

THE SEEDS OF CHANGE

Risk Assessment

HAZARDS	WHO COULD BE HARMED AND HOW?	IS THIS RISK ACCEPTABLE?	STEPS TO REDUCE RISKS	IS THIS RISK ACCEPTABLE?
<p>Fire 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>	<ul style="list-style-type: none"> • 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 learning spaces • 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 the Director or Head of Centre 	

			<ul style="list-style-type: none"> No young person is to be left alone in learning spaces at any time. There must always be a member of staff with them 	
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"> Electrical installation regularly inspected by qualified electrician Portable Appliance Test (PAT) has taken place A visual check of all electric items will be carried out annually 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 the Director or Head of Centre Electrical system installed by competent person and protected against water ingress where necessary 30 mA RCD built into the switchboard Any trailing electrical leads and cables are tied back The Electric fence is routinely checked and has a warning sign on it 	Acceptable
Staff or visitor transport Staff cars, taxis and visitor cars	Staff, Young People and visitors risk serious, possibly fatal, injuries if struck by a vehicle, whilst on a horse or on foot.	Unacceptable	<ul style="list-style-type: none"> Highways signs on run up to The Acorn Centre to warn motorists that there are horses in the area One main car park fenced off from main stable yard to avoid contact with animals or people All visitors to Acorn Centre will announce their arrival via the intercom system on the gate Visitors will be buzzed in by a member of the TSoC team and will remain at the bottom of the drive 	Acceptable

			<ul style="list-style-type: none"> • until a TSoC member of staff meets and greets them at their vehicle • A barrier is in place to prevent unauthorised vehicles from coming up the drive where young people and horses are working 	
Farm machinery Tractors, Ride-on lawn mowers	Staff and others may suffer serious and possibly fatal injuries from contact with moving parts of machinery.	Unacceptable	<ul style="list-style-type: none"> • 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 	Acceptable
Deliveries 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 vehicle.	Unacceptable	<ul style="list-style-type: none"> • 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
Zoonoses	Staff and Young People risk ill-health from contracting		<ul style="list-style-type: none"> • Young People are to wear protective gloves if there is any doubt of infectious diseases 	Acceptable

	diseases from animals.		<ul style="list-style-type: none"> • Young People are advised of the importance of appropriate behaviour around the animals and to avoid sudden movements or loud outbursts • There are bacterial hand washes in the toilets • In the case of suspected Zoonoses, the Yard Manager should be informed immediately, and the appropriate action taken to minimise infection • Hot/cold water, soap and paper towels are available in the toilets • 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) 	
Tools (Yard Tools and Equipment) Pitch Forks, Shovels, Picks, Rakes, Hoof picks	Staff, Young People and others could suffer serious injuries when using equipment required for the programme that they are accessing.	Unacceptable	<ul style="list-style-type: none"> • Young People are closely supervised by suitably trained Seeds of Change (TSoC) staff when using specialised equipment • All tools are counted in at the end of the session • Suitably trained TSoC 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 	Acceptable

<p>Tools (building, woodwork, projects) 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 (TSoC) staff when using specialised equipment</p> <ul style="list-style-type: none"> • 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>Acceptable</p>
<p>Cooking</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>	<ul style="list-style-type: none"> • Young People are closely supervised by The Seeds of Change (TSoC) staff when using the kitchen's facilities • Staff show Young People how to use knives to cut food • All staff have a food hygiene certificate • TSoC staff to follow food hygiene and safety procedures to avoid the risk of cross contamination • Probes in fridges to maintain optimum temperature (between 0 – 5 °C) • Any known allergies will be made aware of via the learners learning agreement • This information will be shared with TSoC coaches 	<p>Acceptable</p>

			<ul style="list-style-type: none"> • Fire safety equipment present in all cooking areas (smoke detectors, fire blanket). These will be tested regularly 	
Knives	Staff and Young People could suffer cuts, puncture wounds or injury from knife slippage	Unacceptable	<ul style="list-style-type: none"> • Knives stored in a locked box out of sight • Plastic/ nylon safety knives used by Young People • Young People closely monitored and shown safe handling techniques 	Acceptable
Personal belongings Jewellery, scarves, headphones, mobile phones, vapes and flammables	Staff, Young People and others could suffer serious injuries when personal belongings get caught up when working around the horses. Unrestricted use of flammables (lighters, cigarettes, vapes) could cause a fire on the site, leading to serious injury or fatality.	Unacceptable	<ul style="list-style-type: none"> • Young People are closely supervised by The Seeds of Change (TSOC) staff • Young People are requested to leave all dangling jewellery, scarfs or headphones in the learning space • Young People have a copy of the Health & 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 & Safety posters in all learning spaces • Young People have to sign a Client Coach contract agreeing to adhere to the Health & Safety rules • 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 	Acceptable

Young People leaving site	Risk of Young People absconding from site before, during or after a session.	Unacceptable	<ul style="list-style-type: none"> • Young People are closely supervised by The Seeds of Change (TSoC) staff at all times • Young People sign and agree to Health and Safety rules • Following a briefing with coaches, out of bounds areas are made clear at induction • Staff remind Young People of Health and Safety rules during each session 	
Pond	Young People or staff are at risk of drowning in the pond located on the premises.	Unacceptable	<ul style="list-style-type: none"> • Young people are informed at their induction that the pond is 'Out of Bounds' • Young People are closely supervised by The Seeds of Change (TSoC) staff • The pond is 800m from The Acorn Centre and is fenced off • There is a life belt on the bank next to the pond 	Acceptable
Horse Manure Trailer and Ramp	Staff and Young People risk injury if they slip or trip or fall on the uneven surface.	Unacceptable	<ul style="list-style-type: none"> • 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 emptying wheelbarrows and working on the manure trailer 	Acceptable

Fire Spreading	Burning, injury to humans, animals and property	Unacceptable	<ul style="list-style-type: none"> • Check wind direction • Ensure the fire is away from any combustible materials • Bucket of water and fire blanket on hand 	Acceptable
Contamination	Food not stored or cooked correctly or properly	Unacceptable	<ul style="list-style-type: none"> • Coach to have completed food hygiene certificate if delivering cooking sessions or preparing food • All food to be stored at correct temperature • Verify all use-by dates and rotate stock so older items are used first • All food to be thoroughly checked before eating 	Acceptable
Visitors Any visitors to The Acorn Centre	Visitors, parents, carers, Young People on site without relevant DBS checks and inexperienced in the environment.	Unacceptable	<ul style="list-style-type: none"> • Any visitors to The Acorn Centre are closely supervised by TSoC staff and not left unattended at anytime • Visitors can wait in the Wendy House and must be accompanied by a member of staff if they need to use the facilities or move around the centre • 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 TSoC staff only • All visitors will sign in and out of the visitor's book and will wear a visitor's ID badge for the duration of their visit 	Acceptable

<p>Walking Dogs on foot</p>	<p>Coaches and Young People being hit by cars. Falling over. Absconding.</p>	<p>Unacceptable</p>	<ul style="list-style-type: none"> • Dogs to be risk assessed and known to coach • Vehicles on the drive must maintain the 5mph speed limit • YP are supervised at all times by a member of TSoC staff • Dogs to be kept on a lead at all times when walking with the young people • All dog walks to be on The Acorn Centre land • Coach to 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 on walk away from the main centre 	
<p>Covid-19 and other infectious illnesses and diseases 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>	<ul style="list-style-type: none"> • Everyone should wash their hands and/ or use antibacterial gel when entering learning spaces and after being out with the animals • Everyone should wash their hands before leaving site • Anyone who coughs or sneezes should do so into a clean tissue and this should be bagged and binned after use • All learning area 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: <ul style="list-style-type: none"> ▪ Hand wash - to be refilled weekly from larger container 	

			<ul style="list-style-type: none"> ▪ Hand gel - to be refilled weekly from larger container ▪ Gloves ▪ Anti bac wipes ▪ Anti bac spray <ul style="list-style-type: none"> • TSoC will continue to follow local Government and locality guidelines for covid related advice and guidance 	
Legionella (Legionnaires' Disease)	Staff, learners, volunteers, contractors, and visitors who may be exposed to aerosols indoors or outdoors. Risk of contracting legionnaires disease through inhaling or ingesting infected water.	Unacceptable	<ul style="list-style-type: none"> • As the legionella virus only survives between 20 and 45°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 • Water only to be drunk from the tap in kitchen • Use competent contractors for risk assessments, disinfection, or complex maintenance as needed 	Acceptable