**Dartmoor Pony Heritage Trust Visitor Centre:**

 **Risk Assessment March 2017 – February 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the****hazards?** | **Who might be harmed** **and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
| Pony Behaviour | Staff, volunteers, and participants may be harmed through pony behaviour of: kicking, biting, barging, crushing or bolting (escape). Subsequent harm from entanglement in rope and rope burns | * Pony will only be handled by trained staff
* Participants are closely scrutinised by trained staff
* There are clear procedures in place for the movement of ponies around the site
* Participants are not left alone with ponies
* Gate management procedure in place
* First Aid and Safety Equipment Register and Maintenance Schedule in place
* Walking ponies around parkland
* Hats and gloves to be warn at all times by volunteers and participants
 | * Annual training for staff and volunteers on safety arrangements at Parke
* All new volunteers to attend induction course, observation only until training has been provided.
* Use pressure halters
* Ponies to receive regular training to desensitize them to traffic, crowds, dogs, cattle, events
* Train ponies in open spaces such as moorland to further advance their development
 | All Staff, Volunteers and participants to monitor | Ongoing |  |
| Slips, trips and falls | Staff, volunteers, and participants may be harmed through slipping, falling or tripping on the differing terrain at Parke or working at height in the Visitor Centre. | * The paths and walkways at Parke site are compliant with DDA
* Lighting around and inside the building.
* Activities are run according to good practice and in the most suitable locations.
* Safety Briefing is provided to all participants on hazardous areas and general vigilance on arrival at Parke.
* Participants are required to wear suitable footwear, hard hats and gloves (as required)
* Yard and corral surface regularly checked for potholes
* Working at height is only undertaken when two people are in the Centre and working together.
 |  | All Staff, Volunteers and participants to monitor |  |  |
| Hygiene | Poor hygiene at the Visitor Centre may expose Staff, volunteers and participants to infectious diseases. | * Safety briefing, which informs of the hazards such as e-coli and other infectious diseases.
* All dung is removed promptly
* Hand washing facilities are clearly signed and marked, and washing is promoted.
* Safety gloves and shovels are provided for participants involved in clearing dung.
 |  | All staff, volunteers and participants to monitor |  |  |
| Allergies | Staff, volunteers, participants and visitors could be harmed by exposure to pony hair, hay and straw dust. | * Safety briefing includes the hazards associated with exposure to allergies from taking part in activities at the Parke site.
* Staff, volunteers and participants told to wash their hands after contact with animals, and especially before eating or drinking.
 |  | All staff, volunteers and participants to monitor |  |  |
| Hazardous Substances and Chemicals | Staff, Volunteers, participants and visitors could be harmed from exposure to hazardous substances and chemicals held at Parke. This includes equine fly repellents; wound treatments, cleaning materials and environmental infections and poisons. | * All chemicals are clearly labeled, signed and stored appropriately
* Safety briefing informs of hazards of infection, symptoms and dangers of poisonous plants
* Open wounds are covered and dressed
* The promotion of good hygiene and use of hand washing facilities
* When using chemicals, staff and volunteers are told to read the instructions on the container and follow them.
* Suitable equipment is available for handling hazardous substances.
 |  | All staff, volunteers and participants to monitor |  |  |
| Environmental hazards | Environmental hazards on the Parke site such as machinery, fences and gates on the site could harm staff, volunteers, participants and visitors. Also the amount of dust generated within the Visitor Centre and the hay that is stored there is a potential fire risk. There is a potential risk of hot water burns via the kettle. | * The Safety Briefing includes the environmental hazards that could be encountered at Parke
* There is clear signage on the environmental hazards
* All persons are reminded to remain vigilant to the potential environmental hazards
* Drivers awareness of people and ponies when on site
* Dust, Hay and non-essential items/equipment stored within the Visitor Centre contributing to potential fire accelerant.
* Programme for house cleaning established
* All users of the kitchen area are asked to take care when using the kettle and to leave it empty of hot water when not in actual use.
 |  | All staff, volunteers and participants to monitor |  |  |
| Stress or trauma | Participants could be harmed through exposure to challenge of the activities such as fear of animals, open spaces or new people. | * Instructional staff use a progressive, informative and sympathetic approach to ensure that the participants are being challenged at a level they are reasonably comfortable with
* Adequate support workers to accompany service users.
 | * Additional specialist training may be required for new staff and volunteers.
* Review to be conducted at next update period, unless required earlier.
 | All staff, volunteers and participants to monitor |   |  |
| Missing Participants | Wandering off, getting separated from group and exposed to dangerous situations could harm participants. | * Boundaries of Parke site clearly marked and published in prominent place.
* Safety Briefing on the boundaries of the Parke site, and includes any hazards on the site.
* Participants briefed on lost procedures
* Participant leaders will have conducted a site visit to incorporate into their own safety briefings
* Group leaders monitor the movements of their charges.
* Students leaving DPHT site and is deemed to be leaving Parke Estate, the police will be contacted and asked to find missing student.
 |  | Group leaders to monitorAll staff, volunteers, and participants to monitor |  |  |
| Challenging behaviour from participants. | Participants may be harmed through exposure to other participants challenging behaviour | * Staff to participant ratios appropriate to activities and expected behavioural issues of participants
* Staff to use control measures in line with participants individual behaviour plans
* Adapt or abandon the session if necessary.
 |  | * DPHT staff and client group leader
* Client group
* DPHT staff decision
 |  |  |
| Adverse weather conditions | Staff, volunteers and participants could be harmed through exposure to adverse weather conditions. | * All staff, volunteers and participants are dressed accordingly for adverse weather.
* Weather warnings are reviewed in line with proposed activities
* Decisions made on session go ahead based on safety levels commensurate with weather conditions.
* There are facilities at Parke to provide shelter for staff, volunteers and participants in the event of sudden weather deterioration.
* Supply of outdoor clothing available at all times.
 |  | All staff, volunteers and participants to monitor |  |  |
| Manual Handling | Staff, volunteers and participants could be harmed through musculoskeletal problems such as back pain from handling heavy or awkward objects. | * Staff are trained in safe manual handling
* Where appropriate, staff and volunteers seek help with lifting or handling awkward objects.
* Safety briefing to include awareness of handling heavy or awkward objects.
 | * Maintain a training register to monitor staff training
 | All staff and volunteers |  |  |
| Workplace Transport | A range of transport operating on the site could harm staff, volunteers and participants.  | * The safety briefing includes the potential harm from vehicles accessing the Parke site.
* Only vehicles dropping off disabled participants are allowed access to the lower yard.
* All transport is parked either in dedicated bays at the entrance to the Parke site, or parked on the main estate at Parke.
* Hazard flashers are to be used on all transport in the main yard.
* Established a safety brief for when vehicles and trailers access the site if participants on site.
 |  | All staff volunteers and participants to monitor. |  |  |
| Electricity | Faulty electrical installation or appliances could harm staff, volunteers and participants. | * Electrical system installed by competent person and protected against water ingress.
* 30 mA RCD built into switchboard
* Electrical installation regularly inspected by qualified electrician.
* Portable appliances operated according to manufacturer’s instructions
* Staff and volunteers visually check leads (including extension leads) and plugs of hand held appliances before use.
* PAT testing of equipment (conducted by qualified electrician.
 |  | All staff, volunteers and participants to monitor. |  |  |
| Fire | Staff, volunteers and participants could be seriously harmed, with possible fatal injuries from smoke inhalation or burns. | * Fire safety assessment undertaken annually
* Emergency evacuation procedures in place.
* Prevention of arson
 | * Fire evacuation practice to be programmed for regular review.
* Ensure update training on fire evacuation and emergency procedures for all staff and volunteers.
* Site securely locked, movement sensors in place, patrol and CTV signage at all key observation points to forewarn against illegal/ unauthorised entry
 | All staff, volunteers and participants to monitor | Ongoing |  |
| Financial Security | Trustees, Staff and Volunteers | * Fraud
* Theft
 | * DPHT cheque book requires 2 signatories
* Online banking password protected
* £50,000 reserve locked in a building society
* Independent financial review carried out annually in preparation of annual accounts
* All staff volunteers trustees to be DBS checked
* All cash and cheques to be in locked office
* Safe to be used for overnight storage
* New volunteers to support financial areas to have 2 references – one financial – one character
 | Treasurer, trustees, staff and nominated volunteers |  |  |
| Site Security | Staff, volunteers and participants could be harmed by poor attention to site security. | * Safety and security briefing in place
* Lighting is in place
* Key safe is in place and kept by front door
* Site security checklist for opening up and locking up in place.
 | * Review to be conducted at next update period, unless required earlier.
 | All staff and volunteers to monitor |  |  |
| Cattle grazing parkland | Staff, volunteers and participants could be harmed by interaction between cattle displaying skittish behaviour during pony walks in the parkland –ponies could bolt and harm themselves or make abrupt contact with participants  | * Ponies are being introduced to new situations with cattle, training carried out under guidance from experienced contracted pony trainer
* Docile breed of cattle have been introduced to site
* We follow an agreed approach to using long ropes on ponies to provide sufficient room to move them in a circle to maintain control
* Ponies only to be led by trained staff and volunteers
 | * Ongoing pony, volunteer and staff training
 |  |  |  |