

Risk assessment

Company name: Dinky Donkeys Experience

Company representative who completed the assessment: Elizabeth Ceri Adamson

Date assessment was carried out: 22nd June 2020

Date of next formal review: 22nd June 2021

Risk Matrix

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

What are the hazards?	Who might be harmed and how?	Level of risk using risk matrix	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Visitors are not aware of potential risks prior to &/or following booking to visit Dinky Donkeys Experience</p>	<p>Visitors and staff</p>	<p>2</p>	<p>Provide appropriate access to all relevant documentation e.g. Risk Assessment HSE guidance and other relevant policies.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	
<p>Donkeys may become stressed/ frightened/ injured/ ill or come to harm in another way</p>	<p>The donkeys might be harmed by visitors.</p> <p>The donkeys might become stressed or frightened due to non-adherence of the advice and guidance &/or inappropriate behaviour by a visitor.</p> <p>The donkeys might become ill or choke if fed inappropriate food.</p>	<p>2</p>	<p>Provide verbal explanation of the site 'safety advice and guidance' with all visitors before any session or event begins.</p> <p>Provide visible and accessible safety signs to advise visitors of the site safety advice and guidance.</p> <p>Ensure adequate experienced staffing to provide the supervision required for all visitors.</p> <p>Reserve the right to remove any person unwilling to adhere to the advice and guidance provided.</p> <p>Provide constant observation of the donkey's behaviour by trained and experienced member of staff to identify signs of stress or ill health.</p> <p>Donkeys are penned safely and securely in an appropriate area.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

			<p>Donkeys have food and fresh drinking water available. Food and bowls are stored appropriately.</p> <p>No visitors are permitted to feed the donkeys without close supervision by donkey handler.</p> <p>Visitors are advised of how to care for the donkey including grooming and supervision is provided.</p> <p>Donkeys have toys to alleviate boredom.</p> <p>Donkeys are handled regularly to reduce stress during visits.</p> <p>Donkeys are only asked to participate in activities they are familiar with and enjoy.</p> <p>Donkey health plan including annual vet review and assessment of health of donkeys including immunisations. Regular worming schedule in place.</p> <p>Emergency vet call out procedure in place.</p>				
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			<p>Regular farrier visits for foot health.</p> <p>Valid 'Complete Donkey Insurance Policy and Public Liability and Business Employers Liability Insurance' in place.</p> <p>Valid donkey passports in place.</p>			
<p>Donkeys may bite, kick, knock people over or tread on people's feet</p>	<p>Visitors and staff</p>	<p>2</p>	<p>Whilst all efforts are made to keep all people safe the donkeys are living creatures that may not always act in the way that is expected.</p> <p>Provide advice to visitors prior to attendance to a session or event regarding suitable clothing and sturdy footwear.</p> <p>Donkeys are held safely and securely in an appropriate area.</p> <p>Donkeys are handled regularly.</p> <p>Provide constant observation of the donkey's behaviour by trained and experienced member of staff to identify signs of stress &/or ill health.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>

			<p>Visitors must only approach and handle the donkeys slowly and carefully with the donkey handler present to provide advice and supervision.</p> <p>Students will be given a safety briefing before any donkey grooming activities and provided with supervision.</p> <p>Ensure atmosphere on site is calm and quiet.</p> <p>Advise visitors when with donkeys not to kneel or sit near them or stand behind them.</p>				
<p>Contact with donkeys can increase risk of bacteria transmission</p>	<p>Any member of the public and staff.</p> <p>Risk of infection is via wounds or by mouth/nose causing people ill health</p> <p>www.hse.gov.uk</p>	2	<p>Verbal explanation of the site guidance regarding the risk of contracting infectious diseases with all visitors before any session or event begins.</p> <p>Safety signage regarding handwashing is visible to all.</p> <p>Staff and visitors cover, with a plaster or other appropriate dressing, cuts and grazes and any other areas of broken skin</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

	<p>(HSE document: <i>'Preventing and controlling ill health from animal contact at visitor attractions or open farms'</i>)</p>		<p>particularly on arms, hands and face.</p> <p>Provide a first aid box on site with appropriate dressings.</p> <p>Well maintained and clean handwashing and toilet facilities.</p> <p>Advise all visitors and staff to undertake regular hand washing for 20 seconds with soap, hot water with hand drying using disposable hand towels. This should be after each contact with the donkeys, before eating and prior to leaving the site.</p> <p>Provide a clean and safe area for staff and all visitors to eat away from the donkeys.</p> <p>Provide signage to advise visitors not to touch the donkeys whilst eating and drinking.</p> <p>Provide a first aid kit to enable the covering of cuts and grazes with a waterproof dressing.</p> <p>Contact with the donkey's mouth, nose and around the tail area must be avoided to</p>				
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			<p>reduce the risk of transmission of infections. This includes not kissing the donkeys.</p> <p>It is recommended to change footwear prior to leaving the site or to clean shoes to remove any faecal matter trapped on footwear. A bucket of disinfectant and brush is available on site.</p> <p>Donkey faeces is collected up and removed safely throughout the visit to ensure the site stays as clean as possible.</p> <p>All staff are fully trained and instructed about the human health risks associated with animals and the control measures to reduce the risk.</p>				
<p>Contact with donkey faeces/soiled bedding can increase risk of bacteria transmission</p>	<p>All visitors and staff</p> <p>Unsafe storage and disposal can cause ill health in people</p>	2	<p>Donkey faeces and soiled bedding is disposed in of in accordance with relevant legislation.</p> <p>Regular hand washing for minimum of 20 seconds with soap, hot water with hand drying using disposable hand towels after each contact with the donkeys/living environment prior to eating and drinking and prior to leaving the site.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

			<p>Faeces is picked up and disposed of regularly and frequently to ensure the site stays as clean as possible.</p> <p>It is recommended to change footwear prior to leaving the site or to clean shoes to remove any faecal matter trapped on footwear. A bucket of disinfectant and brush is available on site.</p> <p>PPE must be worn when handling faeces and soiled bedding.</p>				
<p>Staff may not have adequate training</p>	<p>Visitors and staff.</p> <p>Potential risk of harm to staff member due to lack of training</p> <p>Potential risk of harm due to inadequate advice and</p>	2	<p>Staff training needs are evaluated, and a training plan developed.</p> <p>Staff are provided with the required training.</p> <p>Staff are aware of the Health and Safety policy, risk assessment and all other relevant policies and procedures.</p> <p>Provide written procedures including: 1.feeding regimes 2.cleaning regimes</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>In progress and Ongoing</p>	

	supervision given to visitors		3.prevention and control of the spread of disease 4.monitoring the health and welfare of all the animals and actions in the event of ill health				
Coronavirus (COVID-19) pandemic	<p>Visitors and staff.</p> <p>Risk of cross infection of coronavirus (covid-19)</p>	3	<p>Follow NHS and Government guidance.</p> <p>No person either visitor or staff are permitted on site with COVID-19 symptoms or having tested positive or anyone that has been in close contact with a person with symptoms and/or tested positive and not completed the required self-isolation period.</p> <p>Advise the use of disposable rubber gloves. Alcohol hand gel and hand washing facility.</p> <p>Risk of airborne transmission is likely to be reduced as all activities are outdoors. However, the use of face covering if activity requires getting closer than 2 metres is advised.</p> <p>If a person displays symptoms of COVID-19 they should go home as soon as possible, obtain a test and self-isolate. Anyone in</p>	Ongoing review of advice and guidance.	Elizabeth Ceri Adamson	Ongoing	

			<p>contact with a person with symptoms/test positive should also self-isolate.</p> <p>For detailed and up to date coronavirus guidance and support</p> <p>www.nhs.uk/government/publications/staying-safe-outside-your-home</p>				
<p>Minor injuries and medical emergency situations may occur</p>	<p>Visitors and staff.</p> <p>Risk of minor cuts, bruises and grazes</p> <p>Risk of potentially serious medical emergencies</p>	3	<p>Ensure a member of staff is trained in first aid and recognition of a medical emergency.</p> <p>Aware of emergency procedure in Health and Safety Policy.</p> <p>Provide a first aid box for immediate treatment of injuries. Ensure checking and restocking of first aid box as required.</p> <p>Review and update risk assessment and relevant policies following any accidents or incidents.</p> <p>Advise visitors to adhere to guidance provided.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

			Request information from visitors regarding any pre-existing conditions and medications and allergies.				
Control of Substances Hazardous to Health (COSHH)	<p>Visitors and staff.</p> <p>Risk of burns, swallowing, inhalation of toxic substances</p>	1	<p>Adhere to the Health and Safety Policy.</p> <p>Ensure chemicals and medications are stored safely.</p> <p>Publicise the policy on the website.</p> <p>Inform the HSE to report incidents as required.</p>	Review controls annually or more frequently if required.	Elizabeth Ceri Adamson	Ongoing	
Tools and equipment and electric sockets	<p>Visitors and staff.</p> <p>Risk of injury and electrocution</p>	2	<p>Adhere to the Health and Safety Policy.</p> <p>Public access to the policy.</p> <p>Inform the HSE to report incidents as required.</p> <p>Maintain and store all tools safely.</p> <p>Maintain electric sockets and electrical items and store safely.</p>	Review controls annually or more frequently if required.	Elizabeth Ceri Adamson	Ongoing	

<p>Pond and marsh area in a section of the field</p>	<p>Visitors and staff. Risk of drowning</p>	<p>2</p>	<p>The pond area has a fence to restrict access. Visible 'No Entry' sign on the fence. Gate locked when visitors on site. Provide adequate levels of supervision when visitors on site.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>In progress and Ongoing</p>	
<p>Uneven field and gravel walkways may cause people to be unsteady on their feet</p>	<p>Visitors and staff. Risk of injury by falling, tripping and slipping</p>	<p>4</p>	<p>Pathways are mostly laid with gravel. Fields/paddocks are laid to grass and are uneven. There is an area of steep incline. There may be holes caused by the donkeys digging. The grass may be muddy and slippery. Advise that sturdy footwear is worn.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	
<p>Electric fencing may be used to keep the donkeys in a location within the site</p>	<p>Visitors and staff. Risk of electrocution</p>	<p>1</p>	<p>Ensure electric fences are switched off when visitors are on site. Ensure staff are aware of the safety practice when using electric fencing.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

			Ensure the electric fencing is checked and maintained.				
Fancy dress obstacle course has various elements that may be difficult to negotiate	<p>Visitors.</p> <p>Risk of injury due to slips, trips and falls</p>	2	<p>The obstacle course involves children and adults in fancy dress costumes as donkeys and jockeys.</p> <p>This event does not involve “real donkeys”.</p> <p>Ensure participants are aware of the type of obstacles in the course.</p> <p>Ensure participants are aware of the requirement to wear appropriate clothing and footwear.</p> <p>Ensure the course is an appropriate level for participants.</p> <p>Ensure that visitors are aware that Dinky Donkey Experience cannot accept responsibility or liability for injuries whilst participating in this event. Company insurance only covers activities involving the donkeys</p>	Review controls annually or more frequently if required.	Elizabeth Ceri Adamson	Ongoing	
Gazebo has a	Visitors and	2	Ensure relevant signage in place to warn	Review controls annually	Elizabeth	Ongoing	

cross bar in each corner	<p>staff.</p> <p>Risk of hitting head on gazebo cross bar</p>		<p>visitors and staff.</p> <p>The wooden bar is soft wood and has rounded edges.</p>	<p>or more frequently if required.</p>	<p>Ceri Adamson</p>		
Extreme weather conditions may occur	<p>Visitors and staff.</p> <p>Risk of getting too hot, cold or wet</p>	4	<p>Advise participants and staff to wear appropriate clothes for the weather conditions.</p> <p>Advise participants and staff to have a change of clothes available.</p> <p>Advise participants to use appropriate sunscreen.</p> <p>Reschedule if weather not conducive to a positive and safe experience.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	Ongoing	
Wild birds and waterfowl nesting on the pond in the field during the breeding season (usually March to September)	<p>Visitors and staff.</p> <p>Risk of harm to wild birds if chased</p> <p>Risk of harm to people if wild</p>	1	<p>Ensure visitors are aware that chasing or getting too close to wild birds/waterfowl may frighten or harm the birds. The wild birds do not approach people and always keep their distance.</p> <p>Chasing or getting too close to the wild birds especially geese may result in them defending themselves &/or their young.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	Ongoing	

<p>may encounter people</p>	<p>geese are chased</p>						
<p>Learning environment may seem frightening</p>	<p>Visitors and staff. Risk of physical and/or psychological harm to vulnerable adults and children</p>	<p>2</p>	<p>Ensure learners and visitors are treated with care and kindness. Plan the learning schedule at the appropriate pace for the learner with the learner involved. Adhere to Safeguarding Children, Young People and Vulnerable Adults Policy. Ensure all staff have an enhanced DBS certificate. Ensure all staff have had relevant training. Encourage all staff and visitors to disclose any concerns or worries they may have and ensure these are shared confidentially with appropriate person/organisation.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	

<p>Company response to an incident or accident on site may not be as thorough, transparent and proactive as required</p>	<p>Visitors and staff.</p> <p>Risk of inadequate response to incident or accident may lead to future preventable accidents or incidents</p>	<p>2</p>	<p>Fully investigate incident or accident and provide a written report and share as appropriate and required.</p> <p>Record accidents and incidents. Inform external bodies such as HSE if required.</p> <p>Identify the issues that contributed to the incident.</p> <p>Identify key actions to mitigate the future risk and identify responsible person and timescale for completion of actions.</p> <p>Review and amend the risk assessment.</p> <p>Provide training if identified as a contributory factor.</p> <p>All advice and guidance provided must be followed.</p> <p>Provide all visitors access to policies and risk assessment prior to attendance or whilst on site.</p> <p>Provide appropriate visible signage on site regarding advice and guidance.</p>	<p>Review controls annually or more frequently if required.</p>	<p>Elizabeth Ceri Adamson</p>	<p>Ongoing</p>	
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			<p>All visitors are asked to keep valuables and personal items safe whilst on site.</p> <p>We ask staff and visitors to ensure that vehicles are locked, and all valuables are stored securely and out of sight.</p> <p>Valid business indemnity insurance.</p>				
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