



## RISK ASSESSMENT

### 1. GENERAL INFORMATION

<b>Date of Assessment:</b> January 2017	<b>Others Involved:</b>
<b>Assessment made by:</b> <b>Name:</b> Elizabeth Hudson <b>Job Title:</b> Charitable Activities Manager	<b>Type Event:</b> Educational Courses and individual school visits
<b>Department:</b>	<b>Premises/Location:</b> Yorkshire Bee Pavilion, Hives and Honey pavilion and Great Yorkshire Showground
<b>Persons/Group Assessed:</b> Organised groups of children, Groups of teachers, Tutors, Guests, Staff	<b>Activity Assessed:</b> Classroom and Activity courses for teachers and visits by school groups using the Yorkshire Bee Pavilion, Hives and Honey Pavilion and outdoor areas around the showground.

### 2. HAZARDS

	No.		H/M/L
<p>List of significant hazards likely to affect the health and safety of the person(s) concerned</p> <p>Using the following criteria (Low, Medium or High) indicate in the right hand column what the level of hazard is thought to be</p> <p><b>High:</b> An injury likely to require hospitalisation or specialist treating resulting in significant time off work</p> <p><b>Medium:</b> An injury which requires immediate first aid and could result in time off work</p> <p><b>Low:</b> An injury which does not require anything more than a plaster for treatment and does not necessitate time off work</p>	1.	Risk of injury as a result of slow moving essential services vehicles on site and visiting vehicles	M
	2.	Risk of fire in Education Pavilions	L
	3.	Children being isolated from their school group.	L
	4.	Trips, slips and falls	M
	5.	Risk of being injured as a result of taking part in organised activities.	L
	6.	Risk of being injured by falling braches when working in the woodland	L
	7.	Risk of injury from falling into water at the ponds.	L
	8.	Risk of injury due to being exposed to extremes of weather such as sun, wind, cold when working on the site.	M
	9.	Health risks from direct contact with animals	M

### 3. RISKS

	Hazard	Risk Criteria	Comments
<p>For each of the above hazards indicate the likelihood of the hazards actually causing harm using the following criteria</p> <p><b>High:</b> Injuries have been caused in the past or it is reasonable to assume that they could happen at any time in the future and/or the event could injure more than one person (frequent/near certainty)</p> <p><b>Medium:</b> Occurrences foreseeable but event is unlikely to affect more than 1 person (infrequent)</p> <p><b>Low:</b> It is not reasonable to expect injuries as a result of this hazard (unlikely to occur)</p>	1.	Low	The movement of vehicles across the site and to the site is an essential part of the work of the site and of the courses/visits being organised. The likelihood of direct contact with visitors is low.
	2.	Low	The risk of fire in the Pavilions is very low as there are no open flames but there are a number of electrical appliances.
	3.	Low	As only one school at a time is using the showground and the group are closely supervised, it is unlikely that a child would be separated and not noticed.
	4.	Medium	Trips, slips and falls could take place particularly in winter on wet steps and grass.
	5.	Low	The risk of injury as a result of taking part in an organised activity is very low as the activities are designed specifically for their purpose.
	6.	Low	The risk of injury from branches falling from trees is very low but cannot be ruled out as courses are held in woodland and in the winter.
	7.	Low	Risk of injury from falling in the ponds is very low.
	8.	Medium	Risk of injury due to exposure to various weather conditions e.g. sun, wind, cold is a possibility as visits/courses take place throughout the year.
	9.	Medium	Health risks by being in direct contact with animals.

### 4. RISK ASSESSMENT

Using the following table, assess the level of risk which exists

	Low Hazard	Medium Hazard	High Hazard
Low Risk	Trivial	Tolerable	Moderate
Medium Risk	Tolerable	Moderate	Substantial
High Risk	Moderate	Substantial	Unacceptable

<b>Hazard No.</b>	<b>Risk Assessment</b>
1	Low risk – Medium hazard
2	Low risk – Low hazard
3	Low risk – Low hazard
4	Low risk – Low hazard
5	Low risk – Medium hazard
6	Low risk – Medium hazard
7	Low risk – Medium hazard
8	Medium risk – Medium hazard
9	Medium risk-Medium hazard

## 5. CONTROL MEASURES IN PLACE

	Hazard No.	Controls in Place
<p>Is risk adequately controlled</p> <p>Have you taken precautions against the significant identified risks? For example, have you provided:</p> <p>Adequate information, instruction, training, systems &amp; procedures</p> <p>Do the precautions comply with a recognised source of guidance or do all that is reasonable in the circumstances</p> <p>If so then the risks are adequately controlled. You should refer to the systems of work and control measures in place and the source which provides this information</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<p>All departments are made aware that children are on site and are given specific guidance on safe movement including speed limits within the showground. Vehicles fitted with hazard and other visible warning lights will display them when in use. The Operations Manager and Facilities Manager monitor all vehicle movements. Visiting children are supervised when on site and teachers and children are advised to treat all roads in the site with care.</p> <p>All electrical equipment used in the education pavilion is electrically tested. A briefing on the fire evacuation procedure is carried out at the beginning of every course/visit held in the education pavilion. Fire extinguishers are in place; fire exits are signed and open. Teachers or other responsible adult from the school supervises all children using the showground in small groups.</p> <p>Where reasonably possible all tripping hazards will be identified and marker tape or signs displayed. Mention is made at the initial briefing of weather conditions likely to cause injury e.g. wet grass on slopes, wet paving. The Facilities Manager will check the showground to monitor potential slip and trip hazards.</p> <p>All workshop/activity providers provide a risk assessment for their activities and are responsible for these activities.</p> <p>Trees in the woodland are managed and inspected. The woodland area would not be used at times of very high winds.</p> <p>Teachers intending to bring groups of children to work independently in the woodland or at the ponds are required to have made a pre-visit or attended a course where safe use of these facilities is emphasised. If this is not possible, advice is given on arrival.</p> <p>Stable pond dipping platforms are provided.</p> <p>Advice on wearing suitable clothing while working on the site whatever the weather is given to teachers before visiting the showground.</p> <p>Teachers are advised , as part of the Biosecurity arrangements which are approved by Animal Health (Defra) to ensure that children:</p> <ul style="list-style-type: none"> <li>• wash hands thoroughly with soap and water before eating and drinking.</li> </ul>

## 6. FURTHER ACTION REQUIRED

	Hazard No.	Further Measures Required
<p>What more could reasonably be done for those risks which were not adequately controlled. You will need to give priority to those risks which affect large numbers of people or those which could result in serious harm. Apply the principles below when taking further action, if possible in the following order</p> <p>Remove the risk completely</p> <p>Try a less risky alternative</p> <p>Prevent access to the hazard</p> <p>Organise work to minimise</p> <p>Explore to the hazard</p> <p>Provide personal proactive equipment</p> <p>(Against each hazard, list the risks which are not adequately controlled and the action to be taken)</p>	1-9	<p>No further action is required at this time as we are satisfied that we have taken all reasonable steps to ensure that the risks identified have been minimised and are adequately controlled. Were it has been possible to remove a risk completely then the risk has been removed or a less risky alternative introduced.</p>

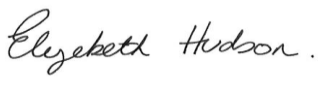

## 7. MONITORING

	Hazard No.	Monitoring Procedures
<p><b>What monitoring procedures (if any) should be put in place</b></p>		<p>The planning arrangements for all education courses and visits are managed throughout the year by the Education Department and co-ordinated by the Charitable Activities Manager. The Operations Manager is responsible for monitoring the risk assessment process, which is revised and updated when circumstances require it.</p>

## 8. REVIEW

<b>When should this assessment be reviewed?</b>	This assessment is reviewed by the Operations Manager pre-event and is subject to a continuous ongoing review process.
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## 9. ADDITIONAL INFORMATION (include on a separate sheet any further information relevant to this assessment)

<p><b>Assessment completed by:</b> Elizabeth Hudson</p> <p><b>Signed:</b> </p> <p><b>Job Title:</b> Charitable Activities Manager</p>	<p><b>Second Line Manager:</b> I have reviewed this assessment and agree with its findings <b>Signed:</b> </p> <p><b>Job Title:</b> Chief Executive</p>

<p><b>Action Plan:</b> An action plan is not required at this time.</p>
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**List of any necessary risk reduction measures identified in this assessment with details of completion dates**