

## GREENFIELD VALLEY TRUST LTD RISK ASSESSMENT FORM

|  |   |
|--|---|
| <b>*Location</b>   | Greenfield Valley Heritage Park   |
|  | Holywell, North Wales   |
| <b>*Managed by the Greenfield Valley Trust Ltd under a Management Agreement with Flintshire County Council</b> |   |
| <b>Activity</b>  | Education programme activities  |
| <b>Persons at Risk</b>   | <b>Education leaders plus participating school children, parent s and staff</b> |
| <b>Date</b>  | <b>April 2007</b>   |
| <b>Review Date</b>   | <b>April 2011</b>   |

| <b>Degree of Risk = Likelihood (L) multiplied by Severity (S)</b> |  |
|---|--|
| <b>Likelihood</b>   | <b>Severity</b>                                    |
| <b>1 = extremely remote</b>                                       | <b>1 = negligible</b>                              |
| <b>2 = unlikely to occur</b>                                      | <b>2 = minor illness/injury up to 3 Day.</b>       |
| <b>3 = likely to occur</b>  | <b>3 = over 3 Day injury / ill health</b>          |
| <b>4 = very likely to occur</b>                                   | <b>4 = major, serious injury/ill health</b>        |
| <b>5 = certain or near certain to occur</b>                       | <b>5 = catastrophic, imminent danger, fatality</b> |

| <b>Item No</b> | <b>Hazard (include effects)</b> | <b>Existing Control Measures</b>   | <b>Degree of Risk</b> |          |              | <b>Safe system of Work attached Y/N</b> |
|----------------|---------------------------------|--|-----------------------|----------|--------------|---|
|                |                                 |  | <b>L</b>              | <b>S</b> | <b>Total</b> |   |
| 1              | Fire                            | <ol style="list-style-type: none"> <li>Review all fire procedures and condition, type and location of all equipments on an annual basis.</li> <li>Remove waste regularly, keep fire doors closed.</li> <li>No smoking policy to restrict / exclude source of ignition.</li> <li>Turn off any electrical equipment in buildings after use.</li> <li>Evacuation procedure training of staff on annual basis, who are aware of muster points in case of emergency.</li> <li>Educational group leaders directly responsible for those they bring with them, and should bring roll call with them.</li> </ol> | 1                     | 5        | 5            | N                                       |
| 2.             | Electric shock                  | <ol style="list-style-type: none"> <li>Electrical equipment regularly maintained and inspected as per Greenfield Valley Heritage Park procedure.</li> <li>Staff and volunteers to notify faults as per GVHP procedure.</li> </ol>  | 1                     | 5        | 5            | N                                       |

|   |                                     |   |   |   |   |   |
|---|-------------------------------------|---|---|---|---|---|
| 3 | Slips, trips and falls              | <ol style="list-style-type: none"> <li>1. Advise all education activity participants on appropriate outdoor clothing and footwear prior arrival.</li> <li>2. Check appropriateness of participants clothing on arrival and before activity takes place. Inappropriate clothing to be removed or exchanged. Failing this, participants are warned of danger to themselves, and/or asked not to participate.</li> <li>3. All outdoor routes to be taken are walked within a 24hr period of the activity taking place to check for obstructions or ground level hazards. Obstructions / hazards are cleared before arrival of participating group. If obstruction / hazard cannot be moved then a different route is taken.</li> <li>4. Group is stopped and warned before any particular areas of potential slips, trips, or falls, e.g. slopes, flights of steps, pond areas.</li> <li>5. Falls into the educational pond, and the duck pond, should be dealt with in accordance with the Water Based Incident procedure, i.e. Education Leader responsible for managing incident to retrieve casualty and keep rest of group away from the incident.</li> <li>6. Building floors within Greenfield Valley Heritage Park monitored visually on daily basis within unlocking procedures for obstructions / hazards.</li> <li>7. A designated First Aider is available during education hours within the Greenfield Valley Museum area.</li> <li>8. No building or maintenance works being carried out within educational areas in use by schools. Work in other areas to be risk assessed by Senior Warden and taped off prior to activities or educational tours being commenced.</li> </ol> | 2 | 2 | 4 | N |
| 4 | Injury from adverse manual handling | <ol style="list-style-type: none"> <li>1. All equipment handled by education staff to be of a size and weight that facilitates safe carrying from storage to the required</li> </ol>  | 1 | 3 | 3 | N |

|    |   |  |   |   |   |   |
|----|---|--|---|---|---|---|
|    |   | <p>area.</p> <p>2. For outdoor environmental activities, group participants are shown education equipment and trained in its proper use by Education Leader in advance of activity.</p>  |   |   |   |   |
| 5  | Inappropriate behaviour towards the group by a member of the public | <p>1. Any adverse attention towards educational group by members of the public to be dealt with by Education Leader in accordance with FCC guidelines on dealing with aggressive members of the public.</p> <p>2. Education Leaders carry GVHP radio during education activity in order to facilitate emergency communication between group and Visitor Centre if backup required.</p> <p>3. All staff on site on standby to assist.</p>   | 1 | 5 | 5 | N |
| 6. | Contraction of disease  | <p>1. Groups using pond are instructed on Leptospirosis before activity. Hands are checked for open wounds or cuts. These are sealed off to water entry before commencing activity.</p> <p>2. Groups involved in other environmental activities are instructed on soil borne infections.</p> <p>3. All children are instructed on personal health and safety before activity. Particular attention drawn to:</p> <ul style="list-style-type: none"> <li>- No eating during activity.</li> <li>- Hands should not be put near or in mouth.</li> <li>- Hands should be washed thoroughly in cold water using antibacterial soap provided after activity.</li> </ul> <p>4. Hand washing facilities are available in the farm yard at the Abbey Barn, and in the Visitor Centre Toilets.</p> <p>5. All visiting public to the farm are encouraged not to touch the farm animals.</p> | 1 | 5 | 5 | N |

|    |   |  |   |   |   |   |
|----|---|--|---|---|---|---|
| 7. | Inappropriate / inexperienced education leaders | <ol style="list-style-type: none"> <li>1. All Flintshire County Council staff involved in any work bringing them into contact with children are screened under the Rehabilitation of Offenders Act 1974 through the Criminal Records Bureau.</li> <li>2. All staff are fully trained/refreshed annually in all education programmes and procedures. Monitoring, evaluation and further support continues throughout their employment.</li> </ol>                           | 1 | 5 | 5 | N |
| 8  | Accident / injury                               | <ol style="list-style-type: none"> <li>1. Appointed First Aiders are available during hours of educational visits at GVHP.</li> <li>2. Visiting staff are instructed in advance by Educational Programme details, that they are ultimately responsible for First Aid to their accompanying children / adults.</li> <li>3. A First Aid kit is available to the public in the Visitor Centre.</li> <li>4. Emergency telephone is available in the Visitor Centre.</li> </ol> | 1 | 5 | 5 | N |
| 9  | Accident involving moving vehicles on farm yard | <ol style="list-style-type: none"> <li>1. All vehicles needed for the working day are removed from yard during unlocking procedures and are parked outside of the pay boundary before 10am.</li> <li>2. <b>No Vehicles</b> will be operated inside the farmyard or museum whilst a school is using the farmyard.</li> <li>3. All staff to be aware of when a school is using the Victorian Schoolroom and Activity Area.</li> </ol>  | 1 | 5 | 5 | N |
| 10 | Allergic reaction                               | <ol style="list-style-type: none"> <li>1. Members of the public including school groups are encouraged not to touch the animals.</li> <li>2. Schools are asked to advise GVHP of any special requirements or medical conditions of participants in visiting group that Education leader should be aware of.</li> </ol>   |   |   |   |   |

Assessor(s) Signature(s) \_\_\_\_\_

Manager Signature \_\_\_\_\_

\*Detail any further action required to reduce risk overleaf

**FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL**

| Item | Action Required  | Action By | Action Taken | Date | Residual Risk |  |  | Signature |
|------|--|-----------|--------------|------|---------------|--|--|-----------|
|      | On all counts no further action required.                        |           |              |      |               |  |  |           |
|      | Maintain safety procedures and review / evaluate on annual basis |           |              |      |               |  |  |           |

| Risk Analysis        | Negligible | Minor < 3 Day | Over 3 Day | Major | Catastrophic Fatality |
|----------------------|------------|---------------|------------|-------|-----------------------|
| Extremely Remote     | 1          | 2             | 3          | 4     | 5                     |
| Unlikely to occur    | 2          | 4             | 6          | 8     | 10                    |
| Likely to occur      | 3          | 6             | 9          | 12    | 15                    |
| Very likely to occur | 4          | 8             | 12         | 16    | 20                    |
| Certain/near certain | 5          | 10            | 15         | 20    | 25                    |

| Priority Risk Rating |  |
|----------------------|--|
| 1 - 4                | No action necessary at present             |
| 5 - 8                | Consider action to reduce risk             |
| 9 - 15               | Action <b>must</b> be taken to reduce risk |
| 16 - 25              | Cease until action taken                   |

**Copied to:**

**Risk assessment File**

**Relevant Persons for Action**

**Other:** *Specify*