

CHARNWOOD FOREST ALPACAS - FARM EXPERIENCES RISK ASSESSMENT

Risk	Pre Mitigation			Risk Score (Impact x Probability)	Risk Response (Actions to mitigate the risk)	Responsibility	Post Mitigation		Residual Risk Score (Impact x Probability)	Action required, date completed
	Impact Score (1-5)	Impact Description	Probability Score (1-5)				Impact Score (1-5)	Probability Score (1-5)		
Alpaca/sheep walking										
Spooking alpacas or sheep	3	Environment spooking alpacas and sheep (especially in woods)	3	9	The public are warned of things that spook animals e.g. umbrellas are banned from experiences. Staff demonstrate how to walk the animals correctly e.g. ensure that public hold ropes with two hands and be aware of the animal's actions and the surrounding environment. Parents are informed to keep young children under control and not run around the animals.	Staff and Public	2	2	4	No action required
Animals being left behind	4	Separation from the herd may result in panicked animals. Potential loss of animals, potential injury to public.	3	12	This is detailed in the health and safety briefing given before the walk begins. Experience leader to keep lookout over whole group.	Staff and Public	3	1	3	Include animal escape plan in staff induction booklet.
Other farm animals	4	Other animals escaping their fields could disturb the animals on site and cause disruption and/or injuries to visitors.	2	8	Other animal experiences e.g. horse treks do run close by the alpaca and sheep walk but experience leaders have radios to communicate routes to avoid crossing paths. The walk route crosses a public footpath but signage is present to make public aware and to have dogs under control on leads. An animal escape plan is in place.	Animal owners	4	1	4	Include animal escape plan in staff induction booklet.
Rope burn from lead rope	3	Visitors leading alpacas or sheep could sustain rope burns to hands if an animal pulls off course	3	9	Staff demonstrate how to correctly walk the animals with 2 hands on the lead rope at all times. Visitors are told to let their alpaca be nosy and graze and that they will naturally figure out a walking order so they shouldn't pull unnecessarily. With the sheep, visitors are told to be firm but not yank the rope. All participants on the sheep trek must be aged 16+ due to the strength of the sheep.	Staff/public	2	2	4	No action required
Electric fencing	2	If the public touch the electric fencing they could be shocked and/or jump which in turn may spook the animals	3	6	The alpacas and sheep themselves won't feel the electric fencing through their fleece. Warn participants not to walk near electric fencing, there are also warning signs at least every 100m. Electric fencing on inside of fields to decrease any risks.	Staff and Public	1	1	1	No action required
Transmission of bacteria from lambs/pregnant ewes to pregnant women	5	Certain bacteria/parasites carried by pregnant sheep or ewes that have recently given birth are incredibly harmful to pregnant women.	4	20	Pregnant sheep should be isolated and not be used for sheep trekking. Pregnant women are informed in our Terms and Conditions of the risks before taking part in this experience	Staff and Public	5	2	10	Member of staff in the shop to inform any pregnant visitors again of these specific bacteria.

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Cria watch										
Risk of scent contamination	3	Risk of public passing their scent onto a cria, leading to the mother getting confused and abandoning her young, possibly resulting in death.	2	6	During the health and safety briefing of the cria watch, the public are told not to touch the younger cria (identified by their collars) in case the mum and baby scent bond is weakened.	Staff and public	3	1	3	Continue putting collars on the cria once they are born.
Lambwatch										
Transmission of bacteria from lambs/pregnant ewes to pregnant women	5	Certain bacteria/parasites carried by pregnant sheep or ewes that have recently given birth are incredibly harmful to pregnant women.	5	25	Pregnant women must not take part in this experience under any circumstances and this is detailed in the Terms and Conditions read by visitors. Pregnant visitors must still exercise caution when taking part in other experiences.	Staff and Public	5	2	10	Member of staff in the shop to inform any pregnant visitors again of these specific bacteria.
Care and ownership										
Injury sustained from trimming animals' toenails	3	Toenail clippers could cause penetrative injuries to participants and/or the animal	2	6	Member of staff leading course must demonstrate correct technique for trimming alpacas' toenails, by keeping the clippers parallel to the sole of the foot and cutting away from your body. The very tip of the blade should always be used for trimming to avoid catching the foot pad of the animal or fingers of the user. When not in use, the clippers must be kept in the locked position and placed out of reach of animals.	Staff and participants	2	1	2	No action required
Needles	3	Risk of injury to animal and participants while carrying out injections	3	9	Member of staff leading course must demonstrate correct injection technique and participants must practise one by one to allow supervision by staff. Any needles must be disposed of in a sharps box, when full, this must be taken to the vets for disposal. A second member of staff should be available to help supervise.	Staff and participants	3	2	6	No action required
General										
Fatigue from walking	3	Public becoming tired and feeling unable to walk their animal or stand for the required length of time.	3	9	The public should be aware of our terms and conditions before booking, therefore visitors with medical conditions or pregnant visitors should have assessed their capability beforehand. Staff have the right to refuse a visitor taking part if there are major concerns or provide an indemnity form for visitors to fill out.	Staff and Public	2	3	6	Member of staff in the shop to continually assess each visitor's capability based on personal judgement.

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	Impact Score (1-5)	Impact Description	Probability Score (1-5)				Impact Score (1-5)	Probability Score (1-5)		
Unsupervised children	3	Unsupervised children could lead to unintentional injury to the child and/or animals	3	9	Staff to ensure parents are aware of the dangers as well as themselves keeping an eye on any children within their group. Staff to reiterate parents' responsibility during experiences in their health and safety talks. Ratios are set out in our T's & C's to ensure adequate supervision.	Public	3	2	6	No action required
Rushed health and safety talk - public may not take on board what is being said.	5	Public not abiding by rules of the experience, injuries occurring to persons or animals.	5	25	Staff follow a script to ensure all health and safety points are covered. Remind public throughout the walk when approaching a potential hazard, e.g. change in terrain. Experience leaders must be confident in correcting the behaviour of visitors if they deem it unacceptable.	Staff	5	4	20	No action required
Alpacas and sheep nipping	4	Public getting nipped at when feeding or petting animals.	4	16	It's not possible to train alpacas or sheep not to nip but any alpacas that are prone to nipping are taken off the experience schedule.	Staff	3	3	9	No action required
Alpacas and sheep kicking or headbutting	5	Public getting kicked or headbutted while interacting with alpacas or sheep	4	20	Warn public to not touch alpacas/sheeps' bottoms or invade their space. Any alpacas prone to kicking are taken off the experience schedule.	Staff and Public	4	3	12	Continue to monitor animals' behaviour e.g. for excessive kicking
Slips and trips	3	Can cause injuries to staff or customers.	3	9	Signage near areas of hazards, and a warning given in health and safety briefings at start of experiences. All water sources should be turned off immediately after use to prevent slippery surfaces arising. In icy conditions, the priority is to grit all required areas. Relevant staff are medically trained in case of injury.	Staff and Public	3	1	3	Assess signage every 6 months to ensure it's adequate and up to date.
Moving vehicles	5	Irresponsible use of kubotas and other site vehicles can put staff, public and animals at risk of injury as well as financial loss of any repairs required.	4	20	Site vehicles must only be driven by trained staff who must remain aware of their surroundings and the public at all times. Site vehicles must not exceed their speed limit, e.g. kubotas must not exceed 8mph and should go slower around any animals or people. Staff and public cars are restricted to a speed limit of 5mph with speed bumps. There are also 'slow down, pedestrians' signs around the farm.	Staff	4	2	8	Continue with the new kubota training plan (June 2021) for all staff to ensure they respect the vehicles and can demonstrate safe use.
Farm pets, staff dogs	3	Pets on site e.g. dogs brought in with staff pose the risk of biting/scratching visitors and staff on site.	2	6	Ensure dogs are only brought in occasionally, if well behaved and kept under control. Keep dogs within the office to prevent creating a hazard to other people on site. Public are instructed to wash hands after contact with any animal.	Staff	2	2	4	Monitor behaviour of dogs in case they become increasingly unsettled by staff/visitors

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Dust	3	Dust created by hay, straw and sweeping creating/exacerbating respiratory issues for visitors.	3	9	Staff ensure the farm is not swept when visitors are due to begin an experience etc.	Staff	2	2	4	No action required
Bacterial transmission (animal to human; human to animal; animal to human to animal etc)	5	Visitors as a vector of bacterial transmission from animals to themselves and/or other people and/or other animals. Potential illness and/or death of animal/person.	4	20	Staff do not include ill animals on experiences. Customers must wash their hands after their experience, shoes must be disinfected via the mat on entering/exiting the farm. Hand sanitiser is provided on the shop desk and beside pens. Visitors with cuts on hands should avoid feeding and stroking the animals. Handwashing facilities based on industry COP, we calculate a maximum of 40 people will leave a contact area every 30 minutes and allowing 2 minutes to wash their hands. So 40x2 divided by 30= 2.6 basins. We have 5.	Staff and Public	5	2	10	Experience leaders to continually promote good hygiene to visitors.
Zoonotic diseases from faeces	5	Zoonotic diseases can be spread to humans and other animals through contamination by faecal matter.	3	15	It's inevitable that the public will walk through traces of faeces. They walk through disinfectant mat on way in and out of farm. Encourage boot washing after experiences and handwashing.	Staff and Public	4	2	8	Continue to inform visitors about the risk of pathogens on farms and how we reduce the risk.
Bees, wasps and insects	2	Bees, wasps and other insects stinging/biting members of the public.	2	4	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If stung, there is nothing our first aiders can realistically do to help except provide advice.	Public	1	2	2	No action required
Fire	5	Financial damage, injury or death of animals, staff and public.	3	15	Fire procedure is put in place and visitors are informed of the fire point during their Health and Safety briefing. Preventative rules are in place, for example, all sources of fuel are stored away from any sources of ignition. Relevant fire extinguishers are located in close proximity to major fire hazards.	Staff	5	2	10	Upload all fire records (extinguishers, risk assessments) to the google drive and/or Papertrail in order to set reminders for review dates, fire extinguisher checks etc.
Stealing from Shop	5	Items being stolen from farm shop before/after walk.	3	15	Ensure staff members are always in the shop when open. Shop is closed and locked when staff member leaves shop.	Staff	5	3	15	No action required
Dehydration	2	Public becoming dehydrated from walk on hot days.	3	6	The public should be aware of length of walk as per our terms and conditions, and advised to have a drink beforehand. Drinks are available at the cafe throughout the day.	Staff	2	1	2	No action required

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Sunburn/sunstroke	3	Visitors getting sunburnt or sunstroke on hot days.	4	12	Visitors are responsible for their health and wellbeing regarding the weather when on the farm. Walk routes through forest means less time in the sun.	Public	3	3	9	No action required
Wind/ thunder and lightning	3	Animals more likely to be spooked in windy conditions	4	12	Staff to keep an eye on weather conditions and include anything additional in health and safety talk. The running of experiences is reviewed with amber weather warnings. Ensure public are made aware of things that could spook.	Staff and Public	3	3	9	No action required
Rain, cold	3	Increased chances of slipping in rain. Cold and wet conditions could cause hypothermia.	4	12	Staff to keep an eye on weather conditions and include anything additional in health and safety talk. The running of experiences is reviewed with amber weather warnings. Customers are advised during the booking process to wear suitable footwear and clothing.	Staff and Public	3	3	9	No action required

CHARNWOOD FOREST ALPACAS - EQUINE EXPERIENCES RISK ASSESSMENT

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Horse and donkey riding										
Falling off horse or donkey	5	Riders falling off horses or donkeys could lead to serious physical injuries and cause a drop in confidence.	4	20	All visitors taking part in a riding experience or lesson must wear a riding hat, body protectors can also be worn. Warn public about things that spook horses.	Staff, riders	4	3	12	Encourage riders to re-mount to avoid a long term drop in confidence
Donkeys pulling	4	Donkeys are very strong and can pull members of the public, if this happened suddenly, they could receive rope burns to their hands.	5	20	Staff demonstrate how to correctly walk their donkey during the health and safety briefing, by having 2 hands on the leadrope and not wrapping it around their hands. They are made aware of surroundings and reasons donkeys may pull. Riders must be between the ages of 3 and 14 and have to be accompanied by an adult who hold the leadrope. Donkeys don't tend to pull as much when wearing bridle compared to a headcollar.	Staff and Public	3	3	9	No action required
Safeguarding risks	5	Where parents/guardians aren't directly involved in the activity or not present, there are safeguarding risks e.g. staff working with children and vulnerable people taking advantage of their position.	2	10	All staff involved in instructing riding lessons and education (teaching children/vulnerable people directly) require a DBS check	Staff, manager	3	1	3	Ensure all staff involved in education have up to date DBS checks. Update safeguarding policies.
Carrying tack and equipment	2	Carrying jumping equipment could cause injuries e.g. back problems.	1	2	Staff carry any equipment/tack and follow all manual handling procedures correctly. Staff set up any equipment for riding lessons as well as tacking up the horses ready for lessons.	Staff	1	1	1	No action required
Trot on Tots										
Falling off Shetland Pony	5	Riders can fall off the pony which could lead to serious physical injuries and can cause a drop in confidence.	4	20	All visitors taking part in the Trot on Tots Experience must wear a riding hat, body protectors are recommended but are at the discretion of the parent/guardian. Advise public about things that can spook horses.	Staff, riders and Parents as the children are aged 2-4 so must be accompanied by parents	4	3	12	Encourage the child to re mount to encourage confidence
Shetland Pony kicking	5	Children and Parents getting kicked by Shetland pony	4	20	Warn the Children that are riding the Pony and Parents that are accompanying them never to walk behind the ponies back ends.	Staff and Parents who are responsible for the young children.	4	3	12	Monitor Shetland Ponies behaviour and don't use ponies where they excessively kick
Young children running off	3	Unsupervised children could lead to unintentional injury to the child and or the ponies	3	9	Advise parents that they will need to keep hold or supervise their child at all times until ready to ride the pony	Staff and Parents	3	2	6	No action required

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Ponies biting	4	Ponies biting the children when interacting with them	4	16	Staff train ponies not to bite. Advise parents and their children how to behave around ponies head and face and to avoid being bitten	Staff and Parents	3	3	9	Staff to monitor ponies behaviour to make sure not biting excessively
Ponies being spooked	4	As they will be young children on Trot on Tots, loud crying and screaming may spook the ponies	4	16	Advise parents to keep children calm as much as possible as being uppset and crying loudly may spook the ponies.	Staff and Parents	3	3	9	No action required
Donkey walk										
Donkeys pulling	4	Donkeys are very strong and can pull members of the public, if this happened suddenly, they could receive rope burns to their hands.	5	20	As above, staff demonstrate how to correctly walk their donkey during the health and safety briefing, by having 2 hands on the leadrope and not wrapping it around their hands. Visitors are told to be firm with their donkey but not yank the rope. They are made aware of surroundings and reasons donkeys may pull. All participants must be aged 12 and over.	Staff and Public	3	3	9	No action required
Donkey/horse grooming										
Slipping on wet floor	4	The hosepipe used during the donkey grooming session could create a wet and slippy floor for participants in the grooming area.	3	12	The hosepipe should be turned off fully when it's not in use and should be used appropriately so as not to soak the floor. The floor is stony so even if it becomes wet, it's not slippy underfoot.	Staff	4	2	8	No action required
Hazardous chemicals	5	Contact with skin/eyes or inhalation of chemicals involved in donkey grooming, e.g. shampoo could exacerbate or lead to medical conditions such as dermatitis or asthma.	3	15	Any participants who experience an adverse effect to any products used, e.g. shampoo, should stop using it immediately and thoroughly wash off any product. Grooming products are always used outdoors so airflow is maximised.	Staff	5	1	5	Double check COSHH regulations to see if there's anything else we require.
Own a pony day										
Safeguarding risks in case of injury	4	Participants are all aged 14 and under. Parents/guardians are not present during the day if any injuries did occur.	3	12	All parents/guardians must sign a waiver stating that they accept we are not liable for any injuries that do occur. Parents must acknowledge that staff may have to provide first aid, involving physical contact, on a participant if necessary.	CFA staff, parents/guardians of participants	3	2	6	Create new parental consent form declaring our non liability for participants on the Own a Pony Day (to be completed by the next event)

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Safeguarding risks on site	5	Parents/guardians are not present for the day's activities, leading to multiple safeguarding risks. E.g. staff working with children taking advantage of their position, or members of the public becoming involved in the session.	2	10	The member of staff running the 'own a pony' day must be DBS checked. We acknowledge the safeguarding risks of our site and will work to minimise this where possible. These risks include having public footpaths and how members of the public could potentially join the experience day. At the same time, young participants could wander off and leave the site during the day. The leading staff member will regularly head count the group throughout the day but the small group size naturally eliminates this risk. There is also the risk of participants being collected at the end of the day by people other than parents/guardians so to eliminate the risk, parents/guardians have the option to choose a passphrase for the collection of participants, this can be changed for each attending date.	Leading staff member, manager	3	1	3	Create new parental consent form declaring our non liability for participants on the Own a Pony Day as well as method for authorising collection of participants with passphrases by the next event. Completed July 2021
Carrying tack and equipment	2	Causing injury and back problems etc.	1	2	Staff running the day can help carry any equipment/tack and must follow all manual handling procedures correctly.	Staff	1	1	1	No action required
Tools	2	Using tools and equipment e.g pitchforks and shovels irresponsibly could lead to injuries for both participants and animals.	2	4	Staff running the activities must demonstrate safe use of all tools and supervise their use. Participants must follow all manual handling procedures correctly. E.g forks/shovels should be held with one hand on the handle and one about halfway down. Wheelbarrows/trolleys are used to transport hay/straw bales. Pitchforks must always be stood up against a wall and never left lying on the floor. Tools must never be left in close proximity to the animals.	Staff	2	1	2	No action required
Falling objects e.g. hay bales	3	Participants must enter the stores barn and haybarn (usually off limits to visitors) in order to make up the horse feeds and prepare haynets. There are stacked bales of hay/straw and many items on shelves etc which could be displaced.	3	9	Participants are supervised at all times and are shown the correct method for making up feeds. All hay/straw bales are stacked properly by staff to avoid toppling over. Feed bags and other items in the stores barn are also stacked correctly on shelves .	Staff	2	2	4	Create parental consent form declaring our non liability for participants on the Own a Pony Day by the next event.
Pony Pizza Picnic										
Slips and trips	3	Can cause injuries to staff or customers.	3	9	Signage near areas of hazards, and a warning given in health and safety briefings at start of experiences. Relevant staff are medically trained in case of injury. Warnings explained of uneven ground in the field in the Health and Safety Talk	Staff and Public	3	1	3	CFA staff to assess signage every 6 months to ensure it's adequate and up to date.

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Young children running off	3	Unsupervised children could lead to unintentional injury to the child and or the ponies	3	9	Advise parents that they will need to keep hold or supervise their child at all times and must stay close to parents on the picnic blanket	Staff and Parents	3	2	6	No action required
Ponies biting	4	Ponies biting the children if interacting with them	4	16	Staff train ponies not to bite. Advise parents and their children how to behave around ponies head and face and to avoid being bitten. This will be covered in the Health and Safety Briefing	Staff and parents	3	3	9	Staff to monitor ponies behaviour to make sure not biting excessively
Shetland Pony kicking	5	Children and Parents getting kicked by Shetland pony	4	20	Safety Talk before the Experience to advise not to walk behind the ponies. Risk of the Shetland Ponies coming onto the blanket, there will be a staff member to supervise the whole session and to manage the ponies	Staff and Parents who are responsible for the young children.	4	3	12	Monitor Shetland Ponies behaviour and don't use ponies where they excessively kick
Ponies being Spooked	4	As they will be young children on Trot on Tots, load crying and screaming may spook the ponies	4	16	Advise parents to keep children calm as much as possible as being upset and crying loudly may spook the ponies.	Staff and Parents	3	3	9	No action required
Summer Saddle School										
Falling objects e.g. hay bales	3	Participants must enter the stores barn and haybarn (usually off limits to visitors) in order to make up the horse feeds and prepare haynets. There are stacked bales of hay/straw and many items on shelves etc which could be displaced.	3	9	Participants are supervised at all times and are shown the correct method for making up feeds. All hay/straw bales are stacked properly by staff to avoid toppling over. Feed bags and other items in the stores barn are also stacked correctly on shelves .	Staff	2	2	4	Make sure Parental waiver form is signed by parents before leaving their children on site
Tools	2	Using tools and equipment e.g pitchforks and shovels irresponsibly could lead to injuries for both participants and animals.	2	4	Staff running the activities must demonstrate safe use of all tools and supervise their use. Participants must follow all manual handling procedures correctly. E.g forks/shovels should be held with one hand on the handle and one about halfway down. Wheelbarrows/trolleys are used to transport hay/straw bales. Pitchforks must always be stood up against a wall and never left lying on the floor. Tools must never be left in close proximity to the animals.	Staff	2	1	2	No action required

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Carrying tack and equipment	2	Causing injury and back problems etc.	1	2	Staff running the morning can help carry any equipment/tack and must follow all manual handling procedures correctly.	Staff	1	1	1	No action required
Safeguarding risks on site	5	Parents/guardians are not present for the day's activities, leading to multiple safeguarding risks. E.g. staff working with children taking advantage of their position, or members of the public becoming involved in the session.	2	10	The member of staff running the 'Summer Saddle School' must be DBS checked. We acknowledge the safeguarding risks of our site and will work to minimise this where possible. These risks include having public footpaths and how members of the public could potentially join the experience day. At the same time, young participants could wander off and leave the site during the day. The leading staff member will regularly head count the group throughout the day but the small group size naturally eliminates this risk. There is also the risk of participants being collected at the end of the day by people other than parents/guardians so to eliminate the risk, parents/guardians have the option to choose a passphrase for the collection of participants, this can be changed for each attending date.	Staff and Equine Manager on site	3	1	3	Make sure Parental waiver form is signed by parents before leaving their children on site
Safeguarding risks in case of injury	4	Participants are all aged 16 and under. Parents/guardians are not present during the day if any injuries did occur.	3	12	All parents/guardians must sign a waiver stating that they accept we are not liable for any injuries that do occur. Parents must acknowledge that staff may have to provide first aid, involving physical contact, on a participant if necessary.	CFA staff, parents/guardians of participants	3	2	6	Make sure Parental waiver form is signed by parents before leaving their children on site
General										
Fatigue from walking and standing	4	Participants becoming tired and feeling unable to complete their experience	3	12	The public should be aware of our terms and conditions before booking, therefore visitors with medical conditions or pregnant visitors should have assessed their capability beforehand. Staff have the right to refuse a visitor taking part if there are major concerns or provide an indemnity form for visitors to fill out.	Staff and Public	3	2	6	Member of staff in the shop to continually assess each visitor's capability based on personal judgement.
Unsupervised children	3	Unsupervised children could lead to unintentional injury to the child and/or animals	3	9	Staff to ensure parents are aware of the dangers as well as themselves keeping an eye on any children within their group. Staff to reiterate parents' responsibility during experiences in their health and safety talks. Ratios are set out in our T's & C's to ensure adequate supervision.	Public	3	2	6	No action required

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Rushed health and safety talk - public may not take on board what is being said.	5	Public not abiding by rules and safety points for horse riding, injuries occurring to persons or animals.	4	20	Staff follow a script to ensure all health and safety points are covered. Remind public throughout the walk when approaching a potential hazard, e.g. change in terrain. Experience leaders must be confident in correcting the behaviour of visitors if they deem it unacceptable.	Staff	3	2	6	No action required
Horses and donkeys biting	4	Public getting bitten while interacting with horses or donkeys.	4	16	Staff train horses not to bite. Advise visitors how to behave around horses' head and face to avoid being bitten.	Staff	3	3	9	Continue to monitor animals' behaviour e.g. for excessive biting
Tread injuries to feet/hands	4	Visitors having their feet (or possibly hands) trodden on while walking or grooming the animals.	3	12	We inform visitors via our website to wear appropriate footwear, we recommend walking boots or thicker shoes as opposed to trainers. During the grooming session, participants are advised against kneeling down or placing their hands on the floor near animals' feet when grooming.	Staff	3	2	6	No action required
Horses and donkeys kicking	5	Public getting kicked while interacting with horses or donkeys.	4	20	Warn visitors to never walk close behind the horses or donkeys' back ends. Horses and donkeys very likely to kick shouldn't be used for experiences or riding lessons. During grooming sessions, participants are shown how to be calm and not make sudden movements, particularly around the rear ends of animals.	Staff and public	4	3	12	Continue to monitor animals' behaviour e.g. for excessive kicking
Spooking horses	4	Environment e.g. other animals spooking horses (especially in woods)	4	16	Warn public about things that spook horses and donkeys. Ensure the public display a calm demeanor and are aware of the animals' actions and the surrounding environment. This ensures that participants are prepared.	Staff, public and other animal owners	3	3	9	No action required
Animals and riders being left behind	4	Separation from the herd may result in panicked animals and/or riders. Potential loss of animals, potential injury to public.	5	20	Health and safety talk put in place. Assistant to keep lookout over whole group.	Staff and public	4	4	16	Include animal escape plan in staff induction booklet.
Other farm animals	4	Other animals escaping their fields could disturb the horses on site and cause disruption and/or injuries to visitors.	2	8	Other animal experiences e.g. alpaca walks do run close by the horse treks but experience leaders have radios to communicate routes to avoid crossing paths. The riding route crosses a public footpath but signage is present to make public aware and to have dogs under control on leads. An animal escape plan is in place.	Animal owners	4	1	4	Include animal escape plan in staff induction booklet.
Electric Fencing	2	If animals touch electric fencing on the walk they can be spooked, public could also be shocked.	3	6	Warn participants not to walk near electric fencing, there are also warning signs at least every 100m. Electric fencing on inside of fields to decrease any risks.	Staff and Public	1	1	1	No action required

CHARNWOOD FOREST ALPACAS - EQUINE EXPERIENCES RISK ASSESSMENT

Risk	Pre Mitigation			Risk Score (Impact x Probability)	Risk Response (Actions to mitigate the risk)	Responsibility	Post Mitigation		Residual Risk Score (Impact x Probability)	Action required, date completed
	Impact Score (1-5)	Impact Description	Probability Score (1-5)				Impact Score (1-5)	Probability Score (1-5)		
Slips and trips	3	Can cause injuries to staff or customers.	3	9	Signage near areas of hazards, and a warning given in health and safety briefings at start of experiences. All water sources should be turned off immediately after use to prevent slippery surfaces arising. Any equipment used, e.g. hosepipe during horse/donkey grooming, is kept neat and tidy and participants are informed of its presence. In icy conditions, the priority is to grit all required areas. Relevant staff are medically trained in case of injury.	Staff and public	3	1	3	CFA staff to assess signage every 6 months to ensure it's adequate and up to date.
Moving vehicles	5	Irresponsible use of kubotas and other site vehicles can put staff, public and animals at risk of injury as well as financial loss of any repairs required.	4	20	Site vehicles must only be driven by trained staff who must remain aware of their surroundings and the public at all times. Site vehicles must not exceed their speed limit, e.g. kubotas must not exceed 8mph and should go slower around any animals or people. Staff and public cars are restricted to a speed limit of 5mph with speed bumps. There are also 'slow down, pedestrians' signs around the farm.	Staff	4	2	8	Continue with the new kubota training plan (June 2021) for all staff to ensure they respect the vehicles and can demonstrate safe use.
Farm pets, staff dogs	3	Pets on site e.g. dogs brought in with staff pose the risk of biting/scratching visitors and staff on site.	2	6	Ensure dogs are only brought in occasionally, if well behaved and kept under control. Keep dogs within the office to prevent creating a hazard to other people on site. Public are instructed to wash hands after contact with any animal.	Staff	2	2	4	CFA staff to monitor behaviour of dogs in case they become increasingly unsettled by staff/visitors
Dust	3	Dust created by hay, straw and sweeping creating/exacerbating respiratory issues for visitors.	3	9	Staff ensure the farm is not swept when visitors are due to begin an experience etc. Visitors taking part in stable management (e.g. own a pony day) must be shown the correct way to sweep to minimise airborne dust.	Staff	2	2	4	Create parental consent form for participants on the Own a Pony Day by the next event. They will be required to state any medical conditions e.g. asthma in case tasks such as sweeping may exacerbate this.
Bacterial transmission (animal to human; human to animal; animal to human to animal etc)	5	Visitors as a vector of bacterial transmission from animals to themselves and/or other people and/or other animals. Potential illness and/or death of animal/person.	4	20	Staff do not include ill animals on experiences. Customers must wash their hands after their experience, shoes must be disinfected via the mat on entering/exiting the farm. Hand sanitiser is provided on the shop desk and beside pens. Visitors with cuts on hands should avoid feeding and stroking the animals. Handwashing facilities based on industry COP, we calculate a maximum of 40 people will leave a contact area every 30 minutes and allowing 2 minutes to wash their hands. So 40×2 divided by $30 = 2.6$ basins. We have 5.	Staff and public	5	2	10	Experience leaders to continually promote good hygiene to visitors.
Zoonotic diseases from faeces	5	Zoonotic diseases can be spread to humans and other animals through contamination by faecal matter.	3	15	It's inevitable that the public will walk through traces of faeces. They walk through disinfectant mat on way in and out of farm. Encourage boot washing after experiences and handwashing.	Staff and Public	4	2	8	Continue to inform visitors about the risk of pathogens on farms and how we reduce the risk.

CHARNWOOD FOREST ALPACAS - EQUINE EXPERIENCES RISK ASSESSMENT

Risk	Pre Mitigation			Risk Score (Impact x Probability)	Risk Response (Actions to mitigate the risk)	Responsibility	Post Mitigation		Residual Risk Score (Impact x Probability)	Action required, date completed
	Impact Score (1-5)	Impact Description	Probability Score (1-5)				Impact Score (1-5)	Probability Score (1-5)		
Bees, wasps and insects	2	Bees, wasps and other insects stinging/biting members of the public.	2	4	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If stung, there is nothing our first aiders can realistically do to help except provide advice.	Public	1	2	2	No action required
Fire	5	Financial damage, injury or death of animals, staff and public.	3	15	Fire procedure is put in place and visitors are informed of the fire point during their Health and Safety briefing. Preventative rules are in place, for example, all sources of fuel are stored away from any sources of ignition. Relevant fire extinguishers are located in close proximity to major fire hazards.	Staff	5	2	10	Upload all fire records (extinguishers, risk assessments) to the google drive and/or Papertrail in order to set reminders for review dates, fire extinguisher checks etc.
Stealing from Shop	5	Items being stolen from farm shop before/after experience	3	15	Ensure staff members are always in the shop when open. Shop to be closed and locked when staff member leaves shop.	Staff	5	3	15	No action required
Dehydration	2	Public becoming dehydrated from treks on hot days.	3	6	The public should be aware of length of walk as per our terms and conditions, and advised to have a drink beforehand. Drinks are available at the cafe throughout the day.	Staff	2	1	2	No action required
Sunburn/sunstroke	3	Visitors getting sunburnt or sunstroke on hot days.	4	12	Visitors are responsible for their health and wellbeing regarding the weather when on the farm. Walk routes through forest means less time in the sun.	Public	3	3	9	No action required
Wind/ thunder and lightning	3	Animals are more likely to be spooked in windy conditions	4	12	Staff to keep an eye on weather conditions and include anything additional in health and safety talk. The running of experiences is reviewed with amber weather warnings. Ensure public are made aware of things that could spook.	Staff and Public	3	3	9	No action required
Rain, cold	3	Increased chances of slipping in rain. Cold and wet conditions could cause hypothermia.	4	12	Staff to keep an eye on weather conditions and include anything additional in health and safety talk. The running of experiences is reviewed with amber weather warnings. Customers are advised during the booking process to wear suitable footwear and clothing.	Staff and Public	3	3	9	No action required

CHARNWOOD FOREST ALPACAS - CHILLIBEAN RISK ASSESSMENT

Risk	Pre Mitigation			Risk Score (Impact x Probability)	Risk Response (Actions to mitigate the risk)	Responsibility	Post Mitigation		Residual Risk Score (Impact x Probability)	Outcome/ opportunities arising
	Impact Score (1-5)	Impact Description	Probability Score (1-5)				Impact Score (1-5)	Probability Score (1-5)		
Food hygiene	4	Micro-organisms can be found everywhere, some can cause disease if contamination with food, prep surfaces etc is not limited.	4	16	All staff follow basic hygiene practices: good handwashing, disinfecting food prep surfaces, avoiding cross contamination of equipment (e.g. using separate chopping boards for meat products), avoiding working when ill and ensuring fridge/freezer temperatures meet the requirement. There is a separate sink for handwashing. Signs are up reminding staff how to properly and safely store food and sanitise storage containers.	Kitchen/cafe managers (training), staff (follow guidance)	2	2	4	No cross contamination of pathogens occurs, food is prepped following all hygiene guidelines.
Allergies	5	Visitors and staff members could suffer from an allergic reaction when working with food or eating in our cafe.	4	20	Any allergens must be stated on cafe menus and customers should be aware that traces of allergen ingredients may be found in dishes. No cross contamination of high risk allergens e.g. nuts should occur when prepping food. Any allergies among staff members must be noted on starter forms for managers and other staff to be aware of.	Kitchen/cafe managers (training), staff (follow guidance)	3	2	6	Risk of allergic reaction for staff or visitors is significantly reduced.
Slips and trips	3	Tripping over obstacles or slipping over could cause injuries to visitors and staff	3	9	Ensure good housekeeping is maintained and that no objects create a slip or trip hazard for customers, ensure walkways are clear. All appliances should be well maintained to prevent leaks and any spillages must be cleared away immediately. Staff should wear suitable non-slip footwear. There are signs warning customers of changes in height e.g. the step into the bar area has a sign on the inside and outside of the door. The low doorway into the gallery also has warning signs.	Kitchen/cafe staff	3	1	3	Risk of slipping or tripping is reduced for both staff and customers using the cafe.
Manual handling	3	Kitchen and cafe staff could suffer strains or even worse injuries from lifting/carrying heavy or bulky objects.	2	6	Staff receive basic manual handling training. Commonly used items and heavy stock should be stored at waist height to avoid lifting from the ground or the risk of a heavy object falling from height. Ingredients should be purchased in sizes suitable for handling. Pregnant staff members should take particular caution when moving heavy/bulky objects.	Kitchen/cafe staff	3	1	3	All stock and objects can be manoeuvred safely without injury to staff.
Injury from sharp objects	5	Sharp objects such as knives are involved in food preparation in the kitchen on a daily basis and staff could suffer cuts from contact with blades.	3	15	Kitchen staff using knives are trained to do so properly. Knives are suitably stored out of the way on a magnetic strip attached to the wall when not in use. Knives should not be used to replace suitable cutting tools when removing packaging. A first aid box is located in the kitchen as well as behind the bar.	Kitchen/cafe staff	5	1	5	Reduced risk of injury relating to sharp objects.

Burns to staff and visitors	5	The kitchen contains many appliances which can reach very high temperatures, all of which could cause burns if not handled correctly. Hot cooking oils can also splash and cause burns. The log burner located in the dining area can also become hot to the touch and could potentially burn visitors, particularly young children.	4	20	Staff are trained on how to use equipment, especially appliances with higher burns risks e.g. correct procedure for emptying/cleaning fryers. All equipment should be turned off when not in use to avoid overheating. The log burner in the dining areas has 'Caution do not touch' signs both on the log burner and on the floor in front. There is a first aid kit as well as burns kit located in the kitchen and another first aid kit located behind the bar.	Kitchen/cafe managers (training), staff (follow guidance), visitors	3	2	4	Risk of burn injuries from hot appliances is reduced for staff.
Gas leaks	5	Gas powered appliances and the inhalation of fumes are a health risk as well as a major fire risk.	5	25	The kitchen is never left unattended when the hob and oven are in use. Daily checks of gas appliances are carried out. The gas supply is 2 cylindrical tanks so a mains gas supply connection isn't present. Relevant fire extinguishers are located in the kitchen.	Kitchen/cafe managers (training), staff (follow guidance)	4	3	12	All gas supplied appliances are operated safely following all precautions to reduce any fire risks.
Electrical equipment	3	Electrical faults in appliances such as kettles, fridges and coffee machines could deliver serious electric shocks to staff. There are electric insect zappers which could also deliver electric shocks to staff.	2	6	All electrical appliances are PAT tested yearly. Staff know to check electrical equipment before use and report any defective appliances. Managers know where fuse boxes are located and how to switch off electricity in an emergency. There is a CO2 fire extinguisher located in the kitchen. The insect zappers are located out of reach and as with all electrical appliances, must always be turned off at the mains before carrying out maintenance or cleaning work.	Managers (training), staff (follow guidance)	3	1	3	All electrical equipment on site is used safely and poses no fire risk.
Mechanical appliances	4	Staff risk injury from contact with moving parts of machinery e.g. dishwasher	2	8	There are few appliances in the kitchen which could cause injury due to contact with moving parts. Appliances should be turned off at the mains before any cleaning or maintenance takes place. All mechanical appliances have some form of safety mechanism to avoid contact with moving parts e.g. dishwasher can't be on while the door is open. Ensure staff know to spot and report any defective appliances.	Managers (training), staff (follow guidance)	2	1	2	All kitchen appliances can be used safely with low risk of injury.
Hazardous substances e.g peroxides	4	Contact with cleaning detergents e.g. bleach can cause irritation to skin, particularly when used in combination with water for a prolonged period of time. Vapours from chemicals may cause breathing problems and induce headaches.	4	16	Rubber gloves, long handled mops, avoid washing by hand (use dishwasher). Any staff using hazardous substances on site will be trained on their use and must abide by COSHH regulations.	Kitchen/cafe managers (training), staff (follow guidance)	3	2	6	Hazardous substances never come into contact with heat sources or naked flames and they are used safely.
Prolonged exposure of water and food to skin	3	Excessive hand washing can cause irritation and damage to skin. Some foods can irritate skin and could cause staff to develop skin allergies.	3	9	Staff should use tools (cutlery, tongs, scoops) to handle food wherever possible to reduce skin contact. Food grade, non latex gloves should be worn for most food prepping tasks and any other tasks that may cause skin irritation. Where handling can't be avoided, hands should be washed thoroughly but not excessively.	Kitchen/cafe managers (training), staff (follow guidance)	2	1	2	Kitchen tasks can be carried out without damage or irritation to skin.

Fire risk (see independent fire risk assessment)	5	Both staff and customers could suffer serious or fatal injuries from burns and smoke inhalation.	4	20	A full fire risk assessment is completed yearly and any new actions have a deadline set for completion. Relevant fire extinguishers are in place for various types of fires. All staff receive a copy of the fire evacuation plan and risk assessments and are shown how to use fire extinguishers in case of an emergency.	Kitchen/cafe manager, nominated health and safety staff member	3	2	6	Fire risks are significantly reduced by actions following the site risk assessment.
Mental health related issues e.g. stress	4	The catering industry is a high stress environment and staff are constantly on the go, staff are susceptible to exhaustion and stress related issues.	4	16	All staff are highly encouraged to talk with managers if they have any personal or mental health concerns, particularly regarding their work environment. As a business we are flexible in meeting the needs of employees and can work with them to ensure the job suits them.	Staff, managers, wellbeing coach	3	2	6	All staff can handle the pressures of the job and know who to talk to if otherwise.