**PART A: What are you risk assessing?**

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| Assessor: Stephanie Turner | Job title / role: Inspiring People Officer | Line manager check (if applicable): Joy Kemp |
| Date of assessment: 10/08/2022 | Date for revision: 10/08/2023 | Other related assessments – give filename/s (eg. site or task): SRA 1114 |
| Activity / Task: Dig, Cook and Eat | Date of task: Ongoing | RA Reference Number: TRA 1249 (See **Task** Risk Assessments tab of [Risk Assessment Log](file:///Y:\05%20Policies%20and%20Procs\5.3%20H&S\5.3.3%20Risk%20Assessment%20Log,%20Templates%20&%20Procedure\121115%20Risk%20Assessments%20Log%20MH.xls)) |
| Site/s or Location: | Postcode and/or OS Grid Ref: | Facilities/welfare on site (eg. toilets): |
| Weather conditions (complete on the day): | Other unexpected factors noted prior to activity but after risk assessment (complete on the day): | |

**PART B:**

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| Use this section to plan what you would do in the case of an accident or emergency incident | |
| First aid cover required  (see code of practice 1) | Emergency first aid at work (1 day)  or First aid at work (3 day)  Outdoor First Aid 3 day.  Name of first aider/s: Stephanie Turner  First aid kit requirements: First Aid Kit |
| Accident reporting (see code of practice 3) | Location of accident book/s and Incident forms: Office/Cr8 barn kitchen |
| Nearest A&E details | Hospital: Huddersfiedl Royal Infirmary (See SRA 1114 for map and directions)  Address:  Acre Street  Huddersfield  West Yorkshire  HD3 3EA  Map or directions to hospital attached? |
| Communications in the event of emergency | Location/s of nearest landline/s: Mobile phone must always be carried  Location of strong signal (eg. entrance, top of hill): Which network?:  Alternative means of communication if necessary: |
| Emergency Access locations/terrain etc. | Ambulance  or 4WD  or Air ambulance  Access point/s location/s, nearest postcode and grid reference/s:  Map showing access routes attached? |

**PART C: Assessing the Risks**

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| Using the list of common risks above and considering the other aspects of your activity please assess each risk below | | | | |
| **Hazards/hazardous events** | **Who is affected and how many people?**  (staff, contractor, volunteer, public, vulnerable group/s) | **Typical outcome**  eg. minor injury, serious injury, death | **How will the risk be controlled?**  Completed by whom and when?  How will the control measure be communicated?  (see Code of Practice 8 for advice on PPE) | **Remaining Risk Level**  Likelihood / Severity matrix  eg. likely x harmful = moderate |
| **Moving vehicles – disembarking from bus and moving through car park.** | **All** | **Minor injury – death.** | **Arrange a meeting point with teacher during pre-visit. Ensure that all farm staff are aware of visit and that a safe route is agreed which will be kept clear of farm traffic. Brief group that no children to move through car park unaccompanied. Move around site as a group with teachers front and back.** | **Slight** |
| **Public walking through farm yard.** | **All** | **Minor to serious harm.** | **Ensure that all children (groups and individuals) are accompanied by a DBS checked member of staff at all times.** | **Slight** |
| **Biting / stinging insects – walking through grasses / meadows.** | **All** | **Minor injury - death** | **Suggest participants apply insect repellent**  **Suitable clothing to be worn to prevent bites and stings from plants.**  **First aid kit and trained staff at event.**  **Ask participants prior and on the day of the event if anyone has a known allergy to insect bites.** | **Moderate** |
| **Infection/disease from soil/compost (e-coli/leptospirosis etc) – digging and working in the vegetable garden** | **All** | **Serious disease** | **Brief all participants on dangers, wash hands after activities.**  **Wash vegetables thoroughly in running water and peel root veg before tasting.**  **All tools are cleaned before and after session.**  **No access to open water during this session.** | **Moderate** |
| **Choking hazard – trying vegetables** | **All** | **Minor to serious injury** | **Especially with younger children, get them to chew vegetables properly (to taste them) before swallowing. Soup is blended to avoid and choking hazzards.** | **Slight** |
| **Slips, trips and falls – walking around the site** | **All** | **Grazes, sprains and cuts & bruises** | **Brief participants on dangers when walking around the site of any uneaven surfaces – especially near building work and off footpaths and when the weather is wet or icy.** | **Slight** |
| **Uneven ground – walking around the site** | **All** | **Falls, minor injury** | **Pre activity warning that the children are asked not to run on site as this raises the risk of falling. Ask that chilrdren come with suitable footwear.** | **slight** |
| **Tripping, Slipping and falling in Cre8 Barn** | **All** | **Minor – serous injury** | **Floor areas to be kept clear.**  **Flexes to be kept clear of walkways.**  **Floor to be clean and clear of food / mud.**  **Children not engaged in activity to be kept away from cooking area.**  **Running, jumping and pushing to be prohibited. Appropriate footwear to be worn. Shoelaces tied – check! Wheelchairs and those with restricted movement to be carefully positioned and given plenty of space to move.**  **Table heights appropriate to pupil height.**  **Pupils to be standing at all times when cooking.** | **Slight** |
| **Food contamination caused by clothing.** | **All** | **Minor – serious illness** | **Long sleeves to be rolled up. Scarves to be removed (unless for religious head scarves – these should be tucked in.)**  **Outdoor clothing (jackets/scarves etc), to be removed once in the barn.** | **Slight** |
| **Food contamination caused by hair, nail polish, rings and bacteria on hands.** | **All** | **Minor – serious illness** | **Long hair to be fastened back with hair ties.**  **Jewlery to be removed from wrists and hands (or covered) necklaces to be tucked in.**  **Hands to be washed, prior to food handling, with warm running water, soap, and dried with disposable paper towel.** | **Slight** |
| **Food contamination caused by cuts, sores, boils and dressings.** | **All** | **Minor – serious illness** | **Blue plasters used to cover sores and cuts.**  **More extensive injuries to be covered using latex gloves.** | **Slight** |
| **Food contamination caused by bacteria spread by illness** | **All** | **Minor – serious illness** | **No participant feeling sick or unwell to be permitted to take part in cooking activities.**  **No participant suffering or recently recovered from sickness, diarrhoea to be permitted to enter the cookery area (check this with school first).** | **Slight** |
| **Food contamination caused by bacteria from equipment and / or surfaces.** | **All** | **Minor – serious illness** | **Surfaces to be wiped with disposable cloth used solely for that purpose.**  **No outdoor clothing or bags to be placed on cookery surfaces.**  **Cooked and raw ingredients to be kept separate, both in storage and preparation.**  **Equipment to be hot washed and all particles of food removed before storage.**  **Chopping boards and bowls to be scrubbed with hot water and air dried.**  **Equipment to be inspected regularly for food particles and mould growth.**  **Food cleaning agents and towels never to be stored with equipment.** | **Slight** |
| **Food contamination caused by bacterial growth during incorrect storage of food.** | **All** | **Minor – serious illness** | **Refrigeration to be available to store perishable food in appropriate conditions (e.g. frozen- 18°C or below, refrigerated 0°C - + 5°C)**  **Al foods to be covered to prevent cross contamination.**  **All foods not used by use by dates to be disposed of.**  **Dry goods to be stored in sealed containers and in a clean, dry, designated area away from cleaning agents, paints, stationery and other potential contaminants.**  **Food prepared in school sessions to be stored at correct temperature until consumed or taken home.** | **Slight** |
| **Food contamination contracted through soil or other growing medium.** | **All** | **Minor – serious illness** | **Hands to be washed thoroughly after picking and harvesting and washing produce. Demonstrate proper hand washing with group.**  **Soil and other growing media to be removed by washing prior to food preparation.**  **Open wounds to be covered before handling soil covered produce.** | **Slight** |
| **Food contamination contracted through waste on tables, in bins and on the floor.** | **All** | **Minor – serious illness** | **Waste bowls used in food preparation to be emptied promptly when full.**  **Any sharp edged waste to be wrapped and labelled and promptly disposed of.**  **Waste bins to be lined. Full bags to be sealed and disposed of promptly.**  **Food waste bins to be washed and disinfected immediately after emptying.**  **Food waste bins to be reserved for food only.**  **Accidental spillages of food (liquid or solid) to be wiped, swept or vacuumed.** | **Slight** |
| **Reactions to food – allergic or intolerance.** | **All** | **Minor – serious illness or death** | **All participants to provide information of any known intolerances prior and on day of session.**  **Parental consent for all activities to be obtained by school prior to visit.**  **Pupils who may require medication to have an identified school representative on hand to administer it.**  **Alterative foods to be made available for students with known allergies. Certain ingredients to be excluded from food ingredients where deemed necessary.** | **Slight** |
| **Dangers from heat, fire and electrical hazards.** | **All** | **Minor injury – death** | **Flammable materials not to be stored close to cookers.**  **Cooker / hob to be operated only by adult in charge.**  **Emergency evacuation procedues to be in place and understood by all participants.**  **Emergency exits to be kept open and free from obstruction at all times.**  **A fire blanket and suitable extinguishers to be available at all times.**  **Electrical equipment must be certified safe by an approved body.** | **Moderate** |
| **Burns from ovens, equipment, liquids or food stuffs.** | **All** | **Minor – serious injury** | **Oven gloves to be used when carrying hot food / pans.**  **Oven shelves to be adjusted before turning oven on.**  **Pan handles turned inwards but not over hot hobs.**  **Hot food / liquids to never be left unattended.**  **Food tasting to be warm, not hot, and temperature tested before children taste it.** | **Moderate** |
| **Cuts from knives and other equipment including graters.** | **All** | **Minor – serious injury** | **All sharp knives to be in a secure place when not in use.**  **Knives to be counted out and in.**  **Appropriate type and size of knife to be used for age of children.**  **Bridge and claw safe cutting techniques to be taught and supervised.**  **Chopping boards always to be used in conjunction with knives.**  **Knives to be washed seperately and never left in sink.**  **Glass bowls and glasses never to be washed by pupils.**  **Pupils to be supervised at all times during cooking activities.** | **Moderate** |
| **Illness caused by food kept at unsafe temperature or not cooled / heated or stored correctly.** | **All** | **Minor – serious illness** | **Reheated food to be heated to a minimum core temperature of 75°C for 2 minutes to kill bacteria.**  **‘Hot held’ foods to be kept at a minimum temperature of 63°C for no more than 2 hours.**  **Food to be cooled within two hours and then stored in a fridge.**  **Thawed foods to be used within 24 hours. Never re-freeze a product unless it is cooked first.** | **Slight** |
| **Choking on small pieces of food or inhallation of small ingredients.** | **All** | **Minor injury – death** | **Tasting sessions to be conducted in a calm manner and always supervised.**  **Pupils to be encouraged to follow teacher guidance on eating slowly and safely.**  **Pupils never to eat food from cupped hands with head thrown back.**  **Pupils to taste and eat food only at the invitation of adult in charge.**  **First aider to be present throughout all cooking and tasting activities.** | **Slight** |
| **Safeguarding risks (Also see overarching Safeguarding Risk Assessment)** | **Pupils, staff, visitors and volunteers** | **Abuse, grooming, abduction.** | * **All children should be accompanied by a guardian although large group sizes means that there will be mixing amongst the group. YWT staff and volunteers should be vigilant of interactions between the group and report any suspicious behaviour in an incident report. YWT staff who work regularly with children will be DBS checked and only volunteers who have been fully inducted in YWT child safety policy will take part. DBS may be recommended if the same volunteers are helping each month.** * **School groups should come prepared with enough adults: child ratio as per their policy.** * **It is not YWT responsibility to provide supervisors, only leaders. There will be at least one YWT leader per group and at least 1 volunteer.** * **Appropriate steps will be taken where concerns arise with regard to the safety of participants. Reports will be sent to the independent person and to the LADO. Any concerns will be acted upon immediately.** * **Positive action will be taken to ensure the protection of participants who are subject to any concerns.** * **Relevant information and evidence will be recorded in an appropriate and cooperative manner** * **In all safeguarding issues, confidentiality will be maintained at all times by disclosing information only to those who need to know. NCPSS helpline 08088 005000 or CQC for vulnerable adults 03000 616161** | **Unlikely x very harmful = moderate.** |