



New Leaf Triangle Premises Risk Assessment

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

ASSESSOR/JOB TITLE: Directors

Name: Lorraine Squires Shaw & Troy Shaw

Review Date 27.04.22 by Bryony Thurlow (Animal and Facilities Coordinator)

REVIEW DUE 28.04.2024

KEY

RISK MATRIX

Risk = Probability (Frequency) x Consequence (Severity)

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

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ALL ASSESSMENTS WILL FOLLOW THIS MATRIX USING THE TRAFFIC LIGHT SYSTEM

Context

New Leaf Triangle is an outdoor learning centre for individuals with a range of disabilities, autism and mental health conditions. The main activities at New Leaf Triangle take place at the 2 main sites situated on Goadby Road, Chadwell, Melton Mowbray, LE14 4LP (site 1) and Eastwell Road Site 2). The sites are 2 and a half acres and 5 and a half acres of undulating ridge and furrow grassland with a 20 X 40m sand, fibre and rubber menage at site one and 20 X 40m sand and rubber ménage at site two.

Site 1 Buildings:

9M x 8M steel barn, with steel anti condensation roof, containing 4 internal stables with a 3M wide roller shutter door. Stable partitions are steel framed with wooden panelling and steel grills. The barn is lined with 1.2cm ply board to 2.5M height. Means of escape – 3M wide roller shutter door

Two 3.6M x 3.6 M wooden stables adjoined. Means of escape - standard stable doors in each

3M x 3M wooden tool/feed shed. Means of escape – standard full wooden door.

5M X 3M log cabin, consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M

6M X 3M log cabin consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M

Goat pen with 2 small goats sheds

5 chickens run with small wooden huts with metal mesh and bark surface near the air rifle range with a hutch with bedding and feed stations.

There is a designated fenced off air rifle shooting area and archery area with an undercover shelter.

Two 2.5M x 3.5M log cabins in a small paddock next to the air rifle shooting area. Means of escape – 2 French style doors opening outwards 1.2M

One 3M x 5M log cabin woodworking area with wooden horses and shelving units. This also contains a tool box attached to the wall and multiple areas of stored wood.#

Small upright lockable metal tool shed containing all tools and equipment stored in the car park next to the portaloo. Also in the car park is a towable muck trailer with a self contained ramp access and a portaloo for staff use only.

Site 2 Buildings:

36 X 34ft wooden American style barn with 6 stables

5M X 5M log cabin consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M

*Two 3.6M x 3.6 M wooden stables adjoined. Means of escape - standard stable doors in each. **Used as a feed shed and workshop.***

2.5M X 2M Tool shed

2.5M X 2M Toilet shed

Approx 2.5m² field shelter next to toilet shed

3 wooden shelters housing hay and menage equipment in car park / yard area

The perimeter fencing is mainly hawthorn and blackthorn hedge, square stock wire with some rails in places. Access is via a drive (approximately 80m long) which leads into the main car park and yard area. The surfaced (sand, fibre, rubber) Horseback Archery track runs down the middle of the two turnout fields and is lined with posts and electric tape. There are two small surfaced paddock home to two ponies at the end of it nearest the yard. Most fencing is post electric tape but is post and rail in places. Access to the, the right hand (larger) turnout field and the surfaced paddock for ponies is via a small metal gate to the site of the field shelter. Access to the left hand field is through two metal 5 bar gates directly from the car park / yard.

ACTION PLAN

FURTHER ACTION REQUIRED	BY WHOM	TARGET DATE	COMPLETED
All staff to read and sign this risk assessment on their first day's induction.	LSS		On going
Further fire risk assessment to be carried out following any advice given			
REVIEWED 01.02.18, changes made: Summary site details updated			

<p>Additional first aid boxes and changes to first aiders in section 2</p> <p>Pond added in section 11</p> <p>Use of shed changes made in sections 3 & 13</p> <p>Changes to use of trampoline in section 8</p> <p>Use of toe guards on stirrups for riding added in section 14</p> <p>Electric fence being left on for vocational learning in section 16</p> <p>Changes to water availability, bowsers and troughs and addition of log burner in section 18</p> <p>Addition of ducks to introduction and section 18</p> <p>Reviewed 20/04/21 changes made:</p> <p>Summary site details updated, to include site 2</p> <p>Site 2 gate shut when students on site section 1</p> <p>H & S responsibilities, Site 2 details section 2</p> <p>Animal feed storage site 2 section 3</p> <p>Tool use site 2 section 4</p> <p>Site 2 field use section 6</p> <p>Play equipment checks section 8</p> <p>Storage of dangerous equipment/products site 2 section 13</p> <p>PPE hat standard updated & for woodworking section 14</p> <p>Electric fence site 2 section 16</p> <p>Signing in/out section 17</p> <p>Fire procedures section 18</p>			
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NUMBER	HAZARD/POSSIBLE OUTCOME	GROUPS	RISK RATING	CONTROLS
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(HS) 1	Absconding – students could abscond onto the road, over adjoining farmland or through dense woodland. They could get knocked over by vehicles, trip and fall, drown in any streams/ ponds, be injured by farm animals, come into contact with strangers or become lost.	Students	Yellow 3	<p>Students are to exit vehicles once inside the yard, when the gate is closed behind the vehicle, if they are likely to abscond. It is to be explained to students in a way that they understand that they must stay inside premises and not go onto the road or surrounding land and wood.</p> <p>Students remain the responsibility of parents/carers and any external supporting staff while they are in the car park area and must be closely supervised at all times</p> <p>Once in the yard the perimeter fencing is on the whole very good and hard to climb, however, it is not intended to be a secure facility and there are places that agile students could climb and abscond if they wished. Initial assessment must take into consideration this risk and all parties should discuss and agree whether the placement is suitable and the risks acceptable. New Leaf Triangle staff may however make the decision that it is not safe for an individual and decline the placement.</p> <p>At site 2 both gates (either end of the drive) should be shut once all students are on site. The gate on the bridlepath should be kept shut and locked.</p>
HS2	First Aid – cuts/scratches	Students/ Staff	Green 2	<p>First aid kits to be present at all times. At site 1, they are located in the first log cabin, in the fire box outside the shed and in a bag in the second log cabin (available for taking off site or for Forest School activities. At site 2 the first aid kit is in the fire box located on the right hand side as you enter the barn.</p> <p>First aid kits to be checked monthly and replenished as necessary. It is the site coordinator and staff health and safety reps responsibility to ensure this is done. One member of staff on site from New Leaf Triangle needs to be first aid trained unless external accompanying staff are first aid trained.</p>

				<p>(LSS is level 3 trained, TS is trained in Outdoor First aid and Equestrian First Aid. Several staff have Emergency First Aid at work training – see lists in log cabin & health and safety folders)</p> <p>At least one person from New Leaf Triangle must have a charged mobile phone at all times. Any staff going off site with or without students must have a charged mobile phone.</p>
HS3	Animal Food - ingestion	Students	Green 2	<p>At site 1, the main supply of animal food is stored in a shed. The shed must be locked where a student has been risk assessed not to be able to access the shed. At site 2, the feed is stored in the two wooden stables (feed shed & workshop) in a metal trough with wooden lid. This cannot be locked so students at site 2 should be risk assessed as able to be around animal feed safely.</p> <p>For the purpose of education, work experience or animal interaction, small amounts of food may be made available in feed containers outside of the locked shed but this will be assessed on an individual basis.</p> <p>All students will be told that the food is for the animals and not for people. Staff will monitor to make sure the students are not ingesting any animal feed. If an amount of food is ingested seek guidance from the GP or NHS direct.</p>
HS4	Tools – misuse and trips	Students and Staff	Yellow 4	<p>Stable tools are kept in the shed or in the barn. The shed may be locked and other tools removed subject to the individual's risk assessment. If in any doubt about the risk, metal forks, shovels and spades must be locked away.</p> <p>At site 2 the wooden field shelter does not have a lock. If students are assessed as unsafe with tools, these can be moved into the small tool shed which is kept locked. All hand tools for wood work (saws, screwdrivers etc.) are kept behind locked boards.</p> <p>Brushes, plastic shaving forks, poop scoops and wheelbarrows pose less risk and can be left out during most assessments but</p>

				<p>each case needs to be assessed individually. They are to be stored correctly in the barn or locked on the shed before students arrive.</p> <p>A demonstration must be given by staff on how to use and store tools safely. Support will be given by staff when students are using the tools.</p> <p>They will only be using a metal fork, spade or shovel if they have steel toe boots or other suitable substantial footwear and the training to do so.</p>
HS5	Allergies	Students/ Staff	Green 2	<p>The students may feed animals with hay or bed down with straw, wood shavings or chopped rape seed. If they have hayfever or dust allergies they will be given a different task. If they still want to take part in these activities, they will be offered a dust mask to protect them.</p> <p>Students with allergies to any of the animals or anything present in the environment may be advised not to attend and may be asked for a doctor's note to say it is safe for them to attend.</p>
HS6	Fencing and gates – climbing over/falls/access to less safe animal areas	Students/ Staff	Yellow 3	<p>Initially only staff will open and close gates which lead to the paddocks. Students will be told this at the beginning of the session. They will also be told that they should not climb on fencing or other climbable items other than play equipment.</p> <p>Staff must ensure they correctly close any gate after them.</p> <p>Some students may be risk assessed to access the paddocks and open gates in order to fetch horses in as part of their programme. They still need to have the necessary assessed level of supervision for this task. Only specified staff & students should go in the fields with the horses at site 2. This should be supervised by an experienced horse person.</p>

				Students with severe autism and severe learning difficulties may find it difficult to understand this information, so will need close supervision.
HS7	Infection control - Washing hands	Students/ Staff	Yellow 3	There are some diseases that can occasionally be transferred from animals to humans, although the risk of this is very low. (See animal risk assessments) There are also likely to be germs in the environment. Hand sanitiser, wipes, hand soap and clean water are present at all times for students and staff to clean their hands. Everyone should wash clean and sanitise their hands after handling and cleaning out the animals and before eating and drinking.
HS8	Use of play equipment – Risk of injury through falls and from the use of use equipment	Students	Yellow 4	<p>There is a trampoline, basketball and ball games available in the play area. Students should be supervised at all times when using the play area and all play equipment. Parents of small children attending family session, musty closely supervise their own children at all times.</p> <p><u>The trampoline</u> has safety nets all around and has weight limit of 100KG.</p> <p>There should be a mat positioned outside the entry.</p> <p>Only two people to use the trampoline at a time, unless parents accept risks and supervise siblings jointly under this weight.</p> <p>The trampoline entrance zip should be zipped at all time when in use.</p> <p>Students should be given the necessary support to enter and exit the trampoline safely. No person to go under the trampoline while it is in use.</p> <p>Students to be asked to exit the trampoline if their behaviour is thought to be dangerous. If necessary the trampoline zip should be padlocked to prevent dangerous usage.</p> <p><u>The trampoline and swing should be checked weekly for their safety as part of the site checks, paying particular attention to the springs in the trampoline and the mesh basket of the swing.</u></p>

HS9	Animal handling – behaviour around animals	Students/ Staff	Red 6	<p>Staff are to read and sign individual animal risk assessments. The health and safety risks around animals are to be explained to the students in a way they understand, including the risks of bites, scratches, kicks and being trodden on and knocked over by larger animals such as the horses, goats or dogs. There will be a regular recap, where needed.</p> <p>The induction advice to students needs to include how to act around each type of animal present at the time of their session. Students need to be assessed carefully and given the necessary support and supervision around the animals subject to the assessment.</p> <p>For students with autism and/or severe learning difficulties, who may not be able to understand this information, close supervision is essential.</p> <p>Staff should monitor the students' behaviour around the animals at all times and take the necessary precautions actions to keep students safe and protect the animals' welfare.</p> <p>All small children attending family sessions must be closely supervised by their parents/carers at all times whilst on the site.</p> <p>If a student is injured, first aid is to be used where necessary. It may be necessary for the student to be taken to A&E or call 999 depending on the situation. This is to be decided by a senior New Leaf Triangle staff member, first aider or parent.</p>
HS10	Trips/Slips/Falls	Students/ Staff	Green 2	<p>Staff to warn students and other staff of the step into the wooden stables, log cabin and shed for those who are given access to it, and any other identifiable trip hazards around the site. The students are advised not to run into these areas and this is to be monitored by staff. However it is an outdoor environment and hence surfaces may be uneven and objects such as sticks will be present so care needs to be taken by all individuals accessing the site.</p>

				<p><i>When taking photos people must be aware of their surroundings before taking the photo, i.e. to check there are no horses, other animals heading towards them. They should stand still to take photos and videos to avoid walking into objects, fencing etc. When taking photos etc. in the ménage or other areas where horses are being ridden or used, permission should be sought from the supervising staff on site and people should remain in the area they are designated to avoid walking in front of horses or into objects.</i></p>
HS11	<p>Water – troughs and water bowsers could be a drowning hazard</p>	Students/ Staff	Yellow 3	<p>There are a number of water troughs in the paddocks, a small wildlife pond and water buckets in the stables and animal enclosures.</p> <p>Although these are only around 0.3m - 0.6m deep, they could be a drowning risk to small children and if a student were to have a seizure near to the trough or bucket or to fall and knock their head. Students who are assessed as particularly vulnerable in this area should be supervised at all times when in the paddocks, near the pond or in the stables and animal enclosures.</p> <p>All small children attending family sessions must be closely supervised by their parents/carers at all times whilst on the site.</p>
HS12	<p>Barn roller shutter door – could be pulled down while someone is passing underneath and cause injury. Could trap fingers</p>	Students/ staff	Green 2	<p>The barn door needs to be opened and securely fastened before students arrive by staff who have been shown what to do. It should be closed after all students have left the premises.</p> <p>In the event of inclement weather, the door may be closed and opened carefully by trained staff. Students to be closely supervised during these times.</p>

HS13	<p>Shed with dangerous contents</p> <p>– risks of ingestion of paints, chemicals, risks from sharp equipment and tools, risks from animal first aid and medication, risks from gas canister</p>	Students	Yellow 3	<p>Shed contains:</p> <ul style="list-style-type: none"> -Tools such as hammers, pliers, screw drivers, saws, nails and screws, -Electric fencing tape and posts -Animal feed -Paint, wood preserver -Small gas stove canister -Chemicals such as weed killer -Animal first aid and medication <p>The shed must be locked where a student has been risk assessed not to be able to access the shed.</p> <p>If the shed needs to be locked, equipment that will be needed for a session should be taken out of the shed before students arrive. This could include small amounts of animal feed or tools. Chemicals, gas canisters and animal medication to be kept in the locked metal cabinet.</p> <p>Forest school knives and other equipment to be kept in allocated Forest School equipment box.</p> <p>No pest control substances of any sort or bleach to be stored in the shed or anywhere on the premises.</p> <p>At site 2 dangerous contents (Jeyes fluid, medication) are to be locked in a black cupboard in the shed. Gas stove is stored in the cupboard under the sink. If students are deemed unsafe around it, it can be locked in the black cupboard in the shed. If students are unsafe around animal feed, they should not be allowed at site 2 as the feed shed is not locked.</p>
HS14	<p>Personal protective equipment (PPE) - failing to use this could result in increased risk of injury in the case of an accident</p>	Students/ Staff	Yellow 3	<p>Students to be advised to wear hard flat soled shoes or boots which have heel for riding and being around the horses.</p> <p>Student who are unable to do this due to sensory difficulties must be very closely supervised at all times when around the horses and should always ride with stirrups with toe guards or without stirrups to avoid their feet becoming trapped in the stirrup in the event of a fall.</p>

				<p>Students should be strongly advised and persuaded to wear an appropriate standard hard hat when riding the horses.</p> <p>All riding establishments require that riding hats worn at their venue meet current safety standards PAS 015 although the actual standard acceptable may vary, and their requirement for the riding hat to also carry the BSI kite mark may vary also.</p> <p>New Leaf Triangle requires hats to be a minimum standard of PAS015 2011.</p> <p>Some students may refuse to wear hard hats due to sensory difficulties. For these students a declaration must be signed by the person responsible for the person, stating that they understand the increased risk this poses. NO students to ride out on the road without a hat even if they have sensory issues</p> <p>PPE for construction type activities is provided (gloves, goggles) and should be worn, as advised in construction & forest school Risk assessments.</p>
HS15	Animal excrement - Ingestion could cause illnesses	Students	Green 2	<p>Some animal excrement can carry diseases, although incidences of this are rare. All students should be advised to wash their hands with hand sanitiser after handling and cleaning out the animals and before eating and drinking.</p> <p>If a student ingests animal excrement, advice should be sought from NHS direct or GP. For students where this is a likely possibility, for example a student with Pica, they should be closely supervised at all times on the premises and could be advised that it is not a suitable placement for them.</p>
HS16	Electric fencing – could cause minor electric shocks and there could be risks from frightened animals who have been shocked	Students/ Staff	Green 2	<p>Electric fencing is to be turned off upon arrival to the yard by the staff. It will be turned on again once the students have left the premises.</p> <p>Although the voltage is no danger to human or animal safety, it can cause minor immediate discomfort and be alarming. However, the higher risk is from students handling animals who</p>

				<p>accidentally touch the fence or if the shock travels through the students to the animal. In these cases the animal is likely to jump and flee and could harm the handler and others in close proximity, or, in the case of a horse being ridden, cause the rider to fall. Where students are on vocational courses and there are no other students present, electric fences may be left on as part of the learning experience. The electric fence at site 2 is always turned on to prevent horses accessing grass they can't have. If students with severe autism or learning difficulties are on site and they may struggle to understand this, the fence should be turned off while they are on site. Electric fencing should always be turned off before entering the fields.</p>
HS17	Safeguarding – risks of abuse to children and vulnerable adults	Students	Yellow 3	<p>All New Leaf Triangle staff and volunteers will have an enhanced DBS check prior to working and there is a clear Safeguarding Policy. Staff undergo safeguarding training and are made aware of New Leaf Triangle Safeguarding policy and their responsibilities with regard to safeguarding during induction.</p> <p>Trades persons or other external contactors/ persons will not be present during sessions unless they are dealing with emergency maintenance and situations that cannot be done at any other time, in which case they will be supervised by a staff member. Farriers, vets and animal experts may however be present as their work provides an educational experience but they will not be left alone with students at any time.</p> <p>During family sessions there may be more than one family present at a time and these members will not have DBS checks. It is each family's responsibility to supervise their own children at all times whilst on the premises and no family members should help other members' children with toileting or changing.</p>

				<p>Families can take pictures of their own children during sessions but must not post them on social networking sites if any other children than their own are in the photo.</p> <p>All visitors to sign in the diary & visitors book and have visitors pass on them at all times while on site. If visiting both sites, they should sign in diary & visitors book at both sites.</p>
HS18	<p>Fire risks – death/injury from flames and smoke inhalation Also see fire risk assessment</p>	Students and staff	Yellow 3	<ul style="list-style-type: none"> • There is to be no smoking on the premises. All staff are to be told on their first day's induction and staff are to make students and families aware of this rule. A sign is to be displayed clearly at the premises. • Hay and bedding is to be stored away from the main barn, in one of the two stables. Up to 3 plastic wrapped bedding bales may be stored in the barn at any one time but no hay or straw. • All doorways and exits are to be kept clear at all times. • At site 1, there are to be 2 foam fire extinguishers sited outside the shed and 1 foam extinguisher and a fire blanket in the first log cabin and a fire extinguisher in the second log cabin. • At site 2, there are to be 1 foam fire extinguisher on the hay barn, 1 foam extinguisher in the barn, 1 foam extinguisher on the two stables, 1 small powder in the stables and 1 small powder & fire blanket in the log cabin, • These are to be checked daily for signs of damage and serviced as per manufacturer's instructions. Staff to be instructed on how and when to use these in the event of a fire.

				<ul style="list-style-type: none"> • At site 1, there is to be an alarm situated on the outside of the shed, which is to be used in the case of a fire and another at the camping area for when the tipis are in use. • At site 2 there is an alarm situated on the menage fence next to the main barn to be used in the case of a fire. • At site 1, the fire assembly point is the car park area and large goat pen adjoining it and all students and visitors will be made aware of this when they arrive, along with basic fire procedures • At site 2 the fire assembly point is on the hay barn.
				<ul style="list-style-type: none"> • There is one water bowser in the car park area collecting run off from the stables and one water bowser and a trough collecting run off from the barn. There is a mains trough in the lower paddock. These can be used in the event of a fire. • There is a tap with a hosepipe just inside the barn and a tap in the first log cabin and in the toilet that can be used in the event of a fire • At site 2 there is a hosepipe just inside the barn, tap in the log cabin and toilet and blue barrel collecting rain water next to the toilet. • The log burner, gas stove and gas heating must only be used by staff and responsible adults and must only be used in the log cabin, following the manufacturer's instructions. Stove to be locked away when not in use. No students to

				<p>be left unattended in the log cabin when any of these are in use. A fire guard to be used when needed.</p> <ul style="list-style-type: none"> ● Fuel should not be stored on the site, including petrol for equipment. Up to 4 small gas canisters for the gas cooker is the only exception to this. It is to be stored in the shed in a locked container. ● In the event of a fire, students and visitors must be evacuated to the car park and large goat pen area and a fire warden will be responsible for them (the large goat pen next to the car park may be the best option for students and small children to wait in if they are likely to abscond as this is more secure than the car park). ● At site 2 they should be evacuated to the fire assembly point in the car park, adjoining the hay stable. ● The remaining staff will return to evacuate the animals as soon as all people have been evacuated. ● A fire warden is to be allocated on every session. This person will allocate staff to evacuate and supervise students to the fire assembly area. They will be responsible for the roll call. The fire warden will remain with students and visitors until the all clear is given or they can leave the premises. ● There will be a firebox for the fire warden. This will be stored outside the shed. At site 2 the fire box is on the right hand side upon entry to the barn. This will contain address and directions for the emergency services, basic first aid equipment, a torch and hi visibility vest. The vest must be put on immediately the fire alarm is raised so everyone, including emergency services, knows who the fire warden is.
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				<ul style="list-style-type: none"> • Any horses in the barn, yard or stables should be the first animals to be evacuated as these will cause the largest risk through panic. They must be released into one of the paddocks, ideally not the play area. However, if this is not possible due to the behaviour of the horses they should be released into the play area and the gates then opened to the paddocks and closed behind them once they have gone through. • Goats should be released or herded into the play area. Chickens and ducks should be herded out into the play area or ménage if possible or at least out of the barn. Doors must be shut behind them, to prevent them returning. Small animals, such as rabbits and rats should be taken in their housing, or a suitable pet container, into the play area or ménage. (Pet containers will be stored with their housing if this is not easily moveable.)
HS19	Car park-death injury due to vehicles not dropping students safely	Students and staff	Yellow 3	<ul style="list-style-type: none"> • A designated car park staff is nominated each morning to ensure that drivers dropping students off enter the car park fully and park up before letting the student leave the car. • Both gates are opened and signs have been placed on the site parameters to make drivers aware that our provision is in close proximity and has flashing beacons added. • 2 staff at site 1 are designated to park at site 2 each morning to ensure that there is enough room for the taxis and parents/carers to drop off the students safely on site instead of the roadside.

I have read and understand the New leaf Triangle Risk Assessment above and agree to follow its guidelines:

Staff name	Signature	Date

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