|  |  |
| --- | --- |
| **PROJECT NAME Landscape Connections** | **DATE:** 27th Aug 2020 |
| **ACTIVITY ASSESSED: Life on the Farm Sessions (includes Covid-19 assessment)** |
| **LOCATION:** Our Cow Molly | **Address:** Cliffe House Farm, Hill Top Road, Dungworth, Sheffield, S6 6GW |
| **School Group: Family groups** |
| **ASSESSED BY:** Sarah Traveller-Watson/Cathy Slater | **SIGNATURE: S. Traveller-Watson** |

|  |  |
| --- | --- |
| **PROBABILITY RATINGS** | SEVERITY RATINGS |
| Probable (likely to occur immediately) | **4** | Catastrophic (death/severe illness) | **4** |
| Reasonably probable (probably will occur in time) | **3** | Critical (serious injury/illness) | **3** |
| Remote (may occur in time) | **2** | Marginal (not serious) | **2** |
| Extremely remote (unlikely to occur) | **1** | Negligible | **1** |

**Calculate Reduced Risk Rating using this chart - is it now Low / Medium / High / Very High?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **6** | **8** | **9** | **12** | **16** |
| **LOW** | **MEDIUM** | **HIGH** | **VERY HIGH** |

**Obtain authorisation if needed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REDUCED RISK RATING** | Authorisation required by: | **Name** | **Signature** | **Date** |
| LOW | **1-4** | Assessor | Sarah Traveller-Watson | **S.Traveller-Watson** | (updated 20.08.2020) |
| **MEDIUM** | **6-8** | Line Manager / Section Head | Cathy Slater |  | 21.8.20 |
| **HIGH** | **9** | Director |  |  |  |
| **VERY HIGH** | **12-16** | ACTIVITY MUST NOT PROCEED |  |  |  |

|  |
| --- |
| Method StatementOur Cow Molly is a working dairy farm, which also operates a farm shop that is open to members of the public. There is a large car park for public use when the farm is open (Wed, Fri, Sat & Sun 11-6 at time of writing) to the public, but can still be used by SRWT groups on other days by prior arrangement. There are toilets for public and group use, which are maintained and cleaned by farm staff. The farm has a classroom that is usually used by SRWT groups. Areas that are normally out of bounds to members of the public can be accessed by SRWT groups as agreed with the farm.A Life on the farm family session will last 90 minutes, and consist of (timings approx.):30 min farm tour 15 min milking molly15 min Interview with a Farmer (with Ed, Graham or Dan Andrews)30 mins making butter30 minutes will lapse between each session to allow SRWT leader to clean equipment and wipe down any touched surfaces.The family groups are accompanied by an SRWT leader for the duration of the event. All equipment is provided, and Eventbrite is used for participants to book their places. On booking, guidance will be given to participants on safety precautions to be taken. Three sessions will run each day, starting at 09.30am, 11.30am and 1.30pm, allowing for 30 minutes between each session for resetting and cleaning of equipment.Group sizes will be restricted to 5 plus 1 SRWT leader. This number includes both adults and children, meaning each group will be made up of a maximum of 6 people per session.The session does not include a visit to the farm shop, but participants are advised they can do this in their own time after the session if they wish.The classroom will not be used during these sessions, and will only be accessed by SRWT staff to prepare equipment and for packing up purposes. First aid: Wildlife Trust staff will be first aid trained and carry a first aid kit at all times. Supervision and Behaviour: Parents/carers are responsible for the supervision and behaviour management of children for the duration of the event.Outdoor Activity: Activities take place outdoors, all attendees are advised to wear weather appropriate clothing and footwear. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INITIAL RISK RATING** |  | **REDUCED RISK RATING** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **HAZARD** | ProbabilityP | Severity**S** | **Risk**R | ACTION TO REDUCE HAZARD | ProbabilityP | Severity**S** | **Risk**R |
| **The HAZARD is the spread of C-19 in each of the scenarios described** |  |  |  |  |  |  |  |
| Spread of Covid-19 through taking part in a Life on the Farm session | 3 | 3 | 9 | Unless specific activities are already risk assessed, general guidance will be that children will only be closer than 2m from the adults and children in their family group (if applicable). Other groups must remain over 2m apart. SRWT leader will provide participants with clear instructions prior to the visit and demonstrate or explain depending on age to participants on arrival about the importance of maintaining social distance, especially where members of the public are present.All participants or staff are asked not to attend any session if they are showing symptoms of Covid-19; have tested positive; are self-isolating; or are shielding (via booking on Eventbrite).Contact information for participants will be kept for 21 days in line with the NHS Test and Trace service requirements. | 1 | 3 | 3 |
| Spread of Covid-19 through taking part in a Life on the Farm session - Vulnerable people | 3 | 4 | 12 | The information we provide before booking, and again via the booking confirmation email, will advise that vulnerable or shielding people should not attend the event | 1 | 1 | 1 |
| Spread of Covid-19 through gathering in a group | 3 | 3 | 9 | In line with current government guidance, group sizes will be limited to 6 (including SRWT leader) by capping the number of tickets available for each session on Eventbrite, which will be the only ticket platform for the event.  | 1 | 3 | 3 |
| Staff and children exposed to Covid-19 from contaminated equipment (Follow separate guidelines on each item of equipment) | 3 | 3 | 9 | Equipment with hard surfaces must be cleaned before the session with soap and water, or quarantined for 72 hours (3 days), and either cleaned afterwards or left to quarantine.Equipment that is not readily cleaned must have been quarantined or not be used.Safety talk given to parents/carers and children at start of session to ensure starting with clean or sanitised hands, avoid touching outside their bubble/family (including the SRWT leader). Everyone advised not to touch faces. | 1 | 3 | 3 |
| Our Cow Molly staff and visitors exposed to Covid-19 from contaminated equipment and surfaces, or from coming into close contact with SRWT groups visiting the farm on non-open days (closed to members of the public) | 3 | 3 | 9 | The Landscape Connections project officer will ensure farm staff are made aware of arrange-ments prior to any visit. Ed Andrews will ensure farm staff are aware of the visit. Where possible, SRWT staff to ensure all surfaces are wiped down that may have been touched by the participants or SRWT staff on the visit. | 1 | 3 | 3 |
| Increased people traffic caused by SRWT visits to otherwise out-of-bounds areas on the farm, e.g. the feed store barn, milking parlour and fridge, thus putting farm staff at risk of infection | 3 | 3 | 9 | Project Officer to populate shared calendar of any planned visits, and to have confirmation of timings confirmed with Ed Andrews at the farm. Ed Andrews to ensure farm staff are aware of timings and presence of people on the farm. | 1 | 3 | 3 |
| Fridge Visit – touch points, increased risk of C-19 transmission due to enclosed space. Hazard posed to farm and delivery staff/farm residents | 3 | 3 | 9 | Fridge visit to be limited to viewing through open door whilst remaining outside.Only SRWT leader will touch the door handle, and will wipe down the interior handle/lever after each group. SRWT staff to sanitise their hands before and after to reduce cross contamination. SRWT leader to ensure fridge is empty of farm staff before opening the door to allow each family group to view without entering. 2m distances will be maintained between different family groups and the SRWT leader. | 1 | 3 | 3 |
| Moving around the Farm yard(Refer to further point below for non-covid related risks) | 3 | 3 | 9 | Bottle neck at the stile between the car park and the farm yard – SRWT leader to wipe down metal touch points on stile before and after each group pass through. (A bucket, soap, water and cloth will be made available). Ask members of the public (if applicable) to please wait until the group have passed.SRWT leader to brief group on, where possible, not touching other surfaces whilst moving around the farm. | 2 | 2 | 4 |
| Ford Yard and Feed/Sileage Barn  | 3 | 3 | 9 | SRWT leader to brief group about not touching surfaces where it is avoidable. SRWT leader will prepare small clumps of silage and tubs of calf feed for groups within the family groups to handle. The clumps must not be passed between groups, and must be returned to SRWT leader to be placed back into the clamp to reduce risk of cross contamination between groups. Group will be reminded by SRWT leader not to touch their faces. | 1 | 3 | 3 |
| Milking Parlour Tour – risk to farm staff contracting Covid-19 from the visiting group. Risk to SRWT leader and group from being in a confined space. | 3 | 3 | 9 | Tour to be limited to viewing through open door whilst remaining outside for explanation. SRWT leader to ensure milking parlour is empty of farm staff before opening the door to allow each family group to view without entering. 2m distances will be maintained between different family groups and the SRWT leader. Only SRWT leader will touch the door handle, and will wipe down the interior handle/lever after each group. SRWT staff to sanitise their hands before and after to reduce cross contamination | 2 | 3 | 6 |
| Spreading Covid-19 through Milking Molly activity | 3 | 3 | 9 | All members of the group to wash and sanitise hands before and after activity. SRWT staff to wipe Molly’s udders down before and after each family group uses her. A clear sign and barrier will be put up to ensure members of the public/farm staff know it is not for use without SRWT staff supervision. | 1 | 3 | 3 |
| Spread of Covid-19 through Butter making activity.Cross contamination from equipment. Handling food. | 4 | 3 | 12 | This session will take place outside.SRWT leader’s hands to be sanitised before starting, equipment cleaned before the session begins. All participants to wash hands before starting this activityEach family group/bubble will receive their own set of equipment, pot of cream, and pack of crackers, not to be passed between groups/SRWT staff.The SRWT leader to demonstrate with their own set of equipment and cream how to make the butter step-by-step, with each bubble following their instruction with their responsible adult’s assistance, where required. A group may pass their tub between their own family/bubble group only. | 2 | 3 | 6 |
| First aid treatment | 3 | 3 | 9 | SRWT staff to carry first aid kit, but school parents/carers to administer first aid in line with their own policies, or under SRWT guidance if required. SRWT to only administer first aid to a member of school staff or children in an emergency situation, and in this event, face coverings (provided in FA kit) are to be used by both parties. In the event CPR is required, only chest compressions are to be used, avoiding rescue breaths. | 1 | 3 | 3 |
| The following relating to the use of equipment and general safety during the session whilst on the farm (not specific to C-19 spread):  |
| Injuries from equipment used and objects handled during session | 2 | 2 | 4 | SRWT staff to demonstrate safe use of all equipment. Equipment tidied away when not in use. Equipment to be checked on a regular basis for wear and tear and replaced when necessary.Staff supervision at all times. | 1 | 2 | 2 |
| Uneven Ground or Slippery/Muddy GroundSlips trip and falls | 3 | 2 | 6 | SRWT to select an area to work in that is suitable for the activities. Participants warned to be aware of any uneven ground or any unexpected obstacles in the area they will be using.Avoid areas of severe slippery ground. | 2 | 2 | 4 |
| Allergies and insect bites | 2 | 3 | 6 | Verbal warning as to sensible behaviour around bees etc.SRWT leader to carry mobile phone in case of adverse reaction, phones available in centre.SRWT leader to be check with accompanying adults about any allergies in the group. | 2 | 2 | 4 |
| Infection from soil | 2 | 3 | 6 | Participants are instructed to wash hands after activity. Hand washing stations available. Children instructed not to put hands in mouth or touch face during activity.  | 1 | 3 | 3 |
| E.Coli 0157 and Cryptosporidium from contact with animals and their faeces. | 3 | 4 | 12 | Information sent out to the adult leader team before the visit happens. Hand washing is supervised by adults after any contact with animals/faeces is made, and before eating/drinking. All participants informed at the start of the visit of the importance of good hygiene whilst on site. | 2 | 2 | 4 |
| Dog attacks | 2 | 3 | 6 | Be aware of the appearance of dogs and act accordingly. SRWT staff to advise on safe behaviour around dogs and not to approach dogs. | 2 | 2 | 4 |
| Animal Faeces – slipping and infection | 3 | 2 | 6 | Participants advised to take care when putting hand to ground and to watch where they are walking. Hand washing stations available. Area to be checked by SRWT before the event starts, and remove any visible faeces within practicality. | 2 | 2 | 4 |
| Movement and spread of bacteria around the farm, in particular into food processing areas. | 3 | 3 | 9 | All SRWT staff to be aware of ‘clean’ and ‘dirty’ areas, and appropriate footwear worn accordingly. ‘Dirty’ area shoes must be removed before going into ‘clean’ areas. Visit any ‘clean’ areas (the fridge) at the start of the visit before ‘dirty’ areas are visited.Participants advised prior to visit that children/staff must bring additional footwear | 2 | 2 | 4 |
| Incorrect use of Kiddysinx – risk of contamination, or risk of injury when moving | 3 | 3 | 9 | SRWT staff to follow Kiddysinx instructions and user guide, which will be available on the day. Follow safe manual handling procedure when the water tanks are full. Clean the water containers thoroughly before and after use, and only use fresh water to fill them.Group advised that the kiddysinks are for handwash only and not drinking water.Follow manufacturer’s instructions for cleaning (kept in the ‘staff info’ folder in the classroom). | 1 | 3 | 3 |
| Incorrect/unsafe use of ‘Milking Molly’ –Life-sized milkable dairy cow. Risk of injury through the cow moving unexpectedly. Risk of contamination via unwashed hands/use of dirty water. Risk to members of the public when in storage.  | 2 | 3 | 6 | All SRWT staff trained to use Molly. When moving Molly into position, two members of staff must be involved. When Molly is not being moved, both brakes must be applied. The position of Molly during use must be on a flat surface. Only use fresh, clean water to fill the reservoir. Follow manufacturer’s instructions for cleaning (kept in the ‘staff info’ folder in the classroom).Hands must be washed after milking Molly. | 1 | 3 | 3 |
| Burns through using hot water for washing up | 2 | 3 | 6 | Only SRWT staff/volunteers to wash up. Use boiling water to clean off butter, but washing up gloves MUST be worn. Non-latex gloves must always be available. | 2 | 2 | 4 |
| Disruptive/dangerous behaviour of public | 2 | 3 | 6 | Use tact and diplomacy to diffuse any unwanted behaviours from public. Be prepared to cancel activity should threatening behaviour continue.Always carry mobile and follow SRWT guidelines. | 2 | 1 | 2 |
| Disruptive/dangerous behaviour of children | 2 | 3 | 6 | Parents/carers should always be present and maintain constant supervision. Parents/Carers to be responsible of children’s behaviour at all times. Cease activity if anyone is continually disruptive or making the situation dangerous for themselves and others. | 2 | 1 | 2 |
| Adverse Weather | 2 | 3 | 6 | Activity to cease should participants become too cold or wet or in case of a lightning storm or gale force winds. Attendees advised to be equipped with clothing appropriate to cold weather and being outside for long periods e.g. hat, gloves, scarves, coat. Monitor the weather throughout and respond to changes.  | 2 | 2 | 4 |
| Damage to environment | 2 | 2 | 4 | SRWT staff to instruct not to cause damage to the environment in any way during activity. Leave site as it is found. | 1 | 2 | 2 |
| Injury from work vehicles and traffic | 2 | 2 | 4 | Safety advice given to participants to be aware of vehicles in the area. Activities to be set up avoiding any building work where ever possible.Farm staff notified of the timings and dates of visits when bookings are made. | 1 | 2 | 3 |
| Inappropriate use of photos | 2 | 3 | 6 | Staff and volunteers to take photos in line with current policies and procedures. Photographic/video consent form to be completed for storing and using photos (permission forms found in the ‘staff info’ folder). | 1 | 3 | 3 |
| Abuse by Wildlife Trust staff | 1 | 4 | 4 | All adults to remain in sight of other adults.Staff to wear Trust uniform and not be left alone with children at any time. Staff to follow Safeguarding policy and procedures  | 1 | 4 | 4 |
| Lost children | 2 | 4 | 8 | Parents/Carers to be responsible for their child’s safety at all times.Notify Our Cow Molly staff if anyone is reported missing, and notify the police immediately. SRWT staff to follow Safeguarding policy and procedures for reporting incidents | 1 | 4 | 4 |
| Transport of foodGrowth of bacteria/moulds contamination of food with bacteria from raw foods, physical and/or chemical contamination | 2 | 2 | 4 | Only crackers need to be transported, as cream is purchased directly from the farm. Ensure cracker packets are sealed and undamaged during transit.  | 1 | 2 | 2 |
| Storage of FoodGrowth of bacteria/moulds contamination of foods with bacteria, physical/chemical contamination | 2 | 2 | 4 | 1. Only store crackers between sessions if the packets are unopened. 2. Store refrigerated foods appropriately3. Use the cool box provided once cream is removed from the OCM fridge.4. cool box to be cleaned down after use | 1 | 2 | 2 |
| Preparation of foodContamination of foods with bacteria/foreign bodies/chemicals from other foods, poor premises, equipment, utensils, receptacles, pests and poor participant hygiene processes.Use of knives and other hazardous equipment | 2 | 2 | 4 | 1. Keep raw and cooked food separate. 2. Ensure work surfaces and equipment such as knives, chopping boards and utensils are clean and in good condition. 3. Keep waste separate 4. Ensure participants are supervised throughout, and have clean hands and staff demonstrating and/or instructing have basic food hygiene knowledge. Hand washing facilities available at all times with soap, water and towels. 5. Ensure guidance and continuous supervision is provided on the use of hazardous equipment 6. Ensure waterproof plasters are available. | 1 | 2 | 2 |
| Disposal of FoodContamination including Butter made during sessions, to avoid illness from butter/cream being exposed and outside for a considerable period of time  | 2 | 2 | 4 | Butter made during sessions must be disposed of promptly after each session. The butter making equipment must be washed thoroughly after each use using hot water and an appropriate detergentAny remaining cream or butter is disposed of. | 1 | 2 | 2 |
| Allergic reactions caused by food contaminated by other allergens, or by accidentally consuming allergens due to unmarked/unclearly labelled food items | 2 | 3 | 6 | Inform adults that there is a tasting element with details of food items being used prior to any visit. Verbally inform groups at the start of the butter making session about what food items are being used. Keep all food in original packaging. Thoroughly wash all equipment between uses. Have gluten free crackers on offer. Use separate (smaller) tray and knives for this purpose to reduce risk of cross contamination.SRWT group leader to check booking form for any allergy information and follow up with school/group as needed | 1 | 3 | 3 |
| Injury from Farm vehicles, cattle, machinery | 3 | 4 | 12 | The farm staff will always be notified prior to any visit, with arrangements agreed by both parties.See additional RA from Our Cow Molly.SRWT staff to read through risk assessment for the farm and to be aware of any areas of high risk ie moving farm machinery etc. when planning sessionsSRWT project leader to go through both the farm risk assessment and SRWT risk assessment with casual staff or other staff supporting sessions | 2 | 3 | 6 |
| Injury whilst accessing and using classroom | 2 | 3 | 6 | Only SRWT staff to access classroom at this time. SRWT staff to be aware of fire evacuation procedure when using the classroom | 1 | 3 | 3 |
| Injury from moving vehicles in car park | 3 | 4 | 12 | Children to be supervised at all times in car park area. Group to be moved away to a safe location quickly and easily. | 1 | 3 | 3 |
| Straying into out of bounds areas during farm tour | 3 | 4 | 12 | SRWT staff to make it clear group must stay together, and be clear about what areas are open to the group. The area below the ford yard where the slurry tank and machinery is kept is strictly out of bounds at all times.  | 1 | 3 | 3 |

### ADDITIONAL NOTES

This risk assessment is informed by the government guidance <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

This risk assessment should be used in conjunction with the SRWT Covid-19 risk assessments for Outdoor Work, Staff travel and transport, Fairport yard and Office working.

###

|  |  |  |
| --- | --- | --- |
| Contact Name | Position | Number |
| C Smith  | Senior Outdoor Learning Officer | OL2 **07927 922547** |
| Sarah Traveller-Watson | Landscape Connections project Officer | **07596503882** |
| Out of Hours Emergency Contact (weekends and evenings only) | n/a | **n/a** |
| SRWT HQ | (Office hours only) | **0114 2634335** |
| Our Cow Molly  | Ed’s Mobile  | **07872100050** |
| South Yorkshire Police |  | **0114 220 20 20** |
| Sheffield Childrens Hospital (A&E for children) | Western Bank, Sheffield, S10 2TH | **0114 271 7000** |
| Northern General Hospital (A&E for adults) | Herries Rd, Sheffield S5 7AU | **0114 243 4343** |
| NSPCC Child Protection | Helpline | **0808 800 5000** |