

I.1 HEALTH & SAFETY RISK ASSESSMENT FORM – Visitors to the Park

Please refer to the guidance notes when completing this form.

Service or location: Aldenham Country Park, Elstree, Hertfordshire.	
Assessed by: Martine Xenophontos	Date completed: 10/02/2022
Date Assessed: 01/09/23	Date to be reviewed: 01/09/24

STEP 1: Describe the activity or premises being assessed

Aldenham Country Park is a visitor attraction with a small working farm based on 100 Acres of beautiful countryside only 12 miles from central London. It is a not-for-profit community interest company and our purpose is to maintain and enhance the park for the benefit of all through sustainable enterprises that work together across farming, social care, education, countryside visits, family camping and outdoor celebrations and seasonal events. With the ultimate aim to develop a replicable system to franchise to help other country parks and develop new ones.

The park and farm are open all year round for visitors to visit, visitors are able to interact with the animals through feeding, petting and lamb bottle feeding. The farm shop sells a variety of meats and eggs as well as toys, this is the area where visitors enter the farm and purchase parking tickets.

Other activities on the park include camping and glamping, woodland walks, and the SEND pavilion and playground. There is also a 100 acre late adjacent to the car park.

STEP 2: Identify the hazards associated with the activity or premises			
Hazard	Outcome	People or property at risk	Rating
<u>Car park and roads</u>	Being hit by a car	Staff, Visitors, contractors	B1
<u>Water on the park</u>	Drowning, Sinking in sludge, Weils disease, Wild birds	Staff, Visitors, contractors	A3
<u>Slips, trips and falls</u>	Cuts, grazes	Staff, Visitors, contractors	C2
<u>Contact with Animals – infections/injury</u> <u>[Zoonoses – leptospirosis, tetanus, E-coli/Injury – cuts, wounds, bites]</u>	Sickness, illness	Staff, Visitors, contractors	B3
<u>Animal droppings – could lead to infection</u>	Sickness, illness	Staff, Visitors, contractors	B3
<u>Feeding the animals – may cause infection or injury (bites)</u>	Cuts and grazes, plus zoonosis	Staff, Visitors, contractors	C2
<u>Feeding animals – allergies</u>	Anaphylactic shock	Staff, Visitors, contractors	B2
<u>Animal petting – injury or infection</u>	Allergies, bites and scratches	Staff, Visitors, contractors	C3
<u>Lamb bottle feeding</u>	Allergies, bites and scratches	Staff, Visitors, contractors	C3
<u>Animals in fields</u>	Trampling, bites, kicks	Staff, Visitors, contractors	B3
<u>Electric Fences</u>	Electric shocks, pacemaker disruption	Staff, Visitors, contractors	C2
<u>Insects – bites or stings</u>	Anaphylactic shock, allergies	Staff, Visitors, contractors	B3
<u>Lost Children</u>	Kidnapping, distressed children	Staff, Visitors, contractors	B2

	or parents		
<u>Moving vehicles</u>	Run over by a car	Staff, Visitors, contractors	B3
<u>Machinery – injury</u>	Cuts, grazes, lacerations	Staff, Visitors, contractors	B3
<u>Chemicals</u>	Poisoning	Staff, Visitors, contractors	B3
<u>Farm tools</u>	Cuts grazes, lost limbs	Staff, Visitors, contractors	B3
<u>Extreme weather</u>	Hypothermia, hyperthermia	Staff, Visitors, contractors	B3
<u>Trees</u>	Crushing injuries	Staff, Visitors, contractors	B3
<u>Fire</u>	Burns, smoke inhalation	Staff, Visitors, contractors	B3
<u>Playground equipment</u>	Slips and fall, cuts, grazes, sprains and breaks	Staff, Visitors, contractors	C2
<u>Bouncy Castle</u>	Sprains, breaks, back injuries	Staff, Visitors, contractors	B2
<u>Tractor Trailer ride</u>	Falls, bangs, crushed	Staff, Visitors, contractors	C3

STEP 3: List the controls measures already in place

Car park and roads

- Speed limit of 10mph
- Be aware there are pot holes in the roads and around the car park
- Clear signage at barriers

Water on the park

- Be aware there is limited signage around the lake erected by Herts County Council
- Be aware there are no safety rings around the lake
- The lake is not owned or managed by Aldenham Country Park
- No swimming in the lake signs erected
- Unseen hazards under the water
- There is long grass in 100 Aker wood that disguises a stream, this will keep people away from the edge of the stream
- The level of the lake has reduced be aware of muddy fringes

Slips, trips and falls

- Beware of muddy areas
- Be aware of uneven surfaces and loose materials on the paths and roads
- Beware of icy areas – these will be salted during the winter
- Beware of roots and uneven ground
- Pot holes or extreme areas will be sectioned off and repaired

Contact with Animals –infections/injury

- [Zoonoses – leptospirosis, tetanus, E-coli/Injury – cuts, wounds, bites]
- Hand washing facilities at the farm entrance and half way around the farm, plus in the car park toilets with instructions on how to wash hands
- Warm water will be available at all times for hand washing Park rangers will be trained in why visitors need to wash hands and in how to wash hands correctly.
- There is a cold-water hand washing station at the lamb bottle feeding area to support the main warm washing area at the park exit

- All animals are in pens with no public access, there is however a rabbit walk way for visitors to enter – please stick to the path. Do not pick up the rabbits
- There is a peacock that is allowed at times to roam around the park please do not approach or try to stroke the animal
- Petting area access to animals only at allocated times and when supervised by a member of staff.
- Signage around animal pens advises on risks that animals can bite or scratch
- All stock routinely monitored for ill health and vaccinated as required
- Control of rats and pests is undertaken by external contractor
- Rotation and disinfectant procedures in place to prevent build-up of infection in pens
- Sick animals are housed away from public areas
- Trained First Aiders on site

Animal droppings – could lead to infection

- Animal enclosures are prohibited to the general public,
- The exception to this is the rabbit walk way, this may have rabbit faeces on the path. The path will be swept everyday to ensure this is removed/
- Any other animal faeces on the path will be removed immediately.
- No animals to be allowed in to general public areas
- Pens are regularly cleaned out
- Site hygiene – Farm area is kept clean, all tools etc used for cleaning animals are stored away from public areas.
- Staff use gates to access pens, not climbing fences to avoid leaving faeces from boots on areas where hands could come into contact.
- No seats or benches provide in the farm area to discourage picnics – dedicated picnic areas provided away off of the farm

Feeding the animals – may cause infection or injury (bites)

- There are posters around the park showing which animals can be fed.
- No feeding of equines, signs to explain this
- Animal feed is stored away from public areas in shut feed store.
- Tubes are provided for food for some animals to be put down to minimise risk to general public
- Hand washing signs, guidance & facilities provided
- Trained First Aiders on site

Feeding animals – allergies

- Animal feed for the general public all signs are labelled with which animals receives which food
- Cows, Sheep, alpacas – grass nuts blend
- Pigs – mixed cereal
- Poultry – Kibbled Maize
- We cannot fully confirm that the feed is not made in an area that is free from other allergens such as nuts
- First aid trained staff on site during open hours

Animal petting – injury or infection

- Petting area is supervised. No unsupervised public access
- Animals used for petting include: rabbits, guinea pigs and other suitable species that will minimise risk of injury
- Visitors must wash their hands after handling the animals, hand washing signs, guidance & facilities provided
- Trained First Aiders on site

Lamb Bottle Feeding

- Occurs between Feb and April
- This is a supervised area – no unsupervised public access
- Area to be kept clean and tidy – swept to be remove any faeces
- Remove any clutter and debris from the area
- No pregnant women to enter the area
- Only children over 4 years of age to feed lambs
- All bottles to be cleaned and sterilized before preparing milk for the lambs
- Staff only to prepare milk for lambs
- Lambs not to share bottles
- All customers to sign disclaimer before taking part in the activity
- Animals all trained and safe to use for the activity
- Any ill animals to be removed from activity
- All persons to wash hands after activity
- Pens to be wiped down at the end of the day
- Staff to be aware of zoonoses, ecoli, orf, toxoplasmosis and the importance of washing hands and hygiene in the area

- Not admittance to the general public without a ticket and signed disclaimer

Animals in fields

- Do not go in to fields with animals present unless discussed and agreed with a member of staff beforehand

Electric Fences

- Electric fences are around many of the animal enclosures in our Home Field area
- All with have yellow warning signs displayed
- There is a blue rope situated 1m from the electric fence please stay outside of this rope
- People with pacemakers not to go near
- If touched people will receive a small sharp shock

Insects – bites or stings

- Bee hives on upper farm near to layers
- No anti-histamines on site due to first aid procedures
- Trained First Aiders on site

Lost Children

- Lost child policy in place

Moving vehicles

- All vehicles will be driven between 10mph – 20mph beacons and horns will be used in areas of restricted sight
- All vehicles are checked before driving
- All vehicles are fully MOT'd
- All vehicles are only to be driven by competent drivers with a full driving licence
- All staff to be recorded on the drivers check list

Machinery – injury

- Machinery to be stored in an area away from the general public

- Barriers prevent public access to be around larger machinery
- Vehicles to sound a horn as warning to prepare the public for passing

Chemicals

- All chemicals to be stored in a locked container away from the general public

Farm tools

- All to be stored in a locked room
- All stored in areas out of bounds to the general public

Extreme weather

- In extreme wind conditions the duty manager will make a call if any areas of woodlands become out of bounds due to fall branches
- In extreme ice/snow very slippery areas will be salted to prevent people falling over

Trees

- All trees are routinely inspected by a qualified person
- Any branches are removed if hazardous
- Any diseased trees are removed or made safe if hazardous

Fire

- There are no fires to be lit in general areas
- If a fire is spotted tell a member of staff immediately and if necessary call the fire brigade – the address and phone numbers are listed above
- Fires are only to be lit in the camping areas – for more information read the camping risk assessment
- Also see emergency evacuation procedures

Playground equipment

- All playground equipment is annually inspected by ROSPA
- All equipment is inspected when open by the staff member manning the area

- Any damaged or dangerous equipment is decommissioned immediately or roped off

Bouncy Castle

- Inspection sign available for the public to see at all times
- Guidelines for usage displayed at all times
- Only 10 children of a similar age on the bouncy castle at a time
- No shoes or sharp objects on the bouncy castle
- Do not bounce on the front step
- So not climb on the wall
- No food or drink on the bouncy castle
- Children are under parental supervision at all times with a poster explaining safety guidelines
- An electric siren has been fitted – this will alert staff if the fuse blows and the bouncy castle collapses

Tractor trailer Ride

- Tractor inspected before each Trailer ride session
- Tractor inspected annually by a qualified person
- Only competent drivers who have been assessed by a manager are able to drive the tractor
- Maximum of 20 person on the trailer at one time
- All doors on the trailer to be shut before commencing ride and all customers to remain seated at all times

STEP 4: Additional measures to protect staff and visitors – specific high-risk tasks or areas

ACTIVITY SPECIFIC COMMENTS (Lamb feeding)

- All children and parent's health and safety briefed before starting and approaching the lambs.
- Make sure adult to child ratio is correct
- All staff to receive adequate training

ACTIVITY SPECIFIC COMMENTS (Lakeside)

- Hertfordshire CC undertaking further work to improve signage. RoSPA report recommended against provision of buoys.
- Lake and Lakeside is responsibility of HCC.

Physical Controls

- Adequately supervised parents and staff

Bouncy Castle

- Guidelines are displayed on the wall in the play barn
- PIPA report displayed on the wall in the bouncy castle

HSE & Other Guidance

- Health and Safety at work act 1974
- The Children Act 1989 & 2004
- Animal Welfare Act 2006

STEP 6: Reviews and further action to reduce the risks

Actions to be taken	Person responsible	Date to be completed by
Point 23, 24, and 25 put in to one section for lamb bottle feeding	Martine Xenophontos	10/2/22
Point 23 added re tractor trailer ride	Martine Xenophontos	6/11/22
Point 4 re zoonosis added re cold water hand washing as an addition to the warm hand washing at the exit	Martine Xenophontos	01/04/2023
Point 22 bouncy Castle – a siren has now been fitted in case of deflation of the bouncy castle	Martine Xenophontos	18/04/2023
Update bouncy castle guidelines added	Martine Xenophontos	03/07/2023

Severity of the hazard's outcome	
A	Death, major injury, major damage or loss to property or equipment.
B	Injury lasting over three days, moderate damage or loss to property or equipment.
C	Minor injury, minor damage or loss to property or equipment.

Likelihood of outcome occurring	
1	Extremely likely to occur.
2	Likely to occur frequently or often.
3	Slight chance of occurring.

Priority for action	
AI	<p>UNACCEPTABLE</p> <p>Must receive immediate action to remove the risk or stop the activity.</p>
B1/A2	<p>URGENT</p> <p>Must receive attention as soon as possible to remove hazard or reduce the risk.</p>
A3/B2/C1	<p>IMPORTANT</p> <p>Must receive attention to remove the hazard or reduce the risk.</p>
B3/C2/C3	<p>LOWER PRIORITY</p> <p>To receive attention after other priorities.</p>