



# THE SEEDS OF CHANGE

## Risk Assessment

HAZARDS	WHO'S HARMED AND HOW?	IS THIS RISK ACCEPTABLE?	STEPS TO REDUCE RISKS	IS THIS RISK ACCEPTABLE?
<p><b>Fire</b> Smoking, faulty electrics, arson, spontaneous combustion involving hay fires</p>	<p>If trapped, staff, Young People or visitors face serious, possibly fatal injuries from smoke inhalation or burns.</p>	<p>Unacceptable</p>	<p>All lighters, matches and electronic cigarettes are collected in at the beginning of the day and only returned to a student at the end of the day. These are stored in a box in a lockable box; Fire Extinguishers are located in the yard, barn and all classrooms; There is a Fire alarm located outside the Pod; There are smoke detectors in the pod, Cabin 1, Cabin 2 and the Garden Room; Young People are not allowed to use any appliances in the learning areas without supervision. Staff, Young People and visitors are aware of where the nearest exit points in the location where they are working in and where the Fire Assembly Point is located; Regular fire drills to be undertaken. PAT testing has taken place at The Acorn Centre. All staff are aware that they must report any faulty electrical equipment, plugs or sockets to Katherine Dillon or Jo York No student is to be left alone in the classroom at any time. There must always be a member of staff with them; Health &amp; Safety Rules posters reminding Young People of fire risks are up in all classrooms.</p>	<p>Acceptable</p>



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Electricity	Staff, Young People and visitors risk serious, possibly fatal injuries from a faulty electrical installation or appliances.	Unacceptable	<ul style="list-style-type: none"> <li>• Electrical installation regularly inspected by qualified electrician.</li> <li>• Portable Appliance Test (PAT) has taken place. A visual check of all electric items will be carried out annually;</li> <li>• All staff visually check leads (including extension leads) and plugs of hand-held appliances before use. If anything is faulty then it must be reported immediately to Katherine Dillon or Jo York or Mary Hopper;</li> <li>• Electrical system installed by competent person and protected against water ingress where necessary;</li> <li>• 30 mA RCD built into the switchboard;</li> <li>• Any trailing electrical leads and cables are tied back;</li> <li>• The Electric fence is routinely checked and has a warning sign on it;</li> </ul>	Acceptable



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<p><b>Staff or visitor transport</b> Staff cars, taxi's and visitor cars</p>	<p>Staff, Young People and visitors risk serious, possibly fatal, injuries if struck by a vehicle, whilst on a horse or on foot.</p>	<p>Unacceptable</p>	<ul style="list-style-type: none"> <li>• Highways signs on run up to The Acorn Centre to warn motorists that there are horses in the area;</li> <li>• Hedges kept to suitable height to improve visibility; One main car park fenced off from main stable yard to avoid contact with animals or people;</li> </ul> <p>All visitors to Acorn Centre will announce their arrival via the intercom system on the gate.</p> <p>Visitors will be buzzed in by a member of the TSoC team and will remain at the bottom of the drive until a TSoC member of staff meets and greets them at their vehicle.</p> <p>A barrier is in place to prevent unauthorised vehicles from coming up the drive where young people and horses are working.</p>	<p>Acceptable</p>



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<b>Farm machinery</b> Tractors, Rideon lawn mowers	Staff and others may suffer serious and possibly fatal injuries from contact with moving parts of machinery.	Unacceptable	All farm machinery is kept in a locked barn in the Out of Bounds area, which the young people are informed of in their induction; Only staff are allowed to use the farm machinery; The keys to the farm machinery are kept in the office, which is locked at all times; The blades on the Ride-on Lawn Mower are covered;	Acceptable
<b>Deliveries</b> Food deliveries Animal feed deliveries Office supplies / other	Staff, young people and visitors or animals at risk of serious and potentially fatal injuries if struck by a	Unacceptable	All delivery drivers will be provided access only once they have made themselves known via the intercom system. All delivery drivers will be instructed where to go by a TSoC member of staff A TSoC member of staff will escort the delivery driver; Coaches will be informed via radio communication that a delivery will be made in a working area in sufficient time to arrange their workspace and activity	Acceptable



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Zoonoses	Staff and Young People risk ill-health from contracting diseases from animals.	Unacceptable	<p>Young People are to wear protective gloves if there is any doubt of infectious diseases;</p> <p>Young People are advised of the importance of appropriate behavior around the animals and to avoid sudden movements or loud outbursts;</p> <p>There are bacterial hand washes in the toilets;</p> <p>In the case of suspected Zoonoses, the Yard Manager should be informed immediately, and the appropriate action taken to minimize infection;</p> <p>Hot/cold water, soap and paper towels are available in the toilets;</p> <p>Young People are told to wash their hands after contact with animals, and especially before eating, drinking or smoking; Staff remind Young People to cover any small cuts and abrasions with a plaster (first-aid kit in the office and all learning spaces – Cabin1, 2, Pod and Bridgets Kitchen);</p>	Acceptable



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<p><b>Tools</b> (Yard Tools and Equipment)</p> <p>Pitch Forks, Shovels, Picks, Rakes, Hoof picks,</p>	<p>Staff, Young People and others could suffer serious injuries when using equipment required for the programme that they are accessing.</p>	<p>Unacceptable</p>	<p>Young People are closely supervised by suitably trained Seeds of Change (SOC) staff when using specialised equipment; All tools are counted in at the end of the session; Suitably trained SOC staff demonstrate to Young People how to use the tools safely; Young People are expected to wear wellington boots and monitored carefully when using pitch forks; All Young People to wear the correct personal protective equipment;</p>	<p>Acceptable</p>
<p><b>Tools</b> (building, woodwork, projects)</p> <p>Hammers, Nails, Saws, Wood, Sandpaper, Paint,</p>	<p>Staff, Young People and others could suffer serious injuries when using equipment required for the programme that they are accessing.</p>	<p>Unacceptable</p>	<p>Young People are closely supervised by suitably trained Seeds of Change (SOC) staff when using specialised equipment; All tools are counted out and in again at the end of the session; Suitably trained SOC staff demonstrate to Young People how to use the tools safely; Young People will only be able to participate in these types of activities once they have demonstrated their ability to comply with the TSoC code of conduct and safe working practice All Young People to wear the correct personal protective equipment;</p>	<p>Acceptable</p>



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<p><b>Cooking</b></p>	<p>Staff, Young People and others could suffer serious injuries when using equipment required for the programme they are accessing.</p> <p>Risk of food poisoning from undercooked or cross contamination.</p> <p>Risk of allergy or anaphylactic shock</p>	<p>Unacceptable</p>	<p>Young People are closely supervised by The Seeds of Change (SOC) staff when using the kitchen's facilities;</p> <p>Staff show Young People how to use knives to cut food;</p> <p>All staff have a food hygiene certificate.</p> <p>TSoC staff to follow food hygiene and safety procedures to avoid the risk of cross contamination</p> <p>Probes in fridges to maintain optimum temperature (between 0 – 5 °C)</p> <p>Any known allergies will be made aware of via the learners ILA. This information will be shared with TSoC coaches.</p> <p>Fire safety equipment present in all cooking areas (smoke detectors, fire blanket). These will be tested regularly.</p>	<p>Acceptable</p>



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<p><b>Personal belongings</b> Jewellery, scarves, headphones, mobile phones, vapes and flammables</p>	<p>Staff, Young People and others could suffer serious injuries when personal belongings get caught up when working around the horses.</p> <p>Unrestricted use of flammables (lighters, cigarettes, vapes) could cause a fire on the site, leading to serious injury or fatality</p>	Unacceptable	<p>Young People are closely supervised by The Seeds of Change (SOC) staff;</p> <p>Young People are told to leave all dangling jewellery, scarfs or headphones in the classroom;</p> <p>Young People have a copy of the Health &amp; Safety rules that they are to adhere to in their student folders requesting no jewellery to be worn while in session. There are also Health &amp; Safety posters in all classrooms;</p> <p>Young People have to sign a Client Coach contract agreeing to adhere to the Health &amp; Safety rules;</p> <p>Mobile phones and flammables must be handed in at the beginning of the session and returned to the student at the end of the session or on a comfort break if applicable;</p>	Acceptable
<p><b>Dust from hay bales</b></p>	<p>Staff and Young People risk lung diseases, such as asthma, from inhaling dust and hay spores from opening and handling hay bales.</p>	Unacceptable	<p>Young People are not allowed to open hay bales;</p> <p>Dust masks must be made available and worn by anyone opening hay bales;</p> <p>Young People have to sign a Client Coach contract agreeing to adhere to the Health &amp; Safety rules.</p>	Acceptable





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Young People leaving site	Risk of Young People absconding from site before, during or after a session	Unacceptable	<p>Young People are closely supervised by The Seeds of Change (SOC) staff;</p> <p>Young People sign and agree to health and safety rules following a briefing with coaches, procedure for Young People choosing to leave site clearly explained;</p> <p>Staff remind Young People of Health and Safety rules during each session;</p> <p>Young People to be reminded of code of conduct</p> <p>Young People to be supervised until they have been collected by Transport.</p> <p>TSoC will contact referring organisation if a learner leaves the site</p> <p>The police may be contacted, as per TSoC procedures</p> <p>Main Gate will be closed during session time, reducing the risk for learners to leave site.</p>	Acceptable
Out of Bounds Area	Young People may stray into out of bounds areas posing a risk to their safety	Unacceptable	<ul style="list-style-type: none"> <li>• Young People are closely supervised by The Seeds of Change (SOC) staff;</li> <li>• Young People sign and agree to health and safety rules following a briefing with coaches, out of bounds areas are made clear at induction;</li> <li>• Staff remind Young People of Health and Safety rules during each session</li> </ul> <p>Health and Safety rules displayed in classrooms.</p>	Acceptable



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Riding	Young People and others could suffer serious and possibly fatal injuries when riding, risk of falling off, bolted with, crushed in gateways.	Unacceptable	<ul style="list-style-type: none"> <li>• All tack to be checked by coaches prior to Young People riding.</li> <li>• All Young People to wear appropriate riding PPE;</li> <li>• Coaches should ensure the correct horse/ pony is chosen to suit the student's ability and the riding activity.</li> <li>• Horse, Rider registration form to be completed if and when the Young People joins The Seeds of Change (SOC).</li> </ul> <p>TSoC is an EFL ground based delivery programme, any riding activity will take place at the discretion of coaches and at a suitable stage of the young person's awareness and development of equine skills, and will be delivered by a suitably trained instructor.</p>	Acceptable
Drowning Pond	Young People or staff are at risk of drowning in the pond located on the premises.	Unacceptable	<p>Young People are closely supervised by The Seeds of Change (SOC) staff;</p> <p>The pond is 800m from The Acorn Centre and is fenced off;</p> <p>There is a life belt on the bank next to the pond;</p> <p>Young people are informed at their induction that the pond is 'Out of Bounds'.</p>	Acceptable



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<b>Horse Manure Trailer and Ramp</b>	Staff and Young People risk injury if they slip or trip, on an uneven surface. Opportunity for student physical and or emotional abuse to others if not accompanied by a coach.	Unacceptable	Young people are supervised when using the muck trailer and wear sturdy footwear to prevent any slips or trips; All young people are to be accompanied / supervised by a coach at all times when entering an out of sight working area.	Acceptable
<b>Copying Behaviours</b>	Young People are at risk of copying other Young People behaviours. This includes, but is not restricted to, self-harm, smoking and drugs	Unacceptable	Staff work closely with the young people to make them aware of dangers and risks of behaviours; If any young person shows signs of these behaviours a Cause for Concern form is completed and the referring body is contacted.	Acceptable
<b>Legionnaires' disease</b>	Staff and Young People at risk of contracting legionnaires disease through inhaling or ingesting infected water	Unacceptable	As the legionella virus only survives between 20 and 45deg c that all water that Young People come into contact with will be below or above these temperatures. There is no exposure to stagnant water and water on the yard will be below 20deg and any cold drinks will be below 20 or hot drinks above 45 deg.	Acceptable



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<b>Fire Spreading</b>	Burning, injury to humans, animals and property	Unacceptable	Check the soil type to ensure the soil will not ignite; Check wind direction; Ensure the fire is away from any combustible materials; Bucket of water and fire blanket on hand; Ensure a stable fire base (fire bowl and grill) to contain the fire and ensure cooking pots are stable.	Acceptable
<b>Contamination</b>	Food not stored correctly or cooked properly	Unacceptable	Coach to have completed food hygiene certificate; All food to be stored at correct temperature; All food to be thoroughly check before eating.	Acceptable
<b>Visitors</b> Any visitors to The Acorn Centre	Visitors, parents, carers, Young People on site without relevant DBS checks and inexperienced in the environment.	Unacceptable	Any visitors to The Acorn Centre are closely supervised by The Seeds of Change (SOC) staff and not left unattended at anytime All visitors are briefed about the nature of our business and advised that sessions are closed. Interaction between visitors and clients should be by invitation of The Seeds of Change staff only. All visitors will sign in and out of the visitor's book and will wear a visitors ID badge for the duration of their visit.	Acceptable



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Walking Dogs on foot	Coaches and Young People being hit by cars. Falling over. Absconding	Unacceptable	Dogs to be risk assessed and known to coach. Dogs to be kept on a lead at all times when walking with the young people Coach to brief YP about road safety and walking safely where there is no available path. Coach to communicate route to be taken to staff on site and take walkie talkie with them at all times. Coach to identify any YP at risk of absconding and make an informed decision as to whether it is safe to take YP off site.	Acceptable
Walking horses on public roads	Young People and others could suffer serious and possibly fatal injuries when walking with a horse in a public place. Horse could bolt, crushed in gateways. Collision with car, horse spooked by car.	Unacceptable	All tack to be checked by coaches prior to Young People walking horse. All Young People to wear appropriate PPE; Coaches should ensure the correct horse/ pony is chosen to suit the student's ability and activity (i.e. road walk, school work or paddock); Consent form to be completed when the young person joins The Seeds of Change (SOC). Maximum 2 horses to be taken out at one time. No coach to take horse and YP out alone minimum 2 coaches at any one time. Coach to communicate route to be taken to staff on site, with clear start and finish times, and take walkie talkies and mobile phone with them at all times. Coach to be first aid trained and take first aid kit (Human and Equine) Coach to have access to emergency contact details and any medical needs of Young People being taken off site.	Acceptable



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<p><b>Covid-19 and other infectious illnesses and diseases</b></p> <p>Visitors, learners and staff attending SOC Site may infect, spread or contract infectious illnesses or diseases</p>	<p>Visitors, learners, members of staff, members of the public. This may in turn be transmitted on to others who we are in contact with.</p>	<p>Unacceptable</p>	<p>Everyone should wash their hands when entering the cabin or class area and after being out with the animals. Everyone should wash their hands before leaving site.</p> <p>Anyone who coughs or sneezes should do so into a clean tissue and this should be bagged and binned after use.</p> <p>All learning areas will be cleaned and maintained after each use. Staff to maintain stock levels of following items to ensure required standard of cleaning can take place:</p> <p>Hand wash - to be refilled weekly from larger container            Hand gel - to be refilled weekly from larger container            Gloves            Anti bac wipes            Anti bac spray</p> <p>TSoC will continue to follow local Government and locality guidelines for covid related advice and guidance</p>	<p>Acceptable</p>