

# St Martin de Porres: Risk assessment

<b>RISK ASSESSMENT FOR:</b> St Martin de Porres Pupils and staff		<b>What are you risk assessing? Put in brief outline of the task/activity.</b> Travelling Farm to school for Fun Day 30.6.21. Covid rules apply in terms of distancing, cleaning of hands and mask wearing to ensure a safe environment. To ensure a safe environment for all pupils and staff and those visiting the school. Ark Farm are providing the animals and have provided a Risk Assessment	
<b>Site: St Martin de Porres</b>		<b>Assessment by: Jen Matthews</b>	<b>Date: 23.04.21</b>
<b>Risk assessment number/ref: 1</b>		<b>Trust Compliance approval: Jen Matthews</b>	<b>Date: 23.04.21</b>

Risk Matrix	Neg / Low (1)	Minor (2)	Moderate (3)	Major/ Severe (4)	Extreme / Death (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

20-25	<b>STOP:</b> Staff – Trust Compliance & Premises Manager – Operations Manager – Headteacher - Governors
10-16	<b>URGENT ACTION:</b> Take Immediate Action Staff - Trust Compliance & Premises Manager – Operations Manager – Headteacher - Governors
5-9	<b>ACTION:</b> Take Action within specified timeline Staff – Trust Compliance & Premises Manager
3-4	<b>MONITOR:</b> Maintain and Review current controls Staff - Trust Compliance & Premises Manager
1-2	<b>NO ACTION:</b> No further Action, but ensure controls are maintained and reviewed. Staff - Trust Compliance & Premises Manager

Impact Table	Negligible/Low (1)	Minor (2)	Moderate (3)	Major/Severe (4)	Extreme/Catastrophic (5)
Injury to any Person	Adverse event leading to minor injury not requiring first aid	Minor Injury or illness, first aid treatment required and / or less than 3 days absence from usual activities	Significant injury requiring medical treatment, possible hospitalisation and/ or counselling.	Major injuries / long term incapacity or disability requiring medical treatment or counselling.	Incident leading to death or major permanent incapacity
	No impaired psychological functioning, or less than 3 days impaired psychological functioning	More than 3 days impaired psychological functioning (but less than one month)	Impaired psychological functioning greater than 1 month but less than 6 months	Impaired psychosocial functioning greater than 6 months.	Permanent psychosocial functioning incapacity.
<b>Likelihood Table</b>	<b>Rare (1)</b>	<b>Unlikely (2)</b>	<b>Possible (3)</b>	<b>Likely (4)</b>	<b>Almost Certain (5)</b>
Probability	1%	10%	50%	75%	99%


*Use this form to record the significant findings of your risk assessment and detail any action required to reduce risk further, where existing actions (control measures) are insufficient.*

What are the hazards?	Who might be harmed and how?	What are you already doing?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by who?	Action by when?	Date Completed
Lack of Information Provided before the event	Pupils and Staff	Information, including this risk assessment is provided to all staff (who supervise the pupils) prior to the animals visiting	2	2	4	Yes	Are the animals considered to be suitable for children? If you are unsure it may be helpful to consult the RSPCA.	1	1	2	Headteacher/ Cheryl Harris	14.06.21	16.06.2021
	Pupils and Staff	Appropriate arrangements are in place to ensure that staff receive adequate information / instruction regarding the keeping and handling of animals	2	1	2	Yes							
Vehicle Movement	Pupils and Staff	Information on site and access agreed prior to visit. Any restrictions and speed limits obeyed. Event organiser/Teacher will meet on arrival and site vehicle.	2	2	4	Yes							
Injuries/bites (from animals)	Pupils and Staff	Children constantly supervised when around the animals. This is a professional company bring animals they know.	2	2	4	Yes							
	Pupils and Staff	Verbal warnings, children and adults to respect animals and follow company staff instructions.	2	2	4	Yes							
Animals escaping	Pupils and Staff	All animals safely secured in appropriate fenced pens. Fencing checked before by Company prior to staff and pupils visit	2	2	4	Yes							
Disease Virus or germs from touching animals / fencing or any other equipment which has been in contact with the animals	Pupils and Staff	Check to be made in terms of vaccinations of those animals visiting	2	3	6	No	Has the animal(s) been vaccinated against known diseases?	1	1	1	Headteacher/ Cheryl Harris	14.06.21	16.06.2021
	Pupils and Staff	Animals will arrive clean and with no known infection. Regular housekeeping of pens to ensure animal faeces are removed as soon as possible.	1	1	1	Yes							
	Pupils and Staff	Pregnant women to avoid contact with sheep and lambs	3	2	6	No	Written notice/Information to be sent to all staff.	1	1	1	Headteacher/ Cheryl Harris	14.06.21	18.06.2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by who?	Action by when?	Date Completed
	Pupils and Staff	Appropriate disinfectants available for company staff by company staff to wipe down surfaces	2	2	4	Yes	Staff and pupils to be instructed to wash their hands before and after contact						
	Pupils and Staff	Children will be escorted by school staff directly from animal area to handwashing area & supervised	2	2	4	Yes							
Allergic Reactions	Pupils and staff	Adults will be made aware and responsible for their own allergy.	3	2	6	No	Staff / pupils to be asked if they have any known allergic reactions to animals, bedding, feed. School will ask prior that children with allergies related to animals should not take part.	2	2	4	Headteacher/ Cheryl Harris	14.06.21	18.06.2021
							Ark Farm to provide Allergy poster prior to this educational visit				Headteacher/ Cheryl Harris	14.06.21	16.06.2021
Substances	Pupils and staff	Are any substances used for cleaning covered by COSHH?	1	1	1	Yes							
	Pupils and Staff	If the substance is not covered by COSHH, is it stored and used in accordance with the manufacturer's recommendations i.e. details contained in the data sheet?	2	2	4	Yes							
Covid	Pupils and staff	Covid risk assessment in place for school staff and pupils	1	1	1	Yes	Covid risk assessment from the Company needs to be provided and considered						
	All persons in attendance at the farm during the visit	Ark Farm staff to wear suitable PPE as directed by Government guidelines. <ul style="list-style-type: none"> <li>• Hands sanitiser to be made available next to the animals</li> <li>• Children to wash hands with warm water &amp; soap before &amp; after visiting animals</li> <li>• Face shield and or mask to be worn at all times whilst on the site</li> <li>• 2m Social Distancing to be observed throughout the visit whenever possible</li> </ul> Customer > Farm	2	2	4	Yes							

What are the hazards?	Who might be harmed and how?	What are you already doing?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by who?	Action by when?	Date Completed
		<ul style="list-style-type: none"> <li>• Kit disinfected at the end of each visit or upon return to farm</li> <li>• Ark Farm Staff from same family bubble &amp; temp checked at start of each day</li> </ul>											
Are there any other foreseeable hazards associated with the keeping and handling of animals?	List any additional control measures:												

**Assessment review date: [15.06.21 – prior to visit to ensure all information has been obtained]**

<b>Review Date:</b> 18.06.2021	<b>Signature:</b> 	
<b>Reviewed On Date:</b>	<b>Actions Required:</b>	<b>Authorised Signature</b>