



New Leaf Triangle Small Animals Risk Assessment – rabbits, guinea pigs, rats, geese, chickens and ducks

Address: Goadby Lane, Chadwell, Melton Mowbray, LE14 4LP

ASSESSOR/JOB TITLE: Director

Name: Lorraine Squires Shaw

DATE 03.09.17

REVIEW DATE: 3.09.18 LSS, 10.9.19 Carly Steel Director. Review due Sept 2021

Reviewed 10.9.21 Carly Steel. Reviewed 07/08/2023 by Bryony Thurlow. Review due Sept 2025.

Reviewed 26/9/25 by Mica Abrahams-Blake, due Aug 2026

KEY-RISK MATRIX

Risk = Probability (Frequency) x Consequence (Severity)

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	Severe (3)	Moderate (2)	Minor (1)
Frequent (3)	9	6	3
Occasional (2)	6	4	2
Rare (1)	3	2	1

Context

The main activities with small animals at New Leaf Triangle take place at site 1. It is 2 ½ acres of undulating ridge and furrow grassland with a 20 X 40m wood chip and rubber ménage, a steel barn containing 4 internal stables with a roller shutter door, 2 wooden stables (one of which is a hay store and the other houses the goats), a wooden feed/tool shed, 2 chicken coops, a duck house and goat pen with 2 small goat shelters. There is also a 5 X 3M log cabin and a 6x3 M Log cabin, both consisting of a single room.

The perimeter fencing is mainly hawthorn and blackthorn hedge, square stock wire with some rails in places. There is a car park area with 2 wooden five bar gates leading to the road. The car park is fenced off with a mixture of post and rail (screened with 2m willow screening), hedging and stock wire, wooden 1.6m fence panels and a wooden five bar gate leading to the yard which is backed with 2m foot willow screening.

The yard area is fenced and screened from the car park with post and rail and 2m willow screening.

The horse paddocks are sectioned off with post and rail fencing and stock wire.

Small animals present are chickens, geese, ducks, rabbits, rats and dogs. Goats, pigs and dogs have additional separate risk assessments in place.

The goats are housed in a stable at night. In the day the goats are put into the goat paddock adjoining the ménage, subject to weather conditions. There is a designated fenced off air rifle shooting area and archery area with an undercover shelter.

The rats have an indoor enclosure in the second medieval cabin with multiple levels and an outside run that is a rabbit enclosure.

ACTION PLAN

FURTHER ACTION REQUIRED	BY WHOM	TARGET DATE	COMPLETED
1 – Animal handling training for volunteers	Animal Coordinator	First shift for each volunteer/staff member	Completed and ongoing
2 - New Leaf to monitor DEFRA website weekly to check updates re Avian flu restrictions and act upon any guidance	Animal Coordinator	ongoing	
3 – Inform parents that students should have up to date tetanus vaccinations	LJ/KC	ongoing	
REVIEWED			

NUMBER	HAZARD/POSSIBLE OUTCOME	GROUPS	RISK RATING	CONTROLS
	ZOONOSSES – DISEASES THAT CAN BE PASSED BETWEEN HUMANS AND ANIMALS. (A rabbit/guinea pig can rarely pass diseases onto humans and usually the consequences are not severe.	STAFF/ STUDENT/ VISITOR	GREEN 2	WASH HANDS BEFORE AND AFTER HANDLING ANIMALS WITH ANTIBACTERIAL SOAP. ILL OR IMMUNOCOMPROMISED INDIVIDUALS NOT TO WORK WITH ANIMALS UNTIL THE ILLNESS AS BEEN RESOLVED OR PPE HAS BEEN USED.

	The possible diseases and consequences are listed below.: a) Pasteurella multocida and tetanus (see 'bites and scratches') b) Cheyletiella fur mites c) Bordetella bronchiseptica causing a mild self limiting cough in severely immunocompromised humans. d) Fleas e) Ringworm f) Intestinal parasites g) Intestinal bacteria (salmonella, campylobacter) h) Staphylococcal and Streptococcal infections.) i) Avian bird flu			ILL ANIMALS TO BE ISOLATED FROM HEALTHY ANIMALS AND STUDENTS/STAFF IN THE SESSION, IN A SEPARATE HUTCH, UNTIL THE ILLNESS HAS RESOLVED NO OTHER ANIMALS TO BE BROUGHT INTO THE SESSION WITHOUT PRIOR CONSENT, TO PREVENT PASSAGE OF DISEASE AND PARASITES, SUCH AS FLEAS AND MITES. INDIVIDUALS WITH COLDSORES TO AVOID DIRECT CONTACT WITH RABBITS. RABBITS CAN CATCH FATAL ENCEPHALITIS FROM THE HERPES VIRUS CAUSING HUMAN COLDSORES. ANY ANIMALS THAT JOIN THE SESSION AT A LATER DATE SHOULD BE CHECKED BY THE VET TO MAKE SURE THAT NO DISEASE/PARASITE IS INTRODUCED TO THE GROUP. IF AN ANIMAL DOES CONTRACT A DISEASE OR PARASITES THEN THEY NEED TO BE TREATED PROMPTLY. NEW LEAF TO FOLLOW ALL DEFRA INSTRUCTIONS AND GUIDANCE WHEN THERE ARE RISKS OF BIRD FLU IN THE UK
2	BITES AND SCRATCHES (The consequences can be a skin lesion which may be painful or become infected. Rabbit and guinea pig bites are unlikely to become infected but very rarely pasteurella or tetanus infections could occur).	STAFF/STUDENTS/VISITOR	YELLOW 4	STUDENTS SHOULD BE UP TO DATE WITH TETANUS VACCINATIONS. ANY BITES OR SCRATCHES TO BE CLEANED IMMEDIATELY AND ANTIBACTERIAL CREAM TO BE APPLIED. PLASTERS APPLIED TO DECREASE THE RISK OF INFECTION ONCE STAFF HAVE CHECKED THAT THE STUDENT IS NOT ALLERGIC. TRAINING IN ANIMAL HANDLING BEFORE A STAFF/STUDENT PICKS UP AN ANIMAL.

3	ALLERGIES TO ANIMALS OR HAY/STRAW/SHAVINGS	STAFF/ STUDENT/ VISITORS.	YELLOW 3	ALL STUDENTS WITH RELEVANT ALLERGIES TO THE BEDDING USED OR TO ANIMALS TO BE NOTED. STUDENTS WITH RESPIRATORY ALLERGIES TO WEAR MASKS. STUDENT WITH DERMATOLOGICAL ALLERGIES TO WEAR GLOVES
4	HANDLING ANIMALS	STAFF/ STUDENT/VI SITORS	YELLOW 3	ALL STAFF AND VISITORS TO RECEIVE TRAINING IN HANDLING ANIMALS BEFORE THEY PICK THEM UP. ONLY WHEN STAFF HAVE SEEN CORRECT HANDLING OF ANIMALS SHOULD THE INDIVIDUAL BE ALLOWED TO CONTINUE TO HANDLE THE ANIMALS WITH LESS SUPERVISION.
5	FOOD AND BEDDING	STAFF/ STUDENT/ VISITORS	YELLOW 3	FOLLOW A IF ALLERGIES OCCUR CHECK THE INGREDIENTS AND PRECAUTIONS FOR IF HUMANS INGESTING THE ANIMAL FOOD. IF INGESTION OF ANIMAL FOOD OCCURS THEN TAKE THE NECESSARY ACTIONS AS STATED ON THE FOOD PACKAGING. SEEK MEDICAL ADVICE FROM GP OR NHS DIRECT.
6	ANIMAL WASTE	STAFF/ STUDENT/ VISITORS	YELLOW 4	DISPOSE OF ANIMAL WASTE CORRECTLY ON THE MANURE HEAP ON THE TRAILER INDIVIDUALS TO WASH HANDS AFTER CLEANING OUT THE ANIMALS. INDIVIDUALS TO AVOID ACCIDENTAL OR PURPOSEFUL INGESTION OF ANIMALS WASTE. THIS SHOULD BE DONE BY INSTRUCTION IN A WAY THE STUDENT UNDERSTANDS AND REMINDERS TO WASH HANDS IF INGESTION DOES OCCUR SEEK MEDICAL ADVICE.

7	PPE	STAFF/ STUDENT/ VISITOR	YELLOW 4	INDIVIDUALS TO BE INSTRUCTED WHAT PPE WILL BE USED IN THE SESSION AND WHY IN AN INDUCTION. OVERALLS, GLOVES AND MASKS TO BE USED, FOR THOSE WITH ALLERGIES. STUDENTS AND STAFF TO PUT ON RELEVANT PPE AT THE BEGINNING OF EACH SESSION.
8	CLEANING OUT THE ANIMALS	STAFF/ STUDENT/	YELLOW 4	A SET ROUTINE TO BE USED WHEN CLEANING OUT THE ANIMALS, MAKING SURE THE ANIMALS ARE REMOVED FROM THE HUTCH AND SECURED IN A SEPARATE AREA. ENSURE THAT TOOLS ARE USED SAFELY. ENSURE THAT ANIMALS ARE PUT SECURELY BACK IN THE HUTCH. PPE MUST BE WORN FOR THOSE WITH ALLERGIES. TRAINING CARRIED OUT TO STAFF/STUDENTS TO SHOW HOW TO CLEAN OUT HUTCHES. SUPERVISION GIVEN TO STUDENTS AND COMMUNICATION IN A WAY THEY UNDERSTAND.
9	SLIP	STAFF/ STUDENT/ VISITORS	RED 6	1 – IF AN AREA IS WET PUT UP A WARNING SIGN IF NEEDED 2 – STAFF TO ENCOURAGE STUDENTS TO WALK AND NOT RUN DURING THE SESSION.

10	INDUCTIONS	STAFF/ STUDENT/VI SITOR	RED 9	ALL STUDENTS AND STAFF TO BE INDUCTED TO THE SESSION AT THE BEGINNING OF THE FIRST WEEK. STAFF TO BE GIVEN, READ AND SIGN THE RISK ASSESSMENT. IN THE INDUCTION HEALTH AND SAFETY, FIRE EVACUATION, PPE AND SPECIFIC SESSION RISKS ARE TO BE COVERED.
11	FIRST AID	STAFF/ STUDENT/ VISITORS	RED 9	FIRST AID BOX TO BE KEPT IN THE LOG CABINS AND THE FIRE BOX QUALIFIED FIRST AIDERS ALWAYS ON SITE CALL AN AMBULANCE IF NEEDED OR IF STAFF ARE UNSURE.
12	COSHH	STAFF/ STUDENT /VISITORS		THE INGREDIENTS OF THE ANIMAL FOOD TO BE CHECKED IN ACCORDANCE WITH COSHH. See separate RA. ANY OTHER CHEMICALS BOUGHT INTO THE SESSION (FOR WHATEVER REASON) TO BE CHECKED/STORED/USED IN ACCORDANCE WITH COSHH.
13	ENCLOSURES and PENS	STAFF/ STUDENT/ VISITOR	GREEN 2	1 – SHOWN WHERE HUTCHES/PENS/ENCLOSURES ARE, HOW TO OPEN THEM AND SECURE THEM. 2 – ANIMALS REMOVED FROM THE ENCLOSURE BY STAFF UNTIL STUDENTS ARE COMPETENT AND CONFIDENT. 3 – ENCLOSURES OPENED WHEN THE SURROUNDING AREA IS SECURE. FOR EXAMPLE, SURROUNDED BY A RUN (IF OUTSIDE), OR BARN/STABLE DOOR SHUT. THIS WILL PREVENT ANIMALS ESCAPING IF THEY JUMP OUT UNEXPECTEDLY. 4 – DO NOT SLAM THE DOORS AND CHECK FOR OTHER PEOPLE TO AVOID TRAPPING FINGERS. 5 – INDIVIDUALS TO CLOSE STABLE DOORS BEHIND THEM TO PROTECT SMALL ANIMALS FROM PREDATORS, SUCH AS DOGS/FOXES

14	RUNS	STAFF/ STUDENT/ VISITOR	GREEN 2	FOLLOW MANUAL HANDLING PROCEDURES WHEN MOVING THE RUNS. AT LEAST TWO PEOPLE TO MOVE THE RUN. STUDENTS/STAFF SHOWN BY SESSION LEADER HOW THE RUNS WORK AND WHEN THEY ARE USED.
15	TRIPS	STAFF/ STUDENT/ VISITOR	YELLOW 4	ANIMAL FOOD, BEDDING, TOOL AND PPE TO BE STORED CORRECTLY IN THE BINS PROVIDED INSIDE THE SHED THE AREA TO BE LEFT TIDY AFTER EACH TASK AND AFTER EACH SESSION.
16	FIRE	STAFF/ STUDENT/ VISITOR	RED 9	STAFF AND STUDENTS TO RECEIVE FIRE TRAINING IN INDUCTION.
17	MANUAL HANDLING	STAFF/ STUDENT/ VISITOR	GREEN 2	MANUAL HANDLING PROCEDURE TO BE FOLLOWED STUDENTS TO BE SHOWN HOW TO MANUALLY HANDLE SOMETHING (E.G THE RUN) IN A WAY THEY UNDERSTAND BEFORE DOING SO.

I have read and understand the New Leaf Triangle Small Animal Risk Assessment above and agree to follow its guidelines

Staff Name	Signature	Date

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