – <i>risk of serious injury</i></p>	<p>Risk Rating</p> <p>High</p>	<ul style="list-style-type: none"> Position group in safe area, then open doors and chain back before escorting group into barn. 	<p>Risk Level</p> <p>Low</p>
<p>2. Farm vehicles/machinery operating in the barn – <i>risk of serious injury/death</i></p>	<p>High</p>	<ul style="list-style-type: none"> Farm staff informed of dairy visits (weekly) & are made aware of group by Centre staff on arrival at site Check area before entering for traffic. Close supervision. Assemble group in safe area 	<p>Low</p>
<p>3. Cattle food on floor – <i>risk of injury from slip, trip or fall - risk of pupils walking on and contaminating their food</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> Direct pupils to walk down middle of feeding alley 	<p>Low</p>
<p>4. Animals/calves may lick excessively - <i>risk of biting injury if hands, fingers and/or clothing enter the animals mouth</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> Before entering, demonstrate how to safely touch an animal (flat hand, palm upwards with fingers tight together) & remove hand if animal continues to lick. Adults supervise 	<p>Low</p>
<p>5. Close contact with animals – <i>risk of injury from calves kicking, head 'butting' or trapping hands/arms against pen</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> Brief pupils before entering that they should allow the animals to come to them and should not reach into the pens Adults closely supervise and remove the group if required 	<p>Low</p>
<p>6. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> Brief group to keep hands away from face/mouth area & close supervision by adults Thorough hand washing (soap & water) by all visitors Clean contaminated footwear at boot wash Change into clean shoes before departure and place dirty footwear in a plastic bag 	<p>Low</p>

Emergency Procedures:Emergency Procedures: Nearest phone and 1st Aid point at Garston's Office. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter/Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: Silage Clamps (Garston's)

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. Farm vehicles/machinery operating in the barn – <i>risk of serious injury/death</i></p>	<p>Risk Rating</p> <p><i>medium</i></p>	<ul style="list-style-type: none"> • Farm staff informed of dairy visits (weekly) & are made aware of group by Centre staff on arrival at site • Check area before entering for traffic • Maintain close supervision. Assemble group in safe area 	<p>Risk Level</p> <p><i>low</i></p>
<p>2. Bales of straw/ hay stacked up, high walls of silage –<i>risk of bales or silage falling over. Drains in yard – trip hazard. Pupils may try to climb silage, tractors, equipment - risk of injury from slip, trip or fall</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep off silage, bales & equipment and step over drains 	<p><i>low</i></p>
<p>3. Groups in close proximity to silage, manure & other contaminated equipment – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep feet on ground and keep hands away from face/mouth area . • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash • Change into clean shoes before departure and place dirty footwear in a plastic bag 	<p><i>low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at Garston's Office. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter

Date: 08.11.06

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: Pig Unit

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
1. General: visitors to the unit are in close proximity to pigs/piglets. Open bars on the pens allow the pigs to be seen but pigs can come right up to the bars at times – <i>risk of bite injury or crush/trapping of fingers if placed on the bars when an animal is moving.</i>	Risk Rating <i>medium</i>	<ul style="list-style-type: none"> Brief group to keep clear of pen bars. Do not put hands on or through bars. Organise safe viewpoints for group and ensure close supervision by adults 	Risk Level <i>Low</i>
2. Farrowing Unit: a) Lids to piglet creeps are heavy and difficult to move – <i>risk of injury from trapping fingers when removing/replacing lids.</i> b) The sow can lie with her head in the creep area – <i>risk of bite injury if pupils touch her when reaching in for piglets.</i>	<i>Medium</i> <i>Medium</i>	<ul style="list-style-type: none"> Sparsholt staff remove/replace lids Sparsholt staff should check the position of sow before pupils are allowed to touch piglets in the creep area. For younger groups, staff should take a piglet from the creep & hold or place in trolley with straw for pupils to touch 	<i>Low</i> <i>Low</i>
3. Large metal doors to barns & pens could catch the wind & swing into groups with great force – <i>risk of serious injury</i>	<i>High</i>	<ul style="list-style-type: none"> Position group in safe area, then open doors and secure (open or closed) before escorting group into barn. 	<i>Low</i>
4. Farm machinery (eg. pressure cleaners) could be in use – <i>risk of injury from slip, trip or fall</i>	<i>Medium</i>	<ul style="list-style-type: none"> Farm staff informed of visits (weekly) & are made aware of group by Centre staff on arrival at site Check area before entering Maintain close supervision. Assemble group in safe area 	<i>Low</i>
5. Floors may have straw/manure on them or could be slippery from rain/cleaning – <i>risk of injury from slip, trip or fall</i>	<i>Medium</i>	<ul style="list-style-type: none"> Brief pupils before entering. Close supervision 	<i>Low</i>
6. Straw use may at times create a dusty environment – <i>risk of asthma or allergy being triggered</i>	<i>Medium</i>	<ul style="list-style-type: none"> Ensure that inhalers are carried by pupils/staff. Avoid visiting at cleaning times (check with farm staff) 	<i>Low</i>
7. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i>	<i>Medium</i>	<ul style="list-style-type: none"> Brief group to keep hands away from face/mouth area & close supervision by adults Thorough hand washing (soap & water) by all visitors Clean contaminated footwear at boot wash 	<i>Low</i>

Emergency Procedures: Nearest phone in Pig unit office or phone and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: **Sheep Barn**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. Bio-hazard risk to pregnant women – <i>risk of premature abortion in pregnant women from contact with sheep or lambs (enzootic abortion in ewes - chlamydia psittaci)</i></p>	<p>Risk Rating</p> <p>High</p>	<ul style="list-style-type: none"> • No pregnant women to enter the sheep barn area • Inform school of risks at pre-visit stage so that adult helpers/teachers can be briefed. Check again on day. • Explain risk to all visitors before entering the barn 	<p>Risk Level</p> <p>Low</p>
<p>2. The walk to the sheep barn is along the main farm track where farm vehicles/machinery may be encountered – <i>risk of serious injury</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief group before proceeding. No running. Keep to same side of track in pairs or single file. • Stop, regroup (check numbers) if pupils begin to spread out • Position an adult at the tail of the group to supervise • Take mobile phone as some distance from help. • There is good visibility on the track giving Centre staff and vehicle drivers time to locate a safe passing place 	<p>Low</p>
<p>3. Floors may have straw/manure on them – <i>risk of injury from slip, trip or fall</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief pupils before entering. • Close supervision 	<p>Low</p>
<p>4. Close contact with animals which may kick, head butt or bite if agitated (especially ewes with lambs) - <i>risk of injury (bite) to arms, hands, fingers or trapping hands/arms against pen</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Before entering, demonstrate how to safely touch and allow animals to come to them and do not reach into pens. • Move to another pen if ewe/lambs become agitated. • Adults closely supervise and remove the group if required 	<p>Low</p>
<p>5. Temporary pens and moveable panels/bales of straw etc in the barn – <i>risk of injury from falling /moving objects</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Keep pupils away from stored bales and fencing • Do not allow pupils to climb/lean onto fences/gates 	<p>Low</p>
<p>6. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p>Medium</p>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash 	<p>Low</p>

Emergency Procedures: Nearest phone and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter

Date: 21.01.05

Next Review date: Jan 11 Jan12 Jan13

Generic Risk Assessment for: Hill top & Soil Pit

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1 Large vehicles operated by college staff/students could be working at the site eg. grass cutting, stacking bon fire etc. – <i>risk of serious injury/death</i></p> <p>Bonfire occasionally smoking - <i>Risk of inhalation of smoke</i></p>	<p>Risk Rating</p> <p><i>High</i></p>	<ul style="list-style-type: none"> • Assemble the group at a safe distance from the vehicles(s) and leave them under the supervision of school staff • Attract drivers/college staff attention and/or approach vehicle with extreme caution. • Ask for vehicles to be stopped/moved whilst pupils undertake their planned activity or agree a safe working area/distance to allow the planned activities to continue • Brief group on working area limitations • Position adults to 'contain group' in safe area if necessary • Close supervision of group by adults • Arrange for no fire burning/ move group away from smoke 	<p>Risk Level</p> <p><i>Low</i></p>
<p>3 The area is grassed and has a gentle slope.– <i>risk injury from slip, trip, fall</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief pupils on safety (no running) • Re-position canes if necessary 	<p><i>Low</i></p>
<p>4. The hilltop location means that there is little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing, drinking water 	<p><i>Low</i></p>
<p>5. A fenced soil pit has been created at this site which can be used with groups – <i>risk of injury from slip, trip, fall; risk of injury from collapse of soil pit fencing or side walls</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Position pupils at 'open end' of pit. Avoid leaning onto fences • Do not take groups into the pit if water logged • Close supervision of group 	<p><i>Low</i></p>
<p>6. Groups in close proximity to soil which could be contaminated with chemicals (spraying) or bio-hazards – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors • Change into clean shoes before departure and place dirty footwear in a plastic bag 	<p><i>Low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at Admin. Block. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct13

Generic Risk Assessment for: Field Edges (E, F & D)

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
1. Farm vehicles/machinery may be operating in the fields eg. ploughing, spraying, harvesting – <i>risk of serious injury</i>	Risk Rating <i>Medium</i>	<ul style="list-style-type: none"> • Farm staff informed of visits (weekly) & are made aware of group by Centre staff on arrival at site • Check area before entering for traffic. Ensure drivers are aware of groups presence before proceeding. • Maintain close supervision. Keep to field edge. 	Risk Level <i>Low</i>
2. The area is remote and has little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing & drinking water 	<i>Low</i>
3. The field edges are rough, uneven routes around the farm, not maintained paths. They can be muddy, slippery and uneven and there may be brambles/nettles – <i>risk of injury from slip, trip or fall; risk of separation from group.</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Visitors should wear old boots or wellies (no heels) • Brief group before proceeding. No running. • Position an adult at the tail of the group to supervise. • Take mobile phone as some distance from help. • Regroup and check pupil numbers frequently. 	<i>Low</i>
4. Some field fences are crossed via a stile – <i>risk of injury from slip, trip, fall</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Check condition of stiles regularly and report any damage to farm staff • Proceed one at a time. Adult supervision at stile is recommended, particularly for younger groups. 	<i>Low</i>
6. Groups in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors • Clean contaminated footwear at boot wash 	<i>Low</i>

Emergency Procedures: Nearest phone and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: Animal Management Centre

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>CONSTRUCTION WORK from summer 2011 will restrict access. Check with AMC staff before any visit is planned</p> <p>OUTDOORS</p> <p>1.The duck ponds are deep and unfenced in parts. <i>Risk of drowning from falling into the water; risk of cold water shock.</i></p> <p>Steps and steep grassy slopes – <i>risk of injury from trip, slip or fall</i></p> <p>Fences (wire & electric) – <i>risk of electric shock, trip, cut.</i></p>	<p>Risk Rating</p> <p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group before proceeding. Primary pupils walk in pairs and stay in their small group with their adult. No running. • Position adult at tail of group. • Regroup and check pupils number frequently • Keep groups away from pond except when looking at ducks • Do not allow pupils to wander by themselves 	<p>Risk Level</p> <p><i>low</i></p>
<p>2 Groups may be in close proximity to animals, manure & other contaminated equipment eg. fences – <i>risk of illness from bio-hazards (eg. e-coli) that may be present</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Brief group to keep hands away from face/mouth area & close supervision by adults • Thorough hand washing (soap & water) by all visitors 	<p><i>low</i></p>
<p>3 . Close contact with animals which may peck, bite, kick, or butt if agitated - <i>risk of injury to arms, hands, fingers or trapping hands/arms against pen</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Before approaching, demonstrate how to touch safely and allow animals to come to them and do not reach into pens. • Move to another pen if animals become agitated. • Adults to supervise closely and remove the group if required 	<p><i>low</i></p>
<p>INDOORS:</p> <p>4 Groups may be in close proximity to animals (fish, reptiles, amphibians) that may carry disease – <i>risk of illness from bio-hazards (eg. salmonella)</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • AMC staff informed of visits and made aware of group by Centre staff on arrival at AMC • Touching/handling of animals is closely supervised by AMC & Schools Centre staff. Thorough hand washing is required 	<p><i>low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at AMC Office. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter

Date: 08.11.05

Review date: ~~Oct 11~~ Oct 12 Oct 13

Generic Risk Assessment for: Ower Pond

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p><i>The area is no longer used for pond dipping activities.</i></p> <p>1. The footpaths around the woods and pond are narrow grass/gravel Paths leading downhill are steep in places and may have steps. Paths can become slippery when wet/icy and there may be brambles/nettles – <i>risk of injury from slip, trip or fall; risk of separation from group.</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check paths and arrange cutting of brambles/nettles • Visitors should wear old boots or wellies (no heels) • Brief group before proceeding. No running. Keep to centre of paths in single file. • Position an adult at the tail of the group to supervise. • Take mobile phone as some distance from help. • Regroup and check pupil numbers frequently. 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. The pond is remote and has little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing & drinking water 	<p><i>Low</i></p>
<p>3. The banks of the pond may be slippery. Mud and floating weed may make it difficult for pupils to judge the depth of water - <i>risk of injury from slip, trip, fall; - risk of drowning from falling into water; risk of exposure from cold water shock</i></p> <p><i>NOTE: From Summer 2009 onwards the water levels have been very, very low as a result of a damaged liner. The area can become marshy/slippery after rainfall.</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief pupils on safety before entering pond area • Assemble group at a safe distance from the water • Demonstrate good (safe) practice for dipping activity • Pupils operate a 'buddy' system for dipping. KS1/special needs groups should have an adult as their buddy • Only buddy pairs should approach/enter the water • Close supervision of groups by adults/centre staff • Pupils move away from dipping points to an assembly area for ID work on catch 	<p><i>Low</i></p>
<p>4. The water & soil in/around the pond may be contaminated – <i>risk of illness from bio-hazards (eg. Weil's disease, e-coli) that may be present</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Cover cuts with plasters/gloves. • Keep hands away from face/mouth area. Use hand wipes if necessary (eg. KS1) • Thorough hand washing (soap & water) by all visitors on return to the Centre. 	<p><i>Low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at Admin. Block. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~April 11~~ April 12 April 13

Generic Risk Assessment for: **Ower Woods**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. The footpaths around the woods are narrow grass/gravel Paths leading downhill are steep in places and may have steps. Paths can become slippery when wet/icy and there may be brambles/nettles – <i>risk of injury from slip, trip or fall; risk of separation from group.</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check paths and arrange cutting of brambles/nettles • Visitors should wear old boots or wellies (no heels) • Brief group before proceeding. No running. Keep to centre of paths in single file. • Position an adult at the tail of the group to supervise. • Take mobile phone as some distance from help. • Regroup and check pupil numbers frequently. 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. The woods are remote and have little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing & drinking water 	<p><i>Low</i></p>
<p>3. Strong winds may lead to storm damage to the trees - <i>risk of injury from falling branches; - slip trip or fall if debris falls onto paths</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Area regularly checked by Centre staff. Advise on damage is sought from forestry section. • Activities are modified to avoid area during bad weather 	<p><i>Low</i></p>
<p>4. Biting/stinging/poisoning from insects/plants/fungi in the area eg. wasps, bees, deer ticks & nettles – <i>risk of injury/illness from bio-hazards (eg. Lymes 's disease, e-coli) that may be present</i></p> <p>- <i>serious illness if an allergic reaction is suffered (eg. anaphalactic shock)</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check medical history of group and ensure that epi-pens etc are carried by the appropriate school staff • Use paths and avoid rough grass/scrub areas. Check area thoroughly before sitting and/or sit on coat/bag etc. • Brief on picking/touching of plants/fungi before starting • Cover cuts with plasters/gloves. • Keep hands away from face/mouth area. Use hand wipes if necessary (eg. KS1) • Thorough hand washing (soap & water) by all visitors on return to the Centre. 	<p><i>Low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at Admin. Block. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~April 11~~ April 12 April 13

Generic Risk Assessment for: Fishing Lake and Reed Beds

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. The walk to the fish hatchery is along the main farm track where farm vehicles/machinery may be encountered – <i>risk of serious injury</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group before proceeding. No running. Keep to same side of track in pairs or single file. • Stop, regroup (check numbers) if pupils begin to spread out • Position an adult at the tail of the group to supervise • Take mobile phone as some distance from help. 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. The lake/reed beds are remote and are extremely exposed providing little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. Waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing, drinking water 	<p><i>low</i></p>
<p>3. Banks of the reed bed/lake may be slippery. Mud and floating weed can make it difficult for pupils to judge the depth of water. Dipping platforms are over deep water. Bushes/trees may obscure the view of the supervising staff - <i>risk of injury from slip, trip, fall; - risk of drowning from falling into water; risk of exposure from cold water shock</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Assemble group away from the water & give safety briefing • Demonstrate good (safe) practice for sampling activities eg pupils operate a 'buddy' system for dipping. • Only buddy pairs on dipping platform or at edge of water • Close supervision of groups by adults/centre staff • Pupils move to assembly area for ID work on catch 	<p><i>low</i></p>
<p>4. Nettles, brambles and thistles are found in places at the waters edge. Hemlock water dropwort (<i>skin irritant, highly toxic if ingested</i>) has been identified and treated in the area – <i>risk of injury, poisoning if ingested</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Long sleeves and trousers are recommended for all users. • If water dropwort (an umbellifera plant similar to cow parsley) is suspected - Do not touch. Position group away from plant & supervise closely. 	<p><i>low</i></p>
<p>5. The water & soil in/around the lake/reed beds may be contaminated – <i>risk of illness from bio-hazards (eg. Weil's disease, e-coli) that may be present</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Cover cuts with plasters/gloves. Keep hands away from face/mouth area. Use hand wipes if necessary (eg. KS1) • Thorough hand washing (soap & water) by all visitors 	<p><i>low</i></p>
<p>6. Other water users may be present at the site eg. anglers, canoeists – <i>risk of injury from angling lines/hooks; possible conflict of interests between users</i></p>	<p><i>medium</i></p>	<ul style="list-style-type: none"> • Book dipping platforms prior to visit (via Fisheries Admin.) • Alert pupils to other users and visa-versa. • Check for discarded line & hooks and remove 	<p><i>low</i></p>

Emergency Procedures: Nearest phone (fish hatchery building) and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~April 11~~ April 12 April 13

Generic Risk Assessment for: Fish Hatchery Unit

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>1. The walk to the fish hatchery is along the main farm track where farm vehicles/machinery may be encountered – <i>risk of serious injury</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief group before proceeding. No running. Keep to same side of track in pairs or single file. • Stop, regroup (check numbers) if pupils begin to spread out • Position an adult at the tail of the group to supervise • Take mobile phone as some distance from help. • There is good visibility on the track giving Centre staff and vehicle drivers time to locate a safe passing place 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. The hatchery unit is remote and is extremely exposed providing little shelter from the weather - <i>risk of exposure/sunstroke/heat exhaustion</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check pupils have adequate clothing eg. Waterproofs, sunhats & sunscreen • Sparsholt staff carry some spare clothing, drinking water 	<p><i>Low</i></p>
<p>3. The walking surface is concrete and there are steps/channels in and around the the unit which could be slippery when wet/icy– <i>risk of injury from slip, trip or fall</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Brief pupils of safety issues before proceeding 	<p><i>Low</i></p>
<p>4. Overflow pipes from tanks protrude from tanks are can easily be knocked/moved by pupils – <i>risk of accidental tank emptying and loss of stock</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Keep pupils away from overflows • Check overflow positions before leaving the hatchery 	<p><i>Low</i></p>
<p>5a. The water and floor areas may be contaminated – <i>risk of illness from bio-hazards (eg. Weil's disease)</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Cover cuts with plasters/gloves & keep hands away from face/mouth area. Use hand wipes if necessary • Thorough hand washing (soap & water) by all visitors on return to the Centre. 	<p><i>Low</i></p>
<p>5b. The hands/footwear of visitors could be contaminated eg. Manure from farm track – <i>risk of contaminating water supply</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Disinfect boots at entrance to hatchery unit. • Wash hands before/after handling stock 	<p><i>Low</i></p>

Emergency Procedures: Nearest phone (fish hatchery building) and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: April 11 April 12 April 13

Generic Risk Assessment for: Aquatics Centre

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
1. Large open tanks – <i>risk of drowning</i> . Glass tanks with sharp corners, floors may be wet, trailing hose pipes – <i>risk of injury from slip or trip</i>	Risk Rating <i>Medium</i>	<ul style="list-style-type: none"> • Brief pupils before proceeding: no climbing, running, tapping, or hands in tanks. • Aquatics staff informed of visits & are made aware of group by Centre staff on arrival at site • Check rooms before entering. Keep pupils in one group. 	Risk Level <i>Low</i>
2. Open tanks. The water may be contaminated – <i>risk of illness from zoonoses (eg. Fish TB, Weil's disease) that may be present</i>	<i>medium</i>	<ul style="list-style-type: none"> • Pupils keep hands out of tanks. Cuts covered by plasters • Thorough hand washing (soap & water) by all visitors on return to the Centre. 	<i>low</i>
3. Glass tanks – <i>risk of injury/ death of fish from vibrations caused by pupils tapping on tanks</i>	<i>medium</i>	<ul style="list-style-type: none"> • Pupils do not tap on tanks. Demonstrate how to gently touch corner of tank to feel water temperature. 	<i>low</i>
4. Dark entrance room is a particular problem for pupils with poor eyesight – <i>risk of pupil collision/ tripping until eyes adjusted</i> .	<i>medium</i>	<ul style="list-style-type: none"> • Brief pupils to move slowly until eyes adjusted to light level 	<i>low</i>
5. Dangerous fish – <i>risk of bites, stings</i>	<i>medium</i>	<ul style="list-style-type: none"> • Tanks are secured, covered & locked 	<i>low</i>

Emergency Procedures: Nearest phone and 1st Aid point at Aquatics Centre. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Clare Shorter

Date: 08.11.05

Next Review date: ~~Sept 11~~ Sept 12 Sept 13

Generic Risk Assessment for: **Glasshouses - Tropical**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
1. A small pond is located in the glasshouse which is protected by a low fence. A footbridge crosses the water - <i>risk of drowning from falling into water; risk of cold water shock</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Brief pupils on safety before entering • Keep to path. Do not lean over bridge. • School staff supervise activities/lunchtime in this area 	<i>Low</i>
2. Equipment (hoses, gardening tools) could be present on the path ways - <i>risk of injury; accidental damage to equipment</i>	<i>Medium</i>	<ul style="list-style-type: none"> • Give advance warning to Hort. staff via weekly movements list • Check area and tidy/remove items if necessary 	<i>Low</i>
3. Wet or muddy concrete path/ wood floor is slippery, particularly during “misting” event. – <i>risk of slipping and injury</i>	<i>High</i>	<ul style="list-style-type: none"> • Brief pupils on safety (ie walk) before entering • School staff supervise pupils in this area • Give advance warning to Hort. staff via weekly movements list to ask for misting to be delayed. 	<i>Low</i>

Roof vent damage (2011) - all visits much be checked with Hort. staff

Emergency Procedures: Nearest phone and 1st Aid point at Schools' Centre. Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Sept 11~~ Sept 12 Sept 13

Generic Risk Assessment for: **Conservation Strip**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
1. Farm vehicles/machinery may be operating in the fields eg. ploughing, spraying, harvesting – <i>risk of serious injury</i>	Risk Rating <i>Medium</i>	<ul style="list-style-type: none"> • Farm staff informed of visits (weekly) & are made aware of group by Centre staff on arrival at site • Check area before entering for traffic. Ensure drivers are aware of groups presence before proceeding. • Maintain close supervision. Keep to field edge. 	Risk Level <i>Low</i>

Emergency Procedures: Nearest phone and 1st Aid point at Farm Office (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Review date: ~~Sept 11~~ Sept 12 Sept 13

Generic Risk Assessment for: **Schools' Centre**

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<p>Site and its environment</p> <p>Outside the Centre – Paths and Picnic Areas</p> <p>1. The footpath around the Centre is narrow and can be slippery when wet/icy. Vegetation (brambles) can grow over the path – <i>risk of injury from slip, trip or fall</i></p> <p>The classroom & office windows open outwards creating a hazard at head height - <i>risk of head injury</i></p>	<p>Risk Rating</p> <p><i>Medium</i></p>	<ul style="list-style-type: none"> • Check paths and arrange gritting if necessary when icy • Cut back plant growth & sweep leaves from path • Visitors should wear old boots or wellies (no heels) • Brief group no running • Close windows if the group are working immediately outside the building 	<p>Risk Level</p> <p><i>Low</i></p>
<p>2. A small pond is located in part of the garden - <i>risk of drowning from falling into water; risk of cold water shock</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Area is fenced and gated and padlocked when not in use. • School staff supervise activities/lunchtime in this area 	<p><i>Low</i></p>
<p>3. There may be traffic using the delivery area or service road outside the Centre. Pupils must cross this to use the toilet/hand wash facilities -<i>risk of injury/death</i></p>	<p><i>High</i></p>	<ul style="list-style-type: none"> • Staff should supervise the area when pupils are crossing to use the toilets. • KS1 visitors should be escorted in groups • Parked cars obscure the pupils view of the road. Cars parked inappropriately should be reported/removed 	<p><i>Low</i></p>
<p>Inside the Centre – Classroom & Displays</p> <p>4. The floor of the classroom can become crowded with bags, coats boots etc. <i>risk of injury from slip, trip or fall</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • No running indoors • Give clear instructions on where to store coats/bags etc. usually under tables or on the coat pegs provided. 	<p><i>Low</i></p>
<p>5. A range of equipment is stored in/around the classroom – <i>risk of injury; accidental damage to equipment</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Equipment is stored in locked cupboards where possible • Chemicals are stored in a locked cupboard in the storeroom, COSHH forms in H & S file in office • Portable electrical equipment is unplugged when not in use 	<p><i>Low</i></p>
<p>6. Groups in close proximity to animals (fish, reptiles, amphibians) that may carry disease – <i>risk of illness from bio-hazards (eg. salmonella)</i></p>	<p><i>Medium</i></p>	<ul style="list-style-type: none"> • Lids to aquarium/vivarium are kept closed • Touching/handling of animals is closely supervised by Centre staff. Thorough hand washing is required 	<p><i>Low</i></p>

Emergency Procedures: Nearest phone and 1st Aid point at the Schools' Centre (or Admin. Block). Dial 3333 on an internal phone (Reception 01962 797568). State the emergency services required and the College services will also be notified.

Completed by: Lynn McDonagh

Date: 08.11.05

Next Review date: ~~Sept 11~~ Sept 12 Sept 13